



Town of Falmouth Select Board
Regular Meeting

Monday, April 28, 2025, 6:30 PM
Select Board Meeting Room
Town Hall
59 Town Hall Square, Falmouth, MA 02540

AGENDA

1. OPEN SESSION - 6:30 PM

- a. Call to Order
- b. Pledge of Allegiance
- c. Recognition
- d. Announcements
- e. Public Comment

2. COMMITTEE INTERVIEWS - 6:35 PM

- a. Interview and consider a vote to appoint committee members
 - 1) Veterans Council Committee: Brian Callanan
 - 2) Diversity, Equity, Inclusion and Belonging Committee: Jim Newman
 - 3) Short-Term Rental Advisory Committee: Dan Gessen, Kara Foley, Thomas S. Crane, Elizabeth Klein, Anne Pride, Kelly McKeon, Charles T. McCaffrey

3. PUBLIC HEARINGS - 6:45 PM

- a. Shade Tree Hearing - on application of The 300 Committee for the removal of one (1) Pitch Pine and one (1) Red Oak. Trees will impact sight line of the new parking lot construction on Quaker Road opposite Highland Ave.
- b. Shade Tree Hearing - on application of the Town Engineer for the removal of five (5) Littleleaf Linden trees to accommodate the project to widen the intersection at Scranton Ave. and Main St.
- c. Consider a vote to approve applications submitted by Megansett Circle, Inc. d/b/a Daily Brew for an Entertainment License and a Sunday Entertainment License to be exercised at 412 North Falmouth Highway, North Falmouth

4. BUSINESS - 7:15 PM

- a. Consider a vote to approve an application submitted by Megansett Circle, Inc. d/b/a Daily Brew for a Common Victualler License to be exercised at 412 North Falmouth Highway, North Falmouth **(10 minutes)**
- b. Consider a vote to approve an application submitted by Seacoast Shores Association for a Change of Manager of its All Alcoholic Beverages Seasonal Club License to be exercised at 7 Farview Lane, East Falmouth **(10 minutes)**

- c. Discuss and consider a vote to approve Falmouth Housing Trust (FHT) application to the Falmouth Affordable Housing Fund (FAHF) for \$25,000 in funding for pre-development costs for their affordable housing project located at 419 Waquoit Highway **(15 minutes)**
- d. Presentation and discussion regarding the establishment of a Cultural District **(15 minutes)**
- e. Discussion of statement from the Diversity, Equity, Inclusion and Belonging (DEIB) Committee **(15 minutes)**
- f. Consider a request from Fast Signs Cape Cod for a variance to Sign Code 184-18C: Measurement of Sign Area, for Haven Marina, 366 Menauhant Road, East Falmouth **(5 minutes)**
- g. Consider the request from John Wesley United Methodist Church for a waiver of the special event permit fee for the Sunday Beach Services on Sundays from 7/6/25 - 8/3/25 (except 7/13 and 8/17) **(5 minutes)**
- h. Consider approval of a Second-Hand Dealer License Renewal for Cape Cod Gold & Silver Coin located at 424 Main Street, Falmouth **(5 minutes)**

5. CONSENT AGENDA - 8:35 PM

- a. Licenses
 - 1) Consider the request from Landfall, Inc. d/b/a Landfall Restaurant, 9 Luscombe Avenue, Woods Hole, to extend its Seasonal All-Alcoholic Common Victualler License until January 2, 2026
 - 2) Consider a vote to approve an application by Markantonis Restaurant Group, Inc. located at 117 Main Street, Falmouth for a Change of d/b/a for its All-Alcoholic Beverages Restaurant License
 - 3) Consider a vote to approve an application for a Special One-Day Wine and Malt Liquor License - Gray Matter Marketing - Cape Cod Brew Fest - Cape Cod Fairgrounds, 1220 Nathan Ellis Hwy., E. Falmouth - Saturday, 9/20/25 from 2:00 p.m. to 5:30 p.m.
 - 4) Consider a vote to approve an application for a Special One-Day Wine and Malt Liquor License - Lupus Foundation of New England - Cape Cod Food Truck & Craft Beer Festival - Cape Cod Fairgrounds, 1220 Nathan Ellis Hwy., E. Falmouth - Saturday, 8/16/25 from 11:00 a.m. to 5:00 p.m.
 - 5) Consider a vote to approve three (3) Special One-Day Wine and Malt Licenses - Fresh Pond Holy Ghost Society, 408 Carriage Shop Road, E. Falmouth - Sunday, 6/8 from 12:00 pm. to 6:00 p.m.; Saturday, 6/28 from 4:00 p.m. to 10:00 p.m. and Sunday, 6/29 from 12:00 p.m. to 6:00 p.m.; and Saturday, 8/16/25 from 2:00 p.m. to 10:00 p.m.
 - 6) Consider a vote to approve a Special One-Day Wine and Malt Beverages License for the West Falmouth Library-Annual Garden Party, 525 West Falmouth Highway, West Falmouth - Saturday, 6/14/25 from 6:00 p.m. to 8:00 p.m.
 - 7) Consider a vote to approve a Special One-Day Wine & Malt Beverages License for the West Falmouth Library-Art Show Opening, 525 West Falmouth Highway, West Falmouth - 8/13/25 from 5:00 pm to 8:00 pm.
- b. Administrative Orders
 - 1) Approve warrant for the annual town election on May 20, 2025
 - 2) Consider a vote to approve a request from the Master Gardener Association of Cape Cod for a variance to Sign Code 184-30: Movable, portable, or mobile signs D (1) (a), for the placement of five off-premises promotional signs for plant sale at Cape Cod Fairgrounds on 5/17/25

- 3) Consider a vote to amend the charge for the East Falmouth Library Building Advisory Committee
- 4) Consider a vote to approve an intermunicipal agreement for the sale of surplus intermediate oyster seed from Falmouth to the Town of Yarmouth
- 5) Consider a vote to authorize Marine and Environmental Services to file a 2025 Seaport Economic Council Grant Application
- 6) Consider a vote to appoint the Planning Board's nominee, Charlotte Harris, as its representative member of the Short-Term Rental Advisory Committee
- 7) Consider a vote to appoint the Falmouth Chamber of Commerce's nominee, Peg Ekholm, as its representative member of the Golf Advisory Committee

6. MINUTES - 8:40 PM

- a. Review and vote to approve minutes of meetings: Public Sessions - March 24, 2025 and April 7, 2025

7. TOWN MANAGER'S SUPPLEMENTAL REPORT - 8:45 PM

8. SELECT BOARD REPORTS - 8:50 PM

9. ADJOURN - 9:00 PM

Nancy Robbins Taylor, Chair
Select Board

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.



Item: 2.a.1.

ITEM REPORT

To: Town of Falmouth Select Board

Submitted By: Mike Renshaw, Town Manager

Meeting Date: April 28, 2025

Department/Office: Town Manager/Select Board

Item Name: Veterans Council Committee: Brian Callanan

Purpose:

The Select Board will conduct an interview with Brian Callanan in order to fill a current at-large vacancy on the Veterans Council Committee.

Background/Summary:

- The Veterans Council Committee consists of nine (9) members (six (6) members nominated by Veterans Organizations and three (3) at-large members).
- The terms on the Veteran's Council Committee are one (1) year terms from July 1 to June 30.
- The re-appointments/appointments are made annually.
- The Veterans Council Committee has one at-large vacancy with a term ending on June 30, 2025.
- The lone applicant, Brian Callanan, submitted his application on January 17, 2025; according to his application, Mr. Callanan is a veteran of the U.S. Air Force (1966-1970) and has been a resident of Falmouth for approximately 16 years.

Recommended Actions:

Department Recommendation:

The Town Manager recommends that the Select Board vote to appoint applicant Brian Callanan to fill the at-large member vacancy on the Veterans Council Committee with a term that expires on June 30, 2025.

Options:

- Motion to appoint applicant Brian Callanan to fill the at-large member vacancy on the Veterans Council Committee with a term that expires on June 30, 2025.
- Motion to deny the appointment of applicant Brian Callanan to fill the at-large member

vacancy on the Veterans Council Committee with a term that expires on June 30, 2025.

Town Manager's Comments:

The Town Manager recommends that the Select Board vote to appoint applicant Brian Callanan to fill the at-large member vacancy on the Veterans Council Committee with a term that expires on June 30, 2025.

Budget:

Applicable? (yes or no):

No

Budgeted? (yes or no):

No

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
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Finance Director's Comments (if applicable):

N/A

Attachments:

1. Committee Application-2025-Veterans-Callanan
2. 1. Committee Application-2025-Veterans-Callanan_Redacted



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. Information received will be available to all Town Boards and Officials, although the filling out of this form does not assure appointment. If selected for an interview, you may wish to submit a resume or additional information. This form and a listing of all boards and committees can be found on the Falmouth website: www.falmouthma.gov.

Name: BRIAN CALLANAN

Address: 20 South Road Village: _____ ZIP: 02540

Mailing Address: 20 South Road Village: _____ ZIP: 02540

Telephone: [REDACTED] Email: [REDACTED]

How long have you been a Resident 16^{1/2} yrs (date: 2009) / Taxpayer 27^{1/2} yrs (date: 1999)

Amount of time you are available to give: AS NEEDED

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

1. Veteran's Council
2. _____
3. _____

Seeking: Permanent Position Alternate Position

Have you attended any meetings of the committee for which you are applying? yes (2)

Relevant affiliation and work and personal experiences: _____

USAF VETERAN 1966-1970

100% disabled 2016 - PRESENT

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

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

I have had extensive experience in
dealing with the VA over the last 20 yrs.
I have experienced the benefits and limitations
of some of their programs. I can empathize
with the frustrations and positive outcomes
of dealing with large organizations.

You may attach a resume to this application.

List three (3) references:

	<u>Name</u>	<u>Title</u>	<u>Phone</u>
1.	<u>Marie Palmer</u>	<u>Senior Center Program Coordinator</u>	
2.	<u>JAMES BOSS</u>	<u>RETIRED VETERAN</u>	
3.	<u>Reed Hamilton</u>	<u>retired vet</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.

1-15-25
DATE

Brian J. Callahan
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.



Item: 2.a.2.

ITEM REPORT

To: Town of Falmouth Select Board

Submitted By: Mike Renshaw, Town Manager

Meeting Date: April 28, 2025

Department/Office: Town Manager/Select Board

Item Name: Diversity, Equity, Inclusion and Belonging Committee: Jim Newman

Purpose:

The Select Board will conduct an interview with Jim Newman in order to fill a current vacancy on the Diversity, Equity, Inclusion and Belonging Committee.

Background/Summary:

- The Diversity, Equity, Inclusion and Belonging Committee is a five-member committee.
- The Diversity, Equity, Inclusion and Belonging Committee has one vacancy with a term ending 6/30/27.
- Applicant Jim Newman submitted his application (attached) on February 18, 2025; according to his application, Mr. Newman has lived in Falmouth for approximately 29 years, and is a founding member of the Falmouth Immigrant Rights Coalition.

Recommended Actions:

Department Recommendation:

The Town Manager recommends that the Select Board vote to appoint applicant Jim Newman to fill the vacant position on the Diversity, Equity, Inclusion and Belonging Committee with a term that expires on June 30, 2027.

Options:

- Motion to appoint applicant Jim Newman to fill the vacancy on the Diversity, Equity, Inclusion and Belonging Committee with a term that expires on June 30, 2027.
- Motion to deny the appointment of applicant Jim Newman to fill the vacancy on the Diversity, Equity, Inclusion and Belonging Committee with a term that expires on June 30, 2027.

Town Manager's Comments:

The Town Manager recommends that the Select Board vote to appoint applicant Jim Newman to fill the vacant position on the Diversity, Equity, Inclusion and Belonging Committee with a term that expires on June 30, 2027.

Budget:

Applicable? (yes or no):

No

Budgeted? (yes or no):

No

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
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Finance Director's Comments (if applicable):

N/A

Attachments:

1. 1. Comm. Application-2025-DEIB-Jim Newman
2. 1. Comm. Application-2025-DEIB-Jim Newman_Redacted



**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 towmanager@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.

Name: Jim Newman

Address: 5 Buzzards Bay Avenue Village: Woods Hole ZIP: 02543

Mailing Address: 5 Buzzards Bay Avenue Village: Woods Hole ZIP: 02543

Telephone: [REDACTED] Email: [REDACTED]

How long have you been a Resident 29 yrs (date: 1996) / Taxpayer 28 yrs (date: 1997)

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

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

- DEIB Committee
-
-

Seeking: Permanent Position Alternate Position

Have you attended any meetings of the committee for which you are applying? yes

Relevant affiliation and work and personal experiences: VIPS classroom volunteer

Board member and Treasurer, Racial Justice Falmouth (RJF)

Board member and Clerk, Penikese Island School (off and on since 1998)

Founding member, Falmouth Immigrant Rights Coalition

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

Falmouth Finance Committee, 2020-2023

Falmouth Town Meeting member, 2022-present

Board member and Clerk, Falmouth Broadband MLP (MLP), 2023-present

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

~~I am an engineer, retired a few years ago from running a small consulting business.~~

I have been on various civic and non-profit boards over many years, am good at being a contributor, a clerk, and at helping to define strategies, procedures, and public statements. I have a long-time commitment to the principles of DEI and fighting racism, including in myself.

I am part of a family that includes a variety of races, ethnicities and sexual orientations, which I hope helps me appreciate and support the tapestry of Falmouth's people.

You may attach a resume to this application.

List three (3) references:

	Name	Title	Phone
1.	Meghan Hanawalt	President, RJF	██████████
2.	Tracey Crago	Exec Director, VIPS	██████████
3.	Ed Swartz	Chair, MLP	██████████

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.

18 Feb 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.



Item: 2.a.3.

ITEM REPORT

To: Town of Falmouth Select Board

Submitted By: Mike Renshaw, Town Manager

Meeting Date: April 28, 2025

Department/Office: Town Manager/Select Board

Item Name: Short-Term Rental Advisory Committee: Dan Gessen, Kara Foley, Thomas S. Crane, Elizabeth Klein, Anne Pride, Kelly McKeon, Charles T. McCaffrey

Purpose:

The Select Board will conduct interviews and consider appointing members to the Short-Term Rental Advisory Committee.

Background/Summary:

- The Short-Term Rental Advisory 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.
- We have received 7 applications (attached) for the 1 licensed realtor position and the 2 at-large member positions.
- The Planning Board has voted to appoint Charlotte Harris to the Short-Term Rental Advisory Committee.

Recommended Actions:

Department Recommendation:

The Town Manager recommends that the Select Board conduct interviews of the applicants and consider appointing one (1) to the Realtor position and appointing two (2) to the At-Large positions.

Options:

Town Manager's Comments:

The Town Manager recommends that the Select Board conduct interviews of the applicants and consider appointing one (1) to the Realtor position and appointing two (2) to the At-Large positions.

Budget:

Applicable? (yes or no):

No.

Budgeted? (yes or no):

No.

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
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Finance Director's Comments (if applicable):

N/A.

Attachments:

1. Short Term Rental Advisory Committee Charge_FINAL
2. Comm. Application-2025-STR-Gessen
3. Comm. Application-2025-STR-Foley
4. Comm. Application-2025-STR-Crane
5. Comm. Application-2025-STR-Klein
6. Comm. Application-2025-STR-Pride
7. Comm. Application-2025-STR-McKeon
8. Comm. Application-2025-STR-McCaffrey

SHORT-TERM RENTAL ADVISORY COMMITTEE

Adopted February 24, 2025

A temporary Short-Term Rental Advisory Committee shall be appointed by the Select Board in accordance with relevant provisions of the Falmouth Home Rule Charter and Town bylaws. The Committee 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/affordable housing issues, real estate, and law enforcement services. If a member resigns prior to the dissolution of the Committee, the Select Board may choose to appoint a new member.

The mission of the Committee is to prepare a draft short-term rental general or zoning bylaw for the Select Board and Town Meeting to review and approve. 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 to 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, 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.



TOWN OF FALMOUTH

BOARD, COMMITTEE OR COMMISSION APPLICATION FORM

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Name: Dan Gessen

Address: 30 Sippewissett rd. Village: Falmouth ZIP: 02540

Mailing Address: 30 Sippewissett rd. Village: Falmouth ZIP: 02540

Telephone: ([REDACTED]) Email: [REDACTED]

How long have you been a Resident 24y (date: ^{18AUG2000}) / Taxpayer _____ (date: _____)

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

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

1. Short Term Rental By-law Committee
2. _____
3. _____

Seeking: Permanent Position Alternate Position

Have you attended any meetings of the committee for which you are applying? _____

Relevant affiliation and work and personal experiences: _____

- Infantry Platoon Leader
- Degree in Political Science, Public Policy, and Business Analytics
- FalmouthNet, Vice Chair of the Board

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

- Falmouth Delegate/Deputy Speaker, Barnstable County Assembly (April 2022-Present)

- Alternate Member, Plastic Reduction Advisory Committee

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

As Falmouth's representative and Deputy Speaker of the Barnstable County Assembly of Delegates,

I have a deep commitment to our town and a strong understanding of the policy challenges we face.

Additionally, as a 24-year-old member of the community, I believe my perspective would be especially

valuable in ensuring that the needs of young residents—who are disproportionately affected by the

the unregulated proliferation of short-term rentals—are fully considered in the committee's work.

(Please see attached letter for additional information)

You may attach a resume to this application.

List three (3) references:

	<u>Name</u>	<u>Title</u>	<u>Phone</u>
1.	<u>Thomas Moakley</u>	<u>State Representative</u>	<u>7 [REDACTED]</u>
2.	<u>Su Moran</u>	<u>Clerk of Courts</u>	<u>[REDACTED]</u>
3.	<u>Michael Holcomb</u>	<u>Resident P9</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.

Dan Gessen
DATE

Daniel Gessen
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.



Cape Cod Regional Government
Delegate Daniel Gessen
Falmouth, MA

Michael Renshaw
Town Manager
Town of Falmouth
59 Town Hall Square
Falmouth, MA 02540

February 4th, 2025

Dear Mr. Renshaw,

I am writing to express my interest in serving on the newly established Short-Term Rental (STR) Bylaw Committee. As Falmouth's representative and Deputy Speaker of the Barnstable County Assembly of Delegates, I have a deep commitment to our town and a strong understanding of the policy challenges we face. Additionally, as a 24-year-old member of the community, I believe my perspective would be especially valuable in ensuring that the needs of young residents—who are disproportionately affected by the proliferation of short-term rentals—are fully considered in the committee's work.

The rise of short-term rentals in Falmouth presents both opportunities and challenges. While they support tourism and economic activity, they also contribute to rising housing costs and the displacement of year-round residents. Unregulated short-term rentals can have far-reaching consequences for our town's future. Their rapid expansion reduces the availability of long-term housing, drives up rents, and increases speculative property purchases, making it harder for families and essential workers to build a future in Falmouth.

A balanced, enforceable bylaw is essential to ensuring that short-term rentals can contribute to Falmouth's economy without undermining the long-term sustainability of our workforce, neighborhoods, and local businesses. I am eager to work collaboratively with other committee members and the broader community to help shape a bylaw that is both fair and enforceable.

I appreciate your consideration of my application and would welcome the opportunity to further discuss my interest in this role.

Sincerely,

Dan Gessen

Deputy Speaker
Delegate from Falmouth
Barnstable County Assembly



TOWN OF FALMOUTH
BOARD, COMMITTEE OR COMMISSION
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Name: Kara Foley

Address: 75 Philadelphia Street Village: Teaticket ZIP: 02536

Mailing Address: same Village: _____ ZIP: _____

Telephone: [REDACTED] Email: [REDACTED]

How long have you been a Resident 25yrs (date: 2000) / Taxpayer 4yrs (date: 2019)

Amount of time you are available to give: Whatever is necessary

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

1. Short Term Rental Group
2. _____
3. _____

Seeking: Permanent Position Alternate Position

Have you attended any meetings of the committee for which you are applying? yes

Relevant affiliation and work and personal experiences: I served on the original short term rental working group. My family has been in the real estate business in Falmouth for over 50 years with 25 years experience managing short term rentals

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

Briefly describe the particular skills you feel you will add to the committee or board: I have
been in Real Estate for over 20 years and have a lot of
experience with the short term rental market.

You may attach a resume to this application.

List three (3) references:

	<u>Name</u>	<u>Title</u>	<u>Phone</u>
1.	<u>Anthony Lamacchia</u>	<u>Boss</u>	<u>[REDACTED]</u>
2.	<u>Maura Aldrich</u>	<u>Friend</u>	<u>[REDACTED]</u>
3.	<u>Kerry Houde</u>	<u>co-worker</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.

02/26/2025
DATE

Kara Foley Digitally signed by Kara Foley
Date: 2025.02.26 12:40:20 -05'00'
APPLICANT'S SIGNATURE

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



TOWN OF FALMOUTH

BOARD, COMMITTEE OR COMMISSION
APPLICATION FORM

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Name: Thomas S. Crane

Address: 35 Juniper Point Rd. Village: Woods Hole ZIP: 02543

Mailing Address: same Village: _____ ZIP: _____

Telephone: [REDACTED] Email: [REDACTED]

How long have you been a Resident 4 1/2 (date: 6/2020) / Taxpayer 35 yrs (date: 1990)

Amount of time you are available to give: whatever is needed

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

1. Short-term Rental Advisory Comm.
2. _____
3. _____

Seeking: Permanent Position Alternate Position

Have you attended any meetings of the committee for which you are applying? yes (prior committee)

Relevant affiliation and work and personal experiences: see attached

Town offices held in Falmouth or elsewhere and dates of years served: Community Preservation Comm (2022); Town Meeting Member (2023)

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

see attached

You may attach a resume to this application.

List three (3) references:

	<u>Name</u>	<u>Title</u>	<u>Phone</u>
1.	<u>Doug Jones</u>	<u>BOS (former)</u>	<u>[REDACTED]</u>
2.	<u>Sandy Cuny</u>	<u>CPC Chair</u>	<u>[REDACTED]</u>
3.	<u>Elizabeth Gladfelter</u>	<u>CPC/Con Com</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.

3-18-25
DATE

Thomas S. Crane
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.

ATTACHMENT TO TOM CRANE'S APPLICATION TO
THE SHORT-TERM RENTAL ADVISORY COMMITTEE

Relevant Affiliation and Person Experience

My work on the Community Preservation Committee (Financial Officer (2024)) has brought me in touch with the significant needs in Falmouth for affordable housing. This work has led me to conclude that a part of the problem is the growth of short-term rentals. There is anecdotal evidence that this growth has crowded out the availability of long-term rentals, and thereby placed a squeeze on the housing stock. So, I have become deeply interested in the need to better regulate short-term rentals.

I should note I have no particular experience with short-term rentals other than many of my family members rent out their properties on Juniper Point on this basis. To be specific, I own no property used for short-term rental, although I do own a property on Juniper Point Road that I own with my brother and cousin that for as long as I can remember has been rented to long-term tenants.

The Board is seeking applicants with experience in planning or law enforcement. I believe the following to be, at best, of *tangential qualifications*, but I will provide them for completeness. In the 1970s prior to law school, I received a Master's Degree from the University of Michigan School of Public Health's (then) Health Planning Department. I then worked for five years in a regional health planning agency. Also, my entire legal career has been devoted to the enforcement of Medicare and Medicaid laws. First, I worked in the HHS Office of Inspector General in a variety of legal capacities in enforcing these laws, and then in private practice defending accusations of violations of these laws.

Particular Skills

During my career as an attorney, I was called upon in many situations to help find common ground for problems, sometimes with two contentious opponents, and seek fair solutions. I believe this negotiating experience will be very helpful to the Short-Term Rental Advisory Committee.

I believe I have demonstrated significant interest in the work of this committee. I attended meetings of the previous committee that made the bylaw recommendation to the Fall 2024 Annual Town Meeting. As part of my participation toward the end, I recommended, and the committee adopted, language that would permit trusts and trustees to operate short-term rentals. More recently, I prepared a January 26, 2025 memo to the Board "Development of a Short-Term Rental Bylaw" for presentation to its January 27th meeting. I analyzed the current state of Falmouth's regulation of short-term rentals, outlined several issues I identified with last Fall's draft bylaw, and made suggestions going forward for a framework that suggested that there are at least three different types of short-term rental arrangements that might be better regulated differently from each other.



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. Information received will be available to all Town Boards and Officials, although the filling out of this form does not assure appointment. If selected for an interview, you may wish to submit a resume or additional information. This form and a listing of all boards and committees can be found on the Falmouth website: www.falmouthma.gov.

Name: Elizabeth Klein

Address: 110 Ambleside Dr Village: Falmouth ZIP: 02540

Mailing Address: 110 Ambleside Dr Village: Falmouth ZIP: 02540

Telephone: [Redacted] Email: [Redacted]

How long have you been a Resident 14 years (date: 2011) / Taxpayer 11 years (date: 2014)

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

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

- 1. Short Term Rental Advisory Committee
2.
3.

Seeking: Permanent Position [checked] Alternate Position []

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

Relevant affiliation and work and personal experiences:

I started learning more about short term rentals in Falmouth in November of 2023. Last summer I participated in the open sessions of the Short Term Rental Working Group and I serve on the Affordable Housing Committee. My research into STR may be useful.

Town offices held in Falmouth or elsewhere and dates of years served: Affordable Housing Committee (since August 2024) and Town Meeting (since May 2024)

Briefly describe the particular skills you feel you will add to the committee or board: _____
I am a committee researcher who has spent time looking into ways that other
_____ communities are addressing STR related tensions. I provided information to the
_____ working group put together by the Planning Board that I believe was valuable,
_____ and I continue to network with other local communities to learn more about
_____ their actions taken with respect to short term rentals. I am open to collaboration
_____ and I have a strong desire to help craft a bylaw that will serve in the best interest
_____ of our town.

You may attach a resume to this application.

List three (3) references:

	<u>Name</u>	<u>Title</u>	<u>Phone</u>
1.	<u>Tom Bushy</u>	<u>Lawrence School Principal</u>	<u>██████████</u>
2.	<u>Dave Garrison</u>	<u>AHC Committee Chair</u>	<u>██████████</u>
3.	<u>Kim Fish</u>	<u>Housing Coordinator</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.

3/17/2026
DATE

Elizabeth Klein
APPLICANT'S SIGNATURE

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



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

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Name: Anne Pride

Address: 94 Bourne Pond Rd Village: E. Falmouth ZIP: 02536

Mailing Address: P.O. Box 835 Village: E. Falmouth ZIP: 02536

Telephone: [REDACTED] Email: [REDACTED]

How long have you been a Resident 43 yrs (date: 1982) / Taxpayer 38 yrs (date: 1987)

Amount of time you are available to give: 5-10/hours/week

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

1. Short Term Rental Committee
2. _____
3. _____

Seeking: Permanent Position Alternate Position

Have you attended any meetings of the committee for which you are applying? new committee

Relevant affiliation and work and personal experiences: 18 years in construction including building single and multifamily homes; previously a landlord in Boston and Falmouth; volunteer in affordable housing construction.

Town offices held in Falmouth or elsewhere and dates of years served: Cable Advisory Committee 2021-2024

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

I consider myself to be open-minded regarding the impact of short term rentals on affordable housing in Falmouth and want to help craft a reasonable policy for the town.

You may attach a resume to this application.

List three (3) references:

	<u>Name</u>	<u>Title</u>	<u>Phone</u>
1.	Jack Valle	employer	(617) 247-2000
2.	Marlene Hoyt	client	(978) 541-0717
3.	Susan Thomas	client	(508) 833-1321

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.

3/25/25
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.



TOWN OF FALMOUTH

**BOARD, COMMITTEE OR COMMISSION
APPLICATION FORM**

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Name: Kelly McKeon
Address: 27 Elm Arch Way #2 Village: Falmouth ZIP: 02540

Mailing Address: 27 Elm Arch Way #2 Village: Falmouth ZIP: 02540

Telephone: [REDACTED] Email: [REDACTED]

How long have you been a Resident 9 yrs (date: 2016) / Taxpayer 9 yrs (date: 2016)

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

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

1. Short Term Rental Advisory Committee
2. _____
3. _____

Seeking: Permanent Position Alternate Position

Have you attended any meetings of the committee for which you are applying? Yes

Relevant affiliation and work and personal experiences: I attended the initial meeting of the first group that worked on this but was unable to attend the rest of them. I have been renting in Falmouth for 9 years as a year round tenant and have firsthand experience dealing with seasonal shuffling to make room for shorter term tenants. I have been active in housing efforts at WHOI and in Falmouth, including through the Affordable Housing Committee.

Town offices held in Falmouth or elsewhere and dates of years served: Affordable Housing Committee (September 2024 - Present)

Briefly describe the particular skills you feel you will add to the committee or board: Most members
of this committee are likely to be homeowners in town and I think it is important to have the perspective
of a renter on this committee. As I have lived in quite a few rentals in town, I have a good understanding of
Falmouth's rental landscape, especially related to year-round rentals being converted to seasonal rentals
and vice-versa. My years of renting have connected me to other tenants and landlords, and I believe my connections
to these communities will be valuable in the process of facilitating public dialogue on this issue.
As a scientist, I have good research skills and would be eager to look into how other
towns have approached the short-term rental problem both on the cape and elsewhere.

You may attach a resume to this application.

List three (3) references:

	<u>Name</u>	<u>Title</u>	<u>Phone</u>
1.	<u>Kim Fish</u>	<u>Housing Coordinator</u>	<u>5 [REDACTED]</u>
2.	<u>Stephanie Madsen</u>	<u>Sustainability coordinator</u>	<u>[REDACTED]</u>
3.	<u>Dave Garrison</u>	<u>AHC Chair</u>	<u>[REDACTED]</u>

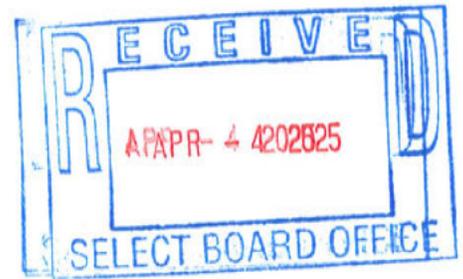
I hereby certify that I have been provided a summary of Massachusetts General Law 268A, the Conflict of Interest of Law, I have read the material provided, and to the best of my understanding have no potential or actual conflict of interest.

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

3/20/2025
DATE

Kelly McKeon
APPLICANT'S SIGNATURE

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



TOWN OF FALMOUTH

BOARD, COMMITTEE OR COMMISSION APPLICATION FORM

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Name: Charles T. McCaffrey

Address: 31 Glen Ave Village: N. Falmouth ZIP: 02556

Mailing Address: same Village: _____ ZIP: _____

Telephone: [REDACTED] Email: [REDACTED]

How long have you been a Resident 20 yrs (date: 7/1/05) Taxpayer 53 yrs (date: 1972)

Amount of time you are available to give: 10 hrs per week or as much as needed

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

1. Short term rental
2. _____
3. _____

Seeking: Permanent Position Alternate Position

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

Relevant affiliation and work and personal experiences: Over 50 years as a professional urban planner. 14 years hosting one guest (1-4 persons) in my home when I am present, familiarity with short term rental regulations

Town offices held in Falmouth or elsewhere and dates of years served: Town Meeting member, Chair, Coastal Resilience Action Committee (2017-2022) member Charter Review Committee (2018-2022), Falmouth representative on Cape Cod Commission (2014-2020)

Chair, Coastal Road Mgmt Commitee (2007-2016),

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

1. Professional planner with experience drafting
local land use regulations
2. Familiarity with short term rental procedures and
regulation
3. Extensive experience participating in the
affairs of the Falmouth community, through
Town Committees, Non Profit Boards, and a life time
resident of Silver Beach (1942-2005 summer, 2005 to present
year round)

You may attach a resume to this application.

List three (3) references:

	<u>Name</u>	<u>Title</u>	<u>Phone</u>
1.	<u>Charlotte Harris</u>	<u>chr, Planning Board</u>	<u>[REDACTED]</u>
2.	<u>James Callahan</u>	<u>_____</u>	<u>[REDACTED]</u>
3.	<u>Elizabeth Craig</u>	<u>_____</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.

April 4, 2025
DATE

Charles J. Mc Caffrey, Jr.
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.



Item: 3.a.

ITEM REPORT

To: Town of Falmouth Select Board

Submitted By: Jeremiah Pearson, Parks Superintendent / Tree Warden

Meeting Date: April 28, 2025

Department/Office: Department of Public Works - Parks

Item Name: Shade Tree Hearing - on application of The 300 Committee for the removal of one (1) Pitch Pine and one (1) Red Oak. Trees will impact sight line of the new parking lot construction on Quaker Road opposite Highland Ave.

Purpose: Removal of one oak and one pine on Quaker Road to accommodate clear site lines exiting an upcoming parking area to access 300 Committee lands.

Background/Summary:

- The 300 Committee is building a parking area on Quaker Road to access their parcel
- When reviewing said parcel two trees were identified as a site line issue.
- Both trees (1 oak & 1 pine) are border trees that have been heavily cut for line clearance and left with limited canopy.
- Both trees have been requested to be removed to make a safer egress from the upcoming parking area.
- The Tree Warden has reviewed both trees and recommends both be removed (see attached opinion letter).
- Two replacement trees will be donated by the 300 Committee for a planting site on County Road.

Recommended Actions:

Department Recommendation:

The Tree Warden recommends the removal of one (1) Pitch Pine and one (1) Red Oak as presented, as the trees will impact the sight line of the new parking lot construction on Quaker Road opposite Highland Ave.

Options:

- Motion to approve the removal of one (1) Pitch Pine and one (1) Red Oak as presented,

as the trees will impact the sight line of the new parking lot construction on Quaker Road opposite Highland Ave.

- Motion to deny approval for the removal of one (1) Pitch Pine and one (1) Red Oak as presented, as the trees will impact the sight line of the new parking lot construction on Quaker Road opposite Highland Ave.

Town Manager's Comments:

Following the public hearing, the Town Manager recommends that the Select Board approves the removal of one (1) Pitch Pine and one (1) Red Oak as presented, as the trees will impact the sight line of the new parking lot construction on Quaker Road opposite Highland Ave.

Budget:

Applicable? (yes or no):

No

Budgeted? (yes or no):

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
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Finance Director's Comments (if applicable):

N/A

Attachments:

1. Opinion letter for the removal of 1 Black oak and 1 Pitch pine located on Quaker road across from Highland Ave

Opinion letter for the removal of 1 Red oak and 1 Pitch pine located on Quaker road across from Highland Ave

The 300 Committee will be building a parking lot to access their parcel on Quaker road. These two trees have been identified as potential site line issues for safe egress of the upcoming parking lot. Both trees have been heavily cut back by utility companies leaving a very sparse canopy. It is the recommendation of the Tree Warden to remove these trees for the safety of the vehicles exiting this new driveway and donate two trees to the Parks Department to be planted on County road.





ITEM REPORT

To: Town of Falmouth Select Board

Submitted By: Jeremiah Pearson, Parks Superintendent / Tree Warden

Meeting Date: April 28, 2025

Department/Office: Department of Public Works - Parks

Item Name: Shade Tree Hearing - on application of the Town Engineer for the removal of five (5) Littleleaf Linden trees to accommodate the project to widen the intersection at Scranton Ave. and Main St.

Purpose:

The Engineering Department seeks permission to remove five (5) Linden trees at 750 Main Street and replant them with large caliper ornamental trees. These existing trees have been structurally compromised by the Main and Scranton Street widening project.

Background/Summary:

- Five (5) Linden trees located in the grass strip between Main Street and the George Gaspa parking lot have been compromised due to construction activities related to the installation of a signalized intersection at Main Street and Scranton Avenue.
- The health and structural integrity of all five of these trees have been impacted by the excavation of the root zone for the widening of the road.
- Attempted preservation of these trees is not a safe alternative due to their location and loss of structurally supporting roots.
- All five trees will be replaced with flowering ornamental trees that will provide aesthetic value and shade to the surrounding area.

Recommended Actions:

Department Recommendation:

The Tree Warden is recommending the removal of five (5) Littleleaf Linden trees to accommodate the project to widen the intersection at Scranton Ave. and Main St. as presented.

Options:

- Motion to approve the removal of five (5) Littleleaf Linden trees to accommodate the project to widen the intersection at Scranton Ave. and Main St. as presented.

- Motion to deny the approval to remove five (5) Littleleaf Linden trees to accommodate the project to widen the intersection at Scranton Ave. and Main St. as presented.
- Some other Board defined alternative.

Town Manager's Comments:

Following the public hearing, the Town Manager recommends that the Select Board approve the removal of five (5) Littleleaf Linden trees to accommodate the project to widen the intersection at Scranton Ave. and Main St. as presented.

Budget:

Applicable? (yes or no):

No

Budgeted? (yes or no):

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
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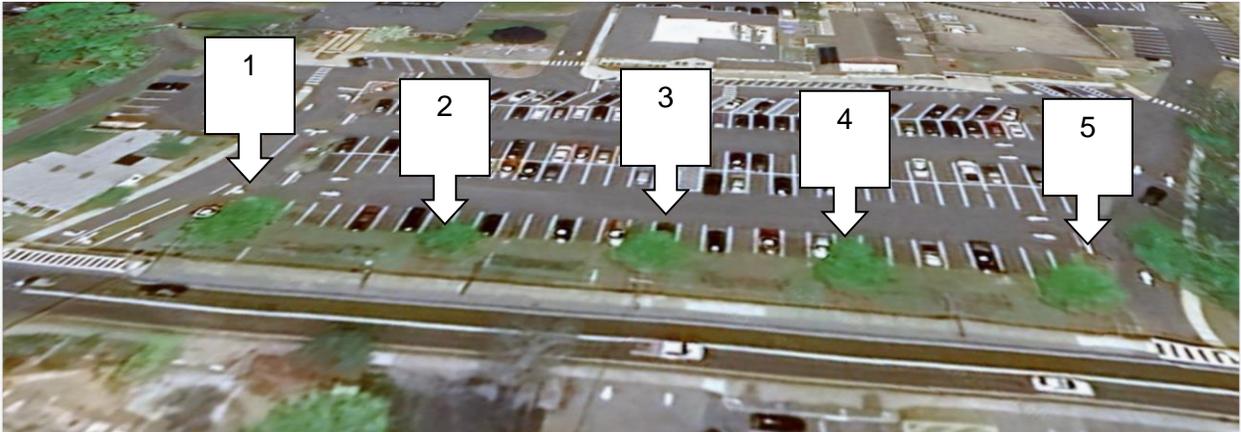
Finance Director's Comments (if applicable):

N/A

Attachments:

1. Opinion letter 750 Main Street

Opinion letter for the removal of five little leaf linden trees located at 750 Main Street



With the redevelopment of the Main Street / Scranton Avenue and installation of fully actuated intersection signals, pedestrian crosswalks, left-hand turn lane for Scranton Avenue, and retaining wall, the five existing Linden trees that are located within the grass island of the complex appear to be structurally compromised. Although these trees are not within the bounds of the Town Right of Way, they are located on public property. It is our recommendation for the removal of these Little Leaf Linden trees and replacement with five large caliper ornamental trees. Due to the wall excavation and destabilization of the root plate and stability of the tree, there are limited options for proper root pruning/mitigation for the existing trees. Leaving the trees in place may introduce a safety risk to the public traveling on the road, sidewalk or parking lot.

Little Leaf Linden #1 (closest to main entrance):

- Approx. 40-50'
- 22" DBH (Diameter at Breast Height)
- Existing root flare 32' back from proposed wall



Little Leaf Linden #2:

- Approximately 40-50'
- 17" DBH
- Existing root flare 32" back from proposed wall



Little Leaf Linden #3:

- Approximately 40'-50' tall
- 16" DBH
- Existing root flare 18" back from proposed retaining wall



Little Leaf Linden #4:

- Approximately 40'-50' tall
- 16.5" DBH
- Existing root flare 16" back from proposed retaining wall



Little Leaf Linden #5:

- Approximately 40'-50' tall
- 16.5" DBH
- Existing root flare 16" back from proposed retaining wall





Item: 3.c.

ITEM REPORT

To: Town of Falmouth Select Board

Submitted By: Phyllis Downey, Administrative Assistant

Meeting Date: April 28, 2025

Department/Office: Town Manager/Select Board

Item Name: Consider a vote to approve applications submitted by Megansett Circle, Inc. d/b/a Daily Brew for an Entertainment License and a Sunday Entertainment License to be exercised at 412 North Falmouth Highway, North Falmouth

To see if the Select Board will approve an Entertainment and a Sunday Entertainment License for Megansett Circle, Inc. d/b/a/ Daily Brew

- The application for an Entertainment License to be executed at 412 North Falmouth Highway was received on March 20, 2025 (see attachment).
- The request is for Monday through Saturday entertainment from 10:00 am to 12:00 am and entertainment on Sundays from 11:00 am to 12:00 am.
- Applications for a Common Victualler License and an All Alcoholic Beverages Restaurant License are also pending; the All Alcoholic Beverages Restaurant License is scheduled to be heard by the Select Board on May 5th.
- The Building Commissioner has approved floor plans #EX1.0, EX1.1, and EX1.2 as appropriate for an Entertainment License (see attachment).
- The Police, Fire-Rescue, Health, and Planning Departments have reviewed the application and plans and have no objections or issues with the request as presented.

Recommended Actions:

Department Recommendation:

The Town Manager recommends that the Select Board conduct the public hearing and, following the hearing, consider the approval of the applications submitted by Megansett Circle, Inc. d/b/a Daily Brew for an Entertainment License and a Sunday Entertainment License to be exercised at 412 North Falmouth Highway, North Falmouth, as presented.

Options:

- Motion to approve the applications submitted by Megansett Circle, Inc. d/b/a Daily Brew

for an Entertainment License and a Sunday Entertainment License to be exercised at 412 North Falmouth Highway, North Falmouth as presented.

- Motion to deny the approval of the applications submitted by Megansett Circle, Inc. d/b/a Daily Brew for an Entertainment License and a Sunday Entertainment License to be exercised at 412 North Falmouth Highway, North Falmouth.
- Some other Board defined alternative.

Town Manager's Comments:

The Town Manager recommends that the Select Board conduct the public hearing and, following the hearing, consider the approval of the applications submitted by Megansett Circle, Inc. d/b/a Daily Brew for an Entertainment License and a Sunday Entertainment License to be exercised at 412 North Falmouth Highway, North Falmouth, as presented.

Budget:

Applicable? (yes or no):

No

Budgeted? (yes or no):

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
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Finance Director's Comments (if applicable):

N/A

Attachments:

1. Megansett Circle, Inc. Entertainment-Sunday Entertainment
2. Megansett Circle, Inc. Entertainment-Sunday Entertainment_Redacted
3. Daily Brew Entertainment Floor Plan 03.20.25

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 Megansett Circle, Inc. d/b/a Daily Brew located at 412 North Falmouth Highway, North Falmouth, MA has applied for an Entertainment License and Sunday Entertainment License.

A hearing on the above application will be held in the Select Board Meeting Room, Falmouth Town Hall on Monday, April 28, 2025, at 6:45 pm.

Comments may be sent to selectboard@falmouthma.gov.

Per order of the Select Board

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

Publication date: Friday, April 18, 2025; Falmouth Enterprise



Town of Falmouth

Office of the Town Manager & Select Board
59 Town Hall Square, Falmouth, MA 02540
508-495-7320 • licensing@falmouthma.gov

ENTERTAINMENT LICENSE APPLICATION

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

Required fields are outlined in red.

NAME OF BUSINESS: Megansett Circle, Inc. D/B/A Daily Brew

ADDRESS: 412 North Falmouth Highway

TOWN: North Falmouth STATE: MA ZIP CODE: 02556

NAME OF OWNER/MANAGER: Kathryn A. Hickey

TELEPHONE #: [redacted] 2 EMAIL: [redacted]

MAILING ADDRESS: 337 Old Main Road, North Falmouth, MA 02556

LOCATION OF ENTERTAINMENT ON PREMISES: Within structure in the dining room

DAYS OF ENTERTAINMENT: Monday through Saturday

HOURS OF ENTERTAINMENT: 10:00 AM - 12:00 AM FID# [redacted]

Provide a detailed description of proposed entertainment in the field below, and attach a FLOOR PLAN including the proposed location of the entertainment.

The proposed entertainment will primarily feature acoustic performances, in with a focus on genres such as Americana, folk, country, jazz and soul. The performances will include both acoustic and amplified sets by 1-3 musicians, and will seek to provide a cozy yet dynamic atmosphere for people to enjoy quality food,

PLEASE CHECK THE APPROPRIATE BOX FOR ALL TYPES OF ENTERTAINMENT REQUESTED: music and beverages.

SUNDAY ENTERTAINMENT: NO [] YES [X] (If YES, complete a separate Sunday Entertainment application - contact Select Board office)

1. DANCING By Patrons [X] No Dancing []

2. MUSIC Recorded [X] Live [X] Amplified [X] Acoustic [X] Other []

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: 3/4/25

[Signature]
Signature - OWNER or MANAGER

Total Town Fees: \$110
Filing Fee: \$10
License Fee: \$100

Fees payable to Town of Falmouth

State Fee, \$ 50
Municipal Fee, \$ 75

THE COMMONWEALTH OF MASSACHUSETTS
Town _____ OF Falmouth



LICENSE

For

PUBLIC ENTERTAINMENT ON SUNDAY

The Name of the Establishment is Megansett Circle, Inc., d/b/a Daily Brew in or on the property at No. 412 North Falmouth Highway, North Falmouth, MA 02556 (address)

The Licensee or Authorized representative, Kathryn A. Hickey in

accordance with chapter 136 of the General Laws, as amended, hereby request a license for the following program or entertainment:

DATE	TIME	Proposed dancing or game, sport, fair, exposition, play, entertainment or public diversion
Sundays	11AM-12PM	Indoor entertainment will be recorded music and/or live bands/musicians.

Hon. _____ Mayor/ Chairman of Board of Selectman, Town of Falmouth (City or Town)

Fees per occurrence (Individual Sunday(s)): Regular Hours (Sunday 1:00pm – Midnight): \$2.00 Special Hours (Sunday 12:00 am- Midnight): \$5.00. Annual Fee (For Operating on every Sunday in calendar year): Regular Hours (Sunday 1:00pm – Midnight): \$50.00 Special Hours (Sunday 12:00 am- Midnight): \$100.00

This license is granted and accepted, and the entertainment approved, upon the understanding that such entertainment that the licensee shall comply with the laws of the Commonwealth applicable to licensed entertainments, and also to the following terms and conditions: The licensee shall at all times allow any person designated in writing by the Mayor, Board of Selectmen, or Commissioner of Public Safety, to enter and inspect his place of amusement and view the exhibitions and performances therein; shall permit regular police officers, detailed by the Commissioner of Public Safety or Chief of the local Police Department to enter and be about this place of amusement during performances therein; may employ to preserve order in his place of amusement only regular or special police officers designated therefore by the Chief of Police, and shall pay to said Chief of Police for the services of the regular police officers such amount as shall be fixed by him; shall permit at all times to enter and be about his place of amusement such members of the Fire Department as shall be detailed by the Chief of the Fire Department to guard against fire; shall keep in good condition, go as to be easily accessible, such standpipes, hose, axes, chemical extinguishers and other apparatus as the fire department may require; shall allow such members of the fire department in case of any fire in such place, to exercise exclusive control and direction of his employees and of the means and apparatus provided for extinguishing fire therein; shall permit no obstruction of any nature in any aisle, passageway or stairway of the licensed premises, nor allow any person therein to remain in any aisle passageway or stairway during an entertainment; and shall conform to any other rules and regulations at any time made by the Mayor or Board of Selectmen. This license shall be kept on the premise where the entertainment is to be held, and shall be surrendered to any regular police officer or authorized representative of the Department of Public Safety. This license is issued under the provisions of Chapter 136 of the General Laws, as amended, and is subject to revocation at any time by the Mayor, Board of Selectmen, or Commissioner of Public Safety.

Do not write in this box

This application and program must be signed by the licensee or authorized representative of entertainment to be held. No Change to be made in the program without permission of the authorities granting and approving the license.

THIS LICENSE MUST BE POSTED IN A CONSPICUOUS PLACE ON THE PREMISES



Building Commissioner's Sign-off Sheet
Complete prior to applying for:
Annual Entertainment or Sunday Entertainment License

APPLICANT: Megansett Circle, Inc.

ADDRESS: 412 North Falmouth Highway, North Falmouth, MA

LICENSE APPLIED FOR: Annual Entertainment and Sunday Entertainment License

The attached plan or plans described below have been approved by the Building Commissioner's Office as appropriate for this application:

- a. A Floor Plan completed and stamped by an *Engineer or Architect* to the Building Commissioner's office. The Plan must include all seating, parking, and the occupancy load calculation.
- b. For outdoor seating, submit a plot plan or site plan completed by a *Certified Land Surveyor*.

Plan submitted & drawn by: Keenan & Kenny Architects, Ltd.

Plan number: EX1.0, EX1.1, EX1.2

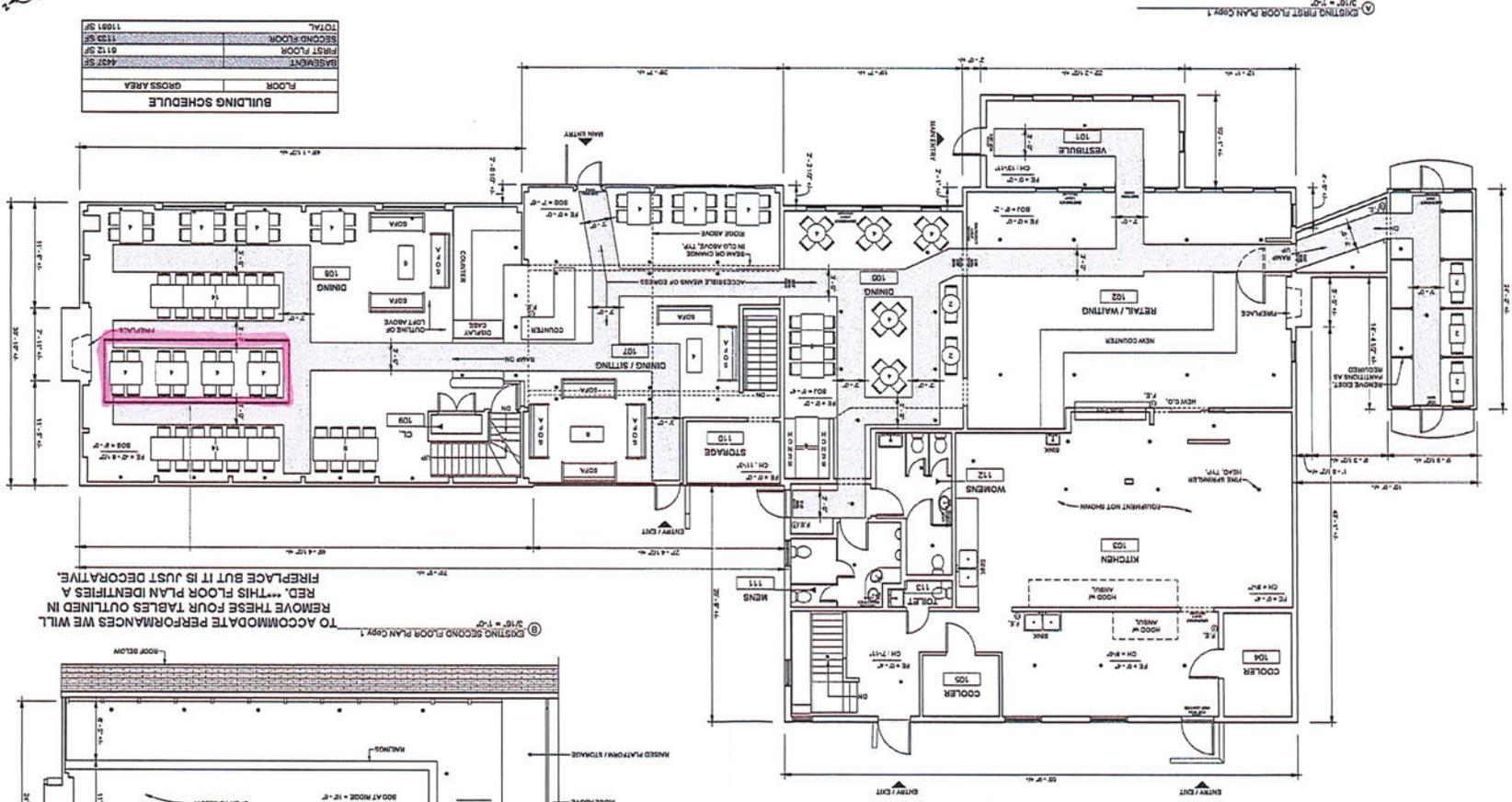
Plan date: March 20, 2025

Revision date: _____

Notes: _____

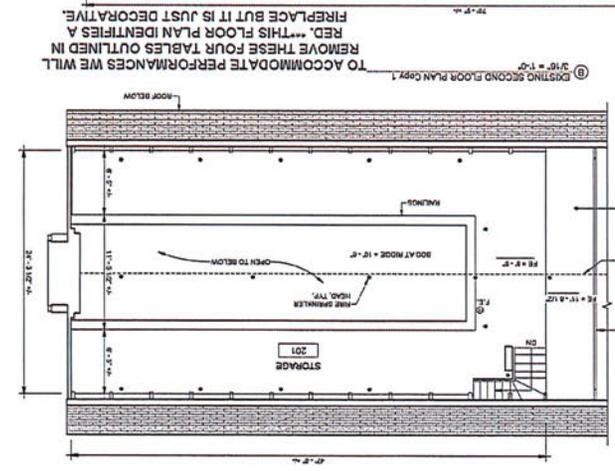
Building Commissioner: X *Gary Sheel*

Date: 3-20-25



BUILDING SCHEDULE

FLOOR	GROSS AREA
BASMENT	4427 SF
FIRST FLOOR	6112 SF
SECOND FLOOR	1103 SF
TOTAL	11081 SF



TO ACCOMMODATE PERFORMANCES WE WILL REMOVE THESE FOUR TABLES OUTLINED IN RED. **THIS FLOOR PLAN IDENTIFIES A FIREPLACE BUT IT IS JUST DECORATIVE.

TOTAL SEATING

INSIDE TABLES	128
NO OUTSIDE SEATING	0
TOTAL	128
ALLOWABLE OCCUPANCY	150

- NOTE:**
1. FIRE PROTECTION HOIST.
 2. FIRE ALARM PULL STATION, ALARMS & STROBE. NONE
 3. SMOKE DETECTOR. NONE
 4. EMERGENCY LIGHTING SHOWN IN APPROX. LOCATION. VLT.
 5. FIRE EXTINGUISHERS SHOWN IN APPROX. LOCATION. VLT.
 6. HVAC DUCT AND EQUIP. NOT SHOWN ON THESE DRAWINGS.
 7. ELEC. LIGHTING, SOUND PANEL, ETC. NOT SHOWN ON THESE DRAWINGS.

3-20-25

EX1.2

SCALE: As Indicated

PROJECT NO. 1000000000

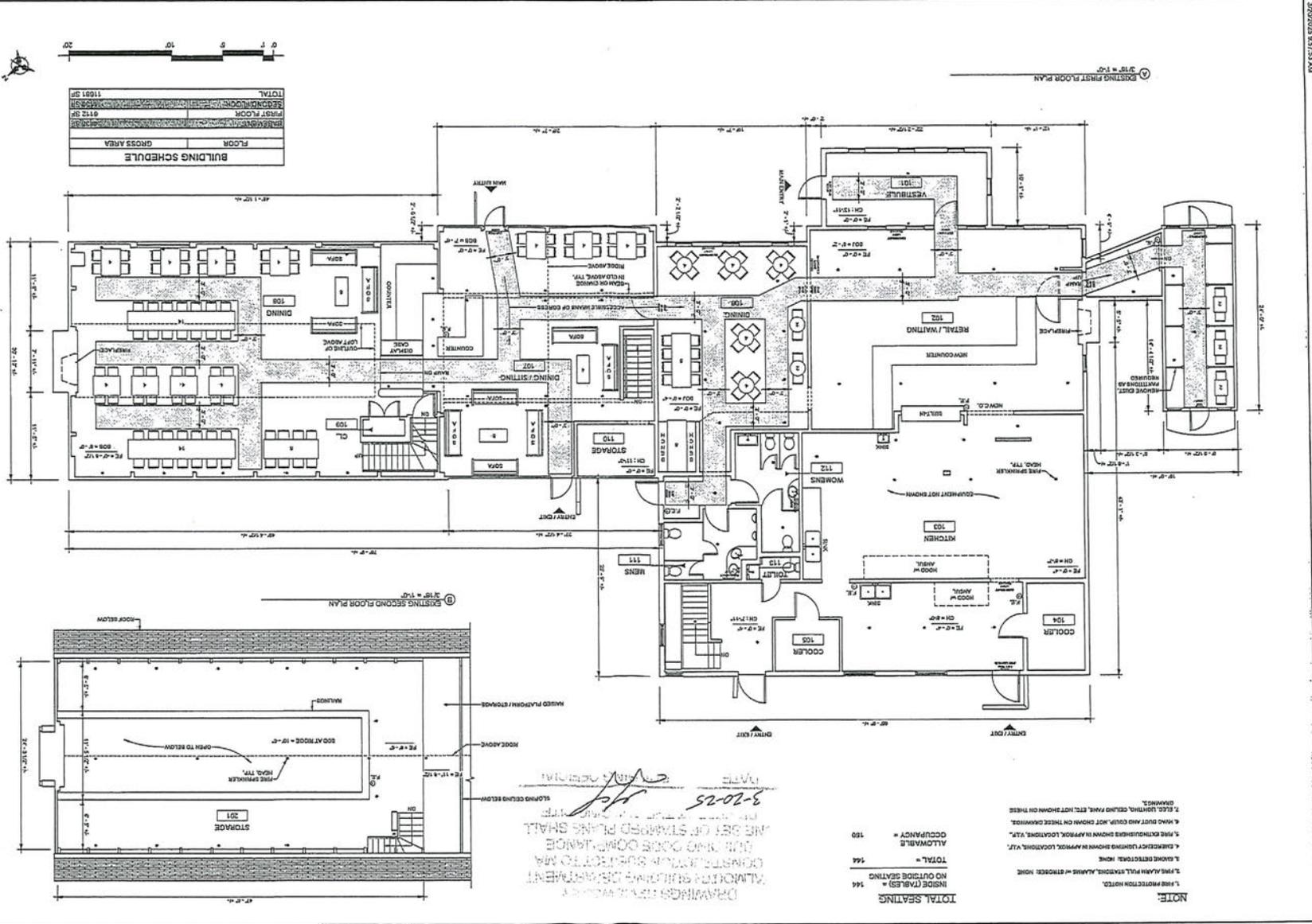
EXISTING CONDITIONS:
DAILY BREW COFFEE HOUSE
 411 North Fairbairn Highway
 North Fairbairn, MN

KEYMAN + KENNY ARCHITECTS, LTD.
 400 Washington Ave
 Minneapolis, MN 55401
 612.338.8888

REVISIONS

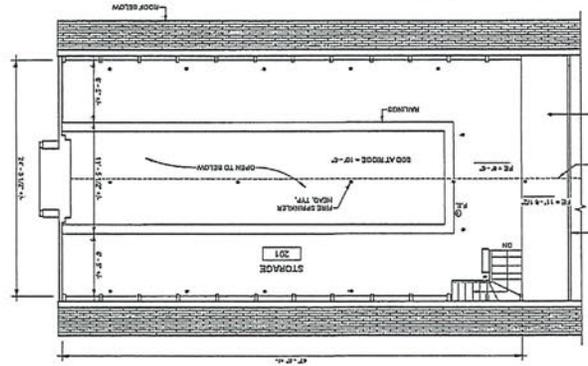
NO.	DESCRIPTION	DATE

20 MARCH 2015



BUILDING SCHEDULE

FLOOR	GROSS AREA
FIRST FLOOR	9112 SF
SECOND FLOOR	11001 SF
TOTAL	



DATE: 3-20-25
 DRAWING BY: JAL
 CHECKED BY: JAL
 APPROVED BY: JAL
 ALL DIMENSIONS UNLESS OTHERWISE NOTED
 ALL SETS OF STAMPED PLANS SHALL BE IDENTICAL UNLESS OTHERWISE NOTED
 CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AUTHORITIES.
 DRAWINGS BY: JAL

TOTAL SEATING

INSIDE (TABLES)	144
NO OUTSIDE SEATING	0
TOTAL	144
ALLOWABLE	150

- NOTE:**
1. FINE PLAN SHALL REFLECT PLANS OF OTHER FLOOR.
 2. FINE PLAN SHALL REFLECT PLANS OF OTHER FLOOR.
 3. ROOMS DESIGNATED AS RESTROOMS SHALL BE IDENTICAL TO THE ROOMS DESIGNATED AS RESTROOMS ON THESE DRAWINGS.
 4. WALL, FLOOR AND CEILING SHALL BE IDENTICAL TO THE ROOMS DESIGNATED AS RESTROOMS ON THESE DRAWINGS.
 5. FLOOR FINISHES SHALL BE IDENTICAL TO THE ROOMS DESIGNATED AS RESTROOMS ON THESE DRAWINGS.
 6. FLOOR FINISHES SHALL BE IDENTICAL TO THE ROOMS DESIGNATED AS RESTROOMS ON THESE DRAWINGS.
 7. FLOOR FINISHES SHALL BE IDENTICAL TO THE ROOMS DESIGNATED AS RESTROOMS ON THESE DRAWINGS.
 8. FLOOR FINISHES SHALL BE IDENTICAL TO THE ROOMS DESIGNATED AS RESTROOMS ON THESE DRAWINGS.

EX.1.1

SCALE: As indicated

PROJECT NO. 11001 SH

EXISTING CONDITIONS:
DAILY BREW COFFEE HOUSE
 422 North Falmouth Highway
 North Falmouth, MA

KEEMAN + KENNY ARCHITECTS, LTD.
 311 Main Street
 Falmouth, MA 01906
 508-848-1111

20 MARCH 2025

NO.	REVISIONS	DATE

Municipal Legal Notices

NOTICE OF THE SPECIAL MEETING OF THE MEMBERS OF THE FALMOUTH CHAMBER OF COMMERCE.

A special meeting of the members of the Falmouth Chamber of Commerce to discuss and vote on the proposed merger of the Falmouth Chamber of Commerce with the Cape Cod Chamber of Commerce is scheduled for Thursday May 8, 2025 at 'Shutters' located in the SeaCrest Beach Resort, 350 Quaker Road, North Falmouth, MA at 4:30pm.

If you have any questions on the proposed merger, or if you cannot attend the special meeting, but wish to vote for or against the merger with a proxy (ballot), please contact Michael Kasparian, President at 508-548-8500.

April 11, 2025
April 18, 2025
April 25, 2025

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, April 30, 2025, at 7:00 PM.**

In accordance with Section 1, Chapter 2 of the Acts of 2025, relating to the 2020 novel Coronavirus outbreak, **the April 30, 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:

- The meeting will be televised via Falmouth Community Television.
- Real-time public comment can be addressed 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.
 - Zoom Login instructions:
 - Instructions and the meeting link for this specific meeting can be found at the following web address: <http://www.falmouthma.gov/Conservation>
 - 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.
 - Additionally, public comments may be sent in advance of the meeting to concom@falmouthma.gov at least 5 hours prior to the beginning of the meeting. Documents and audio or video files may also be submitted via email. Submitted email comments and documents will be made a part of the meet-

ing 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 shall appear remotely. 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 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

James Ferry, 185 Edgewater Drive West, Falmouth, MA – For permission to construct a second story addition with a deck.

Lea Decoteau, Trustee, Shanklin Family R.E. Trust, 663 Menauhant Road, Falmouth, MA – For permission to install a fence.

James B. and Mary E. Knox, 24 Eric Clauson Lane, Falmouth, MA – For permission to install mitigation plantings in accordance with MA DEP# 25-2002.

John Merlesena, 15 Beach Street, Falmouth, MA – For permission to repair a failed sewage disposal system.

Dana and Sophia Bartholomew, 58 Juniper Drive, Falmouth, MA – For permission to reconfigure a driveway, and to install patios, a spa, and gravel paths.

REQUESTS FOR A HEARING UNDER A NOTICE OF INTENT

David and Kristan Cousins, 12 Pondview Circle, Falmouth, MA – For permission to construct a deck, remove a shed, install drywells, and install mitigation plantings.

Saconnet Hills Association, Inc., 200 Sacconnet Road, Falmouth, MA – For permission to reconstruct a set of access stairs, replace decking on a walkway, and conduct beach nourishment.

Michael Noe, MCN Construction, 205 Lake Shore Drive, East Falmouth, MA – For permission to install a landscape wall, remove an unpermitted dock, reconstruct the existing deck, install access stairs, replace a portion of existing pavement with crushed stone, and install a patio.

Chris Lowman, Barletta Cape Properties, 19 Naushon Circle, Falmouth, MA – For

permission to reconstruct the existing pier. REQUESTS TO AMEND AN EXISTING ORDER OF CONDITIONS

Pinsonneault Builders, 362 Associates Road, Falmouth, MA – Request to amend the Order of Conditions for MA DEP# 25-4831 to revise the planting plan.

Elizabeth Katz, 190 Associates Road Realty Trust, 190 Associates Road, Falmouth, MA – Request to amend the Order of Conditions for MA DEP# 25-4833 to install a pool with patio, construct a deck, remove the existing retaining wall, and install additional mitigation plantings.

By Order of: Jamie Mathews, Chairman
Falmouth Conservation Commission

April 18, 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 1926 and amendments thereto, that Megansett Circle, Inc. d/b/a Daily Brew located at 412 North Falmouth Highway, North Falmouth, MA has applied for an Entertainment License and Sunday Entertainment License.

A hearing on the above application will be held in the Select Board Meeting Room Falmouth Town Hall on Monday, April 28, 2025, at 6:45 pm.

Comments may be sent to 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

April 18, 2025

NOTICE OF A PUBLIC HEARING Removal of Public Shade Trees

In accordance to Massachusetts General Laws Chapter 87, Sections 3 and 4, a public hearing will be held on Monday April 28, 2025, at 6:45 PM in the Selectmen's Office at 59 Town Hall Square, Falmouth, MA to consider the removal of the following public tree(s):

Locations:
1. 780 Main Street – Removal of 5 Littleleaf lindens
Size (DBH 22", 17", 16", 16.5", 16.5").
Reason: Scramton and Main intersection widening project
The tree(s) identified above have been posted for public inspection. Any objections to their removal must be submitted in writing to the Tree Warden prior to or during the hearing. The mailing address for the Tree Warden is Department of Public Works, Town of Falmouth, 416 Gifford Street, Falmouth, MA 02540. Email: jeremiah.pearson@falmouthma.gov, Phone: 508-457-2543 x3008

April 11, 2025
April 18, 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, May 6, 2025 at 6:00PM** in the Select Board Meeting Room at Falmouth Town Hall.

Requests for Certificates of Appropriateness:

25.263913153 Main Street, Bogosian Development – New signs, awning, lights, and fencing

On behalf of the Falmouth Historical Commission

April 18, 2025

NOTICE OF A PUBLIC HEARING Removal of Public Shade Trees

Town of Falmouth, Department of Public Works

In accordance to Massachusetts General Laws Chapter 87, Sections 3 and 4, a public hearing will be held on Monday April 28, 2025 at 6:45 PM in the Selectmen's Office at 59 Town Hall Square, Falmouth, MA to consider the removal of the following public tree(s):

Locations:
1. Quaker Road opposite Highland Ave – Removal of 2 trees 1 Red oak, 1 Pitch pine Size (DBH 16", 11.5").
Reason: Trees will impact sight line of new parking lot being built for 300 Committee The tree(s) identified above have been posted for public inspection. Any objections to their removal must be submitted in writing to the Tree Warden prior to or during the hearing. The mailing address for the Tree Warden is Department of Public Works, Town of Falmouth, 416 Gifford Street, Falmouth, MA 02540. Email: jeremiah.pearson@falmouthma.gov, Phone: 508-457-2543 x3008

April 11, 2025
April 18, 2025

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, April 30, 2025, upon the petition of NSTAR Electric Company d/b/a Eversource Energy and Verizon New England, Inc. for permission to install 2 new JO poles to be labeled 25/41.5 approximately 50' (feet) west of existing pole 25/42 and 25/42.5 approximately 25' (feet) west of existing pole 25/43 and to relocate existing JO pole 25/42 approximately 20' (feet) west of its existing location.

These pole locations are necessary to provide electric service to #556 Main Street.

April 18, 2025

Falmouth Zoning Board of Appeals Notice of Public Hearing for May 15, 2025

Notice is hereby given of the following **Public Hearing @ 6:00pm and Open Meeting** in the Select Board's Meeting Room, Town Hall, Falmouth, MA, on **Thursday, May 15, 2025**

Continuation(s)
#006-25 Smith / Cerlins, 51 Thomas Lane, Falmouth

Application #021-25 Mario Kula and Josephine D'Angelo: Applied to the Zoning Board of Appeals for a special permit pursuant to section(s) 240-10.2A of the Code of Falmouth to raze and rebuild the existing, non-conforming, single-family dwelling. **The subject property is 9 Sycamore Street, East Falmouth, Ma.**

Application #023-25 Kevin P. and Marybeth Duffy, Trustees: Applied to the Zoning Board of Appeals for a modification of existing special permits pursuant to section(s) 240-10.2A and 240-6.6B of the Code of Falmouth to convert a portion of the existing workshop into an accessory dwelling unit. **The subject property is 464 Davisville Road, East Falmouth, Ma.**

Application #027-25 William F. and Elizabeth A. Scannell: Applied to the Zoning Board of Appeals for a special permit pursuant to section(s) 240-10.2A, 240-11.4A(1) and 240-7.3C. of the Code of Falmouth to construct a pool, cabana and sports court in the front yard, more than 50' from the front property line and to allow alteration of a land form within the flood plain overlay district. **The subject property is 314 Quissett Avenue, Falmouth, Ma.**

Application #028-25 Douglas C. Clements: Applied to the Zoning Board of Appeals for a special permit pursuant to section(s) 240-10.2A, 240-6.6B and 240-11.3A(4) of the Code of Falmouth to raze and rebuild the existing, detached garage exceeding 20% lot coverage by structures. **The subject property is 85 Winslow Road, North Falmouth, Ma.**

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

April 18, 2025
April 25, 2025



By ANNA DOS SANTOS
P.O. Box 438,
Falmouth, MA 02541-0438
Tel 508-548-7742
friendsoffalmouthdogs.org

You need to come in and meet **Leo**, a 9-year-old Pomeranian mix. He comes to us from Georgia after his owner moved to a nursing home. Leo is black and white, neutered, house-trained, fully vaccinated and weighs about 13 pounds. His rescue mom says he is lots of fun and likes to play with her dog and her pet flying squirrels, and tolerates her cats. He's currently staying with one of our foster moms and she loves him already. We do know that Leo has a narrowing of a portion of his trachea that can cause him to cough, but he is on a medication that helps reduce the coughing significantly. This will likely be a lifetime medicine. Call us at 508-548-7742 for an appointment to meet him.



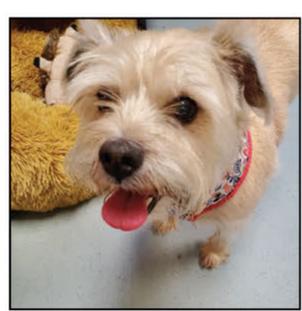
Leo

Do you love smart, white fluffy dogs? Then you should come in and meet **Monet**, an 8-year-old American Eskimo dog that is looking for a new, calm home. He will be happiest in a home with no children, no other dogs and definitely no cats! Monet is an excellent walker who enjoys meeting people when he is out and about and usually ignores other dogs he meets. One of his favorite things to do is go for car rides. Except for being a little overweight, Monet is in excellent health, neutered and fully vaccinated. Call us at 508-548-7742 to make an appointment to meet Monet.

Little Rosie, a 11-year-old Schnauzer, is a senior dog that still has a lot of energy and life in her. She loves walking and gets along very well with all of our volunteers. She lived with small children and another dog back in Texas. She was surrendered to a rescue we work with because the family just had another baby and two demanding jobs and were a bit overwhelmed. Little Rosie is in good health, is fully vaccinated and spayed. Schedule a meet and greet with Little Rosie by calling 508-548-7742.



Monet



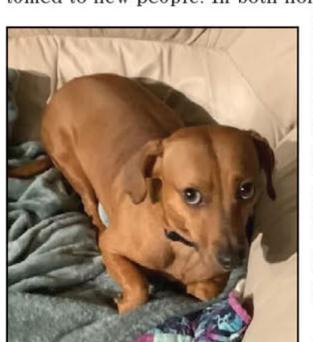
Little Rosie

Juan Pablo, a 10-year-old Chihuahua mix, arrived from Texas and is a real cutie. He's staying with a local foster family who report that he settled right in and made himself at home. Sleeping in a crate was not a problem for Juan Pablo and lounging around the house makes him happy, too. He's all black, weighs about 17 pounds, is up to date on vaccines and is very friendly. JP's owners in Texas surrendered him due to changes in the family and think JP would be happiest with older or no children in the home. Call for an appointment at 508-548-7742 to meet Juan Pablo.



Juan Pablo

Jimmy Dean, our 1 1/2-year-old brown Dachshund mix who weighs about 23 pounds is looking for his new permanent home. Due to his shyness and fear of new people, we had him stay with two different foster families to gain confidence and become accustomed to new people. In both homes, he bonded with the primary female in the family within a few weeks and tolerates other members of the family. In both cases, the families had other dogs that helped Jimmy Dean settle into the family. We would recommend a home with a female dog that is larger than Jimmy, as he has a fair amount of energy to play. He is up to date on all his vaccines, microchipped and has been neutered. If you would like to meet him, please call the shelter at 508-548-7742.



Jimmy Dean

Monetary donations are always needed here at the shelter so we can continue caring for the dogs in our custody and help low income dog owners pay for veterinary care and dog food. Our goal is that with our help, many more dogs will stay healthy—or get healthy—and live longer and happier lives. The Cape Cod Foundation provides grant funding to us, and we are supremely grateful for its support. Unfortunately, our costs exceed our grant support. If you would like to help provide medical care for the dogs in our care and in our community, donations by check (PO Box 438, Falmouth, MA 02541) or PayPal (www.friendsoffalmouthdogs.org) are always welcomed.

Friends of Falmouth Dogs holds MA License #0183.



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Medical Care from your home or work. No travel necessary.

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- UTI's
- Coughs/Colds/Flu/Strep
- Medication Refills
- Work & School Notes
- Medical Advice/Consultations
- Conjunctivitis
- Dental Pain
- Tick Bites
- Children and Adults of all ages

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Schedule your appointment today

Monday-Friday: 7am-7pm
Saturday: 7am-7pm
Sunday: 7am-7pm



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

		POPPONSETT		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
FRIDAY	AM	5:15	11:32	2:56	9:31	12:22	7:55	12:00	5:12	12:58	8:56	3:14	9:45	3:23	10:10
APRIL 18	PM	5:57	11:41	3:38	9:40	12:47	3:52	12:29	5:13	1:24	6:11	3:52	9:55	4:05	10:19
SATURDAY	AM	6:00		3:41	10:20	1:14	8:53	12:53	5:57	1:41	9:46	3:59	10:34	4:08	10:59
APRIL 19	PM	6:46	12:21	4:27	10:30	1:36	4:33	1:24	6:02	2:09	7:04	4:41	10:44	4:54	11:09
SUNDAY	AM	6:52	12:31	4:33	11:13	2:06	7:03	1:47	6:56	2:30	10:34	4:50	11:25	5:00	11:52
APRIL 20	PM	7:40	1:14	5:21	11:26	2:27	9:50	2:18	7:09	2:58	9:10	5:33	11:38	5:48	
MONDAY	AM	7:48	1:27	5:29		3:01	10:41	2:41	8:05	3:21	11:22	5:45		5:56	12:05
APRIL 21	PM	8:35	2:09	6:16	12:08	3:24	10:17	3:13	8:25	3:52	11:20	6:29	12:20	6:43	12:47
TUESDAY	AM	8:47	2:25	6:28	12:24	4:01	11:24	3:38	9:09	4:21		6:44	12:36	6:55	1:03
APRIL 22	PM	9:31	3:05	7:12	1:04	4:27	11:22	4:13	9:37	5:01	12:09	7:26	1:15	7:39	1:43
WEDNESDAY	AM	9:47	3:25	7:28	1:24	5:02		4:40	10:09	5:37	12:22	7:45	1:35	7:55	2:03
APRIL 23	PM	10:25	4:00	8:06	1:59	5:26	12:04	5:13	10:47	6:14	12:51	8:21	2:09	8:33	2:38
THURSDAY	AM	10:46	4:24	8:27	2:23	5:56	12:23	5:38	11:07	6:43	1:15	8:44	2:33	8:54	3:02
APRIL 24	PM	11:18	4:53	8:59	2:52	6:19	12:44	6:06	11:50	7:09	1:28	9:14	3:01	9:26	3:31

April 18, 2025 - Sunrise is at 5:56AM; sunset is at 7:30 PM

FOR DAILY NEWS UPDATES FOLLOW THE ENTERPRISE ON SOCIAL MEDIA!





THE ENTERPRISE NEWS @CAPENEWSDOTNET @CAPENEWSDOTNET

DRAWINGS REVIEWED BY
 FALMOUTH BUILDING DEPARTMENT
 CONSTRUCTION SUBJECT TO MA
 BUILDING CODE COMPLIANCE
 ONE SET OF STAMPED PLANS SHALL
 BE KEPT AT THE BUILDING SITE
 3-20-25
 DATE REVIEWING OFFICIAL

REVISIONS	
No.	Description

KEENAN + KENNY ARCHITECTS, LTD.
 189 Main Street
 Falmouth, Massachusetts 02540
 508-540-0073 TEL. office@keenanarchitects.com
 www.keenanarchitects.com

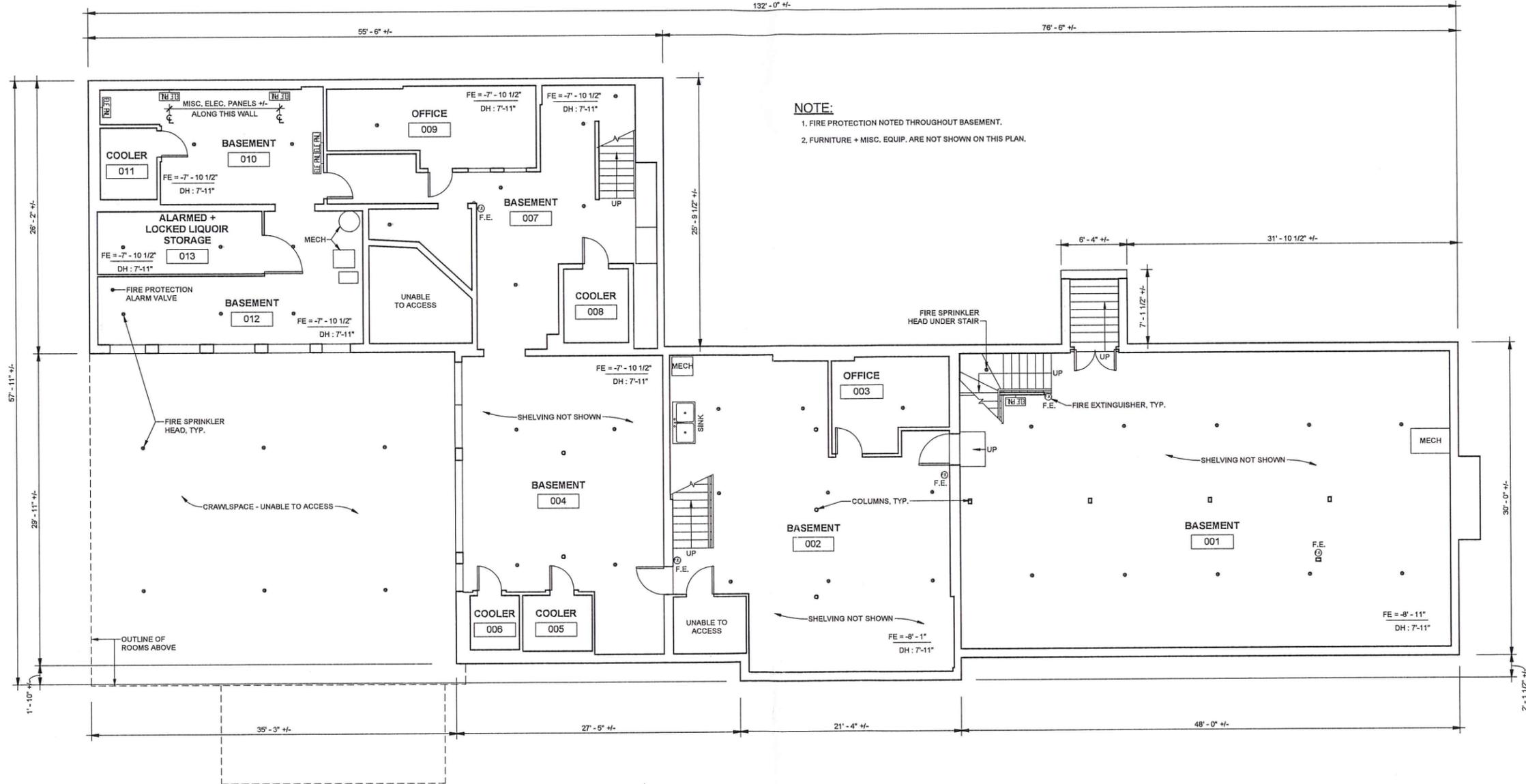
EXISTING CONDITIONS:
DAILY BREW COFFEE HOUSE
 412 North Falmouth Highway
 North Falmouth, MA

SHEET TITLE:
 EXISTING FLOOR PLAN
Proposed



PROJECT NO.
 SCALE:
 3/16" = 1'-0"

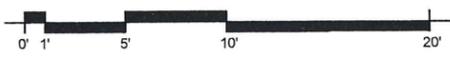
EX1.0



NOTE:
 1. FIRE PROTECTION NOTED THROUGHOUT BASEMENT.
 2. FURNITURE + MISC. EQUIP. ARE NOT SHOWN ON THIS PLAN.

A EXISTING BASEMENT FLOOR PLAN
 3/16" = 1'-0"

BUILDING SCHEDULE	
FLOOR	GROSS AREA
BASEMENT	4437 SF
FIRST FLOOR	6112 SF
SECOND FLOOR	1133 SF
TOTAL	11681 SF



3/20/2025 9:57:52 AM

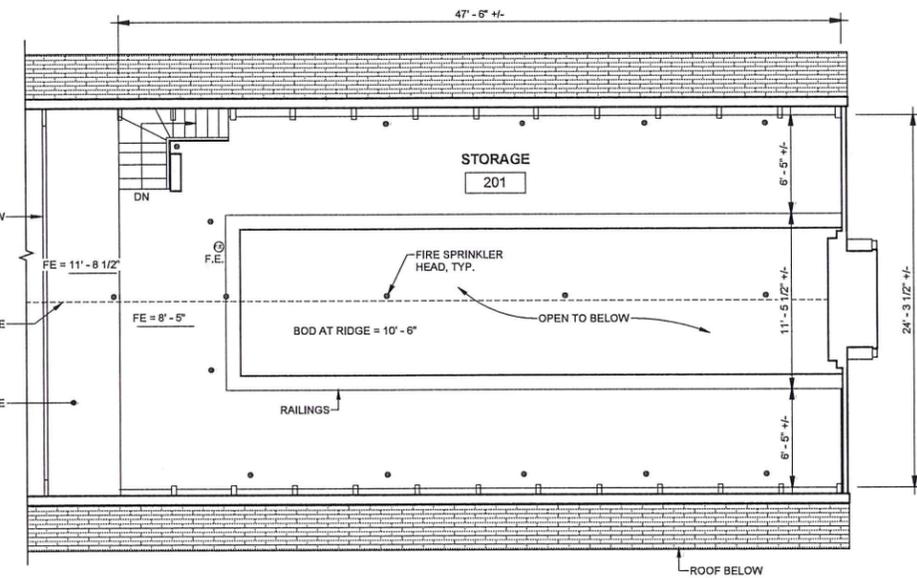
NOTE:

1. FIRE PROTECTION NOTED.
2. FIRE ALARM PULL STATIONS, ALARMS w/ STROBES: NONE
3. SMOKE DETECTORS: NONE
4. EMERGENCY LIGHTING SHOWN IN APPROX. LOCATIONS, V.I.F.
5. FIRE EXTINGUISHERS SHOWN IN APPROX. LOCATIONS, V.I.F..
6. HVAC DUCT AND EQUIP. NOT SHOWN ON THESE DRAWINGS.
7. ELEC. LIGHTING, CEILING FANS, ETC. NOT SHOWN ON THESE DRAWINGS.

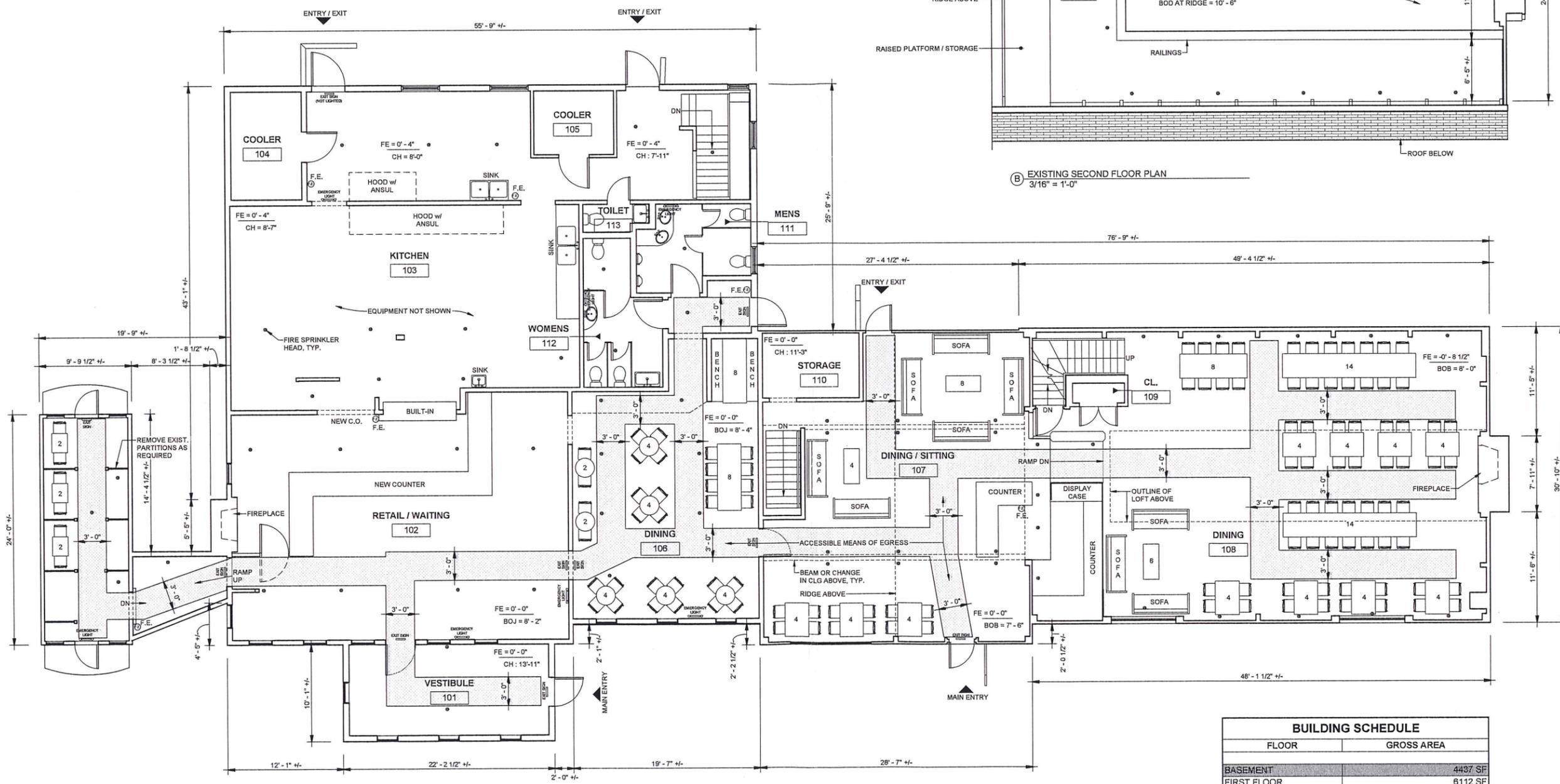
TOTAL SEATING

INSIDE (TABLES) = 144
 NO OUTSIDE SEATING
TOTAL = 144
 ALLOWABLE OCCUPANCY = 150

DRAWINGS REVIEWED BY
 FALMOUTH BUILDING DEPARTMENT
 CONSTRUCTION SUBJECT TO MA
 BUILDING CODE COMPLIANCE
 ONE SET OF STAMPED PLANS SHALL
 BE KEPT AT THE BUILDING SITE
 3-20-25
 DATE [Signature] BUILDING OFFICIAL



(B) EXISTING SECOND FLOOR PLAN
 3/16" = 1'-0"



(A) EXISTING FIRST FLOOR PLAN
 3/16" = 1'-0"

BUILDING SCHEDULE	
FLOOR	GROSS AREA
BASEMENT	4437 SF
FIRST FLOOR	6112 SF
SECOND FLOOR	1133 SF
TOTAL	11681 SF



DATE: 20 MARCH 2025

No.	Description	Date

KEENAN + KENNY ARCHITECTS, LTD.
 189 Main Street
 Falmouth, Massachusetts 02540
 508-540-0075 TEL. office@kandkarchitects.com
 www.kandkarchitects.com

EXISTING CONDITIONS:
DAILY BREW COFFEE HOUSE
 412 North Falmouth Highway
 North Falmouth, MA

SHEET TITLE:
 EXISTING FLOOR PLANS
 Proposed
 [Signature]



PROJECT NO.
 SCALE:
 As indicated

EX1.1

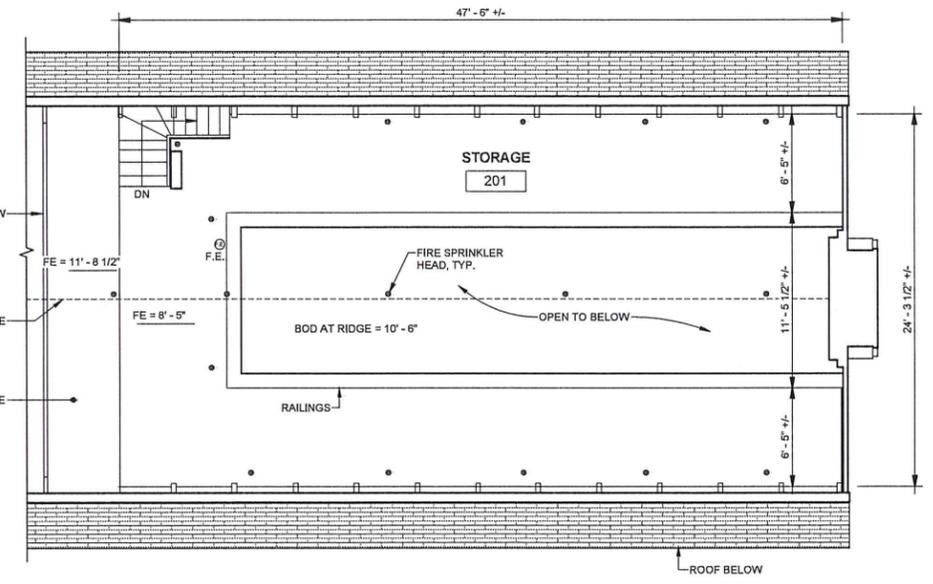
NOTE:

1. FIRE PROTECTION NOTED.
2. FIRE ALARM PULL STATIONS, ALARMS w/ STROBES: NONE
3. SMOKE DETECTORS: NONE
4. EMERGENCY LIGHTING SHOWN IN APPROX. LOCATIONS, V.I.F.
5. FIRE EXTINGUISHERS SHOWN IN APPROX. LOCATIONS, V.I.F.
6. HVAC DUCT AND EQUIP. NOT SHOWN ON THESE DRAWINGS.
7. ELEC. LIGHTING, CEILING FANS, ETC. NOT SHOWN ON THESE DRAWINGS.

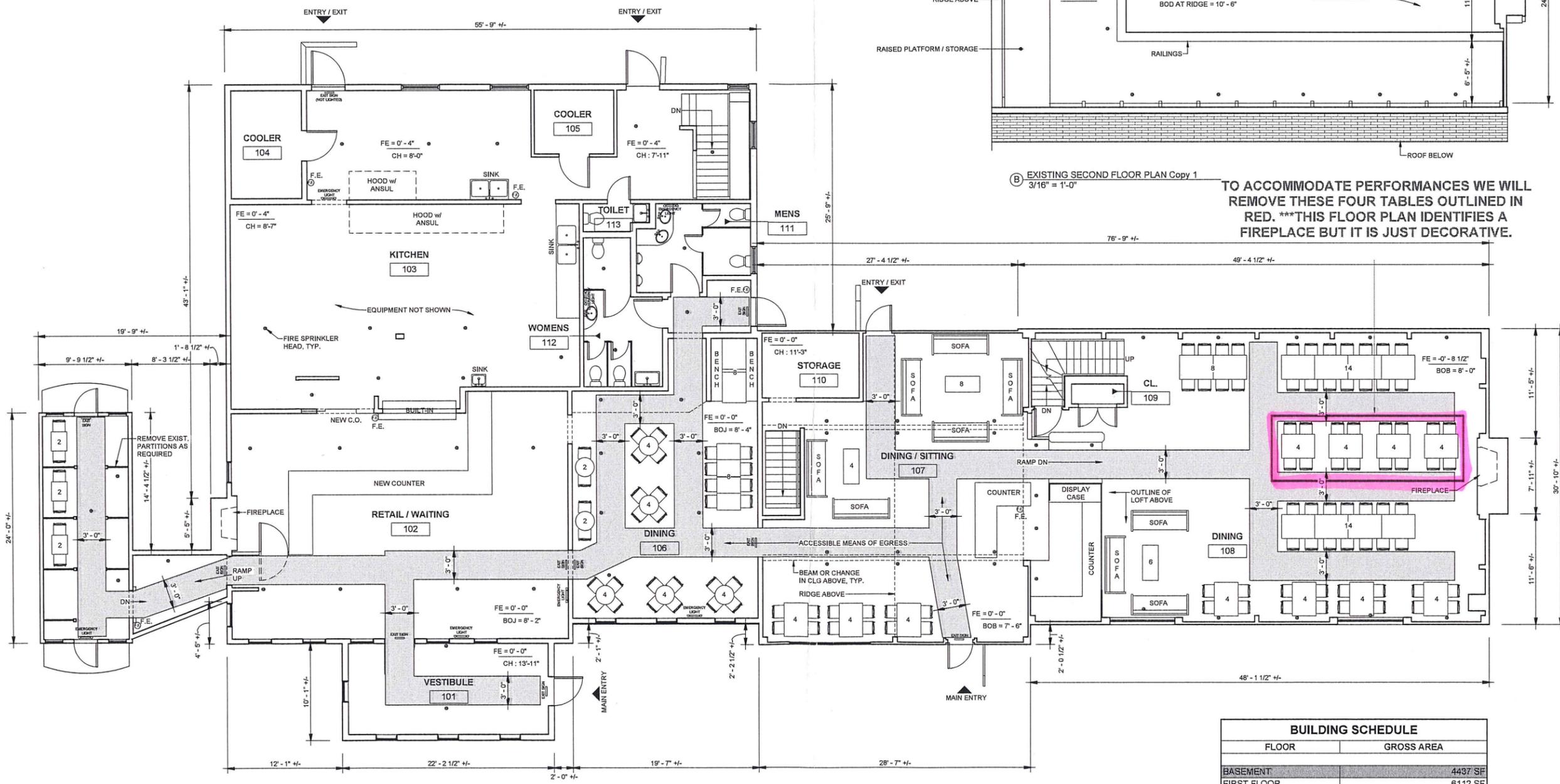
TOTAL SEATING

INSIDE (TABLES) = 128
 NO OUTSIDE SEATING
TOTAL = 128
 ALLOWABLE OCCUPANCY = 150

DRAWINGS REVIEWED BY
 FALMOUTH BUILDING DEPARTMENT
 CONSTRUCTION SUBJECT TO MA
 BUILDING CODE COMPLIANCE
 ONE SET OF STAMPED PLANS SHALL
 BE KEPT AT THE BUILDING SITE
 3-20-25
 DATE BUILDING OFFICIAL



(B) EXISTING SECOND FLOOR PLAN Copy 1
 3/16" = 1'-0"
 TO ACCOMMODATE PERFORMANCES WE WILL REMOVE THESE FOUR TABLES OUTLINED IN RED. ***THIS FLOOR PLAN IDENTIFIES A FIREPLACE BUT IT IS JUST DECORATIVE.



(A) EXISTING FIRST FLOOR PLAN Copy 1
 3/16" = 1'-0"

BUILDING SCHEDULE	
FLOOR	GROSS AREA
BASEMENT	4437 SF
FIRST FLOOR	6112 SF
SECOND FLOOR	1133 SF
TOTAL	11681 SF



DATE: 20 MARCH 2025

No.	Description	Date

KEENAN + KENNY ARCHITECTS, LTD.
 189 Main Street
 Falmouth, Massachusetts 02540
 508-540-0075 TEL. office@kandkarchitects.com
 www.kandkarchitects.com

EXISTING CONDITIONS:
DAILY BREW COFFEE HOUSE
 412 North Falmouth Highway
 North Falmouth, MA

SHEET TITLE:
ENTERTAINMENT FLOOR PLAN

PROJECT NO.:

SCALE:
 As indicated

EX1.2

3/20/2025 9:57:55 AM



Item: 4.a.

ITEM REPORT

To: Town of Falmouth Select Board

Submitted By: Phyllis Downey, Administrative Assistant

Meeting Date: April 28, 2025

Department/Office: Town Manager/Select Board

Item Name: Consider a vote to approve an application submitted by Megansett Circle, Inc. d/b/a Daily Brew for a Common Victualler License to be exercised at 412 North Falmouth Highway, North Falmouth **(10 minutes)**

Purpose:

The Select Board will consider a vote to approve an application by Megansett Circle, Inc. d/b/a Daily Brew to operate as a Common Victualler serving food and non-alcoholic beverages at 412 North Falmouth Highway, North Falmouth.

Background/Summary:

- The application was received on March 20, 2025. Applications for Entertainment, Sunday Entertainment, and All Alcoholic Beverages Restaurant License are also pending.
- The days and hours of operation for the Common Victualler License are 6:00 am to 11:00 pm seven days a week.
- The menu includes breakfast, sandwiches, salads, and appetizers. Specialty alcoholic beverages also appear on the menu.
- The Police Department, Falmouth Fire Rescue Department, Health Department, and the Planning Department have reviewed the application and have no issues with its approval.

Recommended Actions:

Department Recommendation:

The Town Manager's Office recommends that the Select Board approve the application by Megansett Circle, Inc. d/b/a Daily Brew to operate as a Common Victualler serving food and non-alcoholic beverages at 412 North Falmouth Highway, North Falmouth as presented.

Options:

- Motion to approve the application by Megansett Circle, Inc. d/ba Daily Brew for a Common Victualler License as presented.

- Motion to approve the application by Megansett Circle, Inc. d/b/a Daily Brew for a Common Victualler License.
- Some other Select Board approve alternative.

Town Manager's Comments:

The Town Manager recommends that the Select Board approve the application by Megansett Circle, Inc. d/b/a Daily Brew to operate as a Common Victualler serving food and non-alcoholic beverages at 412 North Falmouth Highway, North Falmouth as presented.

Budget:

Applicable? (yes or no):

No

Budgeted? (yes or no):

No

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
-------------	--------------	-----------------	---------------	----------------	------------------	------------------

Finance Director's Comments (if applicable):

N/A

Attachments:

1. Megansett Circle, Inc. Common Victualler License
2. Daily Brew Menu 03.20.25

LICENSE APPLICATION REVIEW

Restaurant/Business: Megansett Circle Inc. d/b/a Daily Brew

Address: 412 North Falmouth Highway

License Type: Common Victualler

New License _____

Transfer of License _____

Change of License _____

Police No objection

Fire No objection

Building _____

Health No issues

Zoning _____

Planning No issues with application as presented

DPW _____

NOTES:



TOWN OF FALMOUTH

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

COMMON VICTUALLER & INNHOLDER LICENSE APPLICATION

CHECK THE APPROPRIATE LICENSE

- Common Victualler Annual License
 Innholder Seasonal License

Required fields are outlined in red:

NAME OF APPLICANT: Kathryn Hickey TITLE: OWNER

HOME ADDRESS: [REDACTED]

Town: N. Falmouth State: MA Zip code: 02556

BUSINESS NAME: Megansett Circle Inc.

D/B/A if any: Daily Brew

BUSINESS ADDRESS: 412 N. Falmouth Highway

Town: N. Falmouth State: MA Zip code: 02556

MAILING ADDRESS (if different): 337 Old main Rd

Town: N. Falmouth State: MA Zip code: 02556

FEDERAL ID #: 20-[REDACTED] MANAGER OF RECORD: Kathryn Hickey

EMAIL - required: dailybrewcoffeehouse@gmail.com

TELEPHONE - BUSINESS: 508 564 4155 ALTERNATE: [REDACTED]

DAYS OF OPERATION: 7 days/wk

HOURS OF OPERATION: 6am - 11pm

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

STANDARD FORM COMMERCIAL LEASE

1. PARTIES:

Megansett Stable, LLC Lessor, which expression shall include its heirs, successors, and assigns where the context so admits, does hereby lease to **Megansett Circle, Inc.** Lessee, which expression shall include its successors, executors, administrators and assigns where the context so admits, and the Lessee hereby leases the following described premises:

2. PREMISES:

412 North Falmouth Highway, North Falmouth, MA 02556, together with the right to use in common, with others entitled thereto, the common areas of the building, if any, including, parking areas, the hallways, stairways, and any areas necessary for access to said leased Premises.

3. TERM:

The term of this lease shall be for **ten (10) years** commencing on **March 1, 2024** and ending on **February 28, 2034**.

4. RENT:

The Lessee shall pay to the Lessor rent at the rate of **██████████** dollars per year, payable in advance in monthly installments of **██████████**

5. OPTION TERM: - N/A

6. ADDITIONAL RENT - REAL ESTATE TAXES:

As additional rent hereunder, the Lessee shall pay the Lessor when and as designated by notice in writing by Lessor all of the real estate taxes on the land and building which comprise the leased premises in each year of the term of this Lease or any extension or renewal thereof and proportionately for any part of a fiscal year. If the Lessor obtains, an abatement of any such excess real estate tax, a proportionate share of such abatement, less the reasonable fees and costs incurred in obtaining the same, if any, shall be refunded to the Lessee.

7. ADDITIONAL RENT - INSURANCE:

At all times during the term of this Lease, the Lessor will carry and maintain fire and extended insurance covering the building of which the leased premises are a part and public liability and property damage insurance in such amounts as the Lessor determines



Complete prior to applying for:
Common Victualler License
Lodging House License
Innholder License

APPLICANT: Megansett Circle, Inc.

ADDRESS: 412 North Falmouth Highway, North Falmouth, MA

LICENSE APPLIED FOR: Common Victualler License

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 

DATE: 3-20-25

BOARDS

- CHEESE \$25
- CHARCUTERIE \$25
- ANTIPASTO \$25
- CRUDITE \$18
- PESTO BURRATA \$15
- BRIE JAM PUFF PASTRY \$12

DRINKS

- ESPRESSO MARTINI \$14
- COLD BREW OLD FASHIONED \$15
- ICED RUM CHATA \$13
- CABOOSE BLOODY MARY \$16
- NATALIE'S MIMOSA \$12
- DIRTY MONKEY \$14
- STABLE SANGRIA \$15
- BEER \$8
- WINE \$11

BOWLS & BITES

- ROASTED BUDDHA BOWL \$19
- STEAK & CHEESE CAESAR \$18
- FANCY FIELD GREEN SALAD \$16
- SMOKED PULLED PORK SAMMY \$15
- SWEET POTATO VEGGIE BURGER \$17
- FRENCH DIP \$16
- TUNA MELT \$13
- FIG, BRIE & PROSCIUTTO \$18
- TURKEY BRUSCHETTA \$18

DESSERTS

- SHERRY'S BREAD PUDDING \$5.95
- SCRATCH CARROT CAKE \$7.95
- HOUSE WHOOPIE PIE \$6.95
- ALY'S MINI CHEESECAKE FLIGHT \$12.50
- DOUBLE FUDGE BROWNIE SUNDAE \$12.00
- PEANUT BUTTER CHOCOLATE CHIP COOKIE SUNDAE \$10.00

DRINKS, SMOOTHIES & BREAKFAST

HOT

- Small (12 oz.), Medium (16 oz.), Large (20 oz.)
- Jim's Organic Coffee - House, French Roast, Decaf
- Teas - English Breakfast, Earl Grey, Green, Herbal etc.
- Cafe au Lait - Coffee & steamed milk
- Hot Cocoa - Made with chocolate milk
- Cocoa Java - Coffee & hot chocolate
- Cafe Latte - Espresso & steamed milk
- Cappuccino - Espresso, steamed milk, & foam
- Mocha Latte - Espresso & steamed chocolate milk
- Caramel Latte - Espresso, steamed milk, & caramel
- Chai Tea Latte - Chai & steamed milk

ICED & FROZEN

- Small (14 oz.), Medium (18 oz.), Large (24 oz.) & XL (32 oz.)
- Jim's Organic Coffee - House, French Roast, Decaf
- House Made Iced Tea - Unsweetened Black or Green
- Caramel or Mocha Iced Coffee
- Iced or Frozen Latte
- Iced or Frozen Mocha Latte
- Iced or Frozen Caramel Latte
- Iced or Frozen Chai Latte
- Add a shot of espresso to any drink
- Add a flavor shot to any drink

All-Natural Flavor Shots: Almond, Banana, Caramel, Coconut, Hazelnut, Mocha, Peppermint, Raspberry, Toasted Marshmallow, Vanilla
 Sugar-Free Flavor Shots: Hazelnut & Vanilla
 Dairy Alternatives: Almond Milk or Oat Milk

SMOOTHIES

PLEASE LET US KNOW IF YOU HAVE A NUT ALLERGY!

SMALL

MEDIUM

LARGE

XL

made with nonfat yogurt & fresh fruit unless otherwise indicated

- Berry Healthy - Strawberry, Blackberry, Raspberry, Blueberry
- Chocolate Monkey - Chocolate, Banana, Peanut Butter
- Creamsicle - Orange Juice & Vanilla Frozen Yogurt
- Island Breeze - Coconut, Pineapple, Banana
- Jolly Mon - Strawberry & Banana

- Just Ducky - Strawberry, Coconut, Pineapple
- PB & J - Strawberry, Banana, Peanut Butter
- Up & At 'Em - Oats, Banana, Raisins
- Green Monstah - Almond Milk, Spinach, Banana, Peanut Butter
- Java Monkey - Iced Coffee, Chocolate, Banana, Peanut Butter

Smoothie Add-Ons

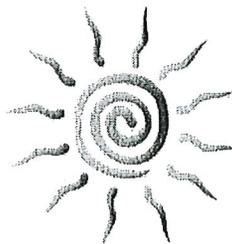
Whey or Plant Protein
Collagen

Avocado
Chia Seeds

Coconut Oil
Espresso

Extra Fruit
Flax

We also proudly serve Polar Beverages, White Lion Baking Products, Buddha Teas and an assortment of yummy goods that are baked fresh daily in our very own kitchen!



SANDWICHES & SALADS

Bread Choices: Multigrain Bread, Sourdough Bread, Wheat or White Wrap, Sub Roll, Gluten Free Bread

SANDWICHES

Turkey Club
Sliced turkey, bacon, lettuce, tomato & mayo on your choice of bread

BLT
Bacon, Lettuce, Tomato, Mayo on your choice of bread

The Mayflower
Sliced turkey, sprouts, avocado, lettuce, & tomato aioli on a croissant

Ol' Fashioned Chicken Salad
White chicken breast with celery & mayo, lettuce, tomato & mayo on your choice of bread

Cranberry Walnut Chicken Salad
White chicken breast with raisins, walnuts & celery, with lettuce and cranberry mayo on your choice of bread

Steak & Cheese Sub
Steak and American cheese with lettuce and tomato on a sub roll

Veg Out Wrap
Fresh spinach, carrots, tomato, cucumbers, sprouts & hummus on your choice of wrap

Chicken Caesar Wrap
Romaine Lettuce with creamy Caesar dressing, Shredded Parmesan cheese and sliced white chicken breast on your choice of wrap

Tuna
All White albacore tuna with lettuce on your choice of bread

Tree Hugger Wrap
Grilled vegan burger, roasted red peppers, sprouts, lettuce and tomato with Chipotle Ranch Dressing or Hummus on your choice of wrap

Spring Hill Wrap.....
Mixed greens with goat cheese, raisins, sprouts, cucumbers, and carrots on your choice of wrap. Served with Balsamic Vinaigrette
Add Grilled Chicken Add Chicken Cranberry Walnut

Meatball Sub
Meatballs in marinara smothered with provolone cheese on a sub roll

Up Ship's Creek
Grilled Ham and American Cheese with tomato and avocado on your choice of multigrain or rye

Mr. Miyagi
Roast beef, cucumber wasabi sauce, onion, lettuce, tomato & cheese on an onion roll

SALADS

Caesar Salad
Romaine lettuce, creamy Caesar dressing, croutons, and shredded parmesan cheese

Spinach Salad
Fresh spinach, Granny smith apple slices, goat cheese, carrots and raisins with a side of apple cider vinaigrette

Garden Salad
Mixed greens, cucumbers, tomatoes, carrots, and sprouts

Dressings:
Balsamic Vinaigrette, Caesar, Apple Cider Vinaigrette, Greek

Salad Add-Ons

- Cranberry Walnut Chicken Salad
- Ol' Fashioned Chicken Salad
- Chicken Breast
- Tuna Salad
- Sunflower Seeds
- Walnuts
- Goat Cheese
- Avocado
- Kalamata Olives.....
- Parmesan Cheese

BREAKFAST

Breakfast Sandwich
Starts with a fried egg on a bagel, English muffin, croissant, multigrain, or gluten free toast

Breakfast Burrito
Starts with two scrambled eggs wrapped in a white or wheat tortilla.

The Honey Pot
Bacon, egg, cheddar & mike's hot honey on a cinnamon raisin bagel

Cleveland Ledge
Fried egg with a hash brown, sausage, cheddar cheese and chipotle ranch on a croissant

OMG Bagels
Plain, Asiago, Cinnamon Raisin or Everything

Nut & Honey
Peanut butter, banana, & honey drizzled on your choice of bagel, English muffin, multigrain or gluten free toast

Add-Ons for Bagels, Sandwiches and Burritos

- Bacon, Ham, or Sausage
- American, Cheddar or Provolone
- Spinach
- Tomato
- Sprouts
- Onions
- Peppers
- Avocado
- Hash Brown
- Salsa
- Hummus
- Cream Cheese or Veggie Cream Cheese
- Peanut Butter



Item: 4.b.

ITEM REPORT

To: Town of Falmouth Select Board

Submitted By: Phyllis Downey, Administrative Assistant

Meeting Date: April 28, 2025

Department/Office: Town Manager/Select Board

Item Name: Consider a vote to approve an application submitted by Seacoast Shores Association for a Change of Manager of its All Alcoholic Beverages Seasonal Club License to be exercised at 7 Farview Lane, East Falmouth **(10 minutes)**

Purpose:

To see if the Select Board will approve the appointment of Kate Sampson as Manager of this Seasonal All Alcoholic Beverages Club License.

Background/Summary:

- Seacoast Shore Association is a Seasonal All-Alcoholic Beverages Club licensed to operate from April 1st to November 30th, from 8:00 am to 12 midnight with Sunday hours 10:00 am to 12 midnight, with seating for 127 guests.
- The Club also has Entertainment and Sunday Entertainment Licenses.
- A complete application was received on March 27, 2025.
- A Town of Falmouth background check was completed on March 12, 2025.
- The proposed manager listed several years of restaurant management experience on the application.
- Upon review of the application, no objections were found by the Police, Fire-Rescue, and Health Departments.

Recommended Actions:

Department Recommendation:

The Town Manager's Office recommends the application by Seacoast Shores Association for a Change of Manager for its All Alcoholic Beverages Seasonal Club License be approved as applied.

Options:

- Motion to approve the application for a Change of Manager of a Seasonal All Alcoholic Beverages Club License -Seacoast Shores, Association, 7 Farview Lane, East Falmouth as presented.
- Motion to deny the application for a Change of Manager of a Seasonal All Alcoholic Beverages Club License -Seacoast Shores, Association, 7 Farview Lane, East Falmouth.
- Some other Select Board approved alternative.

Town Manager's Comments:

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

Budget:

Applicable? (yes or no):

No

Budgeted? (yes or no):

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
------	-------	----------	--------	---------	-----------	-----------

Finance Director's Comments (if applicable):

N/A

Attachments:

1. Seacoast Shores Assn. - Change of Manager Application-redacted



Item: 4.b.

ITEM REPORT

To: Town of Falmouth Select Board

Submitted By: Phyllis Downey, Administrative Assistant

Meeting Date: April 28, 2025

Department/Office: Town Manager/Select Board

Item Name: Consider a vote to approve an application submitted by Seacoast Shores Association for a Change of Manager of its All Alcoholic Beverages Seasonal Club License to be exercised at 7 Farview Lane, East Falmouth **(10 minutes)**

Purpose:

To see if the Select Board will approve the appointment of Kate Sampson as Manager of this Seasonal All Alcoholic Beverages Club License.

Background/Summary:

- Seacoast Shore Association is a Seasonal All-Alcoholic Beverages Club licensed to operate from April 1st to November 30th, from 8:00 am to 12 midnight with Sunday hours 10:00 am to 12 midnight, with seating for 127 guests.
- The Club also has Entertainment and Sunday Entertainment Licenses.
- A complete application was received on March 27, 2025.
- A Town of Falmouth background check was completed on March 12, 2025.
- The proposed manager listed several years of restaurant management experience on the application.
- Upon review of the application, no objections were found by the Police, Fire-Rescue, and Health Departments.

Recommended Actions:

Department Recommendation:

The Town Manager's Office recommends the application by Seacoast Shores Association for a Change of Manager for its All Alcoholic Beverages Seasonal Club License be approved as applied.

Options:

- Motion to approve the application for a Change of Manager of a Seasonal All Alcoholic Beverages Club License -Seacoast Shores, Association, 7 Farview Lane, East Falmouth as presented.
- Motion to deny the application for a Change of Manager of a Seasonal All Alcoholic Beverages Club License -Seacoast Shores, Association, 7 Farview Lane, East Falmouth.
- Some other Select Board approved alternative.

Town Manager's Comments:

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

Budget:

Applicable? (yes or no):

No

Budgeted? (yes or no):

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
------	-------	----------	--------	---------	-----------	-----------

Finance Director's Comments (if applicable):

N/A

Attachments:

1. Seacoast Shores Assn. - Change of Manager Application-redacted

LICENSE APPLICATION REVIEW

Restaurant/Business: Seacoast Shores Assn., Inc.

Address: 7 Farview Lane, East Falmouth

License Type: All Alcoholic Beverages Club License

New License _____

Transfer of License _____

Change of License Change of Manager

Police No objection

Fire No objection

Building _____

Health No issues

Zoning _____

Planning _____

DPW _____

NOTES:

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

A town background check has been completed by the proposed manager.



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

RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
 MONETARY TRANSMITTAL FORM

AMENDMENT-Change of Manager

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

ECRT CODE: RETA

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

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

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

ENTITY/ LICENSEE NAME

ADDRESS

CITY/TOWN STATE ZIP CODE

For the following transactions (Check all that apply):

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

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

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



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

AMENDMENT-Change of Manager

Change of License Manager

1. BUSINESS ENTITY INFORMATION

Entity Name	Municipality	ABCC License Number
Seacoast Shores Association, Inc	Falmouth	00209-CL0390

2. APPLICATION CONTACT

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

Name	Title	Email	Phone
Darya Latypova	bookkeeper	seacoastshoresassociation@gmail.com	774-251-1504

3A. MANAGER INFORMATION

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

Proposed Manager Name: Kate Sampson Date of Birth: [REDACTED]

Residential Address: 50 Amvets ave, Falmouth MA 02540

Email: gm@seacoastshores.com Phone: 508-[REDACTED]

Please indicate how many hours per week you intend to be on the licensed premises: 40 Last-Approved License Manager: Tyran Savoy

3B. CITIZENSHIP/BACKGROUND INFORMATION

Are you a U.S. Citizen/Qualified Alien under the Immigration and Nationality Act? Yes No
 If yes, attach one of the following documents: US Passport, Voter's Certificate, Birth Certificate, Naturalization Papers, Green Card or Employment Authorization Document.
 Have you ever been convicted of a state, federal, or military crime? Yes No
 If yes, fill out the table below and attach an affidavit providing the details of any and all convictions. Attach additional pages, if necessary, utilizing the format below.

Date	Municipality	Charge	Disposition

3C. EMPLOYMENT INFORMATION

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

Start Date	End Date	Position	Employer	Supervisor Name
05/2024	01/2025	manager	The Casino Wharf	John Richardi
05/2022	01/2024	manager	The Blackdog Company	Dan Puccillo

3D. PRIOR DISCIPLINARY ACTION

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

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

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

Manager's Signature: [Signature] Date: 3/26/25

APPLICANT'S STATEMENT

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

of Sevensix Shores Association
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.

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- (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;
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- (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: Daniel Frawley
Title: President

Date: 3/19/25

Phyllis Downey

From: Morgan Cardoso
Sent: Friday, March 28, 2025 12:47 PM
To: Falmouth Licensing
Cc: Scott McGann
Subject: RE: Change of Manager-Seacoast Shores Association

No issues from health.



Morgan Cardoso

Health Inspector

(508) 495-7486 | morgan.cardoso@falmouthma.gov

Town of Falmouth Health Department

59 Town Hall Square, Falmouth, MA 02540

Please Note:

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

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Good afternoon,

Attached please find an application for a Change of Manager by Seacoast Shores Association located at 7 Farview Lane. The applicant, Kate Sampson has completed the town background check.

May we please request your recommendations to the Select Board by April 15th?

Thank you,
Phyllis

Phyllis Downey

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

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Fire Rescue has no objections to this application

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

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

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Captain Brian L. Reid

Falmouth Police Department
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Falmouth, MA 02540
774-255-4502

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508-495-7325

LICENSE APPLICATION REVIEW

Restaurant/Business: Seacoast Shores Assn., Inc.

Address: 7 Farview Lane, East Falmouth

License Type: All Alcoholic Beverages Club License

New License _____

Transfer of License _____

Change of License Change of Manager

Police No objection

Fire No objection

Building _____

Health No issues

Zoning _____

Planning _____

DPW _____

NOTES:

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

A town background check has been completed by the proposed manager.



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

**RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
 MONETARY TRANSMITTAL FORM**

AMENDMENT-Change of Manager

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

ECRT CODE: RETA

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

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

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

ENTITY/ LICENSEE NAME

ADDRESS

CITY/TOWN STATE ZIP CODE

For the following transactions (Check all that apply):

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

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

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



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

AMENDMENT-Change of Manager Change of License Manager

1. BUSINESS ENTITY INFORMATION

Entity Name: Seacoast Shores Association, Inc Municipality: Falmouth ABCC License Number: 00209-CL0390

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

Name: Darya Latypova Title: bookkeeper Email: seacoastshoresassociation@gmail.com Phone: 774-251-1504

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

Proposed Manager Name: Kate Sampson Date of Birth: [REDACTED]

Residential Address: 50 Amvets ave, Falmouth MA 02540

Email: gm@seacoastshores.com Phone: 508-[REDACTED]

Please indicate how many hours per week you intend to be on the licensed premises: 40 Last-Approved License Manager: Tyran Savoy

3B. CITIZENSHIP/BACKGROUND INFORMATION

Are you a U.S. Citizen/Qualified Alien under the Immigration and Nationality Act? Yes No
 If yes, attach one of the following documents: US Passport, Voter's Certificate, Birth Certificate, Naturalization Papers, Green Card or Employment Authorization Document.

Have you ever been convicted of a state, federal, or military crime? Yes No
 If yes, fill out the table below and attach an affidavit providing the details of any and all convictions. Attach additional pages, if necessary, utilizing the format below.

Date	Municipality	Charge	Disposition

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

Start Date	End Date	Position	Employer	Supervisor Name
05/2024	01/2025	manager	The Casino Wharf	John Richardi
05/2022	01/2024	manager	The Blackdog Company	Dan Puccillo

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

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Manager's Signature: Date: 3/26/25

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Authorized Signatory

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Name of the Entity/Corporation

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Signature: Daniel Frawley
Title: President

Date: 3/19/25

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ITEM REPORT

To: Town of Falmouth Select Board

Submitted By: Kimberly Fish, Housing Coordinator

Meeting Date: April 28, 2025

Department/Office: Town Manager/Select Board

Item Name: Discuss and consider a vote to approve Falmouth Housing Trust (FHT) application to the Falmouth Affordable Housing Fund (FAHF) for \$25,000 in funding for pre-development costs for their affordable housing project located at 419 Waquoit Highway **(15 minutes)**

Purpose:

A brief presentation will be provided by Laura Moynihan, Director of Falmouth Housing Trust ("FHT") requesting the Select Board's approval of their application to the Falmouth Affordable Housing Fund ("FAHF") for \$25,000 in funding for pre-development costs for their affordable housing project located at 419 Waquoit Highway.

Background/Summary:

- FHT is collaborating with the 300 Committee Land Trust and the Massachusetts Department of Recreation on this project.
- 419 Waquoit Highway is a total of 3.8 acres.
- Lot 1 and Lot 2 were created through an Approval Not Required plan endorsed by the Planning Board on April 23, 2024.
- Lot 1 is approximately 1.1 acres. FHT plans to construct five (5) single-family homes for homeownership. Of those five (5) homes, two (2) will be deed restricted at 80% of the area median income ("AMI"), one (1) home will be deed restricted at 100% of the AMI, and two (2) homes will be deed restricted at 120% of the AMI. All in perpetuity. There will be two (2) three-bedroom homes and three (3) two-bedroom homes.
- The remaining Lot 2 will remain as open space.
- On May 20, 2024, the Select Board, as Trustees of the FAHF, approved funding in the amount of \$100,000 for the acquisition of the land at 419 Waquoit Highway.
- On September 9, 2024, the Select Board, as Trustees of the FAHF, approved funding in the amount of \$650,000 for construction of the five (5) deed restricted homes.
- On January 21, 2025, FHT submitted an application to the FAHF requesting funding in the amount of \$25,000 for pre-development costs.
- On February 26, 2025, FHT met with the Falmouth Affordable Housing Fund Working Group. They gave a favorable recommendation to the Town Manager.
- On March 13, 2025, the Town Manager sent a memorandum to the Community

Preservation Committee with his positive recommendation.

- On March 27, 2025, FHT met with the Community Preservation Committee, which gave their positive recommendation.

Recommended Actions:

Department Recommendation:

The Housing Coordinator recommends that the Select Board, as Trustees of the FAHF, support and approve this application

Recommended Motion: "I move that the Board, acting as Trustees of the Falmouth Affordable Housing Fund, grant \$25,000 to Falmouth Housing Trust for the pre-development costs for the housing project located at 419 Waquoit Highway and authorize the Town Manager to execute the documents setting forth the financial award to Falmouth Housing Trust."

Options:

1. Motion that the Board, acting as Trustees of the Falmouth Affordable Housing Fund, grant \$25,000 to Falmouth Housing Trust for the pre-development costs for the housing project located at 419 Waquoit Highway and authorize the Town Manager to execute the documents setting forth the financial award to Falmouth Housing Trust.
2. Motion to deny the grant request of \$25,000 to Falmouth Housing Trust as presented.
3. Some other Board defined alternative.

Town Manager's Comments:

The Town Manager recommends that the Select Board, acting as Trustees of the Falmouth Affordable Housing Fund, grant \$25,000 to Falmouth Housing Trust for the pre-development costs for the housing project located at 419 Waquoit Highway and authorize the Town Manager to execute the documents setting forth the financial award to Falmouth Housing Trust.

Budget:

Applicable? (yes or no):

No

Budgeted? (yes or no):

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
------	-------	----------	--------	---------	-----------	-----------

Finance Director's Comments (if applicable):

N/A

Attachments:

1. FAHF Application-PreDevelopment Costs

2. Dalpe Excavation Falmouth Housing Trust 526-2494
3. 419 Waquoit Hwy.TM Recommendation 3-13-25
4. 419 Waquoit Hwy CPC-FAHF Recommendation_4_7_2025
5. Power Point 419 Waquoit Highway FAHF

FALMOUTH AFFORDABLE HOUSING FUND

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

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

AFFORDABLE HOUSING FUND APPLICATION Calendar Year 2025

General Information

Project Name: 419 Waquoit Highway

Project Location and Parcel ID#: 419 Waquoit Highway- 30 010 004 000

Type of Project: Construction of 5 deed restricted affordable homes

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

Contact Person: Laura Moynihan, Executive Director

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

Telephone Number: 508 540-2370

Email Address: Laura@falmouthhousingtrust.org

Property Ownership

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

Is the owner the applicant? Yes

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

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

Development Team

Please submit as attachments the resumes of the development team and a list and description of affordable housing projects completed by the applicant. Clancy Construction, Merrill Engineers and Land Surveyors, Attorney Laura M. Moynihan

Project Information

Describe the proposed project including:
The "project" for the purpose of this application is for \$25,000 for pre-development costs for affordable housing construction. The housing proposal is:

Project Style:

Type of Units (condo ownership, fee simple ownership, rental, etc.): 5- Single-Family Owner-Occupied Home with fee simple ownership with a permanent affordable deed restriction 80%-120@ of AMI

Total Number of Units: 5

Number of BRs 2 with 3BRs &

Number of Market Units: 3

3 with 2Brs

Number of Affordable Units: 2

Proposed Sale Prices/Rents: various

- 1-2BR @ 80% \$235,000
- 1-2BR @ 100% \$290,000
- 1 2BR @ 120% \$340,000
- 1-3BR @ 80% \$250,000
- 1-3BR @ 120% \$390,000

Proposed % of AMI target beneficiaries: 80%-120%

Describe how this project addresses the unmet affordable housing needs of the community as identified in the Town of Falmouth *Housing Demand Study & Needs Analysis (2014)* and the Town of Falmouth *Housing Production Plan (2024)* ("HPP").

Falmouth Housing Trust continues efforts to address the shortage of housing that working people can afford. This has become even more challenging over the past four years because of the effects of the pandemic on housing costs with increased land acquisition and pre-development and building costs.

The Town's Safe Harbor status as a result of having reached a Subsidized Housing Inventory (SHI) number of 10% and HPP Certification does not mean that Falmouth suddenly does not have a housing crisis.

Falmouth Housing Trust works to provide housing that is attainable for our local wage earners of which there are many at various income levels. This is the reason that the 419 Waquoit Project will build houses for those at 80%-120% of Area Median Income (AMI). Only by providing housing opportunities for all of our workforce will Falmouth begin to alleviate the need.

FHT prepared a project budget as filed with the FAHF construction financing application showing a total development cost of \$2,723,223. Since then the project budget total development costs have increased to \$2,912,433 as a result of increased construction costs and FHT's commitment to install advanced treatment NITROE septic systems for nitrogen reduction. In addition to the \$100,000 received from the FAHF for the acquisition of the land, FHT received approval from the FAHF for \$650,000 for construction of the 5 homes. FHT is requesting \$25,000 for pre-development costs. Currently engineering and survey costs paid are \$62,729.54 and environmental testing and remediation costs are \$17,487.00, for a total of **\$80,216.54**. Building permits have not yet been issued for the project.

The FHT budgets its total development costs based on deed restricted home sale revenues, public grant funds, and private donations. FHT will also have to raise over \$525,000.00 through philanthropy to complete this project. The difference in revenues from the home sales and public funds is made up by private donations. These funds are being donated by members of the community (including resident taxpayers). This is distinct from a for-profit housing development where private community donations do not exist and there is a profit element to the development for the developer that is factored into the development costs. Accordingly, FHT is requesting with this application that the non-profit development model be further assisted with FAHF funding of pre-development costs.

Many in Falmouth have made great efforts to provide housing opportunities for our workforce but the community did not reach the goal set forth in the 2018 Housing Production Plan (HPP) of 56 homeownership units (15% of the overall goal). A critical need remains and FHT is applying for a municipal subsidy to create additional housing for our workforce towards the new 2024 HPP goal of 80 units a year for 5 years.

Our region lacks housing for people at many income levels. This includes what is now known as the "the missing middle". These individuals and families are those whose income is too high for traditional affordable housing but don't earn enough to purchase a market rate home. According to Cape Cod and Island Association of Realtors, the May 2024 median priced home in Falmouth was \$805,000 and a family would need an income of over \$200,000 to qualify to for a mortgage to purchase a home of this price.

Falmouth Housing Trust has purchased approximately 1.1 acres which had been a part of a 3.8 acre parcel at 419 Waquoit Highway. Our most collaborative project to date, 419 Waquoit Highway Project brought together The 300 Committee, Massachusetts Department of Recreation (DCR), Waquoit Bay National Estuarine Research Reserve (WBNERR) and FHT to collaborate in the purchase and development of new affordable workforce housing—while at the same time conserving and preserving natural places for Falmouth. FHT (through the grant from FAHF) contributed \$100,000 to the \$900,000 purchase price of this property. DCR contributed \$280,000 to the purchase price and the remaining purchase price was paid by

The 300 Committee to through private donations to The 300 Committee. DCR intends to expand walking trails on the portion of the land to be preserved as open space to connect with trails on other State-owned parcels managed by WBNERR.

This unique affordable workforce housing project will serve a broader mix of incomes—from 80% - 120% of Area Median Income. These family incomes will range from approximately \$88,000 to \$146,000. By creating affordable workforce housing for low-to-moderate income individuals and families, FHT aims to create a diverse income project to attract people to our workforce and combat out-migration of our young, skilled workers who provide critical services to residents and visitors and are vital to our local economy.

FHT completed due diligence on the project with testing of the existing house. It has been tested for Asbestos and Lead, testing positive for both and not appropriate for renovation. FHT plans to tear down the house. The pollutants have been remediated. Engineering has been completed for the Zoning Board approval process comprehensive permit, and the site plans are included with this application.

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

This project addresses the affordable housing needs of the Town in accordance with the Falmouth Affordable Housing Fund Board of Trustees' (2024) Funding Priorities by creating affordable housing that meets the following criteria/guidelines:

- Land Conservation: Create affordable housing that is consistent with community and natural resource conservation goals and objectives, including rehabilitation of existing structures, infill development in existing neighborhoods
- Target Population: Households with incomes from 120% to 140% of the AMI
- Diversity of housing types targeting different household needs/sizes.
- First-time homebuyers: Increase the Number of Affordable and Attainable Units in Proposed Developments
- Create more affordable units than the minimum required by applicable zoning including through the Ch. 40B Comprehensive Permit
- Create attainable housing for households with income up to 120% of AMI for rentals and up to 140% of the AMI for homeownership units in excess of the 25% required by a Comprehensive Permit

Also, this project is in line with the Housing Production Plan's stated need for 80+ housing units per year. The HPP recommends this number of units per year to meet housing goals even if the Town is at its state-mandated unit goal for the SHI.

Our goal is to build workforce housing for young people and families. The lack of attainable housing contributes to the loss of our young workforce—many of whom are low-to-moderate income people who provide essential services to our community. As Falmouth's young workforce has decreased, our population continues to grow older; the number of age-dependent people (children and those 65 and older) is larger than our working population. This is an unhealthy ratio for any community; all communities need a diverse, productive workforce to thrive.

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

The report goes on to say that almost 50% of those who work on Cape Cod live off Cape and commute here because of the lack of housing they can afford. This creates more traffic on our roadways, more emissions from increased vehicle use, and likely impacts the personal health and well-being of workers and their families in travelling long distances to and from home/work. A necessary commute to and from work can also mean that Falmouth's job opportunities are less desirable than opportunities closer to home off-Cape.

According to Falmouth's 2024 HPP, there has been a 35% decline which is 1,600 students in Falmouth Public School population in the past 20 years. We have a High School that was built then renovated for 1,600 students and next school year there will be less than 800. Young adults, ages 25-44, have decreased significantly between 1990 and 2020, dropping from 30 to 18 percent of the population while middle aged adults, 45-64, have increased from 30% of our population to 18%. Most significant is the increase of adults 65 and older from 19% to 34% which doubles the number in this age group to our community and projections predict that this population will continue to increase as the younger demographic declines.

This data is a clear indication that our community has a significant issue in retaining and attracting younger parents and families. And the closure of the Falmouth Hospital Maternity and Pediatric units is another significant reminder that our community lacks this important group. By losing this demographic, our community is losing the diversity, vibrancy, and contributions that this population brings, which affects our local economy and threatens the quality of life. Falmouth's lack of attainable housing is an obstacle to attracting and retaining a young and talented workforce. To retain this population, our low-to-moderate income residents must have housing they can afford.

Because Falmouth Housing Trust recognizes the value of this demographic to the health and composition of our town, creating attainable housing for this population is FHT’s priority. By providing affordable housing opportunities, FHT helps to retain and attract this valuable workforce who make our community vital, healthy, and economically strong.

Site Information

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

The 1.1 acre parcel is on Waquoit/Rt. 28 and abuts the DCR land on the west and south, a business to the east and a residence to the southeast.

The neighborhood is comprised of mixed commercial and residential uses. The project site abuts land zoned Business 2 and General Residence and Residence land is located across the street.

The property lies within Waquoit Village, which includes restaurants, many small businesses, a Veterinarian Clinic, gas station, convenience store, insurance company, multi-family and single-family homes. It is also on a public transportation route.

Zoning relief has been sought through Chapter 40B relative to the home construction. No zoning relief was required for the land division or relative to the acquisition of the land by FHT.

An Approval Not Required Plan under Massachusetts Subdivision Control Law was approved by the Falmouth Planning Board in April 2024 for endorsement to divide the 3.8 acre parcel into two lots: Lot 1 was conveyed to the FHT, comprised of 1.1 acres and Lot 2 was conveyed to DCR, comprised of 2.7 acres

Building: The project requires a Comprehensive Permit from the ZBA

Zoning: RA

Health: An advanced treatment nitrogen reduction septic system (NITROE) will be installed for each house lot.

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

Infrastructure: Water is available in Waquoit and the existing water main will be extended into the property to serve the proposed homes. Electricity is available within Waquoit Highway for connection to serve proposed homes.



Amount of FAHF Request: \$25,000.00

Please list all public funding sources and indicate funding application dates:

FAHF Funding for Land Acquisition: \$100,000.00 April 3, 2024

FAHF Funding for Construction: \$650,000.00 August 22, 2024

Project Feasibility

Attach project budget information on the included Attachment A –OneStop 2000 Affordable Housing Finance Application Sections 3: Sources and Uses and Section 4: Budget Pro Forma together with at least one bank letter of reference. See **Attachment A – One Stop Application from FAHF Construction Funding Application, Invoices Pre-Development Services, Bank Letter**

Community Outreach –

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

Falmouth Housing Trust in collaboration with The 300 Committee Land Trust, its donors and the Commonwealth of Massachusetts, acquired the parcel of land to construct affordable deed restricted homes. FHT has published the land acquisition proposal on its website www.falmouthhousingtrust.org and on its Facebook page. FHT has worked with the *Falmouth Enterprise* to create an informative article to inform the public on the proposed land acquisition for affordable housing development.

FHT began meeting with neighbors in mid-2023 about the land acquisition and our plans to create housing on this site.

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

List of Attachments

Attachment A

Attachment B-Project Schedule

Site Plans

GIS Map

Aerial Map and Photo

Deed

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

Resumes of Development Team

2024 Monitoring Report

Development Schedule

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

Milestones (Month/Year):

- A. Project Start (Month/Year): **May 30, 2024, Land Acquisition**
- B. Project Construction/Professional Contract Submitted FAHF (Month/Year): **For Construction Funding Application-June 2024**
- C. Project/Construction Start (Month/Year): **February 2025**
- D. 50% Project Completion (Month/Year): **July 2025**
- E. Housing Lottery Process Begins- **September 2025**
- F. 100% Project Completion (Month/Year): **December 2025**
- G. Construction Completion-**December 2025**
- H. Close-Out Complete (Month/Year): **January 2026**

Comments:

ATTACHMENT B PROJECT SCHEDULE

ATTACHMENT A

OneStop 2000 Affordable Housing Finance Application Sections 3: Sources and Uses and Section 4: Budget Pro Forma together with at least one bank letter of reference.

Invoices for Engineering, Survey and Environmental Remediation Services to Date are also included.

Falmouth Affordable Housing Fund

Application Re Pre-Development Expenses – Invoices Attached

INVOICES:

Engineering & Survey : \$62,729.54

Environmental Testing/Remediation: \$17,487.00

Total: \$80,216.54

INVOICE #23149

DATE: July 25, 2023

D. H. MARTIN ENGINEERING, INC.
ENVIRONMENTAL • CIVIL • GEOTECHNICAL
14 Quissett Ave, P.O. Box 741
Woods Hole, MA 02543
774-836-0693
dhmartineng@gmail.com

BILL TO:
Karen L. Bissonnette, CFRE
Executive Director
Falmouth Housing Trust
P.O. Box 465
Falmouth, MA 02541
kb@falmouthhousingtrust.org

RE: 419 Waquoit Highway, East Falmouth, Ma

Date	Description
7/13/23	Registry research, filed survey, prepare existing conditions site plan

AMOUNT DUE: \$2,880.00

Please remit to *D. H. Martin Engineering, Inc.* upon receipt.

INVOICE #24118

DATE: April 8, 2024

D. H. MARTIN ENGINEERING, INC.
ENVIRONMENTAL • CIVIL • GEOTECHNICAL
14 Quissett Ave, P.O. Box 741
Woods Hole, MA 02543
774-836-0693
dhmartineng@gmail.com

BILL TO:
Laura Moynihan
Executive Director / In House Counsel
Falmouth Housing Trust
P.O. Box 465
Falmouth, MA 02541
laura@falmouthhousingtrust.org

RE: 419 Waquoit Highway, East Falmouth, Ma

Date	Description
09/26/23	Office meeting with clients.
09/27/23	Consult with clients.
10/04/23	Draft worksheet layout plan.
11/02/23	Consult re: water services, office meeting and plan review.
12/13/23	Draft revised site layout plan.
12/14/23	Office meeting with clients.
12/18/23	Draft parking layout plan.
12/21/23	Draft A.N.R. plan, consult, plot and deliver plan.
12/26/23	Revise parking layout plan, revise A.N.R. plan.
02/13/24	Attend meeting with D.C.R. and client.
03/06/24	Office meeting with client and building contractor.
03/19/24	Prepare Lot 1 site plan.
03/20/24	Consult with client, revise A.N.R. plan.
03/28/24	Plan revision; A.N.R. plan and site plan.
03/29/24	Prepare and deliver Mylar/A.N.R.

AMOUNT DUE: \$7,560.00

Please remit to *D. H. Martin Engineering, Inc.* upon receipt.

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Hanover, MA 02339, United States
Tel: 781-826-9200
www.merrillinc.com



Invoice

Invoice Date: 4/24/2024
Invoice Num: 22025
Billing Through: 4/22/2024

Laura Moynihan
Falmouth Housing Trust, Inc.
P.O. Box 465
Falmouth, MA 02540

419 Waquoit Highway, Falmouth, MA (24043) - Managed by Timothy Santos

Topographic Survey and Existing Conditions Plan for Existing & New Curb Cut

<u>Contract Amount</u>	<u>% Complete</u>	<u>Previously Billed</u>	<u>Amount</u>
\$3,150.00	100.00	\$0.00	\$3,150.00

Amount Due: **\$3,150.00**

Total Due this Invoice: \$3,150.00

We appreciate your prompt payments. Thank you!

<u>Current</u>	<u>31 To 60</u>	<u>61 To 90</u>	<u>>>90</u>	<u>Balance</u>
\$3,150.00	\$0.00	\$0.00	\$0.00	\$3,150.00

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Invoice

Invoice Date: 6/20/2024
 Invoice Num: 23321
 Billing Through: 6/20/2024

Laura Moynihan
 Falmouth Housing Trust, Inc.
 P.O. Box 465
 Falmouth, MA 02540

419 Waquoit Highway, Falmouth, MA (24043) - Managed by Timothy Santos

MassDOT Permit Submittal (Initial filing)

Description	Employee	Hours	Amount
<i>Design</i>			
	▶ Timothy Santos	1.00	\$200.00
Review Sight Distance with Larry and emails Laura			
<i>Plan Preparation</i>			
	▶ Larry Carreiro	3.00	\$435.00
Prepare sight distance exhibit			
Sub-Total			\$635.00

Project Coordination and General Consulting

Description	Employee	Hours	Amount
<i>Prepare For And Attend Day Meeting</i>			
	▶ Timothy Santos	2.00	\$400.00
Meeting with Design Team to review concept planning design and next steps			
Sub-Total			\$400.00

Limited Topo. Survey and Existing Conditions Plan

Contract Amount	% Complete	Previously Billed	Amount
\$1,850.00	100.00	\$0.00	\$1,850.00

Preliminary Site Concept Plan

Contract Amount	% Complete	Previously Billed	Amount
\$4,680.00	100.00	\$0.00	\$4,680.00

Amount Due: \$7,565.00

Total Due this Invoice: \$7,565.00

We appreciate your prompt payments. Thank you!

Current	31 To 60	61 To 90	>>90	Balance
\$7,565.00	\$0.00	\$0.00	\$0.00	\$7,565.00

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Laura Moynihan
Falmouth Housing Trust, Inc.
P.O. Box 465
Falmouth, MA 02540

Invoice

Invoice Date: 6/20/2024
Invoice Num: 23321
Billing Through: 6/20/2024

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Invoice

Invoice Date: 9/6/2024
 Invoice Num: 24796
 Billing Through: 9/6/2024

Laura Moynihan
 Falmouth Housing Trust, Inc.
 P.O. Box 465
 Falmouth, MA 02540

419 Waquoit Highway, Falmouth, MA (24043) - Managed by Timothy Santos

Definitive Site Plan Design-Permit Drawings

<u>Contract Amount</u>	<u>% Complete</u>	<u>Previously Billed</u>	<u>Amount</u>
\$14,225.00	100.00	\$0.00	\$14,225.00

Definitive Subdivision Design & Plan Preparation

<u>Contract Amount</u>	<u>% Complete</u>	<u>Previously Billed</u>	<u>Amount</u>
\$3,350.00	100.00	\$0.00	\$3,350.00

Soil and Percolation Testing

<u>Contract Amount</u>	<u>% Complete</u>	<u>Previously Billed</u>	<u>Amount</u>
\$1,200.00	100.00	\$0.00	\$1,200.00

Reimbursable Expenses

<u>Description</u>	<u>Units</u>	<u>Amount</u>
Town of Falmouth Board of Health Application Fee	1.00	\$113.29
Total Reimbursable Expenses		\$113.29

Amount Due: \$18,888.29

Total Due this Invoice: \$18,888.29

We appreciate your prompt payments. Thank you!

<u>Current</u>	<u>31 To 60</u>	<u>61 To 90</u>	<u>>>90</u>	<u>Balance</u>
\$18,888.29	\$0.00	\$0.00	\$0.00	\$18,888.29

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Invoice

Invoice Date: 10/28/2024
 Invoice Num: 25411
 Billing Through: 10/28/2024

Laura Moynihan
 Falmouth Housing Trust, Inc.
 P.O. Box 465
 Falmouth, MA 02540

419 Waquoit Highway, Falmouth, MA (24043) - Managed by Timothy Santos

MassDOT Permit Submittal (initial filing)

<u>Contract Amount</u>	<u>% Complete</u>	<u>Previously Billed</u>	<u>Amount</u>
\$2,955.00	100.00	\$635.00	\$2,320.00

Review Engineer Response Comments and Update Site Plan

<u>Description</u>	<u>Employee</u>	<u>Hours</u>	<u>Amount</u>
<i>Design</i>			
	Larry Carreiro	9.75	\$1,462.50
Drainage revisions			
Revise septic systems per client: replace Adventex w/NitROE tanks, update septic component layout, septic system Invert schedule for 5 lots			
<i>Plan Preparation</i>			
	Larry Carreiro	9.50	\$1,425.00
Revise stopping sight distance exhibit			
Review Engineer comments, sight distance with Laura Moynihan, phone call to Mass DOT reviewing sight distance			
Plan set revisions per Engineering Dept. review comments			
Revise roof drainage systems, plan and profile, update details, relocate/shift parking per review engineer comments			
<i>Respond to ZBA Review Comments</i>			
	Larry Carreiro	1.00	\$150.00
Add GIS topography to abutting lot			
Sub-Total			\$3,037.50

Zoning Board of Appeals Submittal & ZBA Staking

<u>Contract Amount</u>	<u>% Complete</u>	<u>Previously Billed</u>	<u>Amount</u>
\$5,150.00	46.55	\$0.00	\$2,397.50

Amount Due: **\$7,755.00**

Total Due this Invoice: **\$7,755.00**

Pay Now

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Laura Moynihan
Falmouth Housing Trust, Inc.
P.O. Box 465
Falmouth, MA 02540

Invoice

Invoice Date: 10/28/2024
Invoice Num: 25411
Billing Through: 10/28/2024



ACH payments accepted

We appreciate your prompt payments. Thank you!

<u>Current</u>	<u>31 To 60</u>	<u>61 To 90</u>	<u>>>90</u>	<u>Balance</u>
\$7,755.00	\$0.00	\$0.00	\$0.00	\$7,755.00

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Laura Moynihan
Falmouth Housing Trust, Inc.
P.O. Box 465
Falmouth, MA 02540

Invoice

Invoice Date: 11/26/2024
Invoice Num: 25779
Billing Through: 11/26/2024

419 Waquoit Highway, Falmouth, MA (24043) - Managed by Timothy Santos

MassDOT 25% Permit Review Revisions and Coord.

<u>Description</u>	<u>Employee</u>	<u>Hours</u>	<u>Amount</u>
<i>Plan Preparation</i>			
	• Larry Carreiro Revisions to curb cut permit set per MassDOT 25% review comments Sight distance exhibit, revisions to permit set Respond to MassDOT 25% review comments, submit revised permit set and sight distance exhibit Prepare filing package: update revised pdf plan set, print out full sets, 11x17 and drainage report	8.75	\$1,312.50
	• Thomas Pozerski Research and review plans, MassDOT Driveway Access Requirement, AASHTO Green book and the Transportation Research Board's Access Manual. Opine on area Speed limit, assess stopping sight distances and triangles. Provide findings - 10/29/24	1.00	\$190.00
		Sub-Total	\$1,502.50

Project Coordination and General Consulting

<u>Description</u>	<u>Employee</u>	<u>Hours</u>	<u>Amount</u>
<i>Consulting</i>			
	• Larry Carreiro Meeting with Shane & Laura, review engineering review comments, edits to plan set - 10/24/24	1.50	\$225.00
		Sub-Total	\$225.00

Review Engineer Response Comments and Update Site Plan

<u>Description</u>	<u>Employee</u>	<u>Hours</u>	<u>Amount</u>
<i>Plan Preparation</i>			
	• Timothy Santos Review final changes with Larry for revised plans and drainage calcs per Engineering Review; sign and stamp	2.00	\$400.00
<i>Respond to ZBA Review Comments</i>			
	• Larry Carreiro Add abutting buildings existing grading on abutting properties, review offsite watershed area, prepare exhibit, call to MassDOT status on CC permit review with Tom Pozerski	42.50	\$6,375.00

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Laura Moynihan
 Falmouth Housing Trust, Inc.
 P.O. Box 465
 Falmouth, MA 02540

Invoice

Invoice Date: 11/26/2024
 Invoice Num: 25779
 Billing Through: 11/26/2024

Review offsite watershed area, update site plan
 Drainage calculations, design & update details
 Revise utilities update easement layout, add drainage easement Lot 1
 Revisions to plan set per engineer review comments
 Revise plan & profile edits, sag curve and slope per comments
 Revisions to plan set & definitive plan per Engineering review comments, referral response letter to Laura, finalize set per TMS review
 Prepare filing package
 Site visit to locate dead trees, add road name, cluster mailboxes, R/C monuments for easements, revise roadway cross section detail - 11/20/24
 Update road drainage system
 Revisions to drainage system (plan & details): update drainage area exhibit, update drainage report/calcs,
 Finalize plans per TMS review: update subsurface drainage system 2, add note for gravel path, update drainage report

Timothy Santos	3.50	\$700.00
Review revised Site Plans and Drainage Calcs to address Engineering Review; sign and stamp; coordination client		
Final review of revised Site Plans and Drainage Calcs to address Engineering Review; coordination client		
Sub-Total		\$7,475.00

Reimbursable Expenses

<u>Description</u>	<u>Units</u>	<u>Amount</u>
BOH Variance Application Fee	5.00	\$153.75
Mass DOT Driveway Application Fee	1.00	\$412.50
Total Reimbursable Expenses		\$566.25

Amount Due: \$9,768.75

Total Due this Invoice: \$9,768.75

We appreciate your prompt payments. Thank you!

<u>Current</u>	<u>31 To 60</u>	<u>61 To 90</u>	<u>>>90</u>	<u>Balance</u>
\$9,768.75	\$0.00	\$0.00	\$0.00	\$9,768.75

All invoices are due upon receipt. Please make checks payable to MERRILL CORPORATION. To pay online, please visit merrillinc.com and click on "Make a Payment" in the main navigation. Thank you!

Merrill Corporation

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Invoice

Invoice Date: 12/19/2024
 Invoice Num: 25975
 Billing Through: 12/19/2024

Laura Moynihan
 Falmouth Housing Trust, Inc.
 P.O. Box 465
 Falmouth, MA 02540

419 Waquoit Highway, Falmouth, MA (24043) - Managed by Timothy Santos

Preparation of Rendered Site Plan/Presentation to Approving Authorities

Contract Amount	% Complete	Previously Billed	Amount
\$2,000.00	30.00	\$0.00	\$600.00

Project Coordination and General Consulting

Description	Employee	Hours	Amount
Application Preparation			
	▶ Timothy Santos	4.50	\$900.00
Prepare and file IA Approval request applications with Board of Health for proposed Lots 1-5			
Prepare For And Attend Public Hearing			
	▶ Timothy Santos	2.00	\$400.00
Prepare for and attend Board of Health hearing - 12/2/24			
Sub-Total			\$1,300.00

Review Engineer Response Comments and Update Site Plan

Description	Employee	Hours	Amount
Plan Preparation			
	▶ Larry Carreiro	5.00	\$750.00
Revise Lot 2, 3 & 5 lot areas, update development & zoning tables, add additional bounds			
Edits per Laura's review comments: update zoning table, lot areas, print out and prepare package for filing			
Respond to ZBA Review Comments			
	▶ Larry Carreiro	2.50	\$375.00
Prepare sketch plan SK-1: showing naturally vegetated buffer on each lot, future shed areas and proposed gravel walkways to each unit			
Sub-Total			\$1,125.00

Amount Due:	\$3,025.00
Total Due this Invoice:	\$3,025.00

Pay Now

Merrill Corporation

427 Columbia Rd
Hanover, MA 02339, United States
Tel: 781-826-9200
invoices@merrillinc.com
www.merrillinc.com



Laura Moynihan
Falmouth Housing Trust, Inc.
P.O. Box 465
Falmouth, MA 02540

Invoice

Invoice Date: 12/19/2024
Invoice Num: 25975
Billing Through: 12/19/2024



ACH payments accepted

We appreciate your prompt payments. Thank you!

<u>Current</u>	<u>31 To 60</u>	<u>61 To 90</u>	<u>>>90</u>	<u>Balance</u>
\$3,025.00	\$0.00	\$0.00	\$0.00	\$3,025.00

All invoices are due upon receipt. Please make checks payable to MERRILL CORPORATION. To pay online, please visit merrillinc.com and click on "Make a Payment" in the main navigation. Thank you!

Merrill Corporation

427 Columbia Rd
Hanover, MA 02339, United States
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Invoice

Invoice Date: 1/16/2025
Invoice Num: 26176
Billing Through: 1/16/2025

Laura Moynihan
Falmouth Housing Trust, Inc.
P.O. Box 465
Falmouth, MA 02540

419 Waquoit Highway, Falmouth, MA (24043) - Managed by Timothy Santos

MassDOT 75-100% Permit Review

<u>Contract Amount</u>	<u>% Complete</u>	<u>Previously Billed</u>	<u>Amount</u>
\$500.00	100.00	\$0.00	\$500.00

Project Coordination & General Consulting

<u>Description</u>	<u>Employee</u>	<u>Hours</u>	<u>Amount</u>
<i>Plan Preparation</i>	Deana Boumitri	2.50	\$437.50
	Prepare mylar, sign and stamp. Copies for submittal		
Sub-Total			\$437.50

Amount Due: \$937.50

Total Due this Invoice: \$937.50

Pay Now



ACH payments accepted

We appreciate your prompt payments. Thank you!

<u>Current</u>	<u>31 To 60</u>	<u>61 To 90</u>	<u>>>90</u>	<u>Balance</u>
\$937.50	\$0.00	\$0.00	\$0.00	\$937.50

All invoices are due upon receipt. Please make checks payable to MERRILL CORPORATION. To pay online, please visit merrillinc.com and click on "Make a Payment" in the main navigation. Thank you!



11 Tradesman Circle, Unit 2
 East Falmouth, MA 02536

Invoice

Invoice #: 526-2397
Invoice Date: 8/26/2024
Due Date: 8/26/2024
Project:
P.O. Number: Perc

Bill To:
 Falmouth Housing Trust
 PO Box 465
 Falmouth, MA 02541
 RE: 419 Waquoit Highway

Date	Description	Amount
8/20/2024	Seven percolation test holes	1,200.00

Thank you for your business.

Total	\$1,200.00
Payments/Credits	\$0.00
Balance Due	\$1,200.00



31 Hayward Street, Suite 2A-205
Franklin, MA 02038

781-421-6681

www.bannerenvironmental.com
info@BannerEnvironmental.com

Invoice

Date	Invoice #
12/12/2024	24393

Bill To
Falmouth Housing Trust 200 Main Street Rm 212 Falmouth, MA 02451

P.O. No.	Terms
	Due on receipt

Item	Quantity	Description	Rate	Amount
00-02 Asbestos Abat...		<p>Project Location: 419 Waquoit Hwy. Falmouth, Ma.</p> <p>Submission of a ten-day asbestos notification form (ANF-001) to the MA DEP upon notice of award as indicated.</p> <p>Compliance with applicable local, state, and federal regulations pertaining to asbestos abatement activities as indicated.</p> <p>Proper packaging, labeling, manifesting, transporting, and disposing of all asbestos waste generated by the project.</p> <p>!!!CLIENT TO HAVE WELL WATER TURNED BACK ON PRIOR TO ABATEMENT!!!</p> <p>Remove approximately 1225 square feet of asbestos containing joint compound and associated gypsum board located on the ceilings throughout the residential home.</p> <p>Remove approximately 1225 square feet of asbestos containing vermiculite insulation located in the attic throughout the residential home.</p> <p>Removal will be conducted utilizing a negative air HEPA filtered workspace and 3 stage decontamination unit.</p>	12,237.00	12,237.00
Permits		DEP/DLS	150.00	150.00

Total
Payments/Credits
Balance Due



31 Hayward Street, Suite 2A-205
Franklin, MA 02038

781-421-6681

www.bannerenvironmental.com
info@BannerEnvironmental.com

Invoice

Date	Invoice #
12/12/2024	24393

Bill To
Falmouth Housing Trust 200 Main Street Rm 212 Falmouth, MA 02451

			P.O. No.	Terms
				Due on receipt
Item	Quantity	Description	Rate	Amount
Air/Visual Cleara...		<p>Third Party Clearance - Performed and Invoiced by Independent Hygienist, estimated at \$550 - \$750.</p> <p>Per MADLS Regulations, please note the 3rd-party clearance is performed and invoiced by an independent contractor.</p> <p>As a convenience for our customers, Banner provides an estimated cost and will coordinate/schedule the Third-Party Clearance.</p> <p>Pricing is based on the Client providing Banner Environmental with access to the building and workspace.</p> <p>Pricing is based on the Client moving all moveable items away from the asbestos materials.</p> <p>Pricing is based on non-union labor rates and one (1) mobilization to the site.</p> <p>Pricing is based on Banner Environmental having access to company vehicle and employee parking.</p> <p>Pricing is based on the Client providing a dedicated electrical power, water supply and sanitary facilities for the project duration.</p> <p>Pricing is based on straight time (7:00 a.m.-3:30 p.m.) Monday - Friday. No weekends, nights, and holidays.</p>	0.00	0.00
Power & Water		4 DAYS of Banner Supplied Electric and Water	600.00	600.00
Contracted Services		Change order- Move content	1,400.00	1,400.00
			Total	\$14,387.00
			Payments/Credits	\$0.00
			Balance Due	\$14,387.00



FLI Environmental

69 BRIDGE STREET
DEDHAM, MA 02026

(781) 251-0040

Bill To:

Falmouth Housing Trust
Accounts Payable
200 Main St. Rm. 212
Falmouth, MA 02451

*✓ OK to
pay -
419 Waquoit
Hwy.
New Projects
Fund*

Invoice

Date	Invoice #
12/7/2024	43961

Service Address:
419 Waquoit Hwy. Falmouth, MA 02536

Rep	Customer Contact	FLI Job #	Purchase Order Number
DAM	Moynihan, Laura	24-2804	Banner Env.

Quantity	Unit	Item	Description	Rate	Amount
1	LS	Final Air	Final Clearance Air Sampling; 12/10/24	550.00	550.00

Thank you for your business!	www.flienv.com	Payments/Credits	\$0.00
	jmckie@flienv.com		Total Due
	Federal Tax ID # 04-3245544		

Subject to a 1.5% monthly finance charge if not paid in full within 30 days. Credit cards accepted. *Payment Due Upon Receipt*

ASAP Environmental, Inc.
 1 Arcadia St.
 Dorchester, MA 02122

Invoice

Toll Free 800-349-7779

Date	6/16/2023
Invoice #	C88045
P.O. No.	
Terms	

Bill To

Falmouth Housing Trust
 200 Main St m 212
 Falmouth, MA 02451

Client	
Job Street Address:	419 Waquoit Hwy
Job City/State/Zip:	East Falmouth, MA 02536
Phone #	

Date	Description	Qty	Rate	Amount
6/14/2023	Pre-Demolition Survey		500.00	500.00
6/14/2023	Asbestos inspection		1,000.00	1,000.00
6/14/2023	Asbestos Sampling	35	30.00	1,050.00

Please include your ASAP Invoice Number on a check. We also accept all major credit cards. Thank you!

Total \$2,550.00

Payments/Credits \$0.00

Balance Due \$2,550.00

All sales are final. Any reports and/or compliance will be released upon payment.
 To pay this invoice online follow the link below
<https://heartlandpaymentservices.net/Webpayments/ASAPEnvironmentalINC/bills>

Filed with FAHF
Construction Funding
Application

Section 1

PROJECT DESCRIPTION

Name and Address of Project

1 . Project Name: 419 Waquoit Highway

1a . Application Completed By: Falmouth Housing Trust, Inc.

1b . Original Application Date: Application Revision Date: 6/25/2024

2 . Project Address: 419 Waquoit Highway, East Falmouth (Waquoit) MA 02536

3 . Neighborhood: Waquoit Village

4 . City/ Town: East Falmouth (Waquoit) MA 02536
(state) (zip code)

5 . County: BARNSTABLE

6 . Scattered sites

7 . Is this a qualified census tract? Enter a census tract

8 . Difficult to develop area QCT information last updated on: 3/12/2012

Development Plan

9 . Development Type (Please check all that apply.)

<input type="checkbox"/> Yes	New construction
<input type="checkbox"/> No	Acquisition, substantial rehab of existing housing
<input type="checkbox"/> No	Acquisition, moderate rehab of existing housing
<input type="checkbox"/> No	Acquisition, minimal or no rehab of existing housing
<input type="checkbox"/> No	Adaptive re-use of non-residential structure

10 . Proposed Housing Type: Home Ownership

11 . Project Description: Number of buildings: 5

The project proposes five single family houses restricted for sale in perpetuity to households at up to 80% to 120% of Area Median Income for Barnstable County on 1.1 acres of land.

12 . Development Schedule:

	Original	Revised	Optional user comments
Application Date	1/0		
Construction Loan Closing	11/1/2024		
Initial Loan Closing (MHFA only)			
Construction Start	1/15/2025		
50% Construction Completion	6/15/2025		
Construction Completion	12/1/2025		
First Certificate of Occupancy	12/1/2025		
Final Certificate of Occupancy	12/1/2025		

13. Unit Mix:

	<i>Low-Income Rental Assisted</i>	<i>Low-Income below 50%</i>	<i>Low-Income below 60%</i>	<i>Other Income 80%</i>	<i>Market Rate</i>	<i>Total Units</i>
SRO						0
0 bedroom						0
1 bedroom						0
2 bedrooms				1	2	3
3 bedrooms				1	1	2
4 bedrooms						0
Total Units	0	0	0	2	3	5
Home Units*						0

*HOME units included in the above totals. Other Income=Below 80% of median income

14. Unit Size in square feet:

	<i>Low-Income Rental Assisted</i>	<i>Low-Income below 50%</i>	<i>Low-Income below 60%</i>	<i>Other Income 80%</i>	<i>Market Rate</i>	<i>Average All Incomes</i>
SRO						N/A
0 bedroom						N/A
1 bedroom						N/A
2 bedrooms				1092.0	1092.0	1,092
3 bedrooms				1551.0	1551.0	1,551
4 bedrooms						N/A

15. Number of bathrooms in each unit:

	<i>Low-Income Rental Assisted</i>	<i>Low-Income below 50%</i>	<i>Low-Income below 60%</i>	<i>Other Income 80%</i>	<i>Market Rate</i>	<i>Average All Incomes</i>
SRO						N/A
0 bedroom						N/A
1 bedroom						N/A
2 bedrooms				1.5	1.5	1.5
3 bedrooms				2.0	2.0	2.0
4 bedrooms						N/A

16. Funding Applied For:

Please check all the funding that is being applied for at this time, with this application:

DHCD Tax Credit Allocation	<input type="checkbox"/> No
Category	<input type="checkbox"/> Not Applicable
Category	<input type="checkbox"/> Not Applicable
HOME Funding through DHCD	<input type="checkbox"/> No
Massachusetts Housing Finance Agency (select all that apply):	
Official Action Status	<input type="checkbox"/> No
Construction Financing/Bridge Financing.....	<input type="checkbox"/> No
Permanent Financing	<input type="checkbox"/> No
Massachusetts Housing Partnership (MHP) Fund:	
Permanent Rental Financing Program	<input type="checkbox"/> No
Massachusetts Housing Investment Corporation (select all that apply):	
Debt Financing	<input type="checkbox"/> No
Tax Credit Equity Investment	<input type="checkbox"/> No
Boston Department of Neighborhood Development (DND):	<input type="checkbox"/> No
Other	<input type="checkbox"/> No
Other.....	<input type="checkbox"/> N/A
Other.....	<input type="checkbox"/> N/A

Other.....
Financing from MassDevelopment

N/A
No

419 Waquoit Highway

#VALUE!

Revised Date: 6/25/2024

17. Number of buildings planned	Total	New	
		Construction	Rehabilitation
a. Single-Family	5	5	
b. 2-4 Family	0		
c. Townhouse	0		
d. Low/Mid rise	0		
e. High-rise	0		
f. Other	0		
TOTAL	5	5	0

18. Number of units:
 Error! Check Number Of Units For New Construction/ Rehabilitation

19. Gross Square Footage

a. Residential	-		
b. Commercial	-		

20. Net Rentable Square Footage:

	Total		Percent of Gross
a. Residential	6,378	s.f.	100%
b. Commercial		s.f.	N/A

21. Number of handicapped accessible units Percent of total

22. Fire Code Type

23. Will building(s) include elevators?

24. Are the following provided with the housing units:

a. Range?	Yes
b. Refrigerator?	Yes
c. Microwave?	Yes
d. Dishwasher?	Yes
e. Disposal?	No
f. Washer/Dryer Hookup?	No
g. Washer & Dryer?	Yes
h. Wall-to-wall Carpet?	No
i. Window Air Conditioner?	No
j. Central Air Conditioning?	Yes

Gas or electric?

Optional user comments

Heat Pumps Will be Utilized for Heating/Cooling

25. Are the following included in the rent:

a. Heat?	No
b. Domestic Electricity?	No
c. Cooking Fuel?	No
d. Hot Water?	No
e. Central A/C, if any?	No

26. Type of heating fuel:

27. Total no. of parking spaces: Outdoor: Enclosed:

28. Number of parking spaces exclusively for the use of tenants:
 a. Residential Total: Outdoor: Enclosed:

b. Commercial

Total:

Outdoor:

Enclosed:

419 Waquoit Highway

#VALUE!

Revised Date: 6/25/2024

29 . Will rehabilitation require the relocation of existing tenants? Not applicable

30 . Scope of rehabilitation: Please describe the following (or type N/A).

a. Major systems to be replaced:

Not applicable

b. Substandard conditions and structural deficiencies to be repaired:

Not applicable

c. Special features/adaptations for special needs clients to be housed:

Not applicable

31 . Are energy conservation materials in excess of the Building Code?

a. Insulation	No	
b. Windows	No	
c. Heating system	Yes	<i>R-Value or type?</i>

Information On Site And Existing Buildings

	<i>Square Feet</i>	<i>Acres</i>
32 . Size of Site:	48,008	1.10
33 . Wetlands area:	0	
34 . Buildable area:	48,008	1.10

Existing Conditions:

35 . What is the present use of the property? One Single Family Residential Dwelling

36 . Number of existing structures: 1

37 . Gross s.f. of existing structures: -

38 . If rehabilitation:

	number of units	num. of bedrooms
a. Number of existing residential units/bedrooms:		
b. Number of units/bedrooms currently occupied:		

39 . If site includes commercial space:

a. Square footage of existing commercial space:		square feet
b. Square footage currently occupied:		square feet

40 . What are the surrounding land uses? Residential and Commercial

Utilities:

41 . Are the following utilities available on the site:

a. Sanitary sewer?	No	Distance from site (ft.)	
b. Storm sewer?	No	Distance from site (ft.)	
c. Public water?	Yes		
d. Electricity?	Yes		
e. Gas?	Yes		

If any of the above are not available, is plan attached explaining how such service will be extended to the site?

Zoning:

Please include information on the property zoning in Exhibit 3. This should include a zoning map, highlighting any special use or dimensional restrictions on the property. If the present zoning does not allow for the proposed use, please explain current status and how approvals will be obtained.

42 . Does the present zoning allow the proposed development? Yes No

43 . Have you applied for a zoning variance, change, special permit or subdivision? Yes No

44 . Do you anticipate applying for a comprehensive permit under Chapter 774? Yes No

Site Control:

45 . What form of site control do you have?

Include copies of the appropriate site control documents as part of Exhibit 4.

46 . Please provide details about your site control agreement.

a. Name of Seller:	N/A
b. Principals of seller corporation:	N/A
c. Type of Agreement:	N/A
d. Agreement Date:	N/A
e. Expiration Date:	N/A
f. Purchase price if under agreement:	N/A
g. Is there any identity of interest between buyer and seller?	<input type="text" value="N/A"/>

47 . In the past three years, have there been any defaults on any mortgage on the property or any other forms of financial distress?

48 . Are there any outstanding liens on the property?

Amenities and Services:

49 . Please indicate distance from site and locate on city/town map (Exhibit 1).

	Distance	
a. Shopping facilities	0.10	miles
b. Schools		miles
c. Hospitals		miles
d. Parks and recreational facilities		miles
e. Police station		miles
f. Fire station		miles
g. Public transportation	0.10	miles
h. Houses of worship		miles
i. City/Town Hall		miles

Environmental Information

- 50 . Is there any evidence of underground storage tanks or releases of oil or hazardous materials, including hazardous wastes, on the site or within close proximity to the site?
- 51 . Has a Chapter 21E assessment been performed?
- 52 . Does the project consist of either: (a) new construction of more than 100 units; or (b) substantial rehabilitation of more than 200 units, or where more than 10% new floor space is added?
- 53 . Does the building require lead paint abatement?
Lead inspection and a plan for abatement are required and should be included in Exhibit 2. Include information on how the budget will cover expense of deleading all units, except SRO's.
- 54 . Does the building require asbestos abatement?
An asbestos report and a plan for abatement are required and should be included in Exhibit 2
- 55 . Do radon tests show radon levels exceeding four picocuries/liter?
- 56 . Is there any evidence that the premises are insulated with urea formaldehyde foam (UFFI)?
- 57 . Is the site located in an historic district, or contain buildings listed or eligible for listing in the State Register of Historic Places?
- 58 . Are there any above ground storage containers with flammable or explosive petroleum products or chemicals within 1/2 mile of the site?
- 59 . Is the site located in a floodplain or wetlands area?
- 60 . Does the site contain endangered animal or plant species?
- 61 . Is the site subject to noise impact from jet airports within five miles, major highways within 1,000 feet, or rail traffic within 3,000 feet?

Section 2 DEVELOPMENT TEAM SUMMARY

62 . **Developer/Sponsor Type**

Non-profit corporation (Chapter 180)

63 . **Developer/Sponsor:**

Form of Legal Entity
Legal Name
Address

MA Non Profit Corporation	
Falmouth Housing Trust, Inc.	
PO Box 465	
Falmouth MA 02541	
Laura M. Moynihan, Executive Director	
laura@falmouthhousingtrust.org	

Contact Person

E-mail

64 . **Owner/Mortgagor:**

Legal Name
Address

Falmouth Housing Trust, Inc.	
PO Box 465	
Falmouth MA 02541	
No	
Laura M. Moynihan, Executive Director	
--2402	
laura@falmouthhousingtrust.org	

Has this entity already been formed?

Principals

Principals

Contact Person

Telephone No. / Fax. No.

E-mail

65 . **General Partner:**

Legal Name
Address

No	

Has this entity already been formed?

Principal (if corporate)

Contact Person

% of Ownership

Telephone No. / Fax. No.

E-mail

66 . **General Partner:**

Legal Name
Address

No	

Has this entity already been formed?

Principal (if corporate)

Contact Person

% of Ownership

Telephone No. / Fax. No.

E-mail

67 . Development Consultant:

Legal Name
Address

Contact Person
Telephone No. / Fax. No.
E-mail

68 . Contractor:

Name
Address

Fed Tax ID #
Contact Person
Telephone No. / Fax. No.
E-mail

Clancy Construction Inc.	
217 Clinton Avenue	
Falmouth MA 02540	
Greg Clancy	
	--4668
greg@gregclancyconstruction.com	

69 . Architect:

Name
Address

Contact Person
Telephone No. / Fax. No.
E-mail

70 . Management Agent:

Name
Address

Contact Person
Telephone No. / Fax. No.
E-mail

71 . Attorney (Real Estate):

Name
Address

Contact Person
Telephone No. / Fax. No.
E-mail

72 . Attorney (Tax):

Name
Address

Contact Person
Telephone No. / Fax. No.
E-mail

73 . Syndicator:

Name
Address

Contact Person
Telephone No. / Fax. No.
E-mail

74 . **Guarantor:**

Name
Address

Contact Person
Telephone No. / Fax. No.
E-mail

75 . **Service Provider or Coordinator:**

Name
Address

Contact Person
Telephone No. / Fax. No.
E-mail

76 . **Marketing Agent:**

Name
Address

Contact Person
Telephone No. / Fax. No.
E-mail

Housing Assistance Corporation of Cape Cod	
Gael Kelleher	
	--5663
gkelleher@haconcapecod.org	

77 .

Other role

Name
Address

Contact Person
Telephone No. / Fax. No.
E-mail

78 .

Other role

Name
Address

Contact Person
Telephone No. / Fax. No.
E-mail

79 . Is there any identity of interest between any members of the development team?

80 . Please describe the relationship of the development entity to sponsoring organizations. Is the entity newly-formed or to-be-formed? Is it a single-purpose corporation? How will the parent corporation provide support to this entity? Include an organizational chart showing other affiliates of the parent corporation, as appropriate, and principals of each.

Development entity is the sponsoring organization.

Additional Detail on Development Pro-Forma:

200 .	Gross Syndication Investment	<input type="text"/>
Off-Budget Costs:		
Syndication Costs:		
201 .	Syndication Legal	<input type="text"/>
202 .	Syndication Fees	<input type="text"/>
203 .	Syndication Consultants	<input type="text"/>
204 .	Bridge Financing Costs	<input type="text"/>
205 .	Investor Servicing (capitalized)	<input type="text"/>
206 .	Other Syndication Expenses	<input type="text"/>
207 .	Total Syndication Expense	<input type="text" value="\$0"/>
208 .	Current Reserve Balance	<input type="text"/>
Reserves (capitalized):		
209 .	Development Reserves	<input type="text"/>
210 .	Initial Rent-Up Reserves	<input type="text"/>
211 .	Operating Reserves	<input type="text"/>
212 .	Net Worth Account	<input type="text"/>
213 .	Other Capitalized Reserves	<input type="text"/>
214 .	Subtotal: Capitalized Reserves	<input type="text" value="\$0"/>
215 .	Letter of Credit Requirements	<input type="text"/>
216 .	Total of the Above	<input type="text" value="\$0"/>

Check: Line 214 is the same as line 195.

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

Unit Sales (For Sale Projects Only):

217 .	Gross Sales From Units	<input type="text" value="\$1,505,000"/>
218 .	Cost of Sales (Commissions, etc.)	<input type="text" value="\$"/>
219 .	Net Receipt from Sales	<input type="text" value="\$1,505,000"/>

Debt Service Requirements:

220 .	Minimum Debt Service Coverage	<input type="text"/>
221 .	Is this Project subject to HUD Subsidy Layering Review?	<input type="text" value="No"/>

Optional user comments

Uses of Funds

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

Direct Construction:

105 . Who prepared the estimates? Greg Clancy-Clancy Construction 
Name Greg Clancy, (407) 241, 192-1119 (COTI) Signature

106 . Basis for estimates? Specifications and Plans

	DV	Trade Item	Amount	Description
107 .	3	Concrete		
108 .	4	Masonry		
109 .	5	Metals		
110 .	6	Rough Carpentry	\$169,624	Framing & Roofing
111 .	6	Finish Carpentry	\$435,030	Framing, Roofing, Siding, Windows, Doors, Trim & Decking
112 .	7	Waterproofing		
113 .	7	Insulation	\$69,887	
114 .	7	Roofing		
115 .	7	Sheet Metal and Flashing		
116 .	7	Exterior Siding		
117 .	8	Doors		
118 .	8	Windows		
119 .	8	Glass		
120 .	9	Lath & Plaster		
121 .	9	Drywall		
122 .	9	Tile Work		
123 .	9	Acoustical		
124 .	9	Wood Flooring		
125 .	9	Resilient Flooring		
126 .	9	Carpet		
127 .	9	Paint & Decorating	\$47,805	interior and exterior
128 .	10	Specialties	\$9,561	Mirrors and closets
129 .	11	Special Equipment	\$19,125	Dumpsters, Porta Potty, Cleaning
130 .	11	Cabinets		
131 .	11	Appliances	\$20,000	Provided by Owner/Developer
132 .	12	Blinds & Shades		
133 .	13	Modular/Manufactured	\$7,169	Gutters
134 .	13	Special Construction	\$9,561	HERS Rater
135 .	14	Elevators or Conveying Syst.		
136 .	15	Plumbing & Hot Water	\$72,284	
137 .	15	Heat & Ventilation	\$74,514	HVAC
138 .	15	Air Conditioning		
139 .	15	Fire Protection		
140 .	16	Electrical	\$85,479	
141 .		Accessory Buildings		
142 .		Other/misc	\$321,015	Finish Materials & Labor, Stairs, Kitchen Counters, LVT
143 .		Subtotal Structural	\$1,341,054	
144 .	2	Earth Work		
145 .	2	Sitework&util	\$300,000	Site Work & Utilities
146 .	2	Roads & Walks	\$70,000	
147 .	2	Site Improvement	\$216,535	
148 .	2	Lawns & Planting	\$33,465	
149 .	2	Geotechnical Conditions		
150 .	2	Environmental Remediation	\$15,000	
151 .	2	Demolition	\$20,000	
152 .	2	Unusual Site Cond	\$151,750	Water & Electrical Connections
153 .		Subtotal Site Work	\$806,750	
154 .		Total Improvements	\$2,147,804	
155 .	1	General Conditions		
156 .		Subtotal	\$2,147,804	
157 .	1	Builders Overhead	\$28,680	
158 .	1	Builders Profit	\$135,448	
159 .		TOTAL	\$2,311,932	

160 Total Cost/square foot: N/A Residential Cost/s.f.: N/A

Development Budget:

	Total	Residential	Commercial	Comments
161 . Acquisition: Land	\$100,000			
162 . Acquisition: Building	\$0			
163 . Acquisition Subtotal	\$100,000	\$100,000	\$0	
164 . Direct Construction Budget	\$2,142,684	\$2,142,684		(from line 159)
165 . Construction Contingency	\$107,134	\$107,134		5.0% of construction
166 . Subtotal: Construction	\$2,249,818	\$2,249,818	\$0	

General Development Costs:

167 . Architecture & Engineering	\$70,000	\$70,000		
168 . Survey and Permits	\$8,000	\$8,000		Permits, fees, utilities, water taps
169 . Clerk of the Works	\$50,000	\$50,000		
170 . Environmental Engineer				Site Engineering
171 . Bond Premium	\$0			
172 . Legal	\$12,000	\$12,000		
173 . Title and Recording	\$2,042	\$2,042		
174 . Accounting & Cost Cert.	\$5,000	\$5,000		
175 . Marketing and Rent Up	\$37,500	\$37,500		Includes Lottery with Housing Assistance Corp.
176 . Real Estate Taxes	\$2,500	\$2,500		
177 . Insurance	\$20,000	\$20,000		
178 . Relocation	\$0			
179 . Appraisal	\$0			
180 . Security	\$0			
181 . Construction Loan Interest	\$75,000	\$75,000		
182 . Inspecting Engineer	\$0			
183 . Fees to: Monitoring	\$8,000	\$8,000		
184 . Fees to:				
185 . MIP	\$0			
186 . Credit Enhancement Fees	\$0			
187 . Letter of Credit Fees	\$0			
188 . Other Financing Fees	\$0			
189 . Development Consultant	\$0			
190 . Other: State Fees	\$7,500	\$7,500		
191 . Other:				
192 . Soft Cost Contingency	\$15,863	\$15,863		5.0%
193 . Subtotal: Gen. Dev.	\$313,405	\$313,405	\$0	

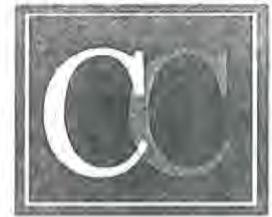
194 . Subtotal: Acquis., Const and Gen. Dev.	\$2,663,223	\$2,663,223	\$0	
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195 . Capitalized Reserves	\$0			
196 . Developer Overhead				
197 . Developer Fee	\$60,000	\$60,000		

198 . Total Development Cost	\$2,723,223	\$2,723,223	\$0	TDC per unit	\$427
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199 . TDC, Net	\$2,663,223	\$2,663,223	\$0	TDC, Net per unit	\$418
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CLANCY CONSTRUCTION, INC.
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Tel 508-265-4911
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www.GregClancyConstruction.com



JUNE 4, 2024

SPECIFICATIONS & ALLOWANCES

Falmouth Housing Trust
419 Waquoit Highway East Falmouth, MA

Specifications and Allowances are based on one 2 bedroom and 1 and 1/2 bathroom Single family home, per Clancy Construction Plan:
dated 05/22/24 and current lumber, materials, and labor pricing.

The provided pricing is valid for 180 days and will be subject to revision if construction begins beyond the specified timeline.

1) PERMITTING:

- a. Use building plans and site/septic plan to obtain building permit from the Town of Falmouth.
- b. All permit fees to be paid by FHT.
- c. All site engineering fees to be paid by FHT.
- d. All architectural design, structural engineering, kitchen design, lighting plan, and assistance with selections of finishes are being completed by Clancy Construction at no additional cost to FHT.

2) CLEARING:

- a. Not Included.
- b. All site clearing, tree cutting / stumping work to be completed and paid by FHT separately.
- c. Site to be prepared for new dwelling as per plan prepared and paid by FHT.
- d. All trees to be removed and stumped where house, driveway, septic system are located and 25 feet around house sides and rear.
- e. Clancy Construction to coordinate with Dalpe as needed.

3) EXCAVATION:

- a. No excavation work included in this proposal.
- b. Site to be prepared for new dwelling as per plan prepared and paid by FHT.
- c. All site excavation, trenching for underground water and power (NOTE: Clancy Construction is responsible for electrical conduit and wire only), infill and backfill, fill delivery /removal (trucking off site) to be paid by FHT separately.
- d. All unwanted fill to be removed and site to be rough graded as part of site work prior to landscaping.
- e. Removal 8"-10" of dirt where driveway is to go and installation of compacted dense grade base layer in prep and crushed stone for driveway to be completed and paid by FHT separately.

4) SEWERAGE DISPOSAL SYSTEM:

- a. No septic system work included.
- b. Installation of system designed by TBD (dated: Pending) and receiving Certificate of Compliance from Falmouth Board of Health to be completed and paid by FHT separately.

5) FOUNDATION:

- a. All foundation work to be completed per plan by Clancy Construction: 05/22/24 and paid by FHT.
- b. No foundation work Included in this proposal.
- c. FHT is responsible for pouring foundation, footings, pouring cellar slab with vapor barrier, tar damp proofing below grade, installing and supplying (4) basement windows (white vinyl: 36"X16").
- d. NOTE: If there are any deviation from plan that results in additional labor / material /management time will be completed by Clancy Construction and billed separately to FHT.
- e. NOTE: Clancy Construction to install sono tubes for front porch and rear deck as per plan.

6) **FRAMING:**

- a. Construct house as per plan by Clancy Construction: 05/22/24
- b. All 2 x 6 Construction on exterior walls, 2x4 on interior walls, 2x10 rafters, 2X10 floor joists, 2X12 girts, 2X8 collar ties, 2X12 ridge.
- c. CDX Plywood on roof (5/8") and sidewall (1/2")
- d. Building Code Edition No. 9, including 3 inspections; sheathing, framing, final.
- e. Includes one Bilco C bulkhead.
- f. All framing followed as per plan exactly.

7) **EXTERIOR:**

- a. Sidewall to be Vinyl 4" Hardie clapboard, stock colors (same as used on Lewis Neck Project)
- b. All exterior trim to be PVC Azek. Trim detail as per plan.
- c. Front porch landing (9'9"x4'0") and rear landing (8'x4') and one step to grade on both to have pressure treated decking (no railings on either).
- d. Front porch to have bead board ceiling with (2) white fiberglass columns with base and capital as per plan
- e. All fasteners on exterior trim to be stainless steel and decking PT compliant ceramic screws.
- f. Roof shingles: CertainTeed Landmark (color TBD), including Cobra ridge vent.
- g. All roofs to receive 36" of ice and water at eave lines.
- h. 5" white aluminum gutters and 2x4 white aluminum down spouts (Allowance \$1,235 Installed).
- i. No solar panel work of any kind included.

8) **WINDOWS AND DOORS:**

- a. Andersen 200 Series; white vinyl exterior, pre-finished white interior with grills between glass & screens included and white hardware as per window schedule (Allowance \$8,235).
- b. Andersen 200-series Sliding Glass Door to rear platform with sliding screen and white handle. (Allowance \$2,300)
- c. Front exterior door to be insulated Thermatru fiberglass as per plan (Allowance \$920).
- d. Basement bulkhead door (Allowance \$470)

9) **PLUMBING:**

- a. Rough and Final Inspections included
- b. Basement Laundry: hookup only for side-by-side W/D included.
- c. NOTE: Washer and dryer units are NOT INCLUDED. To be supplied and installed by homeowner.
- d. Powder room: 30" vanity and (1) under mount porcelain sink, (1) faucet, (1) toilet
- e. Second floor bathroom: 60" vanity with (1) under mount porcelain sink, (1) toilet and 5x3 acrylic white tub/shower unit with single shower head.
- f. (2) toilets included: (style TBD: \$460 Allowance for both with seats)
- g. Kitchen: 18-gauge stainless steel undermount sink with single faucet and hand soap (Allowance of \$315 for sink and \$250 for faucet).
- h. Dishwasher and ice/water fridge hookup in kitchen.
- i. (2) bath Faucets: (Allowance of \$485)
- j. (1) Shower Heads: (Allowance of \$600 (including valve covers/tub spouts)
- k. (1) acrylic units (\$1,150 allowance).
- l. Exterior: Two frost free faucets (location: TBD).
- m. Plastic pex tube piping for domestic water piping.
- n. Schedule 40 PVC Waste drains, sink drains, vent piping.
- o. Falmouth Town Water hookup and meter: all fees paid by FHT. All trenching and water piping done as part of site work and paid by FHT.

10) **ELECTRICAL:**

- a. Rough and Final Inspections Included
- b. 200-Amp underground service with 40 circuit breaker panel, all conduit and wire included. All trenching done as part of site work and paid by FHT.
- c. Prep for EV charger with junction box and solar conduit.
- d. Electrical outlets throughout house per code
- e. Smoke detectors, Carbon Monoxide detectors, Heat detectors in laundry to be hard wired and interconnected per code (no alarm system included).
- f. Front door bell and chime included.
- g. All bathrooms to include 110 cfm Panasonic exhaust fan/light combos to be vented to exterior with rigid 4" duct and taped/insulated in attic to roof/wall terminations.
- h. (6) Interior Lights: (2) bath vanity lights, (2) bedrooms lights, (1) sink light and (1) dining room light: (Allowance \$500 for all)
- i. (2) Bedrooms: Switched outlets for lamps included.
- j. (8) 5" Recessed lights included on entire first floor and 2nd floor stairs/hallway only. NOTE: Second floor bedrooms to receive (1) decorative light fixture each.
- k. NOTE: No dimmers or closet lights included.
- l. (3) Cable TV jacks and 1 Phone jack included.

- m. (3) Wall Mount exterior lanterns, (2) exterior spotlight. (Allowance of \$690 for all fixtures).
- n. (1) Post light included (Allowance \$290 for post and light)
- o. Basement keyless lights per code.
- p. Eversource account put in FHT name and paid for during construction.

11) INSULATION:

- a. Per Falmouth and Mass state stretch code: Spray Foam
- b. R-20 closed cell spray foam in all exterior house walls.
- c. R-49 hybrid spray foam in all sloped/flat ceilings, 3" closed cell, 6" open cell on all rafters of the house.
- d. Intumescent paint on the face of open-cell spray foam insulation.
- e. R-30 fiberglass batt in all basement ceilings with closed cell spray foam insulation in rim joists.
- f. R-11 Sound attenuation batts in all interior walls.
- g. R-19 Sound attenuation batts in first floor ceiling.
- h. AeroBarrier Envelope Air Sealing in each unit (down to j1ACH)
- i. House will be a Tier I High Efficiency All Electric Home

12) INTERIOR WALLS AND CEILINGS:

- a. ½" Blue board and plaster w/smooth walls and ceilings and textured in all closets (2 coats applied on all seams/corners).

13) PAINT: EXTERIOR

- a. PVC trim as per plan installed with stainless steel screws and bungs. All joints glued with PVC glue and mitered
- b. All trim to be cleaned and all bungs to be sanded and all joints to be caulked with epoxy caulking before being painted with two coats of Benjamin Moore paint (Color TBD).

14) PAINTING: INTERIOR

- a. All doors and window/door trim primed and painted semi-gloss white (sprayed two coats: Benjamin Moore Advance, Color TBD).
- b. Interior walls primed and painted two coats of Ben Moore eggshell paint (rolled two coats)
- c. Ceilings/closets painted flat white.
- d. (2) Wall colors included (Benjamin Moore Aura, Color TBD)

15) INTERIOR TRIM AND DOORS:

- a. Solid Core doors: MDF 3-panel shaker doors (or similar) with brushed nickel hinges
- b. Windows and Doors: 2.5" primed pine colonial casing included.
- c. 3 ½" colonial primed pine baseboards.
- d. Schlage "Plymouth" Door Hardware w/ Brushed Nickel finish (Allowance: \$375 for all interior handles).
- e. All Exterior doors to have same hinge and hardware finish w/common keyed dead bolts & locks (Allowance: \$160 total for 2 locksets)

16) HVAC:

- a. All air source Mitsubishi heat pumps with (1) multi-port exterior condensing unit with (2) ducted air handlers in basement and attic for all electric heating/cooling.
- b. Air handlers and condensing unit to be HSPF 12.6 Cold Weather 18,000 BTU (heating cycle up to -13)
- c. Energy recovery ventilation (ERV) included.
- d. 2-zones included: (1) first floor, (1) second floor. Upgraded thermostats included.
- e. High Efficiency All Electric Home Rebates to be paid to FHT.

17) HOT WATER: (ROUGH AND FINAL INSPECTIONS INCLUDED)

- a. Bradford white hybrid/electric 40-gallon hot water heater with built-in dehumidifier.

18) FLOORING AND STAIRS:

- a. LVT flooring throughout the house, including bathrooms
- b. Basement Stairs to be plywood unfinished treads.
- c. Main staircase to have ¾" white oak treads, all poplar skirts and risers (painted to match) with (4) open treads with (1) box newel and oak railing and square balusters. Stain to match LVT.

19) **KITCHEN & VANITIES PER PLAN**

- a. Custom Design by Clancy Construction
- b. Kitchen/ (2) Vanities: **(Allowance of \$8,000)**. Final design TBD, all cabinets to be "ready to assemble" type, manufactured, plywood/melamine construction and prefinished.
- c. (1) Part crown molding on top of kitchen cabinets included.
NOTE: Optional vanities from home improvement store.
- d. Cabinet pulls / knobs included **(Allowance \$245)**.
- e. Granite countertops: Kitchen with 4" backsplash and (2) vanities with back/side splashes: **(Allowance of \$4,000)**.

20) **APPLIANCES:**

- a. Not Included. To be supplied by FHT.

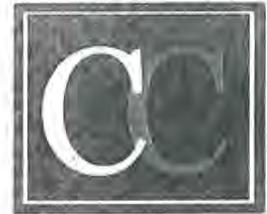
21) **MIRRORS & CLOSETS:**

- a. (2) Bathroom vanity mirrors included, surface mount **(Allowance \$280 for both)**
- b. Bathroom accessories included **(Allowance \$130 for all)**
- c. All closets to receive: (1) built-in plywood shelf (painted) and brush nickel pole.
- d. First floor open shelving to receive (4) built in wood shelves.

22) **LANDSCAPING: \$5,765 Allowance to include:**

- a. Crushed native stone driveway and walkway to front door.
- b. Shrubs as per approved list.
- c. Grass lawn Front/Sides/Rear: loam and Hydro Seeding (~2,000 sq. ft.)
- d. Perimeter of property and disturbed areas to be pine bark mulched.

CLANCY CONSTRUCTION, INC.
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Falmouth, MA 02540
Tel 508-265-4911
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www.GregClancyConstruction.com



JUNE 4, 2024

SPECIFICATIONS & ALLOWANCES

Falmouth Housing Trust
419 Waquoit Highway East Falmouth, MA

Specifications and Allowances are based on one 3 bedroom and 2 full bathroom Single family home, per Clancy Construction Plan: dated 03/15/23 and current lumber, materials, and labor pricing.

The provided pricing is valid for 180 days and will be subject to revision if construction begins beyond the specified timeline.

1) PERMITTING:

- a. Use building plans and site/septic plan to obtain building permit from the Town of Falmouth.
- b. All permit fees to be paid by FHT.
- c. All site engineering fees to be paid by FHT.
- d. All architectural design, structural engineering, kitchen design, lighting plan, and assistance with selections of finishes are being completed by Clancy Construction at no additional cost to FHT.

2) CLEARING:

- a. Not included.
- b. All site clearing, tree cutting / stumping work to be completed and paid by FHT separately.
- c. Site to be prepared for new dwelling as per plan prepared and paid by FHT.
- d. All trees to be removed and stumped where house, driveway, septic system are located and 25 feet around house sides and rear.
- e. Clancy Construction to coordinate with Dalpe as needed.

3) EXCAVATION:

- a. No excavation work included in this proposal.
- b. Site to be prepared for new dwelling as per plan prepared and paid by FHT.
- c. All site excavation, trenching for underground water and power (NOTE: Clancy Construction is responsible for electrical conduit and wire only), infill and backfill, fill delivery /removal (trucking off site) to be paid by FHT separately.
- d. All unwanted fill to be removed and site to be rough graded as part of site work prior to landscaping.
- e. Removal 8"-10" of dirt where driveway is to go and installation of compacted dense grade base layer in prep and crushed stone for driveway to be completed and paid by FHT separately.

4) SEWERAGE DISPOSAL SYSTEM:

- a. No septic system work included.
- b. Installation of system designed by TBD (dated: Pending) and receiving Certificate of Compliance from Falmouth Board of Health to be completed and paid by FHT separately.

5) FOUNDATION:

- a. All foundation work to be completed per plan by Clancy Construction: 03/15/23 and paid by FHT.
- b. No foundation work included in this proposal.
- c. FHT is responsible for pouring foundation, footings, pouring cellar slab with vapor barrier, tar damp proofing below grade, installing and supplying (4) basement windows (white vinyl: 36"X16").
- d. NOTE: If there are any deviation from plan that results in additional labor / material /management time will be completed by Clancy Construction and billed separately to FHT.
- e. NOTE: Clancy Construction to install sono tubes for front porch and rear deck as per plan.

6) **FRAMING:**

- a. Construct house as per plan by Clancy Construction: 03/15/23
- b. All 2 x 6 Construction on exterior walls, 2x4 on interior walls, 2x10 rafters, 2X10 floor joists, 2X12 girts, 2X8 collar ties, 2X12 ridge.
- c. CDX Plywood on roof (5/8") and sidewall (1/2")
- d. Building Code Edition No. 9, including 3 inspections; sheathing, framing, final.
- e. Includes one Bilco C bulkhead.
- f. All framing followed as per plan exactly.

7) **EXTERIOR:**

- a. Sidewall to be Vinyl 4" Hardie clapboard, stock colors (same as used on Lewis Neck Project)
- b. All exterior trim to be PVC Azek Trim detail as per plan.
- c. Front porch landing (4'x5') and rear deck (5'x12') and one step to grade on both to have pressure treated decking (no railings on either).
- d. Front porch to have bead board ceiling with white fiberglass column with base and capital as per plan
- e. All fasteners on exterior trim to be stainless steel and decking PT compliant ceramic screws.
- f. Roof shingles: CertainTeed Landmark (color TBD), including cobra ridge vent.
- g. All roofs to receive 36" of ice and water at eave lines.
- h. 5" white aluminum gutters and 2x4 white aluminum down spouts **(Allowance \$1,730 installed)**.
- i. No solar panel work of any kind included.

8) **WINDOWS AND DOORS:**

- a. Andersen 200 Series; white vinyl exterior, pre-finished white interior with grills between glass & screens included and white hardware as per window schedule **(Allowance \$11,550)**.
- b. Andersen 200-series Sliding Glass Door to rear platform with sliding screen and white handle. **(Allowance \$2,300)**,
- c. Front exterior door to be insulated Thermatru fiberglass as per plan **(Allowance \$920)**.
- d. Basement bulkhead door **(Allowance \$470)**

9) **PLUMBING:**

- a. Rough and Final Inspections included
- b. Basement Laundry: hookup only for side-by-side W/D included.
- c. NOTE: Washer and dryer units are NOT INCLUDED. To be supplied and installed by homeowner.
- d. Master Bath: 48" vanity with 21" linen tower and (1) under mount porcelain sink, (1) toilet and 5X3 white acrylic shower unit with single shower head and center drain.
- e. Guest bathroom: 60" vanity w/1 under mount porcelain sink, 1 toilet and 5x3 acrylic white tub/shower unit with single shower head.
- f. 2 toilets included: (style TBD: **\$460 Allowance for both with seats**)
- g. Kitchen: 18-gauge stainless steel undermount sink with single faucet and hand soap **(Allowance of \$315 for sink and \$250 for faucet)**.
- h. Dishwasher and ice/water fridge hookup in kitchen.
- i. 2 bath Faucets: **(Allowance of \$485)**
- j. 2 Shower Heads: **(Allowance of \$1,150 (including valve covers/tub spouts)**
- k. **(2) acrylic units (\$2,300 allowance for both)**.
- l. Exterior: Two frost free faucets (location: TBD).
- m. Plastic pex tube piping for domestic water piping.
- n. Schedule 40 PVC Waste drains, sink drains, vent piping.
- o. Falmouth Town Water hookup and meter: all fees paid by FHT. All trenching and water piping done as part of site work and paid by FHT.

10) **ELECTRICAL:**

- a. Rough and Final Inspections included
- b. 200-Amp underground service with 40 circuit breaker panel, all conduit and wire included. All trenching done as part of site work and paid by FHT.
- c. Prep for EV charger with junction box and solar conduit.
- d. Electrical outlets throughout house per code
- e. Smoke detectors, Carbon Monoxide detectors, Heat detectors in laundry to be hard wired and interconnected per code (no alarm system included).
- f. Front door bell and chime included.
- g. All bathrooms to include 110 cfm Panasonic exhaust fan/light combos to be vented to exterior with rigid 4" duct and taped/insulated in attic to roof/wall terminations.
- h. **(7) Interior Lights: (2) bath vanity lights, (3) bedrooms lights, (1) sink light and (1) dining room light: (Allowance \$800 for all)**
- i. **(3) Bedrooms: Switched outlets for lamps included.**

- j. (10) 5" Recessed lights included on entire first floor and 2nd floor stairs/hallway only. NOTE: Second floor guest bedrooms to receive (1) light fixture each.
- k. NOTE: No dimmers or closet lights included.
- l. (4) Cable TV jacks and 1 Phone jack included.
- m. (3) Wall Mount exterior lanterns, (2) exterior spotlight: **(Allowance of \$690 for all fixtures)**.
- n. (1) Post light included **(Allowance \$290 for post and light)**
- o. Basement keyless lights per code.
- p. Eversource account put in FHT name and paid for during construction.

11) INSULATION:

- a. Per Falmouth and Mass state stretch code: Spray Foam
- b. R-20 closed cell spray foam in all exterior house walls.
- c. R-49 hybrid spray foam in all sloped/flat ceilings, 3" closed cell, 6" open cell on all rafters of the house.
- d. Intumescent paint on the face of open-cell spray foam insulation.
- e. R-30 fiberglass batt in all basement ceilings with closed cell spray foam insulation in rim joists.
- f. R-11 Sound attenuation batts in all interior walls.
- g. R-19 Sound attenuation batts in first floor ceiling.
- h. AeroBarrier Envelope Air Sealing in each unit (down to j1ACH)
- i. House will be a Tier I High Efficiency All Electric Home

12) INTERIOR WALLS AND CEILINGS:

- a. ½" Blue board and plaster w/smooth walls and ceilings and textured in all closets (2 coats applied on all seams/corners).

13) PAINT: EXTERIOR

- a. PVC trim as per plan installed with stainless steel screws and bungs. All joints glued with PVC glue and mitered
- b. All trim to be cleaned and all bungs to be sanded and all joints to be caulked with epoxy caulking before being painted with two coats of Benjamin Moore paint (Color TBD).

14) PAINTING: INTERIOR

- a. All doors and window/door trim primed and painted semi-gloss white (sprayed two coats: Benjamin Moore Advance, Color TBD).
- b. Interior walls primed and painted two coats of Ben Moore eggshell paint (rolled two coats)
- c. Ceilings/closets painted flat white.
- d. (2) Wall colors included (Benjamin Moore Aura, Color TBD)

15) INTERIOR TRIM AND DOORS:

- a. Solid Core doors: MDF 3-panel shaker doors (or similar) with brushed nickel hinges
- b. Windows and Doors: 2.5" primed pine colonial casing included.
- c. 3 ½" colonial primed pine baseboards.
- d. Schlage "Plymouth" Door Hardware w/ Brushed Nickel finish **(Allowance: \$525 for all interior handles)**.
- e. All Exterior doors to have same hinge and hardware finish w/common keyed dead bolts & locks **(Allowance: \$160 total for 2 locksets)**

16) HVAC:

- a. All air source Mitsubishi heat pumps with (1) multi-port exterior condensing unit with (2) ducted air handlers in basement and attic for all electric heating/cooling.
- b. Air handlers and condensing unit to be HSPF 12.6 Cold Weather 18,000 BTU (heating cycle up to -13)
- c. Energy recovery ventilation (ERV) included.
- d. 2-zones included: (1) first floor, (1) second floor. Upgraded thermostats included.
- e. High Efficiency All Electric Home Rebates to be paid to FHT.

17) HOT WATER: (ROUGH AND FINAL INSPECTIONS INCLUDED)

- a. Bradford white hybrid/electric 40-gallon hot water heater with built-in dehumidifier.

18) FLOORING AND STAIRS:

- a. LVT flooring throughout the house, including bathrooms
- b. Basement Stairs to be plywood unfinished treads.
- c. Main staircase to have ¾" white oak treads, all poplar skirts and risers (painted to match) with (4) open treads with (1) box newel and oak railing and square balusters. Stain to match LVT.

19) KITCHEN & VANITIES PER PLAN

- a. Custom Design by Clancy Construction
- b. Kitchen/ (2) Vanities: **(Allowance of \$10,410)**. Final design TBD, all cabinets to be "ready to assemble" type, manufactured, plywood/melamine construction and prefinished.
- c. (1) Part crown molding on top of kitchen cabinets included.
NOTE: Optional vanities from home improvement store.
- d. Cabinet pulls / knobs included **(Allowance \$340)**.
- e. Granite countertops: Kitchen with 4" backsplash and (2) vanities with back/side splashes: **(Allowance of \$5,420)**.

20) APPLIANCES:

- a. Not Included. To be supplied by FHT.

20) MIRRORS & CLOSETS:

- a. (2) Bathroom vanity mirrors included, surface mount **(Allowance \$280 for both)**
- b. Bathroom accessories included **(Allowance \$230 for all)**
- c. All closets to receive: (1) built-in plywood shelf (painted) and brush nickel pole.
- d. (2) Linen closets to receive (4) built in wood shelves.

22) LANDSCAPING: \$8,085 Allowance to include:

- a. Crushed native stone driveway and walkway to front door.
- b. Shrubs as per approved list.
- c. Grass lawn Front/Sides/Rear: loam and Hydro Seeding (~3,000 sq. ft.)
- d. Perimeter of property and disturbed areas to be pine bark mulched.



June 5, 2024

Laura M. Moynihan
Executive Director
Falmouth Housing Trust
PO Box 465
Falmouth, MA 02541

Re: Falmouth Housing Trust
Waquoit Hwy Project, East Falmouth
Five individual home project

This letter is to serve as a Letter of Interest (LOI) to provide construction financing for the planned 5-unit affordable housing project at 419 Waquoit Hwy, East Falmouth. The Cape Cod Five Cents Savings Bank is proud of the work that we have done with the proposed borrowers and are pleased to have this opportunity to work together again on this important project.

We understand that the borrower will create five (5) individual homes consisting of three (3) two-bedroom homes and two (2) three-bedroom homes. Of the three (3) two-bedroom homes, one (1) will be sold at 80% of AMI, one (1) will be sold at 100% of AMI and one (1) will be sold at 120% of AMI. Of the two (2) three-bedroom homes, one (1) will be sold at 80% of AMI and one (1) will be sold at 120% of AMI. The Massachusetts 40B law mandates that 25% of the dwelling units will be affordable to those earning no more than 80% of AMI (Annual Median Income). In this case, this project qualifies under 40B regulations with 40% of the houses being sold to those at 80% of AMI.

Additionally, this letter shall confirm that Cape Cod Five Cents Savings Bank is an FHLB Boston Member bank and that we will allocate the required NEF funds to the proposed development.

We are prepared, subject to further due diligence and Board approval, to provide construction financing. We look forward to your success and the opportunity to assist your organization with this project.

Very truly yours,

A handwritten signature in black ink, appearing to read "K. Holmes".

Kevin M. Holmes
Vice President

668 Main Street
Falmouth, MA 02540
www.capecodfive.com

Development Schedule

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

Milestones (Month/Year):

- A. Project Start (Month/Year): **May 30, 2024, Land Acquisition**
- B. Project Construction/Professional Contract Submitted FAHF (Month/Year): **For Construction Funding Application-June 2024**
- C. Project/Construction Start (Month/Year): **February 2025**
- D. 50% Project Completion (Month/Year): **July 2025**
- E. Housing Lottery Process Begins- **September 2025**
- F. 100% Project Completion (Month/Year): **December 2025**
- G. Construction Completion-**December 2025**
- H. Close-Out Complete (Month/Year): **January 2026**

Comments:

ATTACHMENT B PROJECT SCHEDULE



SOIL LOGS
 PREPARED BY: MARY CASARETO (MERRILL ENGINEERS)
 APPROVED BY: [Signature]
 DATE: 09/23/14

LOG #	DATE	DEPTH (FT)	SOIL TYPE	REMARKS	STATUS
14	09/23/14	0.0 - 1.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	1.0 - 2.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	2.0 - 3.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	3.0 - 4.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	4.0 - 5.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	5.0 - 6.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	6.0 - 7.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	7.0 - 8.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	8.0 - 9.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	9.0 - 10.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	10.0 - 11.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	11.0 - 12.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	12.0 - 13.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	13.0 - 14.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	14.0 - 15.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	15.0 - 16.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	16.0 - 17.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	17.0 - 18.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	18.0 - 19.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	19.0 - 20.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	20.0 - 21.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	21.0 - 22.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	22.0 - 23.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	23.0 - 24.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	24.0 - 25.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	25.0 - 26.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	26.0 - 27.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	27.0 - 28.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	28.0 - 29.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	29.0 - 30.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	30.0 - 31.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	31.0 - 32.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	32.0 - 33.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	33.0 - 34.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	34.0 - 35.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	35.0 - 36.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	36.0 - 37.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	37.0 - 38.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	38.0 - 39.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	39.0 - 40.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	40.0 - 41.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	41.0 - 42.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	42.0 - 43.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	43.0 - 44.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	44.0 - 45.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	45.0 - 46.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	46.0 - 47.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	47.0 - 48.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	48.0 - 49.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	49.0 - 50.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	50.0 - 51.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	51.0 - 52.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	52.0 - 53.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	53.0 - 54.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	54.0 - 55.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	55.0 - 56.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	56.0 - 57.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
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14	09/23/14	58.0 - 59.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	59.0 - 60.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	60.0 - 61.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	61.0 - 62.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	62.0 - 63.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	63.0 - 64.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	64.0 - 65.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	65.0 - 66.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	66.0 - 67.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	67.0 - 68.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	68.0 - 69.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	69.0 - 70.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	70.0 - 71.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	71.0 - 72.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	72.0 - 73.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	73.0 - 74.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	74.0 - 75.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	75.0 - 76.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	76.0 - 77.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	77.0 - 78.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	78.0 - 79.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	79.0 - 80.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	80.0 - 81.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	81.0 - 82.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	82.0 - 83.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	83.0 - 84.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	84.0 - 85.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	85.0 - 86.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	86.0 - 87.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	87.0 - 88.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	88.0 - 89.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	89.0 - 90.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	90.0 - 91.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	91.0 - 92.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	92.0 - 93.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	93.0 - 94.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	94.0 - 95.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	95.0 - 96.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	96.0 - 97.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	97.0 - 98.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	98.0 - 99.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED
14	09/23/14	99.0 - 100.0	ML	1.0 TO 1.25' SANDY SILT	NO ORGANISMS DOCUMENTED

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OWNER OF RECORD:
FALMOUTH HOLDINGS TRUST, INC.
FALMOUTH, MA 02540

PARCEL ID: 243 01 004 000

8418 WAQUOIT HIGHWAY

DEED BOOK: M341 PAGE 239

LOT 1 - PLAN BOOK 709 PAGE 25

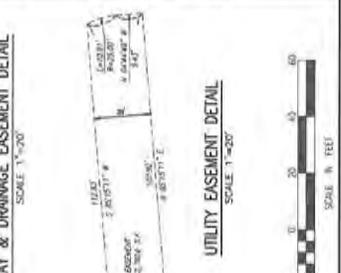
- NOTES:
1. ALL DIMENSIONS ARE SHOWN ON THIS PLAN UNLESS OTHERWISE NOTED.
 2. ALL DIMENSIONS ARE SHOWN ON THIS PLAN UNLESS OTHERWISE NOTED.
 3. ALL DIMENSIONS ARE SHOWN ON THIS PLAN UNLESS OTHERWISE NOTED.
 4. SUBJECT SITE IS IN THE "M" DISTRICT AS SHOWN ON THE ZONING MAP OF FALMOUTH, MASSACHUSETTS. THE ZONING MAP IS ON FILE IN THE TOWN OF FALMOUTH RECORDS DEPARTMENT.

RECORD MAP:
DATE: 08/11/2024
SCALE: 1" = 20'

Merrill
Engineering and Land Surveying
427 Columbia Road
Falmouth, MA 02540
508-824-3300

304 Court Street
Falmouth, MA 02540
508-742-0260

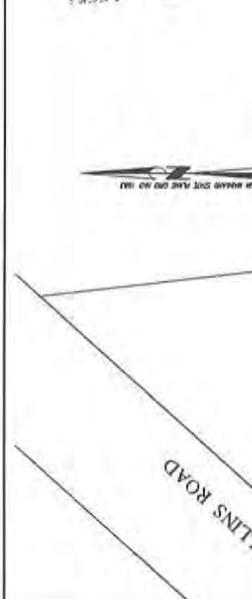
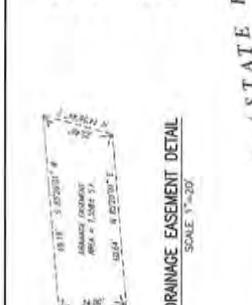
Mobile: 508-742-0260
Fax: 508-742-0260
508-742-0260



I HEREBY CERTIFY THAT THIS PLAN HAS BEEN PREPARED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND THAT I AM A LICENSED PROFESSIONAL ENGINEER IN THE STATE OF MASSACHUSETTS.

DeBout
DANIEL DEBOUT, P.E.
ENGINEER

- EXHIBIT A: EASEMENTS
- PROPOSED CONCRETE ROAD
 - EXISTING CONCRETE ROAD
 - PROPOSED DRIVEWAY
 - EXISTING DRIVEWAY
 - PROPOSED UTILITY
 - EXISTING UTILITY
- OR
CONCRETE ROAD
- OR
DRILL HOLE
- OR
CONCRETE ROAD & DRILL HOLE



BY A DECISION FILED AT THE OFFICE OF THE TOWN CLERK OF FALMOUTH, MASSACHUSETTS, THIS PLAN IS APPROVED AS A COMPREHENSIVE PLAN, PURSUANT TO MGL CHAPTER 40A.

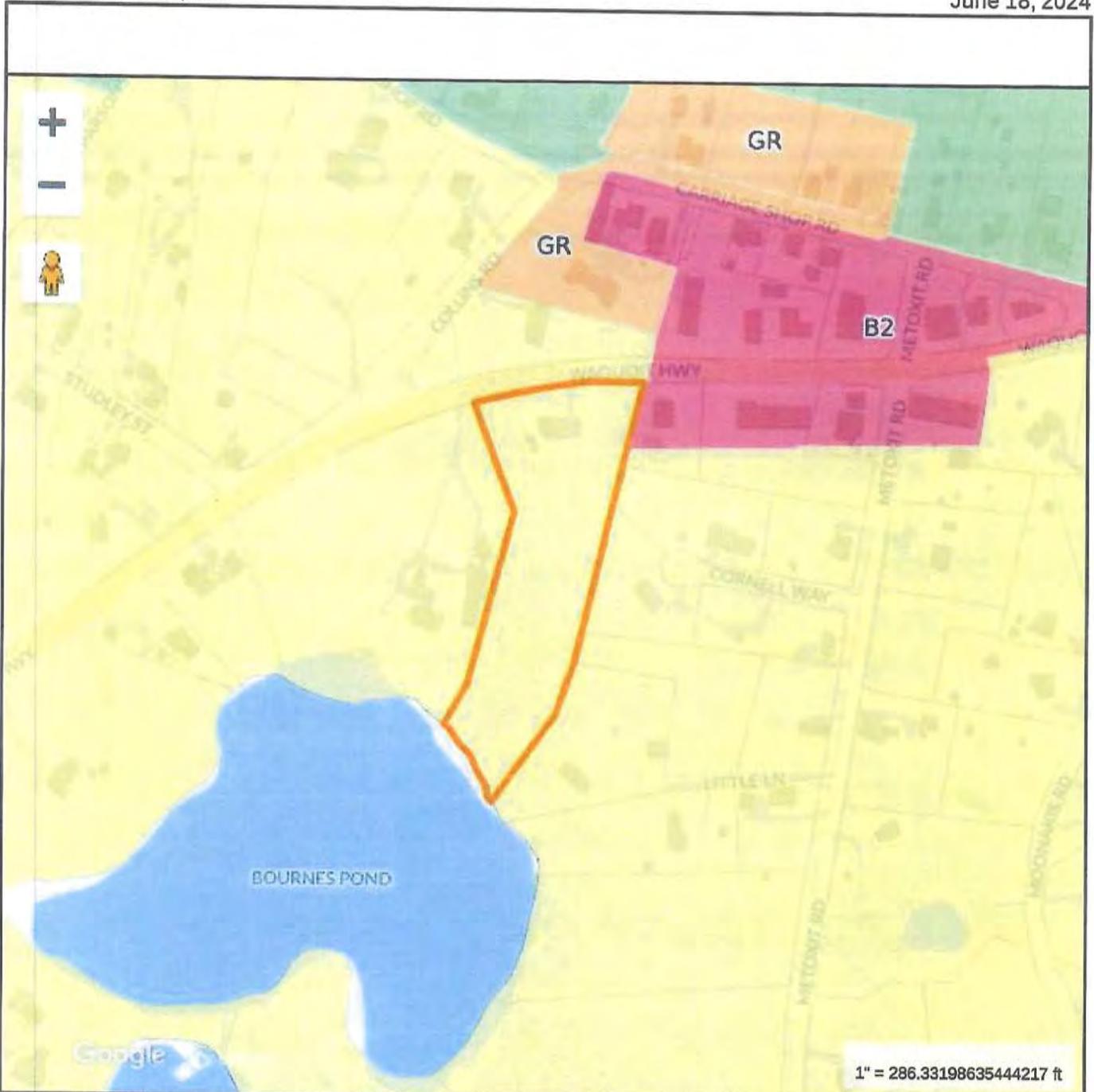
ZONING BOARD OF APPEALS:

DATE SHOWN: _____

DEVELOPMENT CALCULATION

PERMITS: 1 - 26 PERMITS

TOTAL AREA OF SUBDIVISION:	4800 SF
NUMBER OF BUILDING LOTS:	5
AREA OF ALL BUILDING LOTS:	7200 SF
LOT 1 -	1440 SF
LOT 2 -	1440 SF
LOT 3 -	1440 SF
LOT 4 -	1440 SF
LOT 5 -	1440 SF
LOT 6 -	1440 SF
TOTAL AREA OF ALL LOTS:	8640 SF
TOTAL AREA OF OPEN SPACE:	3840 SF
TOTAL NUMBER OF LOTS TO BE SET AS:	2000 SF
TOTAL NUMBER OF LOTS TO BE SET AS:	10
TOTAL NUMBER OF SPACES TO BE SET AS:	10

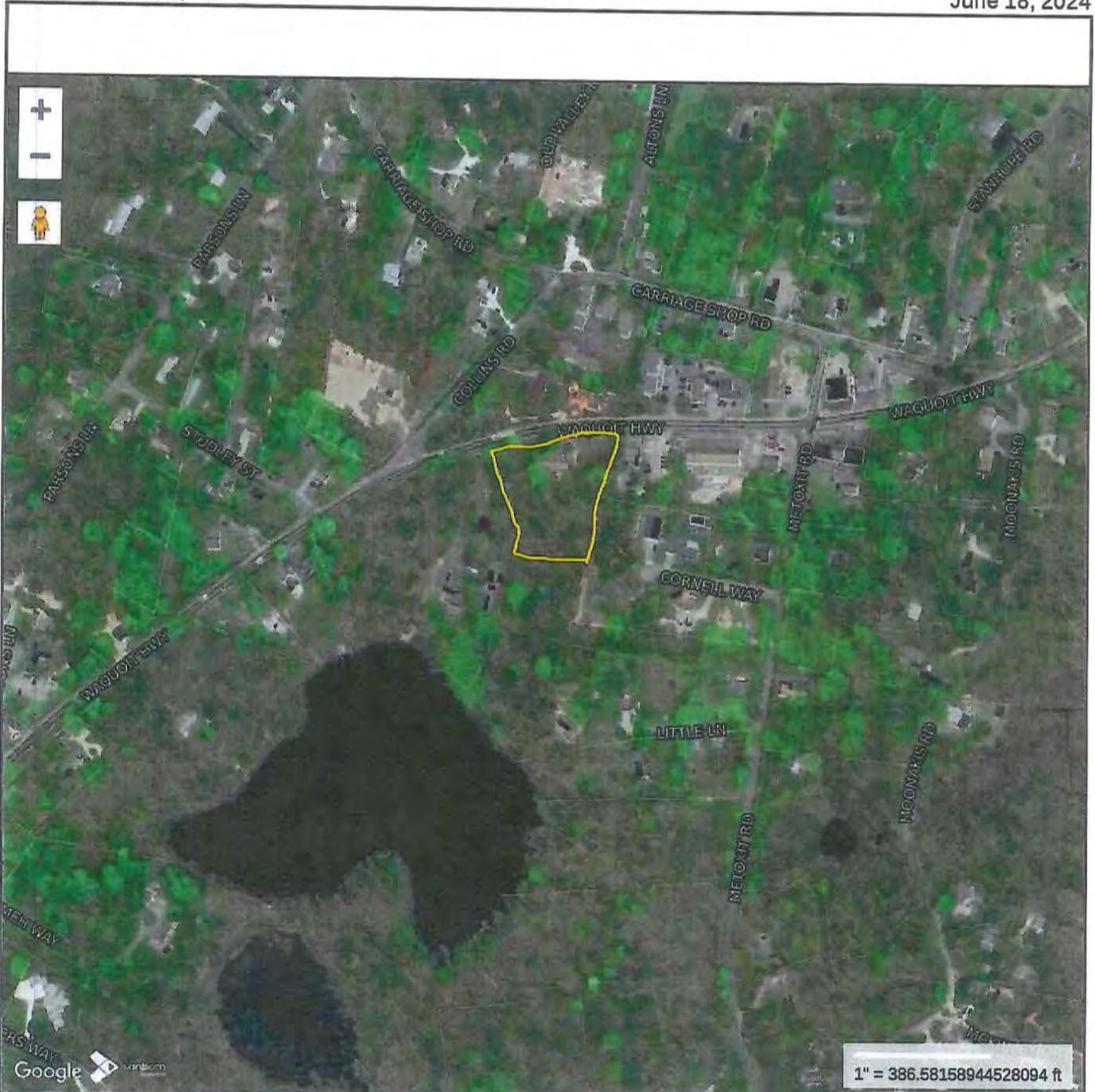


**MAP FOR REFERENCE ONLY
NOT A LEGAL DOCUMENT**

Town of Falmouth, MA makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Geometry updated 10/10/2023
Data updated 04/03/2024

Print map scale is approximate.
Critical layout or measurement activities should not be done using this resource.



**MAP FOR REFERENCE ONLY
NOT A LEGAL DOCUMENT**

Town of Falmouth, MA makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Geometry updated 10/10/2023
Data updated 04/03/2024

Print map scale is approximate.
Critical layout or measurement
activities should not be done using
this resource.

419 Waquoit Highway – Photographs (Existing Single Family Dwelling Lot)







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NOT AN OFFICIAL COPY

Quitclaim Deed

NOT AN OFFICIAL COPY
NOT AN OFFICIAL COPY

I, Leonard J. Servis, Personal Representative of the Estate of Milton L. Servis, Barnstable County Probate Court Docket No. BA17P0275EA, pursuant to the power of sale in Article Third of the Last Will and Testament of Milton L. Servis and every other power, of 1520 SE 20th Court, Cape Coral, Florida 33990-3824,

for consideration paid in the amount of **Five Hundred Twenty Thousand Dollars (\$520,000.00)**,

hereby grant to the **Falmouth Housing Trust, Inc.** a **Massachusetts non-profit corporation**, of 17 Academy Lane, Suite, 1, Falmouth Massachusetts 02540,

with *QUITCLAIM COVENANTS*

The land with buildings thereon, situated in Waquoit (East Falmouth), Barnstable County Massachusetts, being **LOT 1** as shown on "Approval Not Required Plan prepared for Falmouth Housing Trust Inc., #419 Waquoit Highway, Falmouth, MA, dated March 21, 2024 prepared by D.H. Martin Engineering, Inc. of 14 Quissett Avenue, Box 741, Woods Hole MA 02543" recorded duly recorded in Barnstable County Registry of Deeds in **Plan Book 705, Page 25.**

Said Lot 1 contains 48,008 square feet of land, more or less, according to said plan.

Said premises are conveyed subject to any easements, reservations, restrictions, encumbrances and/or rights of way of record if the same are now in force and applicable.

The Grantor represents under the pains and penalties of perjury and hereby waives any and all rights of Homestead in and to the premises conveyed hereby and further warrants and represents that there are no persons entitled to any rights of Homestead under M.G.L. c. 188 in the premises conveyed by this deed.

For Grantors title see deed dated May 5, 2015 to Milton L. Servis recorded in Barnstable County Registry of Deeds in Book 28852 Page 154. Also see the Estate of Milton Servis, Barnstable County Probate Court Docket No. BA17P0275EA and Death Certificate of Blanche C. Servis recorded herewith..

PROPERTY ADDRESS: 419 Waquoit Highway, Lot 1, East Falmouth MA

MASSACHUSETTS STATE EXCISE TAX
BARNSTABLE COUNTY REGISTRY OF DEEDS
Date: 05-30-2024 @ 01:53pm
Ctl#: 503 Doc#: 20942
Fee: \$1,778.40 Cons: \$520,000.00

BARNSTABLE COUNTY EXCISE TAX
BARNSTABLE COUNTY REGISTRY OF DEEDS
Date: 05-30-2024 @ 01:53pm
Ctl#: 503 Doc#: 20942
Fee: \$1,591.20 Cons: \$520,000.00

NOT
AN
OFFICIAL
COPY

NOT
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OFFICIAL
COPY

NOT
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NOT
AN

Executed as a sealed instrument and under the pains and penalties of perjury this
29th day of May, 2024

COPY

Estate of Milton L. Servis
Barnstable County Probate Court Docket
No. BA17P0275EA,

Leonard J. Servis, Personal Representative

Commonwealth of Massachusetts

Barnstable County ss:

May 29, 2024

On this 29th day of May, 2024, before me, the undersigned notary public, personally appeared **Leonard J. Servis, Personal Representative** proved to me through satisfactory evidence of identification, which were [] FL Driver's License or [] Other (_____) to be the people whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for the stated purpose, and who swore or affirmed to me that the contents of this document are truthful and accurate to the best of his knowledge and belief.

Notary Public: Brett A. Sanidas
My Commission Expires: 4/5/2030



PROPERTY ADDRESS: 419 Waquoit Highway, Lot 1, East Palm Beach, MA



Falmouth Housing Trust, Inc.
List of Affordable Housing Projects

1995	Esker Place	18 houses
2000	East Ridge	6 houses
2015	St. Mark's	3 houses
2017	Odd Fellows Hall/ One Chancery Lane	4 apartments
2019	72 Deer Pond Road	1 house
2023	Lewis Neck Road	3 houses
2023	33 Pheasant Lane	1 house
2023	156 Club Valley Drive	1 house
2023	5 Esker Place	1 house
2023	Sam Turner Road	4 houses
2024	7 Alderberry Lane	1 house

RESUME

Laura M. Moynihan is the Executive Director of the Falmouth Housing Trust, Inc. She obtained her law degree from the University of British Columbia (L.L.B, 1990), Vancouver, British Columbia, Canada. She was admitted to practice law in the Province of British Columbia in 1991 and the state and federal courts of Massachusetts in 1995. Attorney Moynihan practiced law as a litigation attorney with the firm of Ferguson Gifford in Vancouver, British Columbia from 1991 to 1993. She practiced law as an associate attorney with Ament & Ament, Attorneys, in Falmouth, Massachusetts, from 1995 to 2006 where she specialized in residential and commercial real estate transactions, estate planning and estate administration, as well as local, county and state zoning and land use matters. From 2006 to 2023, Attorney Moynihan practiced law as a sole practitioner with an office in downtown Falmouth, Massachusetts. She concentrated her practice in estate planning and estate administration, as well as real estate transactions and zoning and land use matters, including representation before the Town of Falmouth and Cape Cod Commission in development and redevelopment projects, affordable housing approvals, licensing hearings, and conservation restriction approvals.

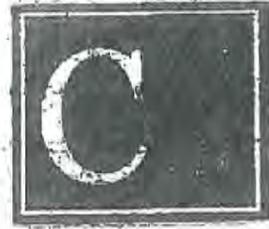
Attorney Moynihan has extensive experience in affordable housing development work within the Town of Falmouth, representing clients in the design, permitting, financing and regulation/monitoring process with respect to such projects. Her private practice clients included the non-profit Falmouth Housing Corporation and Falmouth Housing Trust, Inc., as well as private developer clients. Attorney Moynihan has provided legal representation for the following affordable housing developments within the Town of Falmouth:

Falmouth Housing Trust, Inc. - East Ridge Road, St. Marks Road, One Chancery Lane, 72 Deer Pond Road, Lewis Neck Road, Sam Turner Road;

Falmouth Housing Corporation – Gifford Street Housing, Tatakot Apartments, Veterans Park, Little Pond Place, 704 Main Street, Ward & Chester Street Housing, Scranton Main Apartments;

Other: Courtyard Apartments, Locustfield Estates, North Falmouth Highway (Megansett Crossing), Hunt Street, Wise Living at Falmouth, Wise Living at Woods Hole

Clancy Construction
217 Clinton Ave
Falmouth, MA 02540
Tel 508-265-4911
Gregclancy7@comcast.net
www.ClancyConstruction.org
Construction Supervisor License: CS-085247 exp: 03/02/2021
Home Improvement Contractor License: 178596 exp: 05/04/2020



AUGUST 27, 2019

Falmouth Housing Trust
Lot 2C Lewis Neck Road Falmouth, MA 02540

RE: Greg Clancy Construction, Inc.

To Whom It May Concern:

Greg Clancy Construction has been in business for over 20 years. Greg is a reliable builder who has extensive experience as a general contractor and a subcontractor. Adept at interpreting a wide variety of project drawings managing a small or large crew and ensuring that the proper permits were secured for each project. Specializes in large scale residential remodeling projects and residential new builds.

Over the past year, Greg Clancy Construction has built many new custom homes and renovation jobs. Below is a list of addresses of completed jobs and current jobs.

A few Completed New Custom Homes:

- 737 Main Street Mashpee, Ma 02649
- 9 Albert Lane East Falmouth, MA 02536
- 10 Albert Lane East Falmouth, MA 02536
- 3 Pam's Way East Falmouth, MA 02536
- 11 Redlands Road East Falmouth, MA 02536
- 112 Hayway Road East Falmouth, MA 02536
- 116 Hayway Road East Falmouth, MA 02536

Greg Clancy Construction completed our first affordable housing project for Falmouth Housing Trust located at 72 Deer Pond Road in April 2019. From start to finish the project ran very smoothly and everyone was very pleased with the final product and we look forward to working with Falmouth Housing Trust in the future. Should you need any further information or documents from Greg Clancy Construction, please don't hesitate to reach out to us.

Sincerely,

8/27/19

Greg Clancy
OWNER, Greg Clancy Construction, Inc.

Timothy M. Santos, P.E.
Director of Operations

PROFESSIONAL REGISTRATIONS AND CERTIFICATIONS

Registered Professional Civil Engineer – Massachusetts
Municipal Grade 2 Wastewater Operator - Massachusetts
DEP Title 5 System Inspector - Massachusetts
DEP Soil Evaluator – Massachusetts

PROFESSIONAL AFFILIATIONS

Member, American Society of Civil Engineers
Member, Boston Society of Civil Engineers
Member, Massachusetts Water Environment Association
Member, Yankee Onsite Wastewater Association

EDUCATION

University of Massachusetts at Amherst – Bachelor of Science

Timothy Santos has been part of the Merrill Team since 2021 and has over 27 years of experience in the planning, design, management and permitting of numerous residential and commercial projects in southeastern Massachusetts, specifically the Cape Cod area. He has worked on all aspects of projects, and has experience in site design, on-site septic design, groundwater discharge permitting, environmental permitting and construction plans. He has also gained extensive experience with the presentation of projects to approving authorities for project permits at the local and state level for various residential and commercial projects throughout Massachusetts over the years. Additional areas of expertise include coastal permitting, land planning, innovative alternative sewage disposal system designs and construction project management of wastewater treatment systems. Tim holds a Bachelor of Science degree in Civil Engineering from the University of Massachusetts at Amherst and has over 22 years of experience as Registered Professional Engineer in Massachusetts as well as a Massachusetts DEP Soils Evaluator, Title 5 System Inspector and Wastewater Operator.



March 27, 2024

Via Email and First Class Mail

Mr. Michael Renshaw
Town Manager, Town of Falmouth
59 Town Hall Square
Falmouth, MA 02540

RE: Annual Monitoring Report

Dear Mr. Renshaw:

Falmouth Housing Trust, Inc. has concluded its annual monitoring report for the twenty-one (21) deed-restricted affordable homes for which it is the Monitoring Agent.

Falmouth Housing Trust ("FHT") is the dedicated Monitoring Agent for the following properties:

- Four affordable units located at 18, 27, 42, and 46 Mill Farm Way
 - 42 Mill Farm Way, continues to be in foreclosure. A notice of foreclosure was received by FHT dated January 26, 2024, which allows 120 days for FHT to locate an eligible purchaser. A notice of foreclosure sale was published in the Falmouth Enterprise for a sale date of April 3, 2024. FHT contacted the lender's foreclosure counsel to advise that a foreclosure sale cannot occur within 120 days and the April 3, 2024 date has been postponed as a result to May 29, 2024. The owner is currently working with Santander Bank to modify her loan to avoid foreclosure. The deed restriction survives foreclosure. The FHT has the right to locate an eligible purchaser prior to foreclosure but cannot do so without the owner agreeing to vacate the property which to date she has not done as she is working with the lender to modify the mortgage loan. In addition, the ability to sell may be limited by the amount owing on the mortgage loans to be paid off, the condition of the property, cost of the sale process against the price to be realized on resale. The FHT has also had discussions with Santander about the process of delaying the foreclosure. This is an ongoing issue that we are monitoring.
- Six affordable homes located at 11, 15, 16, 19, 20 and 21 East Ridge Road
- Three affordable homes located at 3, 11, and 17 St. Marks Road
- Two affordable homes located at 2 and 19 Esker Place
- One affordable home located at 72 Deer Pond Road
- Three affordable homes located at 6, 9, and 14 Beach Plum Path
- One affordable home at 57 Lewis Neck Road
- One affordable home at 33 Pheasant Lane

As part of the monitoring analysis, FHT contacts the homeowners to confirm each owner is compliant with their recorded Deed Rider. Accordingly, eighteen (18) of the twenty-one (21) homeowners have signed statements verifying the following to be true:

- Units are restricted to owner occupancy and used as the homeowner's primary residence 12 months out of the year.
- Owners do not profit, in any form, from the ownership of their units, including renting, sub-letting, etc.
- No unauthorized mortgages or liens have been recorded against the property to potentially jeopardize the affordability restriction.
- Refinancing must be approved by the Monitoring Agent prior to closing,
- Owners understand that for any capital improvements to be factored into the maximum resale price upon sale of the property, written approval must be received from the Monitoring Agent prior to conducting the specified work.

In addition, these homeowners provided copies of two of the following required documents: 1) driver's license, passport, or other state-issued photo identification; 2) current automobile registration; 3) voter's registration; 4) recent pay stub; or 5) utility bill showing the property address as the residence.

There are three (3) homeowners not in compliance with monitoring document submission after multiple first class mail and email requests by FHT. The owners are:

Amanda and Courtney Peterkin, 20 East Ridge Road
Valerie Inniss, 14 Beach Plum Path
Stephanie Murray, 42 Mill Farm Way (Foreclosure Property noted above)

The FHT will be forwarding notices of non-compliance to the above owners (except Stephanie Murray due to the foreclosure process) by certified mail and will notify their mortgage lenders by regular mail of the non-compliance. If compliance is secured as a result of such further notice by any or all of these owners, a follow-up report letter will be provided to you.

On February 22, 2024, Falmouth Housing Trust, as the Monitoring Agent, researched the public records of each property through the Barnstable County Registry of Deeds to ascertain whether there had been changes to the mortgage status or any liens had been attached to the properties.

Included in our duties as the Monitoring Agent, FHT also works with homeowners seeking to sell, re-finance or approve capital improvement projects.

P.O. Box 465, 17 Academy Lane, Suite 1, Falmouth, MA 02541

Telephone: 508-540-2370

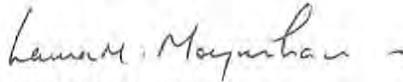
www.falmouthhousingtrust.org

Tax ID No. 04-2936558

Please contact me if you have any questions or concerns regarding the 2024 Annual Monitoring Report. FHT retains copies of all monitoring documentation and will provide copies upon request. FHT will continue to update the Town of Falmouth as new information becomes available.

Thank you for your efforts and partnership in the creation of affordable housing for our community.

Sincerely,



Laura M. Moynihan,
Executive Director

ATTACHED: Annual Monitoring Report Data.

CC: Kim Fish, Housing Coordinator, Town of Falmouth
Noreen Stockman, Zoning Board Administrator, Town of Falmouth
Rieko Hayashi, EOHLC; Jessica Malcolm, MassHousing;
Renie Hamman, Barnstable County Human Services
(copied via e-mail)

P.O. Box 465, 17 Academy Lane, Suite 1, Falmouth, MA 02541

Telephone: 508-540-2370

www.falmouthhousingtrust.org

Tax ID No. 04-2936558

A	B	C	D	E	F	G	H	I	J	K	L	M	N
#	Mr. and Mrs.	First Name(s)	Last Name(s)	Property Address	Town	State	Zip	Town Assessor's ID	Title Compliance Confirmed	Owner's Self-Certified	Copies of (2) Required Documents	Phone	Email
14	Ms.	Krystal	Lynids	2 Esker Place	East Falmouth	MA	02536	11 01 016 016	2/22/24 Title compliance confirmed	YES	YES	774-327-0701	kdf37@comcast.net
15	Mr. and Mrs.	Benjamin K. and Molly A.	Ford & Pinho	19 Esker Place	East Falmouth	MA	02536	11 01 016 009	2/22/24 Title compliance confirmed	YES	YES	617-774-7263	Benford_14@yahoo.com
16	Mr.	Charro	Zuck	77 Deer Pond Road	East Falmouth	MA	02536	22 02 007 014A	2/22/24 Title compliance confirmed	YES	YES	508-274-1492	mrchachie@gmail.com
17	Ms.	Alycia	McIntire	6 Beach Plum Path	East Falmouth	MA	02536	27 02 011A 002	2/22/24 Title compliance confirmed	YES	YES		alycia.mcintire@gmail.com
18	Mr. and Mrs.	John and Tiffany	Boncek	9 Beach Plum Path	East Falmouth	MA	02536	27 02 011A 010	2/22/24 Title compliance confirmed	YES	YES	781-217-5000	johnboncek@yahoo.com
19	Ms.	Valerie	Inniss	14 Beach Plum Path	East Falmouth	MA	02536	27 02 011A 005	2/22/24 Title compliance confirmed	NO	NO	631-796-1447	msvalerie87@icloud.com
20	Mr. and Mrs.	Ana and Nic	Procopenco	57 Lewis Neck Rd	East Falmouth	MA	02536	40 03 001C 003	2/22/24 Title compliance confirmed	YES	YES	774-216-1249	nicolaesro@gmail.com
21	Mr. and Mrs.	Dennis and Hailey	Theoharidis	33 Pheasant Lane	East Falmouth	MA	02536	40 011 005 013	2/22/24 Title compliance confirmed	YES	YES	774-487-9768	dennismtheo@gmail.com
22													
23													
24													
25													
26													
27													
28													



11 Tradesman Circle, Unit 2
 East Falmouth, MA 02536

Invoice

Invoice #: 526-2494
Invoice Date: 2/10/2025
Due Date: 2/10/2025
Project:
P.O. Number:

Bill To:

Falmouth Housing Trust
 PO Box 465
 Falmouth, MA 02541
 RE: 419 Waquoit Highway

Date	Description	Amount
1/28/2025	Demo house per contract: Machine, (6) containers, haul out concrete and disposal.	14,500.00
1/29/2025	Additional cans (5) @\$935.00	4,675.00
1/30/2025	Overages on (11) containers.	6,405.75
	Additional machine time \$3,280.00 (IN KIND DONATION) \$2000.00	1,280.00

Thank you for your business.

Total	\$26,860.75
Payments/Credits	\$0.00
Balance Due	\$26,860.75



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

TO: Community Preservation Committee
FROM: Mike Renshaw, Town Manager
SUBJECT: 419 Waquoit Highway, East Falmouth
Application to Falmouth Affordable Housing Fund (“FAHF”)
DATE: March 13, 2025
CC: Kimberly Fish, Housing Coordinator
Laura Moynihan, Director of Falmouth Housing Trust

The FAHF received an application from Falmouth Housing Trust (“FHT”) requesting \$25,000 in funding for pre-development costs regarding their housing project located at 419 Waquoit Highway. The FHT was previously granted \$100,000 from the FAHF for land acquisition and \$650,000 for construction costs.

FHT is collaborating with the 300 Committee Land Trust and the Massachusetts Department of Recreation on this project. FHT will be constructing 5 single-family homes for homeownership, which will be deed restricted as affordable in perpetuity. The remaining land will be restricted as open space.

Of those 5 homes, 2 will be restricted at 80% of the area median income (“AMI”), 1 home restricted at 100% of the AMI, and 2 homes restricted at 120% of the AMI. There will be 2 three-bedroom homes and 3 two-bedroom homes.

The FAHF Working Group met on February 26, 2025, and gave a favorable recommendation. I recommend the Community Preservation Committee support this application.

ATTACHMENTS:

- Application w/attachments



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

MEMO

To: Michael Renshaw, Town Manager
Kimberly Fish, Housing Coordinator

From: Sandra Cuny, CPC Chair

RE: CPC Recommendation – 495 Waquoit Highway FAHF Application

Date: April 7, 2025

On Thursday, March 27, 2025, the Community Preservation Committee (CPC) voted to make a recommendation to the Trustees in support of funding the Falmouth Housing Trust (FHT) 495 Waquoit Highway FAHF application in the amount of \$25,000 for pre-development costs related to the development of five (5) deed-restricted affordable homes on the property.

Thank you very much for your consideration of the CPC recommendation

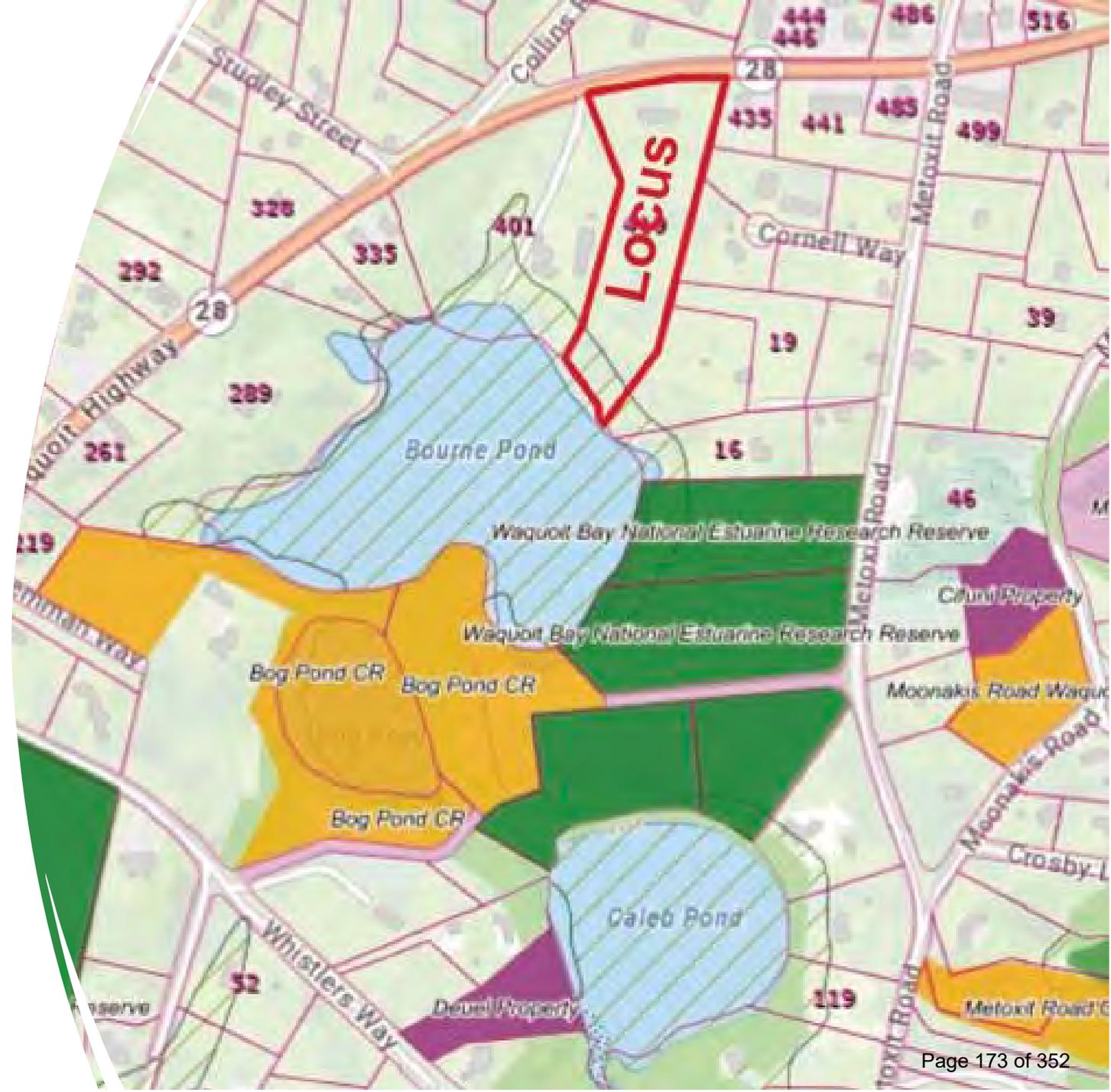
Falmouth AHF
Application -
PreDevelopment Costs

419 Waquoit
Highway
Affordable
Home-
Ownership



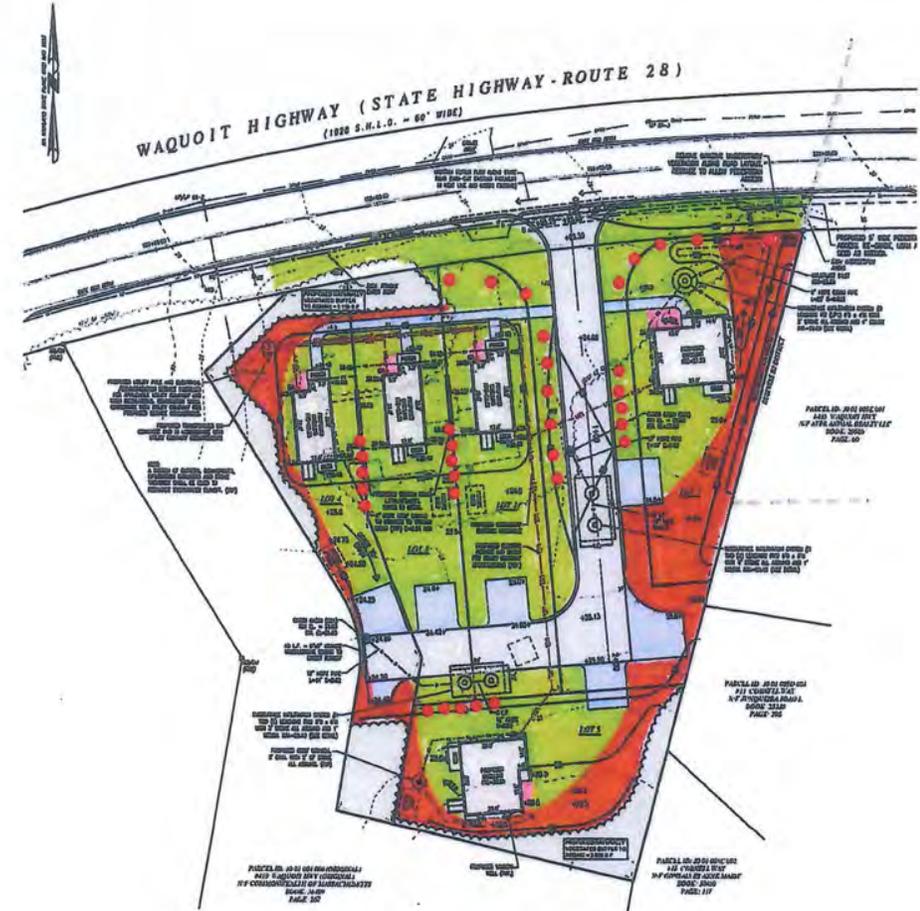
Parcel History

- Acquired by The 300 Committee in 2024 for open space and affordable housing
- Parcel divided – 1.1 acres for housing and 2.7 acres for open space
- Division of Conservation Services (DCR) owns 2.7 acres – public open space managed by WBNERR
- DCR/WBNERR plan to connect existing trail systems for public use



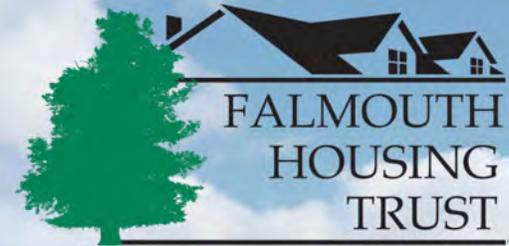
Project Description

- **House Location Design**
 - Compliments and Extends Village Setting East to West
 - Parking Location to allow for Pedestrian Connection and greenspace at frontage
- **Traditional New England Architecture**
- **Dwelling Construction Features**
 - Solar and EV Ready
 - Visitability Features on First Floor
 - Wider Doorways
 - First Floor Bathroom Access





CLANCY
CONSTRUCTION



COMING SOON: BIGELOW LANDING ROAD

Project's Tiered Affordability

- 80% Area Median Income (AMI)
 - 2 homes
- 100% AMI
 - 1 home
- 120% AMI
 - 2 homes

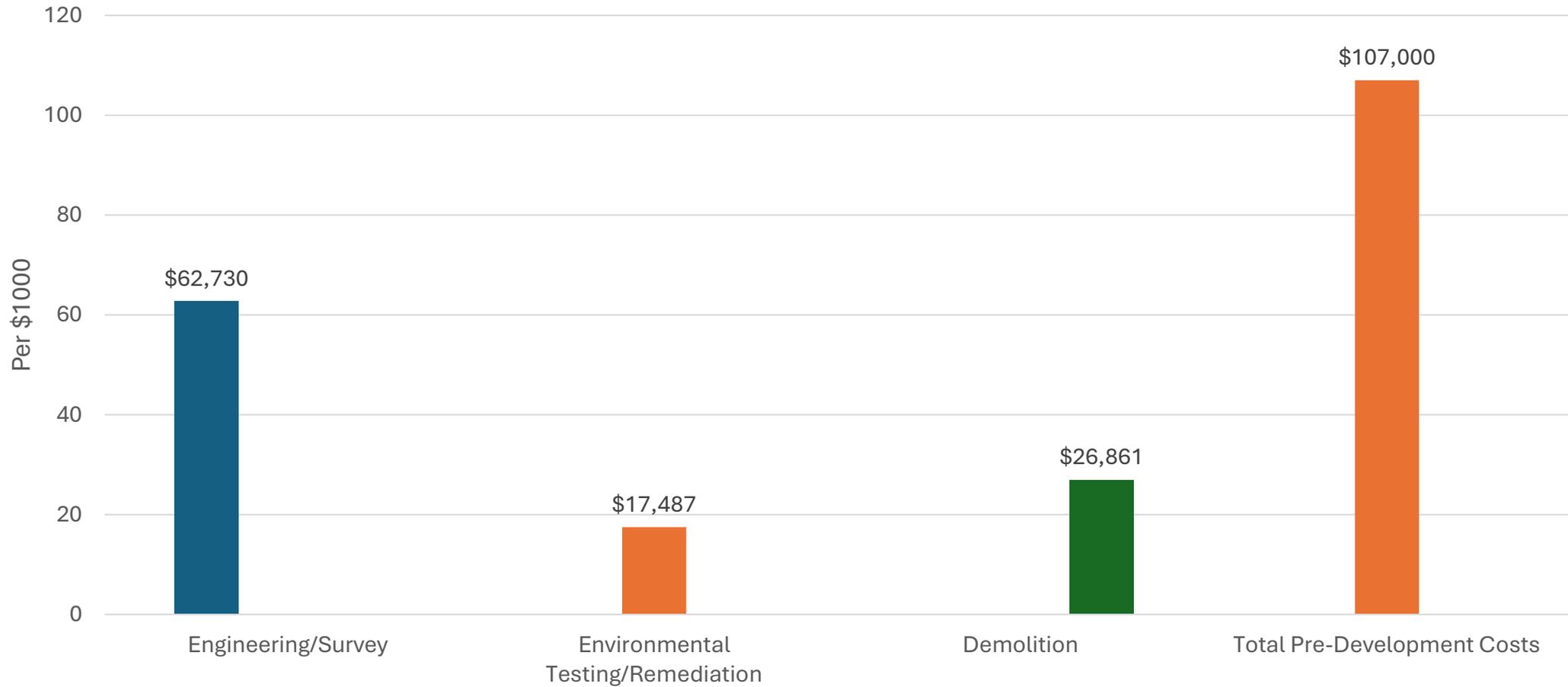


Sale Prices Affordable & Attainable Housing

- 80% Area Median Income (AMI)
 - 2 bedroom home \$235,000
 - 3 bedroom home \$250,000
- 100% AMI
 - 2 bedroom home \$290,000
- 120% AMI
 - 2 bedroom home \$340,000
 - 3 bedroom home \$390,000



PREDEVELOPMENT COSTS



Development Costs

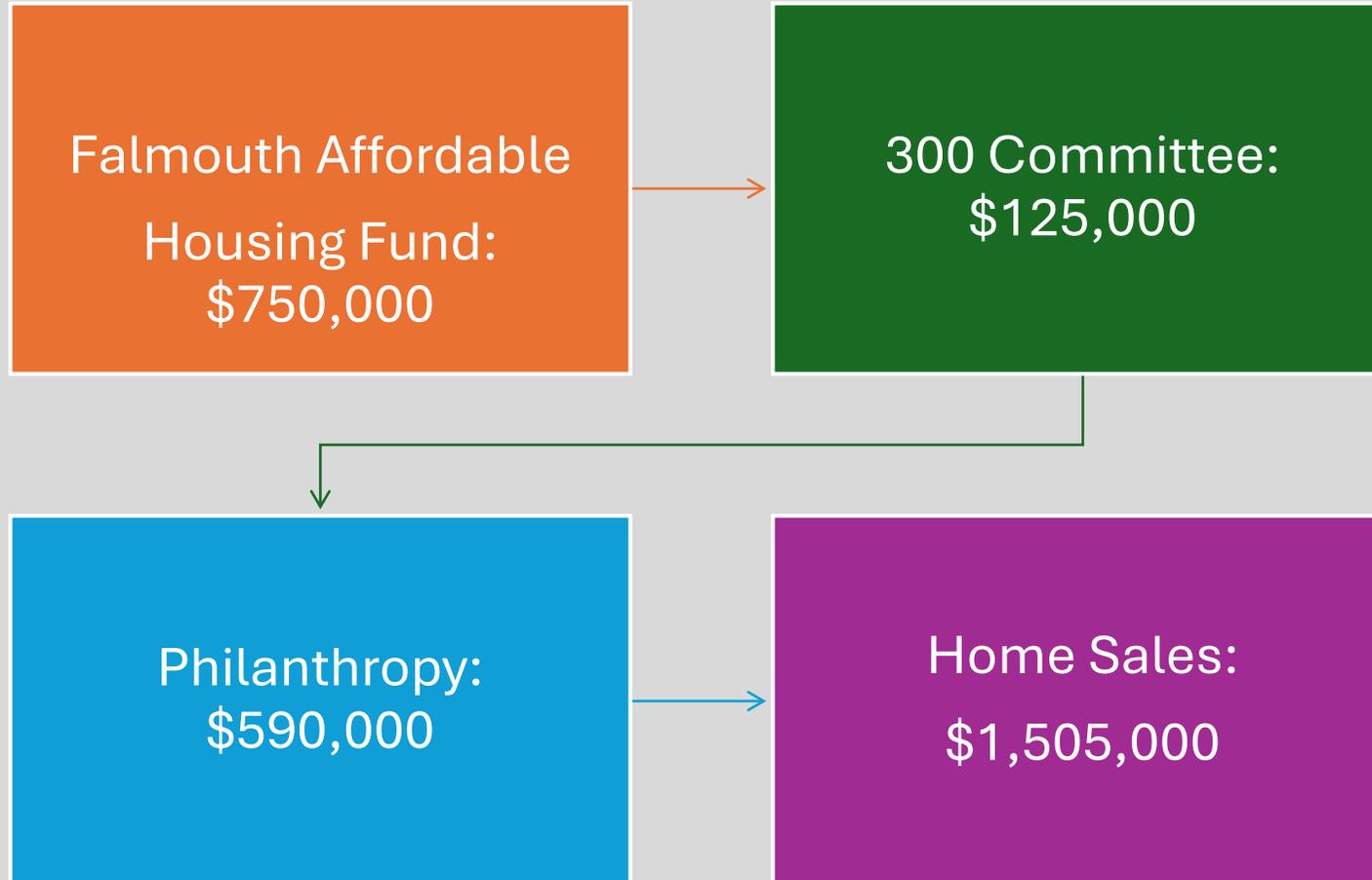
Land Acquisition: \$100,000

Building/Structural: \$2.5 million

Soft Costs: \$360,000

Total Project Budget:
\$2.97 Million

Development Revenues



Falmouth AHF
Application -
PreDevelopment Costs

419 Waquoit
Highway
Affordable
Home-
Ownership





ITEM REPORT

To: Town of Falmouth Select Board

Submitted By: Mike Renshaw, Town Manager

Meeting Date: April 28, 2025

Department/Office: Town Manager/Select Board

Item Name: Presentation and discussion regarding the establishment of a Cultural District (15 minutes)

Purpose:

The Chair of the Falmouth Cultural Council will provide a presentation and discuss with the Select Board the potential establishment of a Falmouth Cultural District.

Background/Summary:

- Several Cape Cod communities have successfully implemented Cultural Districts.
- Cultural Districts can have a significant economic impact on the local economy:
 - \$38.46 spending per cultural event (AE6 Study)
 - \$60.57 vs. \$29.77 (out-of-county visitor vs. local spending per event)
 - \$32.70 returned to town per \$1 spent (Orleans CD)
 - \$88.1 million in Direct Local Tax Revenue (Cape Cod Chamber of Commerce, 2023)

Recommended Actions:

Department Recommendation:

This presentation is for informational and discussion purposes only; no formal Select Board action is requested at this time.

Options:

N/A

Town Manager's Comments:

This presentation is for informational and discussion purposes only; no formal Select Board action is requested at this time.

Budget:

Applicable? (yes or no):

No

Budgeted? (yes or no):

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
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Finance Director's Comments (if applicable):

N/A

Attachments:

1. 1.Action Plan for Falmouth to Develop Cultural Districts
2. 2.Cultural District Background Information Sheet
3. 3.Key Points
4. 4.Harwich_Resolution
5. 5.Lenox Cultural District MOU 2023
6. PowerPoint Presentation CD.S.B.4.28.25
7. L1.Legislators
8. L2.Falmouth Chamber.Commerce
9. L3.Cape.Symphony
10. L4.WHOI.Letter
11. L5.Highfield.Letter
12. L6.MOG.Letter of Support
13. L7.Falmouth Art Center

Action Plan for Falmouth to Develop Cultural Districts for Falmouth Village & Woods Hole

- Support for Cultural Districts must come from the Town of Falmouth (Town Manager).
- The Select Board must pass a resolution (see sample) committing its support.
- A municipal representative should be designated as the primary contact for the district and spearhead the application process. The town can invite a co-applicant to work on the application with them. The town may apply for more than one cultural district designation. Each designation requires a separate application.
- A Cultural District Partnership must be formed prior to applying for cultural district designations. The cultural district partnership must develop:
 - Goals and objectives
 - A plan for managing the district
 - Assessment measures for the district
 - The cultural district must have a mappable footprint
 - The cultural district must be compact, easy to navigate, and accessible.
- The partnership will provide oversight and management of the districts. The partnership must be a diverse mix of stakeholders who represent the shared interests of the district. The majority must be located within the district.
 - Organizations & individuals forming the partnership should include representatives from the following:
 - Town staff
 - Local Cultural Council
 - Cultural and/or Arts Organizations
 - At least 2 artists who live and/or work in the proposed district
 - For profit business (e.g., gallery, dance studio)
 - Local business

The town may elect to include additional entities, such as:

- Economic/Community Development or Planning Department
- Tribal government or other tribal representation
- Historic Preservation Commission
- Chamber of Commerce
- Educational Institutions
- Leisure industry, including hotels and other businesses
- Overlapping or aligning place-based district entities (e.g., BID, TID District, Main Streets organization, Historic District, TIF, etc.)

This partnership is responsible for developing a plan for management of the district. The plan must include agreed upon objectives such as roles, responsibilities, resources, sustainability plans, and ways to measure success and collect useful data. Success relates to the goals set out in the application for designation. The partnership must provide collective support to the district on a regular basis.

- **Third Party Management Agreement**

As the applicant, the town may give the day-to-day management responsibilities to a cultural district partner. This third party will act as the town's agent. The partner must be in good financial standing and have the capacity to lead the partnership. The town must remain involved in the partnership.

- A written agreement is necessary if the day-to-day management is given to a third party. The agreement between the town and the third partner outlines the tasks and must include an exit plan for either party. (see sample)
- Fiscal arrangements, reporting, and so on, must be included.
- The agreement should be in line with local municipal regulations and should be reviewed by the city or town's legal counsel before submitting an application.

- **Community Input Meeting**

Any city or town applying for a state-designated cultural district must hold **at least one** publicly accessible community input meeting where people can learn about the proposed cultural district location and goals.

Cultural District Economic Incentives

Mass Cultural Council's Cultural District Designation

Established in 2011 by an act of the state Legislature, the Cultural Districts Initiative drives economic growth, strengthens the distinctive local character of communities, and improves the quality of life for families across Massachusetts. By supporting cultural and creative experiences, each of the Commonwealth's 58 state-designated Cultural Districts attract tourists and entrepreneurs, which helps cities and towns develop their cultural sector and expand their tax base. Cultural Districts are located in communities of all sizes in every region of Massachusetts and are easy to navigate areas with a density of cultural facilities, activities, and assets. They act as hubs of cultural, artistic, and economic activity, and offer a place-based identity to collaborative community initiatives.

State law stipulates that state-designated Cultural Districts are eligible to benefit from programs, services, and economic development tools offered by state agencies, constitutional offices, and quasi-governmental agencies. This year the Healey-Driscoll Administration advanced this notion by adopting policies prioritizing grant applications submitted to the Community One Stop for Growth portal with projects located within Cultural Districts. Similar language is included in the pending economic development bond bill for the Mass Office of Travel and Tourism's Destination Development Capital Grant Program.

Goals:

The primary goals of the Cultural Districts Initiative, as described in the legislative statute that created this program, are to:

- Attract artists and cultural enterprises
- Encourage business and job development
- Establish the district as a tourist destination
- Preserve and reuse historic buildings
- Enhance property values
- Foster and preserve local cultural development

Complete information on the process of developing a cultural district can be found:

<https://massculturalcouncil.org/communities/cultural-districts/application-process/>

Economic Incentives to Develop a Cultural District (Mass Cultural Council)

In FY23, our Cultural Districts reported:

- Over 1.3 million visitors and attendees to their programs and events.

- Over 200 new businesses and/or organizations opened within their boundaries.
- Almost 91% of districts reported an increase in visitation, to the cumulative tune of 1,307%.
- Supporting their local creative economy by paying over \$600,000 directly to local Artists.

You can take that right to the bank. Massachusetts artists did.

Data pulled from our FY24 CDI Annual Report reflects:

- 45 Districts reported an increase in visitation to the cumulative tune of 800+%
- Approx. 240 new retailers/businesses/organizations opened within districts last year
- Now let’s look at a measurement tool beyond just the numbers, because visitors experiencing a district, or any city or town for that matter, aren’t considering the numbers. They’re considering how the place makes them feel.
- SMU DataArts recently released their report of the Top 40 Arts-Vibrant Communities of 2022 based on data collected from both entities as well as communities. (The use of the term “vibrancy” in this case keeps with the definition of “pulsating with life, vigor, or activity”.
- In every division of their official ranking of Vibrant Communities across the country – from large, to medium, to small – exists at least one Massachusetts designated Cultural District.

<https://massculturalcouncil.org/blog/cultural-districts-report-solid-economic-indicators>

The strongest study of the economic effects of investing in the arts and culture industry was conducted in Hampden County.

Arts & Economic Prosperity 6 Findings

- When people attend a cultural event, they often make an outing of it—dining at a restaurant, paying for parking or public transportation, enjoying dessert after the show, and returning home to pay for child or pet care. AEP6 shows that the typical attendee spends \$38.46 per person per event, in addition to the cost of event admission. A ZIP code analysis of each of the 224,677 survey respondents shows that a third of attendees (30.1%) traveled from outside the county in which the event took place. Their event-related spending was more than twice that of their local counterparts (\$60.57 vs. \$29.77).
 - What brought those visitors to town? For 77% of respondents, the primary purpose of their visit was to attend that cultural event. When we asked their local counterparts what they would have done if the event where they were surveyed had not been available, 51% said they would have “traveled to a different community to attend a similar arts or cultural activity”—and 64% of nonlocal visitors would have traveled to another community as well. Vibrant arts communities attract visitors who spend money and help local businesses thrive. They also keep resident spending money local—a value-add that few industries can compete with.

- Most people appreciate nonprofit arts and culture organizations as wonderful amenities that improve community livability. They are also businesses. They employ people locally, purchase supplies and services from nearby businesses, and engage in the marketing and promotion of their cities and regions. Their very act of doing business—creating, presenting, exhibiting, engaging—has a positive economic impact on the community.
- Arts and culture jobs are highly local and are not typically the type to be offshored. Dollars spent on human resources typically stay within a community longer, thereby having a greater local economic impact.
- Volunteers: the value of the average volunteer hour in MA at \$39.19. Volunteers can include individuals such as unpaid professional staff (executive and program staff, board/commission members), artistic volunteers (artists, choreographers, designers), clerical volunteers, and service volunteers (ticket takers, docents, ushers, gift shop volunteers). The 40 participating organizations reported an average of 28.9 volunteers who contributed an average of 17.7 hours each, for a total of 511 hours per organization during 2022.
- The nonprofit arts and culture industry generates significant revenues to local, state, and federal governments. Nonprofit organizations themselves are exempt from many federal and state taxes, so how can they generate tax revenue? Like all employers, they pay payroll taxes (e.g., Social Security, Medicare) and their employees pay income taxes on their personal earnings. In addition, other local businesses are likely to pay taxes on goods they sell and services they provide to nonprofits. In addition, event-related spending by arts audiences (e.g., food and drink, retail, lodging) is taxed in most communities, providing another stream of government revenue. Given the substantial financial activity that occurs within the nonprofit arts and culture sector, a considerable amount of tax revenue is often generated.
- When taken all together, these cultural tourism findings demonstrate the economic impact of the nonprofit arts and culture industry in its truest sense. **If a community fails to provide a variety of opportunities to experience the arts and culture, it risks not attracting cultural tourists and their valuable dollars as well as losing the discretionary spending of its own residents who will travel elsewhere in search of the diverse artistic expressions and authentic cultural experiences they seek.**

Conclusion:

The Arts and Culture sector is a fundamental component of livable communities—beautifying cities and towns, bringing joy to residents, and celebrating diverse cultural expressions and traditions. It powers the creative communities where people want to live and work, where entrepreneurs and innovation thrive, and where businesses and nighttime economies flourish. Shared cultural experiences strengthen sense of belonging and community pride.

Showing only the economic impact is a singular tool we can use for advocacy. It does not show the necessary nuances required to truly engage with the community. Dollars and

jobs can't quantify the sense of community and fellowship you experience when you attend a local fair, the pride audiences feel when exploring your neighborhood and finding a mural that captures the essence of your community, or the affirmation of identity that comes when you attend an event as a means to ensure that very cultural experience will be available for future generations. These feelings are based on community and transcend across all generations and life experiences. AEP6 is just beginning to scratch the surface—revealing important social and community impact questions to evolve a bigger narrative for advocacy.

Harwich Cultural Districts:

- Have generated an annual increase of 15% in creative tourism
- And a 10% increase in attendance at events annually
- Their Calendar of Events and website have documented a significant increase in traffic.
- This promotion has amplified events, such as the Harwich Cranberry Festival and their summer concert series that was negatively affected by Covid.
- Have created a presence on *Visit Mass* and the *Cape Cod Chamber* where tourists get their information.
- Stores report an increase in foot traffic.
- Have created a *Friends of Harwich Cultural, a 501(c)3* that increases access to grants. Advises that Falmouth Cultural do the same.
- Has brought in between \$30,000 to \$50,000 yearly in grant revenue. As a town employee, the Director of Cultural Affairs also written successful grants for the Town of Harwich's Human Services Dept.
- Prior to working in Harwich, Kara Mewhinney worked at the Plymouth Cultural District. Its Memorial Hall increased events from 50 annually to 300 annually.
- In 2017, Harwich Town Meeting passed a \$10,000 Warrant Article to started the process to create these districts. Orleans Cultural District was also supported by a \$10,000 Warrant Article. In Wellfleet, their MCC-CDI allocation of \$5,000 was matched by the Town of Wellfleet.

Sustainable Tourism: Cape Cod Chamber of Commerce

- Tourism is the Commonwealth's third-largest industry with \$69 billion in economic impact, \$16 billion in direct spending, and generates \$1.2 billion in state and local tax revenue.
- Tourism employs one in ten Massachusetts residents, supporting 376,000 workers directly and 608,000 in total.*

- In our region alone, tourism creates \$1.3 billion in spending by domestic travelers, supporting 12,000 jobs and generating more than \$89 million in state and local tax receipts.

The Economic Impact of Visitors in Massachusetts: Cape Cod Chamber of Commerce

County Visitor Impacts: Barnstable County

Direct Tax Revenue: (2023)

- Local: \$ 88.1 million
- State: \$163.4 million
- Total: \$251.5 million

- Direct Visitor Spending (2023): \$2.7 billion
- Direct Earnings: \$526.8 million
- Direct Employment: 14.1 thousand people

*Earnings include wage and salary disbursements, other earned income.

**Employment includes payroll employees and proprietors.

Key Points:

Economic Impact

- \$38.46 spending per cultural event (AE6 Study)
- \$60.57 vs. \$29.77 (out-of-county visitor vs. local spending per event)
- \$32.70 returned to town per \$1 spent (Orleans CD)
- \$88.1 Mil. in Direct Local Tax Revenue (Cape Cod Chamber of Commerce, 2023)

Difference between Local Cultural Councils & Cultural Districts

- LCC administers a grant program and does community engagement to establish local priorities to evaluate grant applications. It can also run its own program if it isn't provided in the community (e.g., Music at the Table)
- Cultural Districts do projects and market to the "cultural tourist"
 - Wellfleet currently is working with their historical society to create archival photographs of fishermen along their marina. It previously worked with the beach committee to host a photography contest for their beach sticker
 - Orleans supports its summer "Pop Ups in the Park," a concert series.
 - Orleans had an art exhibit in its town hall that gave the town's employees something special to enjoy when they were working.

The IDEAL

- Harwich is the model to follow because it has hired a full-time Director of Cultural Affairs to manage its two cultural districts. Culture is its own department (not part of Economic Development, Planning or Tourism).
- Harwich's director raises \$30,000 - \$40,000 in grants for its programs and writes grants for the town's Human Services Dept. The Cultural Affairs Department is self-sufficient. She raises enough money to cover her expenses.
- Harwich Cultural has a 501(c)3. Advises Falmouth to have one. This would help Falmouth fundraise for Music at the Table. We have had interest from 3 foundations who require the Cultural Council to be a non-profit.
- Barnstable has a full-time Arts & Culture Coordinator but she began as a part-time person tasked to complete the application (The HyArts Cultural District application is 33 pages long.). Barnstable has 2 cultural districts:

HyArts and Barnstable Village. The Cultural District committee reports to the Town's Planning & Development Department.

- Harwich & Orleans had a \$10,000 Warrant passed at their Town Meetings in order to start a cultural district. From those funds, they hired a professional to complete all the requirements in the application.

The Less than IDEAL

- Wellfleet uses half of its \$15,000 to pay a coordinator to manage its website. He creates a monthly e-newsletter, "Wellfleet Cultural," that promotes events for both the Cultural Council and the Cultural District. He isn't compensated for the number of hours it takes to do the necessary work. Other members report that Wellfleet Cultural would be lost if he left as coordinator. The Wellfleet Cultural website is a model to look at because it has an "in the loop," and "outside the loop" component. "In the loop" is within the "navigable footprint." "Outside the Loop" promotes nearby cultural assets. This might be a model if the Falmouth Village district can't fit all of its asset. For example, if FCTV and the FAC isn't within a "navigable footprint."
- Orleans pays an artist \$50/hr. to promote projects on social media. She is only paid for 2 hrs./week and she doesn't create a strong presence on social media. The Orleans Cultural District website isn't strong either. A Less than IDEAL model.
- Orleans and Barnstable have committees that are part of their Planning Departments. Provincetown's Cultural Council is their Cultural District's managing entity but they report to the Tourism Bureau who provided money to get their application filed.

MCC Advice

- Use all the time before submitting an application to engage and educate the community, potential stakeholders, and fellow municipal representatives.

Cultural Districts Advice:

- Don't rely solely on volunteers.
- Get town backing early on.

**COMMONWEALTH OF MASSACHUSETTS
TOWN OF HARWICH
BOARD OF SELECTMEN**

RESOLUTION

A resolution by the Town of Harwich to create Two State-authorized cultural districts for at least (5) years to be named: Harwich Center and Harwich Port Cultural Districts.

December 20, 2021

WHEREAS the Town of Harwich wishes to establish (2) Two State-authorized cultural districts. Those districts will be known as Harwich Center Cultural District and Harwich Port Cultural District.

WHEREAS the Town of Harwich has a mixed-use geographical area that has a concentration of cultural facilities and assets, and economic partners

WHEREAS the Town of Harwich acting through its Board of Selectmen voted at a duly posted public meeting held on February 26, 2018, with the MA Cultural Council to establish (2) Two State-authorized Cultural Districts in Harwich Center, and Harwich Port.

WHEREAS a broad and diverse group of stakeholders had agreed to come together in partnership to provide oversight for the districts in order to promote cultural, community, and economic development in Harwich Center, and Harwich Port

WHEREAS the Massachusetts Cultural Council will be petitioned in accordance with its guidelines and criteria to designate said Cultural Districts

NOW BE IT RESOLVED that the Board of Selectmen of Harwich, Massachusetts hereby

Article 1. Endorses the submission of this application and agrees to foster the development of two cultural districts.

Article 2. Endorses the state-sponsored cultural district goals of attracting artists and cultural enterprises, encouraging business and job development, establishing visitor destinations, preserving and reusing historic buildings, enhancing property values, and fostering cultural and economic development.

Article 3. Will appoint a Town official to represent the Town within the District partnership of said Cultural Districts.

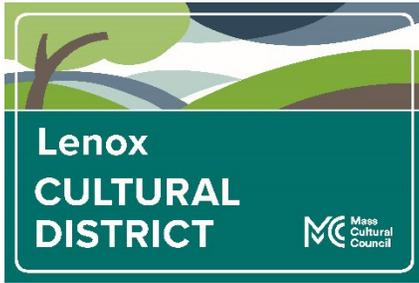
Article 4. Encourages all Harwich residents and businesses to involve themselves and participate in the full development of the two Cultural Districts.

Article 5. Requests that Town departments and agencies take appropriate steps to support and enhance the development of the Harwich Center and Harwich Port Cultural Districts in order to foster a flourishing cultural community in our Town.



HARWICH BOARD OF SELECTMEN

[Handwritten signature]
[Handwritten signature]
[Handwritten signature]



Memorandum of Understanding 2023

WHEREAS, the Town of Lenox (the Town), with support from community stakeholders, received Cultural District designation from the Mass Cultural Council (MCC) in 2019; and

WHEREAS, the Lenox Chamber of Commerce (Chamber) has agreed to serve as 3rd Party Managing Entity for the District;

NOW, THEREFORE, it is hereby agreed by and between the partners as follows:

The Lenox Cultural District will be overseen by the Town of Lenox, with the Town Planner as the main Town staff contact. Ongoing management of the district is handled through a Memorandum of Understanding with the Chamber of Commerce. A Steering Committee will support the efforts of the Town/Chamber partnership. The Steering Committee is comprised of representatives of key District stakeholders as required by MCC. An annual District meeting will provide an overview of progress since designation and solicit suggestions for collaborative work in the coming yearly cycle. Between annual meetings, the Steering Committee will communicate with the larger stakeholder group via email. Briefings on Cultural District activity may be presented to the Lenox Select Board as requested.

I) Commitment by The Town of Lenox

1. The Town will oversee all aspects of the annual MCC funding application process, as well as annual reports, in coordination with designated personnel from the Berkshire Regional Planning Commission (BRPC).
2. The Town will serve as the primary fiscal agent, holding aside funds for the exclusive use of the Lenox Cultural District, to be spent on district-related projects and in accordance with Steering Committee decisions, and the Town staff representative will be the primary person monitoring financial reports and presenting to the steering committee regarding transactions.
3. Agendas for Steering Committee meetings will be made available to the public on the Town of Lenox website.
4. The Town will make available space on its official website and on any applicable social media accounts for information regarding Cultural District meetings, activities, and events.
5. The Town will coordinate any re-certification efforts required by MCC, in coordination with BRPC staff.

II) Commitment by the Lenox Chamber of Commerce

1. The Chamber will provide day-to-day management of the Cultural District. This daily management will be performed in partnership with a Steering Committee consisting of stakeholders from in and around the District.
2. The Chamber will include Cultural District information and announcements on its website, social media accounts, and in its regular e-newsletter.
3. The Chamber will provide one staff person to serve in the role of Steering Committee co-chair.

III) Role of Co-Chairs

1. In collaboration with a co-chair representing the Chamber, a second co-chair identified from the Steering Committee membership will share responsibility for managing ongoing operations and conducting monthly meetings. Both co-chairs will work directly with BRPC staff to set meeting agendas, develop budgets, review funding opportunities, and maintain communications with MCC.

2. Co-chairs will work with the Town as needed to secure advances or reimbursement for Cultural District expenses, and to share information with Town leadership and the community at large.
3. Co-chairs will assist in recruiting Steering Committee members as needed.
4. Co-chairs will lead the annual budgeting process, in partnership with BRPC staff.
5. Co-chairs will share decision making responsibility as needed in between Steering Committee meetings.

IV) Role of Steering Committee Members

1. The Steering Committee will work to implement the vision for the Cultural District as defined in the District's 2018/2019 application, through stakeholder meetings and in ongoing discussion.
2. The Steering Committee will meet on a monthly basis to guide significant financial and programmatic decisions.
3. Subcommittees led by members of the Steering Committee and populated with additional District stakeholders may include: Marketing & Communication, Fundraising & Development, Special Events & Festivals, and/or ad-hoc working groups focused on project-specific efforts.
4. Steering Committee members are expected to serve as advocates for the District, regularly attend steering committee meetings, keep commitments and honor deadlines, encourage collaborations among stakeholders, Chair subcommittees when needed, and continually enlist additional stakeholders to active participation.
5. No additional compensation for personnel contributing time or organizational resources to the Lenox Cultural District management or programming will be provided.
6. Steering Committee members will address conflict of interest issues openly, informing fellow members when fundraising or other tasks conflict with their employer's policies. Those experiencing a conflict of interest will make every effort to assist in other ways, including identifying and recruiting stakeholders without similar conflicts to serve on subcommittees and on ad-hoc task forces.

V) Timeline and Terms

1. Membership in the Steering Committee must consist of a majority of organizations/entities within the MCC-approved Cultural District borders.
2. Responsibilities under this Memorandum of Understanding coincide with each Steering Committee member's term of service, which renews each year on or around the time of the Annual Meeting.
3. Should a representative of a partner organization be unable to continue in their role, an alternate from that organization may be assigned.

We, the undersigned have read and agree with this Memorandum of Understanding.

By _____

Town of Lenox

Date _____

By _____

Jenn Nacht, Lenox Chamber of Commerce

Date _____

By _____

Jaclyn Stevenson, Shakespeare & Company

Date _____

Falmouth Cultural Council Mission



**To foster
a rich cultural life,
and
contribute to the
economic vitality
of our community**

Kids Teaching Kids: A Wampanoag Cultural Experience



***Cultural Districts
Falmouth Village
&
Woods Hole***



**Shine a
Spotlight
on the Arts & Culture**

Barnstable, Dukes, Nantucket Counties

Mass Cultural Council and its partners worked with Diversity North Group to design a cultural asset inventory to describe, understand, and direct policy and support to individuals and organizations that populate Massachusetts' cultural sector.

5,732

INDIVIDUALS/GENERATORS



3.9%

**OF THE COUNTY
WORKFORCE**



\$42K

**MEDIAN
INDIVIDUAL
INCOME**

**COMPARED TO MASS
LIVING WAGE OF \$58K**

5%
BIPOC

13%

**PEOPLE WITH
DISABILITIES**

Not included in this study: people making <50% income from their creative occupation, cultural workers, teachers

Source: American Community Survey Data, Federal Census.

**Our full-time artists do not make a livable wage
(\$42,000 vs. \$58,000)**



**Increase
Economic Vitality
by
Marketing to Cultural Tourists**

Regional Visitor Impacts

Direct Visitor Spending (All): \$2.7B

Local Tax Revenue: \$88.1M

- ❖ Accommodations: \$883.1M
- ❖ Restaurants: \$574.1M
- ❖ Retail Sales: \$540.1M
- ❖ Local Transportation & Gas: \$329.5M
- ❖ Arts, Entertainment, Recreation: \$186.0M
- ❖ Food Stores: \$181.8M
- ❖ Visitor Air: \$4.2M

Cape Cod Chamber of Commerce, Barnstable County, 2023



Candida Rose Performing at ArtsAlive

Cultural Districts' Economic Impact



In FY24, **91%** of
Cultural Districts
reported a
1,307% increase
in visits
&
240 new
businesses &
nonprofits
opened

Turning Point Dance Studio's *Sea Captain's Nutcracker*

MCC Report

Cultural Events Contribute to the Local Economy



Cape Symphony Presents: Community Dance

Photo Credit: Paul Blackmore

- ❖ **77.1%** of out-of-town visitors came for a cultural event.
- ❖ Each of them spent an additional **\$60.57**
- ❖ Each local resident spent an additional **\$38.36**

Action Plan for Falmouth

- ✓ **Support from the Town Manager**
- ❑ **Commitment from the Select Board (Resolution)**
- ❑ **Community Input Meetings (at least 2)**
- ❑ **Establish a Cultural District Partnership (Sample)**
 - **Town Staff**
 - **Local Cultural Council**
 - **Cultural and/or Arts Organizations**
 - **At Least 2 Artists Who Live and/or Work in the District**
 - **For-profit Business (e.g., gallery, dance studio)**
 - **Chamber of Commerce**
 - **Local Business/ Leisure Industry**
 - **Educational Institution/ Historic Preservation**

Falmouth Cultural District Mission



Kids Teaching Kids:
A Wampanoag Cultural Experience

- **Attract Artists & Cultural Enterprises**
- **Encourage Business & Job Development**
- **Establish the District as a Tourist Destination**
- **Preserve and Reuse Historic Buildings**
- **Enhance Property Values**
- **Foster & Preserve Local Cultural Development**



February 28th, 2025

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

Re: Falmouth Cultural Council Cultural Designation Letter of Support

Dear Members of Falmouth Select Board,

On behalf of your Falmouth delegate in the state legislature, we eagerly support the Falmouth Cultural Council’s initiative to secure a Mass Cultural Council “Cultural District” designation for Falmouth Village and Woods Hole. Securing this designation will bring increased tourism activity and can positively impact our local economy.

The objectives of the Cultural Districts Initiative are to attract artists and cultural enterprises. This goal of encouraging business and job development also establishes the district as a tourist destination. The initiative’s goals also include preserving and reusing historic buildings, which can both enhance property values and preserve our local cultural development.

58 state-designated cultural districts support cultural and creative experiences that aid in the development of their tax base. Within these cities and towns, these cultural districts can be hubs of economic activity, artistry, and bases of community initiatives. All of which the town of Falmouth could glean from.

We, your State Representatives and State Senator, stand by the Arts and support opportunities to attract artists who enrich our cultural community while also positively impacting our economy.

Thank you in advance for your consideration,

David T. Vieira
State Representative
Third District Barnstable

Thomas Moakley
State Representative
Barnstable, Dukes and Nantucket

Dylan Fernandes
State Senator
Plymouth and Barnstable



February 18, 2025

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

Dear Members of Falmouth Select Board:

I am writing on behalf of the Falmouth Cultural Council who are seeking to secure a Mass Cultural Council "Cultural District" designation for Falmouth Village and Woods Hole. We agree that gaining this designation will positively impact our town's economy, boost tourism activity, and enhance the quality of life for our year-round residents. We base our opinion on data collected and reported by the Mass Cultural Council.

As tourists plan their trips to Cape Cod, we want to ensure that they include Falmouth as a place to visit, even if their primary destination is another Cape town. Similarly, we want to continue to add value and options to individuals and families who choose to make Falmouth their permanent home. The walkability and quaint charm of these two areas are the perfect backdrop upon which to build more cultural activities.

Also, by creating a cultural district we have an opportunity to attract artists and creative thinkers who can create cultural enterprises which in turn will support diversity in Falmouth.

Thank you for your kind consideration,

Michael Kasparian
President

CAPE SYMPHONY

February 11, 2025

Falmouth Cultural Council
59 Town Hall Square
Falmouth, MA 02540

Dear Members of the Falmouth Cultural Council,

On behalf of Cape Symphony, I am pleased to offer our strong support for the initiative to secure a Mass Cultural Council "Cultural District" designation for Falmouth Village and Woods Hole. This designation will not only celebrate and preserve Falmouth's rich artistic and cultural heritage but will also foster economic growth, strengthen our town's unique character, and enhance the quality of life for our residents and visitors.

As an organization committed to inspiring, educating, and connecting our community through exceptional music and inclusive outreach programs, Cape Symphony understands firsthand the transformative power of the arts. The establishment of a Cultural District in Falmouth would provide a much-needed platform for musicians, artists, performers, educators, and cultural organizations to thrive. It would also attract new audiences, increase tourism, and create opportunities for collaboration within our creative community.

Cape Symphony's Falmouth campus, located at the top of Highfield Drive, has long served as a hub for artistic expression and education. Through our orchestra performances, music and dance instruction, youth and adult education programs, and partnerships with local arts organizations, we have witnessed how cultural engagement enriches the lives of individuals and strengthens the social fabric of our region. The proposed Cultural District aligns with our mission and vision by furthering accessibility to the arts and reinforcing Falmouth's position as a cultural leader on Cape Cod.

We commend the Falmouth Cultural Council for its dedication to this initiative and for engaging stakeholders across the community to ensure an inclusive and well-supported vision. We urge Town Manager Mike Renshaw, Assistant Town Manager Peter Johnson-Staub, and the Select Board to embrace this opportunity to elevate Falmouth's cultural landscape through the Cultural District designation.

Cape Symphony is excited to support this initiative and looks forward to participating in the development of Falmouth's Cultural Districts. Please do not hesitate to reach out if we can be of further assistance in advancing this important effort.

Sincerely,



Dr. Michael Albaugh
Executive Director
Cape Symphony

February 19, 2025

(sent in the body of an email to cultural.council.falmouth@gmail.com)

Dear Members of the Falmouth Cultural Council,

On behalf of the Woods Hole Oceanographic Institution (WHOI), I am pleased to enthusiastically support the Cultural Council's initiative to secure Mass Cultural Council "Cultural District" designations for Woods Hole and for Falmouth Village. These designations will not only promote the wealth of cultural assets in Woods Hole and Falmouth to those new to the area, but also foster significant economic growth for the entire town and enhance the quality of life for Falmouth's residents and visitors alike.

Woods Hole has much to contribute to the area's culture. It is rich in science resources and is committed to providing an array of exceptional programs, especially for families and children. They include the Ocean Science Discovery Center; Children's School of Science; Women's O-STEAM for high school juniors and seniors; Science and Nature Summer Camps; Woods Hole Science Aquarium; and Resilient Woods Hole Climate Walking Trails. WHOI understands firsthand the transformative power of engaging children and their inherent curiosity, and empowering them to face the challenges that will determine our collective future. Securing a Cultural District designation would have a tremendous impact in helping us to reach a wider audience.

Not only is Woods Hole rich in science resources, it also contains all the requirements for a cultural district: a navigable footprint and a concentration of cultural assets. Among these are the Woods Hole Historical Museum, the Woods Hole Public Library, the Woods Hole Film Festival, art galleries and local restaurants that feature local musicians, and the Woods Hole Community Hall, which features events ranging from concerts to family folk dances.

We have witnessed how cultural engagement enriches the lives of individuals and strengthens the social fabric of our region. The proposed cultural districts would reinforce Falmouth's position as a premier destination for the cultural tourist, and the Shining Sea Bike Path and the WHOOSH trolley connecting Woods Hole and Falmouth Village would make a day trip to both cultural districts possible.

We urge Town Manager Mike Renshaw, Assistant Town Manager Peter Johnson-Staub, and the Select Board to embrace this opportunity to elevate Falmouth's cultural landscape through the Cultural District designations. The Woods Hole Oceanographic Institution is excited to support this initiative and looks forward to participating in the development of Falmouth's Cultural Districts.

Best regards,

Peter de Menocal,

[Peter de Menocal](#) | President & Director



HIGHFIELD HALL

— & Gardens —

Honoring Our History and Embracing Our Future

February 19, 2025

George J. Scharr
Falmouth Cultural Council
59 Town Hall Square
Falmouth, MA 02540
cultural.council.falmouth@gmail.com

Dear George and Members of the Falmouth Cultural Council,

On behalf of Highfield Hall & Gardens we enthusiastically support the Falmouth Cultural Council's initiative to secure a Mass Cultural Council "Cultural District" designation for Falmouth Village and Woods Hole.

Highfield Hall & Gardens' mission is to honor the beauty and historic significance of the house and grounds by providing high-quality artistic, cultural, and educational programs for the enrichment of our community and visitors of all ages. In 2024 we welcomed 14,582 visitors to the house with approximately 2,000 more visiting the grounds alone. We have over 10,000 followers on social media and partnered with 37 local organizations/businesses including the science institutions, 300 Committee, Eight Cousins, Alzheimer's Family Support Center, and the Children's Coalition to provide unique and educational programs and events.

On Trip Advisor, Highfield is ranked the #6 destination in Falmouth only behind the Shining Sea Pathway, the ferry to Martha's Vineyard, Old Silver Beach, and the Knob...or another way to present that is, Highfield is the #1 cultural attraction in Falmouth. By supporting arts, humanities, and science organizations, Cultural Districts attract tourists and entrepreneurs, which in turn help communities foster their cultural sector and expand their tax base. Having a Cultural District Designation would not only increase visibility and visitation for businesses and/or organizations, but it would also help with crucial funding opportunities.

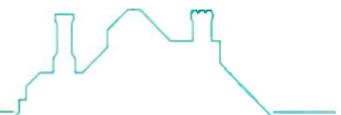
At Highfield we believe that the arts are essential, not a luxury. People and communities thrive where arts and culture are appreciated. We believe strongly that a Cultural District designation for Falmouth and Woods Hole would transform and enrich the fabric of this community. We fully support this initiative.

Tara Burke
Co-Executive Director

Lisa Walker
Co-Executive Director

Highfield Hall & Gardens

56 Highfield Drive, Falmouth, MA 02540
info@highfieldhall.org | 508-495-1878 | www.highfieldhall.org





February 18, 2025

Falmouth Cultural Council
59 Town Hall Square
Falmouth, MA 02540
cultural.council.falmouth@gmail.com

Dear Members of the Falmouth Cultural Council,

On behalf of the Falmouth Museums on the Green and the Falmouth Historical Society, I am pleased to offer my strong support for the establishment of a Mass Cultural Council “Cultural District” designation for Falmouth Village and Woods Hole. This initiative has the potential to strengthen our community’s cultural identity, enhance local economic development, and elevate the visibility of Falmouth’s rich history and artistic heritage.

As stewards of Falmouth’s history, we recognize the profound impact that cultural districts can have on a community. Cultural Districts foster collaboration among arts, humanities, and science organizations while driving tourism, supporting local businesses, and enriching the quality of life for residents and visitors alike. Given Falmouth’s wealth of cultural assets—from museums and historical sites to performing arts venues, galleries, and scientific institutions—this designation is a natural and much-needed step in ensuring our town’s long-term vibrancy.

The Falmouth Museums on the Green has long been a hub for cultural engagement, welcoming thousands of visitors annually to our exhibitions, lectures, and educational programs. The opportunity to be part of a recognized Cultural District will not only enhance our ability to reach a broader audience but will also provide new avenues for collaboration with other organizations committed to preserving and promoting Falmouth’s cultural legacy.

I commend the Falmouth Cultural Council for taking the lead on this important initiative and for engaging stakeholders across the community in the process. I fully support this effort and look forward to seeing the positive impact it will have on our town. Please do not hesitate to reach out if I can provide any additional information or assistance as this initiative moves forward.

Sincerely,

Rachel L. Lovett
Executive Director
**Museums on the Green,
Falmouth Historical Society**



February 17, 2025

Alice Kociemba, chair, Falmouth Cultural Council
Falmouth Town Hall
Town Hall Square
Falmouth, MA 02540

Dear Alice,

On behalf of Falmouth Art Center, I am writing to express our support for a Mass Cultural Council "Cultural District" designation for Falmouth Village and Woods Hole. The evidence is well-established that Cultural Districts drive economic growth, strengthen the local character of a town and improve the quality of life for families. Cultural districts attract tourists and help communities foster their cultural sector and expand their tax base, which benefits everyone.

The Falmouth Art Center was founded almost 60 years ago in 1966 as the Falmouth Artists Guild. Now known as the Falmouth Art Center, we are a year-round community art center with more than 1,000 members. Our three galleries feature art by local artists and change monthly, for a total of 36 exhibits a year. We run classes for all ages and abilities in painting, ceramics and weaving, among other arts. We hold art talks, art films and other art-related activities.

We are open daily, year-round and have over 27,000 visitors annually.

In addition, we run workshops throughout the year with visiting artists that attract students from all over. For example, our upcoming 4-day spring workshop with a West Coast artist has students from Connecticut and Rhode Island, but also New York, Indiana, Canada, Florida and even England. These students stay in our local lodgings, eat at our restaurants and buy things at our stores, generating revenue for the community.

I hope the Town of Falmouth, like other towns on Cape Cod, realizes the benefits of creating a Cultural District that will serve as an economic driver for our community.

Best regards,

A handwritten signature in black ink, appearing to be "L. Reckford".

Laura M. Reckford, Executive Director

Falmouth Art Center Street address: 137 Gifford Street, Falmouth, MA 02540;
Mailing address: PO Box 660, Falmouth, MA 02541 Falmouthart.org 508-540-3304



ITEM REPORT

To: Town of Falmouth Select Board

Submitted By: Mike Renshaw, Town Manager

Meeting Date: April 28, 2025

Department/Office: Town Manager/Select Board

Item Name: Discussion of a statement from the Diversity, Equity, Inclusion and Belonging (DEIB) Committee (**15 minutes**)

Purpose:

The Chair of the Diversity, Equity, Inclusion, and Belonging Committee will introduce a statement to the Select Board and participate in a general discussion.

Background/Summary:

- The Diversity, Equity, Inclusion, and Belonging Committee generated and adopted the attached "Statement from DEIB Advisory Committee to the Falmouth Select Board" document, and has requested to present this Statement to the Select Board and have a general discussion.

Recommended Actions:

Department Recommendation:

This item is for informational and discussion purposes only, and at this time no formal action is being requested of the Select Board.

Options:

N/A

Town Manager's Comments:

This item is for informational and discussion purposes only, and at this time no formal action is being requested of the Select Board.

Budget:

Applicable? (yes or no):

No

Budgeted? (yes or no):

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
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Finance Director's Comments (if applicable):

N/A

Attachments:

1. DEIB Statement to the Select Board

Wednesday, March 5, 2025

Statement from DEIB Advisory Committee to the Falmouth Select Board

During these extraordinary, unprecedented times, our shared values of diversity, equity, inclusion, and belonging are facing unprecedented challenges. National efforts to dismantle DEI programs threaten the progress we have made as a town, but we must remain steadfast in our commitment to fostering a welcoming and inclusive community for all.

First and foremost, we acknowledge and appreciate the actions that the Select Board has already taken to uphold these values. The recent workshop on Saturday, March 1 addressing immigration issues is just one example of the town's dedication to inclusivity. We recognize the effort that has gone into making Falmouth a place where all residents, regardless of background, feel valued and safe. We urge the Select Board to continue leading with this commitment.

Standing with Vulnerable Communities

We are acutely aware that immigrant communities, LGBTQ+ individuals, people of diverse religious backgrounds, those with disabilities, and other underrepresented groups are increasingly under threat. We commend the Town's efforts to support these populations and ask that these protections remain steadfast. Now is not the time to retreat from our principles but rather to reaffirm them.

Reaffirming Our Mission

As the DEIB Advisory Committee, our mission is clear:

"The Falmouth Diversity, Equity, Inclusion, and Belonging (DEIB) Advisory Committee promotes an equitable, just, and welcoming environment in Falmouth, where all feel included and respected. We review Town policies, procedures, and programs through a DEIB lens and make recommendations for improvements to the Select Board. We proactively engage with Falmouth town government, community partners, the school district, residents, and visitors to achieve this goal. We welcome all to share any DEIB-related concerns with the Committee and we will suggest resources and support as needed. We are committed to fostering a safe and respectful space where all are welcome to exchange ideas, share information, and participate in making Falmouth a community that recognizes and embraces the inherent worth and dignity of all people."

Our Ask

We respectfully urge the Select Board to reaffirm their commitment to diversity, equity, inclusion, and belonging in all decision-making processes. We ask that the Town continues to actively support the dignity and rights of all residents, ensuring their voices are heard and their contributions valued. As a Committee, we remain committed to our mission and will continue to advocate for policies and initiatives that strengthen our community.

Falmouth has worked hard to become a town where everyone belongs, this is not the time to step back. We stand ready to support the Select Board in maintaining and strengthening this commitment, ensuring that Falmouth remains a place where all people are welcomed, valued, and respected.



Item: 4.f.

ITEM REPORT

To: Town of Falmouth Select Board

Submitted By: Mike Renshaw, Town Manager

Meeting Date: April 28, 2025

Department/Office: Town Manager/Select Board

Item Name: Consider a request from Fast Signs Cape Cod for a variance to Sign Code 184-18C: Measurement of Sign Area, for Haven Marina, 366 Menauhant Road, East Falmouth (5 minutes)

Purpose:

The Select Board will consider the approval of a variance to Sign Code 184-18C: Measurement of Sign Area, for Haven Marina, 366 Menauhant Road, East Falmouth.

Background/Summary:

- The applicant, Fast Signs Cape Cod, submitted an application on behalf of the property owner Green Pond Holdings, LLC for a sign permit on February 19, 2025 (see attached application form); the permit number is 261210.
- The sign for which the variance is requested, which is located on the right side of the Haven Marina building, is not illuminated.
- According to the applicant, the logo sign dimensions exceed the permissible height dimension of 36 inches as the three pieces (two of which are 24 inches and one of which is 7 inches) total 55 inches in height; the logo is a combination of anchor and helm (steering wheel) as illustrated in the attached photograph.
- According to the applicant, the building on which the sign/logo is to be mounted is set back from the roadway over 75 feet.

Recommended Actions:

Department Recommendation:

The Town Manager recommends that the Select Board approve the request from Fast Signs Cape Cod for a variance to Sign Code 184-18C: Measurement of Sign Area, for Haven Marina, 366 Menauhant Road, East Falmouth, as presented.

Options:

- Motion to approve the variance from Fast Signs Cape Cod for a variance to Sign Code

184-18C: Measurement of Sign Area, for Haven Marina, 366 Menauhant Road, East Falmouth as presented.

- Motion to deny the approval of the request from Fast Signs Cape Cod for a variance to Sign Code 184-18C: Measurement of Sign Area, for Haven Marina, 366 Menauhant Road, East Falmouth.
- Some other Board specified alternative.

Town Manager's Comments:

The Town Manager recommends that the Select Board approve the request from Fast Signs Cape Cod for a variance to Sign Code 184-18C: Measurement of Sign Area, for Haven Marina, 366 Menauhant Road, East Falmouth, as presented.

Budget:

Applicable? (yes or no):

No

Budgeted? (yes or no):

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
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Finance Director's Comments (if applicable):

N/A

Attachments:

1. Fast Signs Cape Cod_Haven Marina Sign Permit Application and Photograph

Diane Davidson

From: Mark Connolly <mark.connolly@fastsigns.com>
Sent: Tuesday, March 11, 2025 7:46 AM
To: Diane Davidson
Cc: Eleanor MacKay
Subject: [EXTERNAL] - Sign Variance Request
Attachments: Haven Marina 3D Proof - 36 H (3).png

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,

Per our conversation, I would like to seek a sign variance for the following permit application :

Permit # 261210

The location of property is as follows :

Haven Marina - 366 Menauhant Rd E. Falmouth, MA 02536

Attached is a design proof for your review. The Sign on the left side of the building facade is in compliance. The Logo on right side of the building facade is taller than 36" , as the 3 pieces (24", 24", 7") that make up the logo are 55".

We believe this creative, decorative, distinctive sign is appropriate to the type of activity to which it pertains to, in this case a Mariana. Additionally, the building is set back from street over 75ft. The Logo is a combination of Anchor & Helm (steering wheel).

This sign is not illuminated.

I am on vacation and out of the Country returning to work on March 25th. If I could get on the docket for a select board meeting following that date it would be appreciated if my attendance is needed.

thanks in advance for consideration.

Mark Connolly
Owner / Brand Builder FASTSIGNS Cape Cod



40 Evergreen Circle, Unit 1, Mashpee, MA 02649

FASTSIGNS.com/2453

774-327-2453

116.4"W x 36"H



46.6"W x 55"H

NOTE: NOT TO SCALE. FOR VISUAL REFERENCE ONLY.

FASTSIGNS

40 EVERGREEN CIRCLE, UNIT 1, MASHPEE, MA 02649
FASTSIGNS.COM/2453 774-327-2453

456 INVOICE NUMBER	02/24/2025 PROOF DATE	HAVEN MARINA COMPANY/CLIENT NAME	SUSAN FITZGERALD FASTSIGNS SALES REPRESENTATIVE	MADLINE HENDRICKS FASTSIGNS DESIGNER
-----------------------	--------------------------	-------------------------------------	--	---

ABOVE SIGN DIMENSIONS	x1 OF EACH QUANTITY	1/2" ACRYLIC, PAINTED SUBSTRATE	N/A PRINT TYPE	N/A LAMINATE
--------------------------	------------------------	------------------------------------	-------------------	-----------------

At FASTSIGNS we take pride in precision, but the final examination for accuracy is your responsibility. Before giving approval, please examine all proofs carefully for the accuracy of information presented, as well as quantity, sizes, spelling, punctuation, graphics, colors and general layout. If you gave any questions or comments pertaining to this proof, please contact your sales representative.

Proof 1	Proof 2	Proof 3	Proof 4	Proof 5
FREE	FREE	\$35	\$35	\$35

FIRST 2 PROOFS FREE - \$35 FOR EACH PROOF AFTER



Applicant Name Mark Connolly

Street Number 40 EVERGRE Street Name Unit 1

City MASHPEE State MA Zip 02649

Telephone 774-327-2453 Email 2453@fastsigns.com

SECTION 4 - MAILING ADDRESS

Street Number 40 EVERGRE Street Name Unit 1

City MASHPEE State MA Zip 02649

SECTION 5 - WORK DETAILS

Name of Store of Development Haven Marina

Number of Signs 2 Percentage of aggregate coverage of front wall _____

Approve by Design Site Review meeting on _____

Type of Sign Wall Free Standing Projecting Awning Banner
 Portable Sign Window Blade Off Premise/Variance

Is this a replacement of the same size Sign Yes No Historic District Yes No

Is the Sign(s) Illuminated? Yes No

Is the Sign a promotional sign? Yes No Date 02/17/25

Dimensions of Sign(s)

Length	Width	Height	Area
_____	_____	_____	_____
Length	Width	Height	Area
_____	_____	_____	_____
Length	Width	Height	Area
_____	_____	_____	_____

Wall Linear Feet _____ Set back from Freestanding _____

Brief Description of Proposed Work _____

SECTION 6 - CONTRACTOR INFORMATION

Name Fastsigns Cape Cod Type _____

LIC No. _____ VERIFY NA Expiration Date _____

Business Name _____ Type _____

LIC No. _____ Expiration Date _____

Street Number _____ Street Name _____

City _____ State _____ Zip _____

Telephone No. _____ Alternate Tel. No. _____

Email _____

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

Owner/Licensee _____

SECTION 7 - ESTIMATED COST

Estimated Value of Work \$ 4,500.00

SECTION 8 - PROPERTY OWNER AUTHORIZATION

I am the Owner Contractor / Agent

I, GREEN POND HOLDINGS LLC as owner of the subject property hereby authorize Mark Connolly to act on my behalf, in all matters relative to work authorized by this building permit application.

Property Owner's Email rjohnson@havenmarina.com 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 02/19/25

SECTION 9 - DECLARATION

I, Mark Connolly 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 02/17/25

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.



ITEM REPORT

To: Town of Falmouth Select Board

Submitted By: Mike Renshaw, Town Manager

Meeting Date: April 28, 2025

Department/Office: Town Manager/Select Board

Item Name: Consider the request from John Wesley United Methodist Church for a reduction of the special event permit fee for the Sunday Beach Services on Sundays from 7/6/25 - 8/31/25 (except 7/13 and 8/17) **(5 minutes)**

Purpose:

The Select Board will consider the approval of a request from John Wesley United Methodist Church for a waiver/reduction of the special event permit fee for Sunday Worship Services at Surf Drive Beach from July 6, 2025 through August 31, 2025.

Background/Summary:

- The applicant is requesting a reduction of the permit fees associated with this event similar to the reduction provided over the course of the past nine years.
- In accordance with the approved Fee Schedule, the permit fee for this event is calculated based upon the following formula:

$\$75/\text{day permit fee} \times 8 \text{ days} = \600.00
 $\text{First and last day} = \150.00
 $6 \text{ days} = \$450.00 - \$337.50 \text{ (75\% reduction)} = \112.50
 $\$112.50 + \$150.00 = \$262.50 \text{ reduced permit fee}$

- Over the course of the previous nine years, the Select Board has voted each year to reduce the special event permit fee to \$262.50 per the formula.

Recommended Actions:

Department Recommendation:

Based upon the Select Board’s previous decisions to reduce the special event permit fees over the past nine years, the Town Manager is recommending that the Select Board approve the request from the John Wesley United Methodist Church for a reduction of the special event permit fee for Sunday Worship Services at Surf Drive Beach from July 6, 2025 through August 31, 2025 to the reduced amount of \$262.50.

Options:

- Motion to approve the request from the John Wesley United Methodist Church for a reduction of the special event permit fee for Sunday Worship Services at Surf Drive Beach from July 6, 2025 through August 31, 2025 to the reduced amount of \$262.50.
- Motion to deny approval of the request from the John Wesley United Methodist Church for a reduction of the special event permit fee for Sunday Worship Services at Surf Drive Beach from July 6, 2025 through August 31, 2025 to the reduced amount of \$262.50.
- Motion to reduce the special event permit fee to a certain Board specified amount.

Town Manager's Comments:

The Town Manager is recommending that the Select Board approve the request from the John Wesley United Methodist Church for a reduction of the special event permit fee for Sunday Worship Services at Surf Drive Beach from July 6, 2025 through August 31, 2025 to the reduced amount of \$262.50.

Budget:

Applicable? (yes or no):

No

Budgeted? (yes or no):

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
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Finance Director's Comments (if applicable): N/A.

N/A

Attachments:

1. Fee Waiver - Sunday Worship Services-John Wesley

Request for Fee Waiver:

Sunday Worship Services

John Wesley United Methodist Church

Sundays, July 6 – August 31, 2025 (except July 13 and August 17) (8 days).

7:30 a.m. to 8:00 a.m.

Surf Drive Beach

Notes:

The applicant is requesting a reduction in the permit fee.

Fee Reduction:

The calculation of the standard reduction in permit fee is as follows:

\$75.00 per day permit fee x 8 days = \$600.00

First and last day = \$150.00

6 days = \$450.00 - \$337.50 (75% reduction) = \$112.50

\$112.50 + 150.00

= \$262.50 permit fee

The Select Board has voted in recent past years to reduce the fee as follows:

2024	\$262.50
2023	\$262.50
2022	\$262.50
2021	\$262.50
2020	\$262.50 (events cancelled)
2019	\$262.50
2018	\$262.50
2017	\$262.50
2016	\$262.50

4/28/2025



John Wesley United Methodist Church

Love God. Love Others. Serve the World.



Special Events Internal Working Group
Falmouth Select Board
Falmouth Town Hall
59 Town Hall Square
Falmouth, MA 02540

March 13, 2025

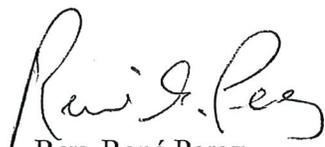
Dear Madams and Sirs:

On behalf of the John Wesley United Methodist Church, I am writing to ask your approval to use Surf Drive Beach again this summer to hold a brief non-denominational worship service on Sunday mornings. As we have done the previous summers, we would gather every Sunday from 7:30am-8:00am. Our first service would be on July 6th and run through August 31st. We would not hold services on July 13th – Falmouth Triathlon, or August 17th – Road Race.

I would also ask the Board of Selectmen for a fee waiver under the Fee Waiver Policy, where recurring events are granted a discount up to 75% of the daily charge, excluding the first and last days. We have received this waiver each year in the past, based on the fact that this service provides a broad community benefit, and there is no additional cost to the town, as the beach attendant is already at the beach prior to our service and we leave prior to the opening of the parking lot. This would be a total of 8 Sundays, so with the first and last days being $\$75 \times 2 = \150 , plus 75% reduction of the remaining 6 days, ($\$18.75 \times 6 = \112.50), our total would be $\$262.50$. Attached is our application form.

Thank you very much for your consideration. If I can provide additional information, please don't hesitate to contact me.

Very truly yours,


Rev. René Perez



ITEM REPORT

To: Town of Falmouth Select Board

Submitted By: Phyllis Downey, Administrative Assistant

Meeting Date: April 28, 2025

Department/Office: Town Manager/Select Board

Item Name: Consider approval of a Second-Hand Dealer License Renewal for Cape Cod Gold & Silver Coin located at 424 Main Street, Falmouth (**5 minutes**)

Purpose:

Annual Renewal of a Second-Hand Dealer License to be effective May 1, 2025, to April 30, 2026.

Background/Summary:

- This is an application to approve a request to renew a Second-Hand Dealer License. The application was delayed due to unavoidable circumstances.
- Cape Cod Gold and Silver Coin has been licensed as a Second-Hand Dealer at 424 Main Street, Falmouth, for more than 15 years.

Recommended Actions:

Department Recommendation:

The Town Manager's Office recommends approving the renewal application as presented.

Options:

- Motion to approve the application for renewal of the Second -Hand Dealer License for Cape Cod Gold & Silver Coin as presented
- Motion to deny the renewal of the Second -Hand Dealer License for Cape Cod Gold & Silver Coin
- Some other Select Board voted alternative.

Town Manager's Comments:

The Town Manager recommends that the Select Board approve the Second-Hand Dealer License Renewal for Cape Cod Gold & Silver Coin located at 424 Main Street, Falmouth as presented.

Budget:

Applicable? (yes or no):

No

Budgeted? (yes or no):

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
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Finance Director's Comments (if applicable):

N/A

Attachments:

1. License Renewal for 2025 Cape Cod Gold & Silver-Second-Hand Dealer License

LICENSE APPLICATION REVIEW

Restaurant/Business: Cape Cod Gold & Silver Coin

Address: 424 Main Street, Falmouth

License Type: Second-Hand Dealer License Renewal

NOTES:

License Renewal Application submitted for Select Board approval on April 28, 2025. This type of license is effective May 1st through April 30th.



Item: 5.a.1.

ITEM REPORT

To: Town of Falmouth Select Board

Submitted By: Phyllis Downey, Administrative Assistant

Meeting Date: April 28, 2025

Department/Office: Town Manager/Select Board

Item Name: Consider the request from Landfall, Inc. d/b/a Landfall Restaurant, 9 Luscombe Avenue, Woods Hole, to extend its Seasonal All-Alcoholic Common Victualler License until January 2, 2026

Purpose:

To see if the Select Board will approve a request to extend the Seasonal All Alcoholic Beverages Restaurant License through January 2, 2026.

Background/Summary:

- The Landfall Restaurant is a Seasonal All-Alcoholic Beverages Restaurant licensed to operate through November 30, 2025.
- The restaurant is also licensed for Entertainment and Sunday Entertainment.
- The restaurant would like to be open some days and weekends between December 1, 2025, and January 2, 2026.
- The request to extend the season by Landfall Restaurant has been approved by the Select Board for more than 10 years.
- No hearing is required for extension of a seasonal license.

Recommended Actions:

Department Recommendation:

The Town Manager's Office recommends approval of the request by Landfall, Inc. d/b/a Landfall Restaurant located at 9 Luscombe Avenue, Woods Hole to extend its Seasonal All Alcoholic Beverages Restaurant License to expire January 2, 2026.

Options:

- Motion to approve the request by Landfall, Inc. d/b/a Landfall Restaurant located at 9 Luscombe Avenue, Woods Hole to extend its Seasonal All Alcoholic Beverages Restaurant License to January 2, 2026.

- Motion to deny the request by Landfall, Inc. d/b/a Landfall Restaurant located at 9 Luscombe Avenue, Woods Hole to extend its Seasonal All Alcoholic Beverages Restaurant License to January 2, 2026.
- Some other Select Board approved alternative.

Town Manager's Comments:

The Town Manager recommends that the Select Board approve the request by Landfall, Inc. d/b/a Landfall Restaurant located at 9 Luscombe Avenue, Woods Hole to extend its Seasonal All Alcoholic Beverages Restaurant License to expire January 2, 2026.

Budget:

Applicable? (yes or no):

No

Budgeted? (yes or no):

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
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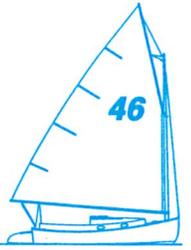
Finance Director's Comments (if applicable):

N/A

Attachments:

1. Landfall Restaurant Request to Extend Seasonal License

Landfall Restaurant



Box 107, Woods Hole Harbor, Cape Cod, Massachusetts 02543

Falmouth Selectmen
Town Hall Square
Falmouth, Ma 02540

March 5, 2025

Dear Falmouth Selectmen,

The Landfall Restaurant would like to apply for an extension of our 2025 Liquor license. We would ask that the extension be for December 1st 2025 to January 2nd 2026. Thank you for your attention in this matter.

Sincerely,

James Estes and Kathleen Stuhlfire

Handwritten signature of James Estes and Kathleen Stuhlfire.



Item: 5.a.2.

ITEM REPORT

To: Town of Falmouth Select Board

Submitted By: Phyllis Downey, Administrative Assistant

Meeting Date: April 28, 2025

Department/Office: Town Manager/Select Board

Item Name: Consider a vote to approve an application by Markantonis Restaurant Group, Inc. located at 117 Main Street, Falmouth for a Change of d/b/a for its All-Alcoholic Beverages Restaurant License

Purpose:

The Select Board will consider a vote to approve the application by Markantonis Restaurant Group, Inc. to change its DBA (restaurant name) from Estia to Asti.

Background/Summary: The Change of DBA (restaurant name) is needed due to an Internet Protocol conflict.

- The applicant submitted the required Application for Amendment-Change of Business Entity Information form (attached) on April 14, 2025.
- No hearing is required for this type of license amendment. However, the Tax, Assessor, Zoning, Fire & Rescue, Police, Building, and Health Departments have been made aware of the change and expressed no concerns.
- If approved, the application will be forwarded to the ABCC for review and approval.

Recommended Actions:

Department Recommendation:

The Town Manager recommends that the Select Board approve the application by Markantonis Restaurant Group, Inc. to change its DBA (restaurant name) from Estia to Asti, as presented.

Options:

- Motion to approve the application by Markantonis Restaurant Group, Inc. to change its DBA (restaurant name) from Estia to Asti as presented.
- Motion to deny the approval of the application by Markantonis Restaurant Group, Inc. to change its DBA (restaurant name) from Estia to Asti.
- Some other Board defined alternative.

Town Manager's Comments:

The Town Manager recommends that the Select Board approve the application by Markantonis Restaurant Group, Inc. to change its DBA (restaurant name) from Estia to Asti, as presented.

Budget:

Applicable? (yes or no):

No

Budgeted? (yes or no):

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
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Finance Director's Comments (if applicable):

N/A

Attachments:

1. Markantonis Restaurant Group Change of DBA application

LICENSE APPLICATION REVIEW

Restaurant/Business: Markantonis Restaurant Group, Inc.

Address: 117 Main Street

License Type: All Alcoholic Beverages Restaurant License

New License _____

Transfer of License _____

Change of License Change of DBA

Police _____

Fire _____

Building _____

Health _____

Zoning _____

Planning _____

DPW _____

NOTES:

Due to an IP conflict with another restaurant Estia has applied for a Change of DBA, changing the name to Asti. No hearing is required for this type of license amendment.



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

APPLICATION FOR AMENDMENT-Change of Business Entity Information

Change of Corporate Name

Change of DBA

- ✓ Payment Receipt (Req. for Chg of Corp Name only)
- ✓ Monetary Transmittal Form
- ✓ DOR Certificate of Good Standing (Req. for Chg of Corp Name only)
- ✓ DUA Certificate of Compliance (Req. for Chg of Corp Name only)
- ✓ Change of Corporate Name/DBA Application
- ✓ Vote of the Entity
- ✓ Business Structure Documents
 - If Sole Proprietor, **Business Certificate**
 - If partnership, **Partnership Agreement**
 - If corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth

Change of Corporate Structure

- Payment Receipt
- Monetary Transmittal Form
- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Corporate Structure Application
- Vote of the Entity
- Business Structure Documents
 - If Sole Proprietor, **Business Certificate**
 - If partnership, **Partnership Agreement**
 - If corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth

1. BUSINESS ENTITY INFORMATION

Entity Name	Municipality	ABCC License Number
Markantonis Restaurant Group	Falmouth	04094-RS-0390

Please provide a narrative overview of the transaction(s) being applied for.

We are changing our DBA name to resolve a conflict with another business entity that is claiming ownership to the name "Estia".

APPLICATION CONTACT

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

Name	Title	Email	Phone
Demetrios Markantonis	Manager	demetri@estiacapecod.com	617- [REDACTED]

2. CHANGES TO BUSINESS ENTITY INFORMATION

2a. Change of Corporate Name	Last-Approved Corporate Name:	Markantonis Restaurant Group, Inc.
	Requested New Corporate Name:	
2b. Change of DBA	Last-Approved DBA:	Esita
	Requested New DBA:	Asti
2c. Change of Corporate Structure	Last-Approved Corporate Structure	Corporation
LLC, Corporation, Sole Proprietor, etc	Requested New Corporate Structure	Corporation

Signature:

Date: 4/14/2025

Title: Manager



Town of Falmouth BUSINESS CERTIFICATE (DBA)

In conformity with the provisions of Chapter one hundred and ten, Section five of the General Laws of the State of Massachusetts, as amended, the undersigned hereby declare(s) that a business under the title of;

Asti

(Business Name)

Restaurant

(Type of Business)

Is conducting business at or from the following address in the Town of Falmouth:

117 Main St. Falmouth, MA 02540

(Address of Business)

508.548.3300

(Phone Number)

By the following named person(s):

Owner 1 Demetrios Mackantonis

(Full Name)

37 Summersea Rd, Marshpee, MA 02649

(Address)

[Signature]

(Signature)

617.755.3274

(Phone Number)

Owner 2 _____

(Full Name)

(Address)

(Signature)

(Phone Number)

Commonwealth of Massachusetts
County of Barnstable

On this _____ day of _____, 20____, before me, the undersigned notary public, personally appeared _____, proved to me through satisfactory evidence of identification, to be the person whose name is signed on the preceding or attached document in my presence.

(seal)

Notary Public Signature

A certificate issued in accordance with this section of MGL shall be in force and effect for (4) four years from the date received and shall be renewed each four years thereafter so long as such business shall be conducted and shall lapse and be void unless renewed.

Received Date April 14, 2025

Expiration Date April 14, 2029

Michael Palmer

Michael Palmer, Town Clerk

Business Entity Summary

ID Number: 001237877

[Request certificate](#)

[New search](#)

Summary for: **MARKANTONIS RESTAURANT GROUP, INC.**

The exact name of the Domestic Profit Corporation: MARKANTONIS RESTAURANT GROUP, INC.			
Entity type: Domestic Profit Corporation			
Identification Number: 001237877			
Date of Organization in Massachusetts: 08-29-2016	Date of Revival:		
Last date certain:			
Current Fiscal Month/Day: 12/31	Previous Fiscal Month/Day: 12/31		
The location of the Principal Office:			
Address: 17 HIGHWOOD WAY			
City or town, State, Zip code, Country: MASHPEE, MA 02649 USA			
The name and address of the Registered Agent:			
Name: CATHERINE MARKANTONIS			
Address: 117 MAIN STREET -			
City or town, State, Zip code, Country: FALMOUTH, MA 02540 USA			
The Officers and Directors of the Corporation:			
Title	Individual Name	Address	
PRESIDENT	CATHERINE S. MARKANTONIS	17 HIGHWOOD WAY MASHPEE, MA 02649 USA	
TREASURER	CATHERINE MARKANTONIS	17 HIGHWOOD WAY MASHPEE, MA 02649 USA	
SECRETARY	DEMETRIOS J. MARKANTONIS	17 HIGHWOOD WAY MASHPEE, MA 02649 USA	
DIRECTOR	DEMETRIOS J. MARKANTONIS	17 HIGHWOOD WAY MASHPEE, MA 02649 USA	
DIRECTOR	CATHERINE MARKANTONIS	17 HIGHWOOD WAY MASHPEE, MA 02649 USA	
Business entity stock is publicly traded:			
The total number of shares and the par value, if any, of each class of stock which this business entity is authorized to issue:			
Class of Stock	Par value per share	Total Authorized	Total issued and outstanding
		No. of shares	Total par value
			No. of shares
CNP	0	10,000	\$0
<input type="checkbox"/> Consent <input type="checkbox"/> Confidential Data <input type="checkbox"/> Merger Allowed <input type="checkbox"/> Manufacturing			
View filings for this business entity:			
ALL FILINGS Annual Report Application For Revival Articles of Amendment Articles of Charter Surrender Articles of Consolidation, Dissolution and Domestication			
View filings			
Comments or notes associated with this business entity:			

[New search](#)



Item: 5.a.3.

ITEM REPORT

To: Town of Falmouth Select Board

Submitted By: Mike Renshaw, Town Manager

Meeting Date: April 28, 2025

Department/Office: Town Manager/Select Board

Item Name: Consider a vote to approve an application for a Special One-Day Wine and Malt Liquor License - Gray Matter Marketing - Cape Cod Brew Fest - Cape Cod Fairgrounds, 1220 Nathan Ellis Hwy., E. Falmouth - Saturday, 9/20/25 from 2:00 p.m. to 5:30 p.m.

Purpose:

The Select Board will consider the approval of an application for Special One-Day Wine and Malt Liquor License - Gray Matter Marketing - Cape Cod Brew Fest - Cape Cod Fairgrounds, 1220 Nathan Ellis Hwy., E. Falmouth - Saturday, September 20, 2025.

Background/Summary:

- Applicant Matt Gray submitted the Special One-Day License application for the Sale of Wine and Malt Alcoholic Beverages on February 24, 2025.
- The event, titled Cape Cod Brew Fest, will be held on Saturday, September 20, 2025, from 2:00 to 5:30 PM, and approximately 1,200 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 Wednesday, April 2, 2025, and the Working Group recommended approval.

Recommended Actions:

Department Recommendation:

The Town Manager recommends that the Select Board approve the application for a Special One-Day Wine and Malt Liquor License - Gray Matter Marketing - Cape Cod Brew Fest - Cape Cod Fairgrounds, 1220 Nathan Ellis Hwy., E. Falmouth - Saturday, September 20, 2025 as presented.

Options:

- Motion to approve the application for a Special One-Day Wine and Malt Liquor License - Gray Matter Marketing - Cape Cod Brew Fest- Cape Cod Fairgrounds, 1220 Nathan Ellis Hwy., E. Falmouth - Saturday, September 20, 2025 as presented.

- Motion to deny approval of the application for a Special One-Day Wine and Malt Liquor License - Gray Matter Marketing - Cape Cod Brew Fest - Cape Cod Fairgrounds, 1220 Nathan Ellis Hwy., E. Falmouth - Saturday, September 20, 2025 as presented.
- Select Board defined alternative.

Town Manager's Comments:

The Town Manager recommends that the Select Board approve the application for a Special One-Day Wine and Malt Liquor License - Gray Matter Marketing - Cape Cod Brew Fest - Cape Cod Fairgrounds, 1220 Nathan Ellis Hwy., E. Falmouth - Saturday, September 20, 2025 as presented.

Budget:

Applicable? (yes or no):

No.

Budgeted? (yes or no):

No.

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
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Finance Director's Comments (if applicable):

N/A.

Attachments:

1. One-Day LL - Cape Cod Brew Fest

Town Manager's Working Group Review Form

Meeting/Review Date: Wednesday, April 2, 2025
 Event Name: Cape Cod Brew Fest
 Event Description: Local and regional craft beer festival
 Applicant: Gray Matter Marketing, Matthew Gray, Claire
 Location: Cape Cod Fairgrounds
 Date of Event: Saturday, September 20, 2025 Time: 2:00 p.m. to 5:30 p.m.
 Rain Date: None
 Set-up Date: 9/20 Time: _____ Breakdown Date: 9/20 Time: _____
 Number of Attendees: 1,200
 Recurrence/# Years at Site: Recurring event 13 years
 One-Day Liquor License? Y/N Yes Food/Beverages? Y/N Yes. 3-5 food trucks.
 Signs: Y/N No How Many: _____ Where: _____
 Tents: Y/N Yes How Many: _____ Size: _____ Where: _____
 Parking Plan: Cape Cod Fairgrounds lots
 Entertainment: _____

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 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 type="checkbox"/>
Bicycle & Pedestrian Committee	_____	_____	Y <input type="checkbox"/>	N <input type="checkbox"/>
Other <i>Town Counsel</i>	_____	_____	Y <input type="checkbox"/>	N <input checked="" 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	Saturday, 9/20 - 10:00 - 11:30 am
Wedding - Conner	Old Silver Beach	Saturday, 9/20 - 6:00 - 6:30 pm
_____	_____	_____
_____	_____	_____

Known Private Events on this Date or Weekend:

_____	_____	_____
_____	_____	_____
_____	_____	_____

Additional Requests:

Will have JFA Security on site checking ID's and providing crowd control.

Falmouth Police and Fire on site for safety and traffic assistance.

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:

Conditions, comments, recommendations:

Solid Waste & Recycling Plan:

Correspondence Received:

Initial/Town Manager

Fees:

Fee Waiver Request: Yes/No No

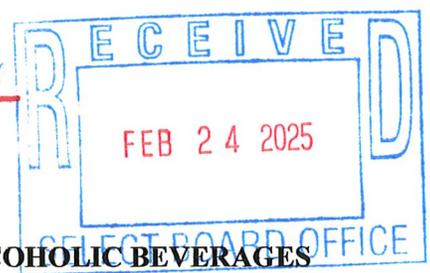
To Select Board for Approval:

Approved _____ Not Approved _____

If approved, terms:



PAID \$35.00 CLK 2374



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: Matthew Gray

ADDRESS OF APPLICANT: 87 Col. Christopher Greene

Portsmouth RI 02871
TOWN STATE ZIP CODE

NAME OF ORGANIZATION: Gray Matter Marketing

MAILING ADDRESS: 87 Col. Christopher Greene Rd, Portsmouth, RI 02871

TELEPHONE #: 401-318-2991, 401-266-8992 EMAIL: claire@graymattermarketing.com, matt@graymattermarketing.com

LOCATION TO BE LICENSED-ADDRESS: 1221 Nathan Ellis Hwy

Falmouth MA 02536
TOWN STATE ZIP CODE

EVENT TITLE: Cape Cod Brew Fest APPROXIMATE # OF PEOPLE: 1200

DATE(S) OF EVENT: 9/20/2025 HOURS OF EVENT: 2-5:30pm

AUTHORIZED MANAGER OF ESTABLISHMENT EVENT: Matthew Gray

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

REQUIREMENTS check list:

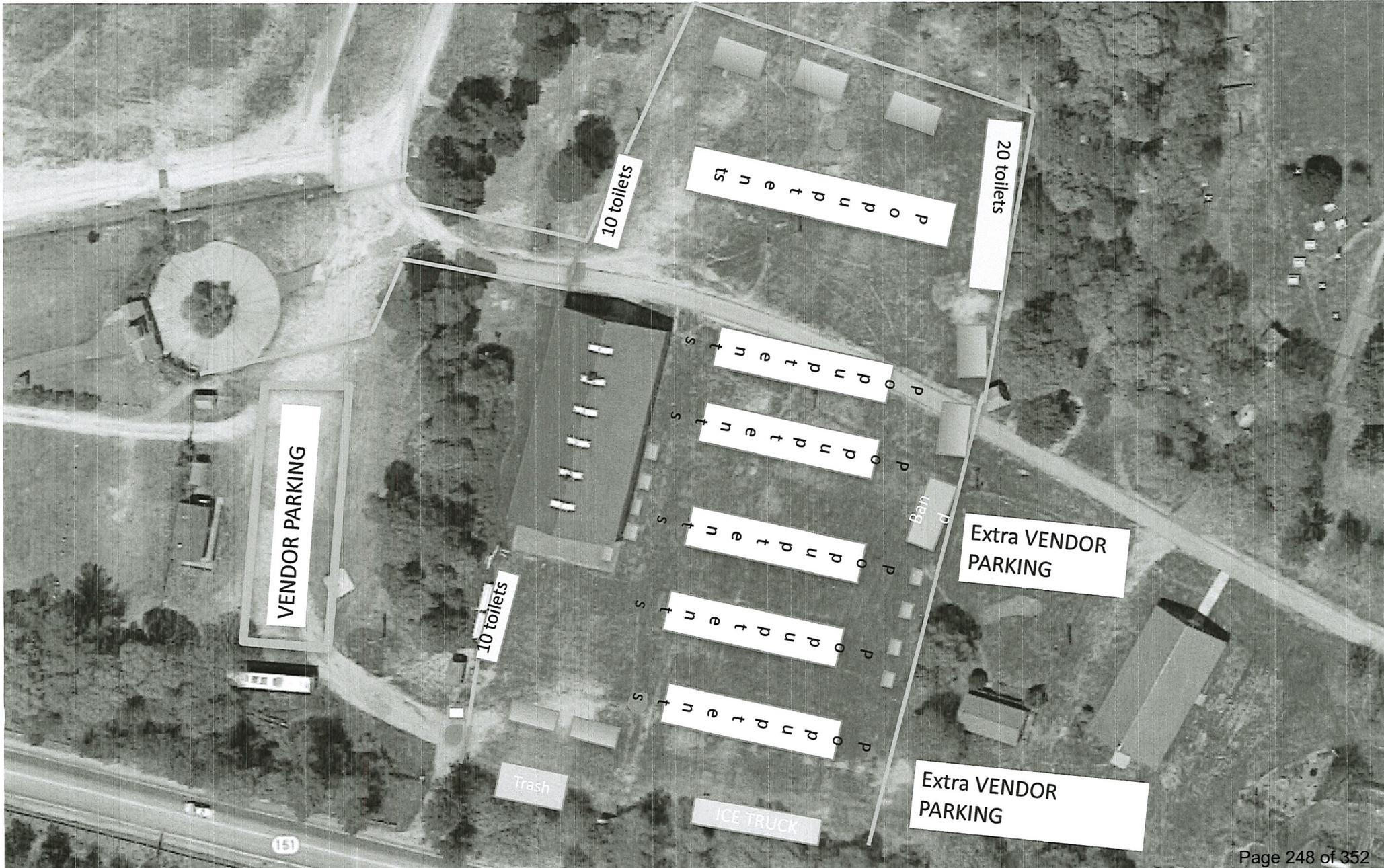
1. Submit in a separate note or letter a narrative overview of the event including a description of the premises, food service, and the alcohol security plan
2. Certificate of non-profit status for All Alcoholic Beverages Licenses ONLY)
3. Certificate of liquor liability insurance; 1 MILLION PER OCCURANCE - \$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)

11/19/2025
DATE

Matthew Gray
APPLICANT SIGNATURE

FEE: \$25.00 PER DAY submitted
\$10.00 FILING FEE 2/18/25

-  Food Trucks/Vendors
-  Fencing
-  barricade
-  Security points
- No Parking signs**



Cape Cod Brew Fest
Saturday, September 20th, 2025
2-5:30m at the Cape Cod Fairgrounds
12201 Nathan Ellis Hwy
Falmouth, MA 02536



This will be the 13th annual Cape Cod Brew Fest - an event that celebrates local and regional craft beers in a fall festival. We will have 3-5 food trucks on site to accompany the drink offerings. This event usually hosts about 1500 attendees and provides a donation to the Barnstable County Agricultural society.

We will have JFA Security on site checking IDs and providing crowd control as well as Falmouth Police and Fire on site for safety and traffic assistance.

We will be working with the health department for all food requirements.

Please see attached floor plan and insurance info as well as TIPS certificates will be forthcoming.



Item: 5.a.4.

ITEM REPORT

To: Town of Falmouth Select Board

Submitted By: Mike Renshaw, Town Manager

Meeting Date: April 28, 2025

Department/Office: Town Manager/Select Board

Item Name: Consider a vote to approve an application for a Special One-Day Wine and Malt Liquor License - Lupus Foundation of New England - Cape Cod Food Truck & Craft Beer Festival - Cape Cod Fairgrounds, 1220 Nathan Ellis Hwy., E. Falmouth - Saturday, 8/16/25 from 11:00 a.m. to 5:00 p.m.

Purpose:

The Select Board will consider a vote to approve an application for a Special One-Day Wine and Malt Liquor License - Lupus Foundation of New England - Cape Cod Food Truck & Craft Beer Festival - Cape Cod Fairgrounds, 1220 Nathan Ellis Hwy., E. Falmouth on Saturday, 8/16/25 from 11:00 a.m. to 5:00 p.m.

Background/Summary:

- The applicant, Beverly Goodell, submitted on behalf of the Lupus Foundation New England an application for a Special One-Day Liquor License for the Sale of Alcoholic Beverages on March 20, 2025.
- The event, titled Cape Cod Food and Truck & Craft Beer Festival, will take place on August 16, 2025 from 11:00 AM to 5:00 PM at the Cape Cod Fairgrounds (1220 Nathan Ellis Highway).
- The event is expected to draw approximately 2,000 attendees, and the applicant states that either a DJ or live music involving a "small P/A system" will be used for entertainment.
- The applicant states that Craft Collective will provide beer and TIP-certified servers for the event, and that ID checks will be conducted at the front gate and wristbands will be issued to those over 21 years of age.
- A site plan, TIPS certificates, and Certificate of Liability Insurance has has been submitted (see attached).

Recommended Actions:

Department Recommendation:

The Town Manager recommends that the Select Board approve the application for a Special

One-Day Wine and Malt Liquor License - Lupus Foundation of New England - Cape Cod Food Truck & Craft Beer Festival - Cape Cod Fairgrounds, 1220 Nathan Ellis Hwy., E. Falmouth - Saturday, 8/16/25 from 11:00 a.m. to 5:00 p.m., as presented.

Options:

- Motion to approve the application for a Special One-Day Wine and Malt Liquor License - Lupus Foundation of New England - Cape Cod Food Truck & Craft Beer Festival - Cape Cod Fairgrounds, 1220 Nathan Ellis Hwy., E. Falmouth - Saturday, 8/16/25 from 11:00 a.m. to 5:00 p.m. as presented.
- Motion to deny approval of the application for a Special One-Day Wine and Malt Liquor License - Lupus Foundation of New England - Cape Cod Food Truck & Craft Beer Festival - Cape Cod Fairgrounds, 1220 Nathan Ellis Hwy., E. Falmouth - Saturday, 8/16/25 from 11:00 a.m. to 5:00 p.m.
- Some other Board-defined alternative.

Town Manager's Comments:

The Town Manager recommends that the Select Board approve the application for a Special One-Day Wine and Malt Liquor License - Lupus Foundation of New England - Cape Cod Food Truck & Craft Beer Festival - Cape Cod Fairgrounds, 1220 Nathan Ellis Hwy., E. Falmouth - Saturday, 8/16/25 from 11:00 a.m. to 5:00 p.m., as presented.

Budget:

Applicable? (yes or no):

No

Budgeted? (yes or no):

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
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Finance Director's Comments (if applicable):

N/A

Attachments:

1. Lupus Foundation NE_Cape Cod Food Truck and Craft Beer Festival Application Materials



PAID

\$ 10.00 *438346*

\$25.00 ck#
438396



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:

Beverly Goodell

ADDRESS OF APPLICANT:

290 W Boylston St, Suite 60676

Worcester

TOWN

MA

STATE

01606

ZIP CODE

NAME OF ORGANIZATION:

Lupus Foundation New England

MAILING ADDRESS:

Same as above

TELEPHONE #:

508-713-5199

EMAIL:

bgoodell@lupusne.org

LOCATION TO BE LICENSED-ADDRESS:

1220 Nathan Ellis Hwy (Cape Cod Fairgrounds)

E Falmouth

TOWN

MA

STATE

02536

ZIP CODE

EVENT TITLE:

Cape Cod Food Truck & Crab Beer Festival

APPROXIMATE # OF PEOPLE:

2000

DATE(S) OF EVENT:

8/16/25

HOURS OF EVENT:

11am - 5pm

AUTHORIZED MANAGER OF ESTABLISHMENT EVENT:

Anthony Pepe

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)

DATE

[Empty box for date]

APPLICANT SIGNATURE

B Goodell

FEE DUE UPON SUBMISSION:

\$25.00 PER DAY payable by Cashier's or Bank Check only
\$10.00 FILING FEE



TO: ALL CONCERNED
FROM: The FTFA Team
DATE: March 17, 2025

RE: SECURITY PLAN – FALMOUTH LICENSING BOARD

Hours of Operation:

WHAT: Cape Cod Food Truck & Craft Beer Festival
WHERE: Cape Cod Fairgrounds, 1220 Nathan Ellis Hwy, E Falmouth MA 02536
WHEN: Saturday, August 16, 2025, **11 am to 5 pm** – Last call 4:30 pm

Distributor: Craft Collective will provide the beer and servers for our event.

Security: I.D. Checks will happen at the front gate. I.D. Checkers will ensure everyone drinking will be 21 or older. They will then issue a wristband that reads FTFA 21+. All servers from Craft Collective know to only serve those with a wristband. Wristbands are non-transferable.

Flow & Control: This event is for all ages, a family-friendly event. Our main entrance/exit will be the only point of normal entry and exit. Personnel will be posted at the main entrance/exit with a mechanical counter. This person's sole responsibility will be to keep an accurate count of people entering and leaving the area. All the other exits except the main exit/entrance point will be designated as emergency exits only.

Beer will be served out of a fenced-in tent – see site plan.

Entertainment: We are planning to have either a DJ or live music at our event—a small P/A System.

Police: FTFA will hire the number of police officers that the Town of Falmouth requires.

Anthony Pepe

Anthony Pepe
Owner
Food Truck Festivals of America
781-956-3832

12TH ANNUAL

CAPE COD FOOD & CRAFT TRUCK & BEER FESTIVAL



**MAIN
ENTRANCE**

EXIT

BEER GARDEN

**DRINK
TICKETS**

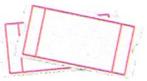


SPONSORS

ARTISANS

**EMERGENCY
EXIT** →

**FOOD TRUCK
FESTIVALS
OF AMERICA**



Drink Tickets



Restrooms



Food Trucks



Beer Truck /
Ice Truck





CERTIFICATE OF COMPLETION

This certifies that

Anthony Pepe

is awarded this certificate for

TIPS Concessions Alcohol Training



Hours
3.00



Completion Date
03/05/2025



Expiration Date
03/04/2028



Certificate #
000036196009

Official Signature

THIS CERTIFICATE IS NON-TRANSFERABLE

6504 Bridge Point Parkway, Suite 100 | Austin, TX 78730 | www.360training.com

(CUT HERE)

(CUT HERE)



Issued: 03/05/2025
Certificate #: 000036196009

Anthony Pepe

CERTIFIED

Expires: 03/04/2028



Phone: 800-438-8477
www.gettips.com

This card was issued for successful completion of the TIPS program.

Signature _____



CERTIFICATE OF COMPLETION

This certifies that

Robyn Pepe

is awarded this certificate for

TIPS Concessions Alcohol Training



Hours
3.00



Completion Date
03/07/2025



Expiration Date
03/06/2028



Certificate #
000036347043

Official Signature

THIS CERTIFICATE IS NON-TRANSFERABLE

6504 Bridge Point Parkway, Suite 100 | Austin, TX 78730 | www.360training.com

(CUT HERE)

(CUT HERE)



Issued: 03/07/2025
Certificate #: 000036347043

Robyn Pepe

CERTIFIED

Expires: 03/06/2028



Phone: 800-438-8477
www.gettips.com

This card was issued for successful completion of the TIPS program.

Signature _____



CERTIFICATE OF COMPLETION

This certifies that

Michelle Buckley

is awarded this certificate for

TIPS Concessions Alcohol Training



Hours
3.00



Completion Date
02/18/2025



Expiration Date
02/18/2028



Certificate #
000036182861

Official Signature

THIS CERTIFICATE IS NON-TRANSFERABLE

6504 Bridge Point Parkway, Suite 100 | Austin, TX 78730 | www.360training.com

(CUT HERE)

(CUT HERE)



Issued: 02/18/2025
Certificate #: 000036182861

Michelle Buckley
247 Washington Street, Stoughton, MA, USA
Stoughton MA 02072

CERTIFIED

Expires: 02/18/2028



Phone: 800-438-8477
www.gettips.com

This card was issued for successful completion of the TIPS program.

Signature _____



CERTIFICATE OF COMPLETION

This certifies that

Matthew Lowney

is awarded this certificate for

TIPS Concessions Alcohol Training

Hours
3.00

Completion Date
03/14/2025

Expiration Date
03/13/2028

Certificate #
000036380386

Official Signature

THIS CERTIFICATE IS NON-TRANSFERABLE

6504 Bridge Point Parkway, Suite 100 | Austin, TX 78730 | www.360training.com

(CUT HERE)

(CUT HERE)



Issued: 03/14/2025
Certificate #: 000036380386

Matthew Lowney

CERTIFIED

Expires: 03/13/2028



Phone: 800-438-8477
www.gettips.com

This card was issued for successful completion of the TIPS program.

Signature _____



CERTIFICATE OF COMPLETION

This certifies that

Michael Mateo

is awarded this certificate for

TIPS Concessions Alcohol Training



Hours
3.00



Completion Date
03/13/2025



Expiration Date
03/12/2028



Certificate #
000036380379

Official Signature

THIS CERTIFICATE IS NON-TRANSFERABLE

6504 Bridge Point Parkway, Suite 100 | Austin, TX 78730 | www.360training.com

(CUT HERE)

(CUT HERE)



Issued: 03/13/2025
Certificate #: 000036380379

Michael Mateo

CERTIFIED

Expires: 03/12/2028



Phone: 800-438-8477
www.gettips.com

This card was issued for successful completion of the TIPS program.

Signature _____



CERTIFICATE OF COMPLETION

This certifies that

Bryan Weber

is awarded this certificate for

TIPS Concessions Alcohol Training

Hours
3.00

Completion Date
03/14/2025

Expiration Date
03/13/2028

Certificate #
000036380404

Official Signature

THIS CERTIFICATE IS NON-TRANSFERABLE

6504 Bridge Point Parkway, Suite 100 | Austin, TX 78730 | www.360training.com

(CUT HERE)

(CUT HERE)

TIPS Concessions

CERTIFIED

Issued: 03/14/2025 Expires: 03/13/2028
Certificate #: 000036380404

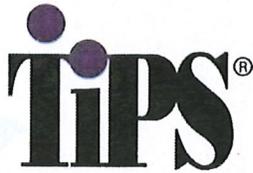
Bryan Weber

TIPS | **360 TRAINING**
A 360TRAINING COMPANY

Phone: 800-438-8477
www.gettips.com

This card was issued for successful completion of the TIPS program.

Signature _____



CERTIFICATE OF COMPLETION

This certifies that

Scott Weber

is awarded this certificate for

TIPS Concessions Alcohol Training

Hours
3.00

Completion Date
03/14/2025

Expiration Date
03/13/2028

Certificate #
000036380345

Official Signature

THIS CERTIFICATE IS NON-TRANSFERABLE

6504 Bridge Point Parkway, Suite 100 | Austin, TX 78730 | www.360training.com

(CUT HERE)

(CUT HERE)

TIPS Concessions

Issued: 03/14/2025
Certificate #: 000036380345

Scott Weber

CERTIFIED

Expires: 03/13/2028

TIPS | **360 TRAINING**
A 360TRAINING COMPANY

Phone: 800-438-8477
www.gettips.com

This card was issued for successful completion of the TIPS program.

Signature _____



Commonwealth of Massachusetts
Department of Revenue
Christopher C. Harding, Commissioner

mass.gov/dor

Letter ID: L1020008064
Notice Date: December 3, 2018
MA Taxpayer ID: 10666638



CERTIFICATE OF EXEMPTION



LUPUS FOUNDATION OF NEW ENGLAND I
40 SPEEN ST STE 205
FRAMINGHAM MA 01701-1898

000353

Attached below is your Certificate of Exemption (Form ST-2). Cut along the dotted line and display at your place of business. You must report any change of name or address to us so that a revised ST-2 can be issued.

DETACH HERE



MASSACHUSETTS DEPARTMENT OF REVENUE

Form ST-2

Certificate of Exemption

LUPUS FOUNDATION OF NEW ENGLAND
INC
40 SPEEN ST STE 205
FRAMINGHAM MA 01701-1898

MA Taxpayer ID: 10666638
Certificate Number: 154005504

This certifies that the organization named above is an exempt purchaser under Chapter 64H, section 6(d) or (e) of the Massachusetts General Laws. All purchases of tangible personal property by this organization are exempt from taxation to the extent that such property is used in the conduct of the business of the purchaser. Misuse of this certificate by any tax-exempt organization or unauthorized use of this certificate by any individual will lead to revocation. Willful misuse of this certificate is subject to criminal sanctions of up to one year in prison and \$10,000 (\$50,000 for corporations) in fines. This certificate is non-transferable and may be suspended or revoked for failure to comply with state laws and regulations.

Effective Date: January 4, 2019

Expiration Date: January 3, 2029



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/18/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Dowling Insurance Agency, Inc 44 Adams Street P.O. Box 850962 Braintree MA 02185-0962		CONTACT NAME: Kevin McNamee PHONE (A/C, No, Ext): (781) 848-7652 FAX (A/C, No): (781) 380-8783 E-MAIL ADDRESS: kevin@dowlingins.com													
INSURED Food Truck Festivals of America, LLC 7 Stonewood Drive Canton MA 02021		INSURER(S) AFFORDING COVERAGE <table border="1"> <tr><td>INSURER A: Penn America Insurance Co.</td><td>NAIC # 32859</td></tr> <tr><td>INSURER B: Arbella Protection Insurance Co.</td><td>41360</td></tr> <tr><td>INSURER C: Scottsdale Insurance Co.</td><td>41297</td></tr> <tr><td>INSURER D: Mount Vernon Fire Insurance Co.</td><td>26522</td></tr> <tr><td>INSURER E:</td><td></td></tr> <tr><td>INSURER F:</td><td></td></tr> </table>		INSURER A: Penn America Insurance Co.	NAIC # 32859	INSURER B: Arbella Protection Insurance Co.	41360	INSURER C: Scottsdale Insurance Co.	41297	INSURER D: Mount Vernon Fire Insurance Co.	26522	INSURER E:		INSURER F:	
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INSURER B: Arbella Protection Insurance Co.	41360														
INSURER C: Scottsdale Insurance Co.	41297														
INSURER D: Mount Vernon Fire Insurance Co.	26522														
INSURER E:															
INSURER F:															

COVERAGES **CERTIFICATE NUMBER:** Falmouth 03.18.25 KM **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		PAV0513657	06/01/2024	06/01/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY			1020116499	04/07/2025	04/07/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$	Y		CXS4025457	06/01/2024	06/01/2025	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	ISSUED BY CARRIER			PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
D	Liquor Liability	Y		SE 2028566	04/26/2025	10/13/2025	Aggregate Limit \$2,000,000 Each Occurrence Limit \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The town of Falmouth is an additional insured per written contract prior to a loss.

CERTIFICATE HOLDER

CANCELLATION

Town of Falmouth
59 Town Hall Square
Falmouth MA 02540

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE





ITEM REPORT

To: Town of Falmouth Select Board

Submitted By: Phyllis Downey, Administrative Assistant

Meeting Date: April 28, 2025

Department/Office: Town Manager/Select Board

Item Name: Consider a vote to approve three (3) Special One-Day Wine and Malt Licenses - Fresh Pond Holy Ghost Society, 408 Carriage Shop Road, E. Falmouth - Sunday, 6/8 from 12:00 pm. to 6:00 p.m.; Saturday, 6/28 from 4:00 p.m. to 10:00 p.m. and Sunday, 6/29 from 12:00 p.m. to 6:00 p.m.; and Saturday, 8/16/25 from 2:00 p.m. to 10:00 p.m.

Purpose:

The Select Board will consider a vote to approve an application for three Special One-Day Wine & Malt Beverages Licenses for the Fresh Pond Holy Ghost Society's Portuguese Festivals on June 8, June 28 and 29, and August 16, 2025.

Background/Summary:

These events hosted celebrating Portuguese culture are recurring and have been approved by the Select Board for more than 10 years.

- The application was received on March 13, 2025.
- No objection has been found in the reviews by the Police, Fire-Rescue, and Health Departments.
- These are recurring events scheduled this year for:
 - Sunday/ June 8th from noon to 6:00 pm
 - Saturday, June 28th and Sunday, June 29th from 4:00 pm to 10:00 pm Saturday and Noon to 6:00 pm Sunday
 - Saturday, August 16th from 2:00 pm to 10:00 pm

Recommended Actions:

Department Recommendation:

The Town Manager's Office recommends approving the application by Fresh Pond Holy Ghost Society for three (3) Special One-Day Wine & Malt Beverages Licenses to be executed at 408 Carriage Shop Road as presented.

Options:

- Motion to approve the application for three Special One-Day Wine & Malt Beverages Licenses by Fresh Pond Holy Ghost Society, 408 Carriage Shop Road, as presented.
- Motion to deny the application for three Special One-Day Wine & Malt Beverages Licenses by Fresh Pond Holy Ghost Society, 408 Carriage Shop Road.
- Some other Select Board approved alternative.

Deny the application

Town Manager's Comments:

The Town Manager recommends that the Select Board approve the application for three (3) Special One-Day Wine and Malt Licenses - Fresh Pond Holy Ghost Society, 408 Carriage Shop Road, E. Falmouth - Sunday, 6/8 from 12:00 pm. to 6:00 p.m.; Saturday, 6/28 from 4:00 p.m. to 10:00 p.m. and Sunday, 6/29 from 12:00 p.m. to 6:00 p.m.; and Saturday, 8/16/25 from 2:00 p.m. to 10:00 p.m., as presented.

Budget:

Applicable? (yes or no):

No

Budgeted? (yes or no):

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
-------------	--------------	-----------------	---------------	----------------	------------------	------------------

Finance Director's Comments (if applicable):

N/A

Attachments:

1. Fresh Pond Holy Ghost 2025 One-Day Wine & Malt Licenses_

LICENSE APPLICATION REVIEW

Restaurant/Business: Fresh Pond Holy Ghost Society

Address: 408 Carriage Shop Road, East Falmouth

License Type: _____

New or Transfer of License Special One-Day Wine & Malt Beverages Licenses

_____ or _____

Change of License _____

Police No objection

Fire No objection

Building _____

Health No Issues

Zoning _____

Planning _____

DPW _____

Assessor _____

Tax Collector _____

NOTES:

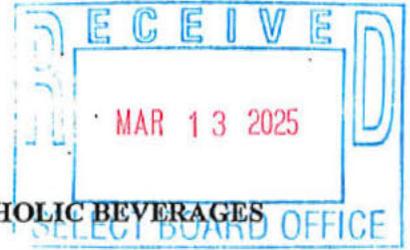
These are recurring events scheduled this year for:

-Sunday, June 8th from noon to 6:00 pm

-Saturday & Sunday, June 28th and 29th from 4:00 pm to 10:00 pm Saturday and Noon to 6:00 pm Sunday

Saturday, August 16th from 2:00 pm to 10:00 pm

PAID



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: William Valadao

ADDRESS OF APPLICANT: 395 Sandwich Road

E Falmouth MA 02536
TOWN STATE ZIP CODE

NAME OF ORGANIZATION: Fresh Pond Holy Ghost Society

MAILING ADDRESS: P.O. Box 2204 Trantucket MA 02536

TELEPHONE #: [REDACTED] EMAIL: [REDACTED]

LOCATION TO BE LICENSED-ADDRESS: 408 Carriage Shop Road

E Falmouth MA 02536
TOWN STATE ZIP CODE

EVENT TITLE: Portuguese Festival APPROXIMATE # OF PEOPLE: 200

DATE(S) OF EVENT: 6-8-25 HOURS OF EVENT: NOON TO 6PM

AUTHORIZED MANAGER OF ESTABLISHMENT EVENT: William Valadao

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

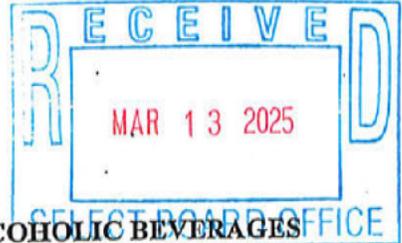
REQUIREMENTS check list:

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)

3-13-25
DATE

[Signature]
APPLICANT SIGNATURE

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



**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: William Valadao

ADDRESS OF APPLICANT: 395 Sandwich Road

E Falmouth MA 02536
TOWN STATE ZIP CODE

NAME OF ORGANIZATION: Fresh Paul Holy Ghost Society

MAILING ADDRESS: P.O. Box 2204 Tranticket MA 02536

TELEPHONE #: [REDACTED] EMAIL: [REDACTED]

LOCATION TO BE LICENSED-ADDRESS: 405C Monroe Street

E Falmouth MA 02536
TOWN STATE ZIP CODE

EVENT TITLE: Portuguese Festival APPROXIMATE # OF PEOPLE: 200

DATE(S) OF EVENT: 6-28/6-29 HOURS OF EVENT: 4PM-10PM / Noon-2PM

AUTHORIZED MANAGER OF ESTABLISHMENT EVENT: William Valadao

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)
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7-13-25
DATE

[Signature]
APPLICANT SIGNATURE

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



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: William Valadao

ADDRESS OF APPLICANT: 395 Sandwich Rd

E. Falmouth MA 02536

NAME OF ORGANIZATION: Fresh Pond Holy Ghost Society

MAILING ADDRESS: P.O. Box 2204 Falmouth MA 02536

TELEPHONE #: [REDACTED] EMAIL: [REDACTED]

LOCATION TO BE LICENSED-ADDRESS: 4055 Cambridge Street Road

E. Falmouth MA 02536

EVENT TITLE: Portuguese Festival APPROXIMATE # OF PEOPLE: 200

DATE(S) OF EVENT: 8-16-25 HOURS OF EVENT: 2PM - 10PM

AUTHORIZED MANAGER OF ESTABLISHMENT EVENT: William Valadao

TYPE OF LICENSE:

1. WINE & MALT [X]

FOR PROFIT [X]

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)

3-13-25 DATE

[Signature] APPLICANT SIGNATURE

FEE: \$25.00 PER DAY

\$10.00 FILING FEE

Celebrating 125 years

Portuguese Festivals
Serving Ethnic Foods.

Security on Premises
will be Done by Members of
Fresh Pond Holy Ghost Society

Food Permit will be Provided
upon Receiving Liquor Permit

Outdoor Covered BAR

12x10 Secured Serving Area

Beer & Wine on Ice & Coolers

Walls are 4ft High on Two Sides
And Two Full Walls.

408 Carnegie Shop Rd

Fence Area

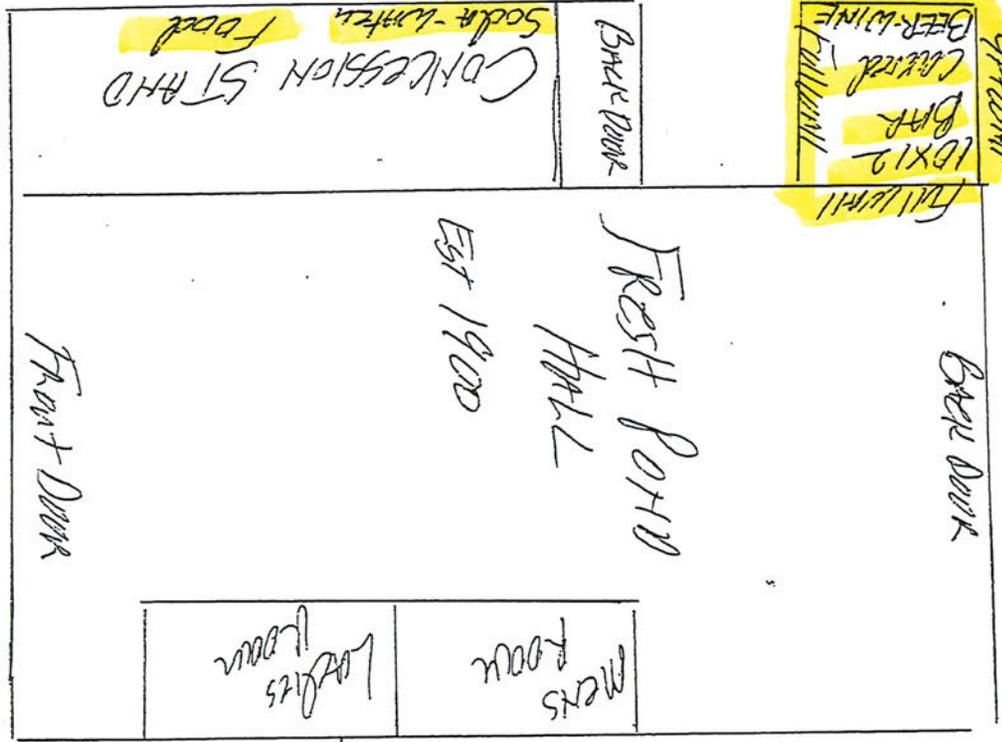
Parking Area

Barbecue

DRIVEWAY

Backyard

Fence Area



Front yard

Fence Area

iTIPS eTIPS On Premise 3.1 **CERTIFIED**

Issued: 5/19/2022

Expires: 5/19/2025

ID#: 5720178

William R. Valadao
Fresh Pond Holy Ghost Society
PO Box 2204
Teaticket, MA 02536-2204

For service visit us online at www.gettips.com

Phyllis Downey

From: Boyd Demello <boyd.demello@falmouthfirema.gov>
Sent: Wednesday, March 19, 2025 12:04 PM
To: Falmouth Licensing; Jeff Lourie; Brian Reid; Ryan Hergt; Craig O'Malley; Gary Street; Scott McGann
Cc: Morgan Cardoso; Linda Kinchla; Katie Pierias
Subject: RE: One-Day Liquor License-Fresh Pond Holy Ghost

Fire Rescue has no objections to the license application

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

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

From: Falmouth Licensing <licensing@falmouthma.gov>
Sent: Wednesday, March 19, 2025 10:53
To: Jeff Lourie <Jeff.Lourie@falmouthpolicema.gov>; Brian Reid <brian.reid@falmouthpolicema.gov>; Ryan Hergt <ryan.hergt@falmouthpolicema.gov>; Boyd Demello <boyd.demello@falmouthfirema.gov>; Craig O'Malley <craig.omalley@falmouthfirema.gov>; Gary Street <gary.street@falmouthma.gov>; Scott McGann <scott.mcgann@falmouthma.gov>
Cc: Morgan Cardoso <morgan.cardoso@falmouthma.gov>; Linda Kinchla <linda.kinchla@falmouthma.gov>; Katie Pierias <katie.pierias@falmouthma.gov>
Subject: One-Day Liquor License-Fresh Pond Holy Ghost

Good morning all,

Attached please find three applications by the Fresh Pond Holy Ghost Society to their annual Portuguese Festivals for 2025. These are recurring events scheduled this year for: Sunday, June 8th from noon to 6:00 pm
Saturday & Sunday, June 28th and 29th from 4:00 pm to 10:00 pm Saturday and Noon to 6:00 pm Sunday
Saturday, August 16th from 2:00 pm to 10:00 pm

Mr. Valadao will provide additional TIPS certificates as the dates to the events approach. Please contact me if you have any questions.

May we please request your recommendations by April 9th?
Thank you,
Phyllis

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

Phyllis Downey

From: Morgan Cardoso
Sent: Wednesday, March 19, 2025 12:45 PM
To: Falmouth Licensing
Cc: Scott McGann
Subject: RE: One-Day Liquor License-Fresh Pond Holy Ghost

Good afternoon,

No issues from Health.



Morgan Cardoso

Health Inspector

(508) 495-7486 | morgan.cardoso@falmouthma.gov

Town of Falmouth Health Department

59 Town Hall Square, Falmouth, MA 02540

Please Note:

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

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

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

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

From: Falmouth Licensing <licensing@falmouthma.gov>

Sent: Wednesday, March 19, 2025 10:53 AM

To: Jeff Lourie <Jeff.Lourie@falmouthpolicema.gov>; Brian Reid <brian.reid@falmouthpolicema.gov>; Ryan Hergt <ryan.hergt@falmouthpolicema.gov>; Boyd Demello <boyd.demello@falmouthfirema.gov>; Craig O'Malley <craig.omalley@falmouthfirema.gov>; Gary Street <gary.street@falmouthma.gov>; Scott McGann <scott.mcgann@falmouthma.gov>

Cc: Morgan Cardoso <morgan.cardoso@falmouthma.gov>; Linda Kinchla <linda.kinchla@falmouthma.gov>; Katie Pierias <katie.pierias@falmouthma.gov>

Subject: One-Day Liquor License-Fresh Pond Holy Ghost

Good morning all,

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Saturday & Sunday, June 28th and 29th from 4:00 pm to 10:00 pm Saturday and Noon to 6:00 pm Sunday
Saturday, August 16th from 2:00 pm to 10:00 pm

Mr. Valadao will provide additional TIPS certificates as the dates to the events approach. Please contact me if you have any questions.

May we please request your recommendations by April 9th?

Thank you,
Phyllis

Phyllis Downey

From: Brian Reid <brian.reid@falmouthpolicema.gov>
Sent: Monday, March 24, 2025 9:06 AM
To: Falmouth Licensing; Jeff Lourie; Ryan Hergt; Boyd Demello; Craig O'Malley; Gary Street; Scott McGann
Cc: Morgan Cardoso; Linda Kinchla; Katie Pierias
Subject: Re: One-Day Liquor License-Fresh Pond Holy Ghost

No objection form Police.

Captain Brian L. Reid

Falmouth Police Department
750 Main Street
Falmouth, MA 02540
774-255-4502

From: Falmouth Licensing <licensing@falmouthma.gov>
Sent: Wednesday, March 19, 2025 10:52 AM
To: Jeff Lourie <Jeff.Lourie@falmouthpolicema.gov>; Brian Reid <brian.reid@falmouthpolicema.gov>; Ryan Hergt <ryan.hergt@falmouthpolicema.gov>; Boyd Demello <boyd.demello@falmouthfirema.gov>; Craig O'Malley <craig.omalley@falmouthfirema.gov>; Gary Street <gary.street@falmouthma.gov>; Scott McGann <scott.mcgann@falmouthma.gov>
Cc: Morgan Cardoso <morgan.cardoso@falmouthma.gov>; Linda Kinchla <linda.kinchla@falmouthma.gov>; Katie Pierias <katie.pierias@falmouthma.gov>
Subject: One-Day Liquor License-Fresh Pond Holy Ghost

Good morning all,

Attached please find three applications by the Fresh Pond Holy Ghost Society to their annual Portuguese Festivals for 2025. These are recurring events scheduled this year for: Sunday, June 8th from noon to 6:00 pm
Saturday & Sunday, June 28th and 29th from 4:00 pm to 10:00 pm Saturday and Noon to 6:00 pm Sunday
Saturday, August 16th from 2:00 pm to 10:00 pm

Mr. Valadao will provide additional TIPS certificates as the dates to the events approach. Please contact me if you have any questions.

May we please request your recommendations by April 9th?

Thank you,
Phyllis

Phyllis Downey

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



Item: 5.a.6.

ITEM REPORT

To: Town of Falmouth Select Board

Submitted By: Phyllis Downey, Administrative Assistant

Meeting Date: April 28, 2025

Department/Office: Town Manager/Select Board

Item Name: Consider a vote to approve a Special One-Day Wine and Malt Beverages License for the West Falmouth Library-Annual Garden Party, 525 West Falmouth Highway, West Falmouth - Saturday, 6/14/25 from 6:00 p.m. to 8:00 p.m.

Purpose:

To see if the Select Board will approve an application by West Falmouth Library for a Special One-Day Wine & Malt Beverages License.

Background/Summary:

- The application for a Special One-Day Wine & Malt Beverages License for the West Falmouth Library Garden Party was submitted on March 19, 2025.
- The Garden Party is scheduled for June 14th from 5:00 pm - 7:00 pm. The number of attendees is 150 invited guests who will wear name tags.
- The area to be used is the main library and patio.
- This is a recurring event that has been approved in the past as the West Falmouth Library has become engaged in community activities.
- The application has been reviewed by the Police and Fire-Rescue Departments with no objections.
- Bartenders are TIPS or other alcohol safety certified and are generally associates or supporters of the Library.

Recommended Actions:

Department Recommendation:

The Town Manager's Office recommendation is to approve the application by West Falmouth Library for a Special One-Day Wine & Malt Beverages License as presented for the June 14, 2025, Garden Party.

Options:

- Motion to approve the application for a Special One-Day Wine & Malt Beverages License by West Falmouth Library, 425 West Falmouth Highway, West Falmouth for its June 14, 2025, Garden Party.
- Motion to deny the application for a Special One-Day Wine & Malt Beverages License by West Falmouth Library, 425 West Falmouth Highway, West Falmouth for its June 14, 2025, Garden Party
- Some Select Board approved alternative.

Town Manager's Comments:

The Town Manager recommends that the Select Board approve the application by West Falmouth Library for a Special One-Day Wine & Malt Beverages License as presented for the June 14, 2025, Garden Party, as presented.

Budget:

Applicable? (yes or no):

No

Budgeted? (yes or no):

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
-------------	--------------	-----------------	---------------	----------------	------------------	------------------

Finance Director's Comments (if applicable):

N/A

Attachments:

1. West Falmouth Library Garden Party 2025

LICENSE APPLICATION REVIEW

Restaurant/Business: West Falmouth Library Garden Party

Address: 575 West Falmouth Highway

License Type: _____

New or Transfer of License Special One-Day Wine & Malt Beverages

or

Change of License _____

Police No objection

Fire No issues

Building _____

Health _____

Zoning _____

Planning _____

DPW _____

Assessor _____

Tax Collector _____

Wastewater _____

NOTES:

All food will be catered by West Falmouth Market which is a permitted caterer therefore no permit form the Health Department is needed.

Attendance is limited to guests who must sign in upon arrival and wear a name tag.

PAID
\$ 35
CASH



RECEIVED
MAR 19 2025
SELECT BOARD OFFICE

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: **Suzy Bergmann**

ADDRESS OF APPLICANT: **41 Cachalot Lane**

Falmouth **MA** **02540**
TOWN STATE ZIP CODE

NAME OF ORGANIZATION: **West Falmouth Library**

MAILING ADDRESS: **PO Box 1209**

TELEPHONE #: **508 548-4709** EMAIL: **suzybergmannwfl@gmail.com**

LOCATION TO BE LICENSED-ADDRESS: **525 West Falmouth Highway**

West Falmouth **MA** **02574**
TOWN STATE ZIP CODE

EVENT TITLE: **Annual Garden Party** APPROXIMATE # OF PEOPLE: **150**

DATE(S) OF EVENT: **June 14, 2025** HOURS OF EVENT: **5 pm - 8 pm**

AUTHORIZED MANAGER OF ESTABLISHMENT EVENT: **Molly Akin**

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)

DATE **March 19, 2025**

APPLICANT/SIGNATURE **Suzy Bergmann**

FEEES DUE UPON SUBMISSION:
\$25.00 PER DAY payable by Cashier's or Bank Check only
\$10.00 FILING FEE



West Falmouth LIBRARY

An independent nonprofit

March 19, 2025

To whom it may concern:

This application for a one-day liquor license is for the West Falmouth Library's annual Garden Party fundraiser on June 14th from 5 pm – 7 pm. We anticipate 150 participants. Food, wine and beer will be provided and served by TIPS certified bartenders.

Thank you for your consideration of this application.

Suzy Bergmann

West Falmouth Library
Community Programs, Outreach, and Rentals

Internal Revenue Service

District
Director

West Falmouth Library Inc.
Main Road
P.O. Box 1238
West Falmouth, MA 02574

Department of the Treasury

P.O. Box 1680, GPO Brooklyn, N.Y. 11202

Date: NOV 22 1988

Person to Contact: C. Jones

Contact Telephone Number:

1 (718) 780-6681

Re:04-2214857

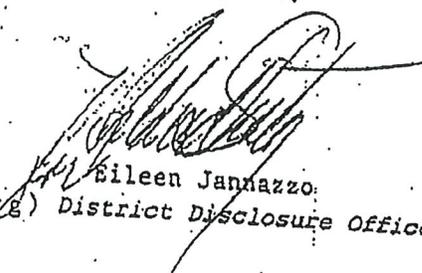
Dear Sir or Madam:

Reference is made to your request for verification of the tax exempt status of West Falmouth Library Inc.

A determination or ruling letter issued to an organization granting exemption under the Internal Revenue Code of 1954 or under a prior or subsequent Revenue Act remains in effect until exempt status has been terminated, revoked or modified.

Our records indicate that exemption was granted as shown below.

Sincerely yours,


Eileen Jannazzo
(actg) District Disclosure Officer

Name of Organization: West Falmouth Library Inc.

Date of Exemption Letter: February, 1957

Exemption granted pursuant to 1954 Code section 501(c) (3) or its predecessor Code Section.

Foundation Classification (If Applicable): Not a private foundation as you are an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
8/30/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER RogersGray, A Baldwin Risk Partner 410 University Ave Westwood MA 02090	CONTACT NAME: RogersGray-SBC	
	PHONE (A/C, No, Ext): 781-208-8400	FAX (A/C, No):
E-MAIL ADDRESS: rgsbc@rogersgray.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
License#: PC-514062 WESTFAL-02	INSURER A: Tri-State Insurance Company of	31003
INSURED West Falmouth Library, Inc. P.O. Box 1209 West Falmouth MA 02574	INSURER B: Union Insurance Company	25844
	INSURER C: United States Liability Insura	25895
	INSURER D:	
	INSURER E:	
INSURER F:		

COVERAGES

CERTIFICATE NUMBER: 565545848

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:			ADV5321506-17	7/1/2024	7/1/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			ADV5321506-17	7/1/2024	7/1/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			ADV5321506-17	7/1/2024	7/1/2025	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WCA5341329-16	7/1/2024	7/1/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Liquor Liability			LQ 1004962C	8/27/2024	8/27/2025	Per Person/Accident \$ 1,000,000 Aggregate \$ 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Insured Location: 575 W Falmouth Hwy, Falmouth, MA 02540

CERTIFICATE HOLDER

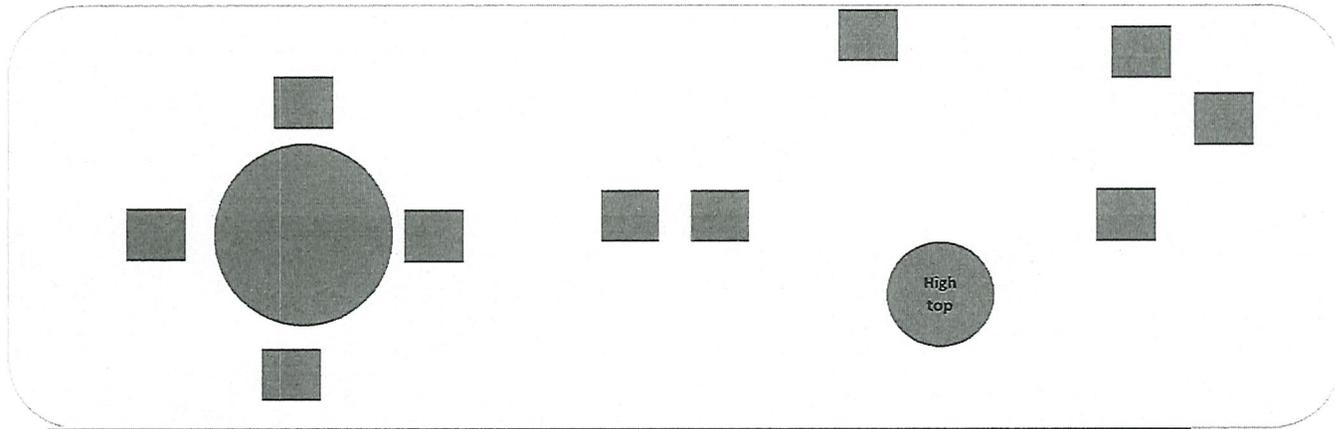
CANCELLATION

Town of Falmouth 59 Town Hall Square Falmouth, MA 02540	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
---	---

© 1988-2015 ACORD CORPORATION. All rights reserved.

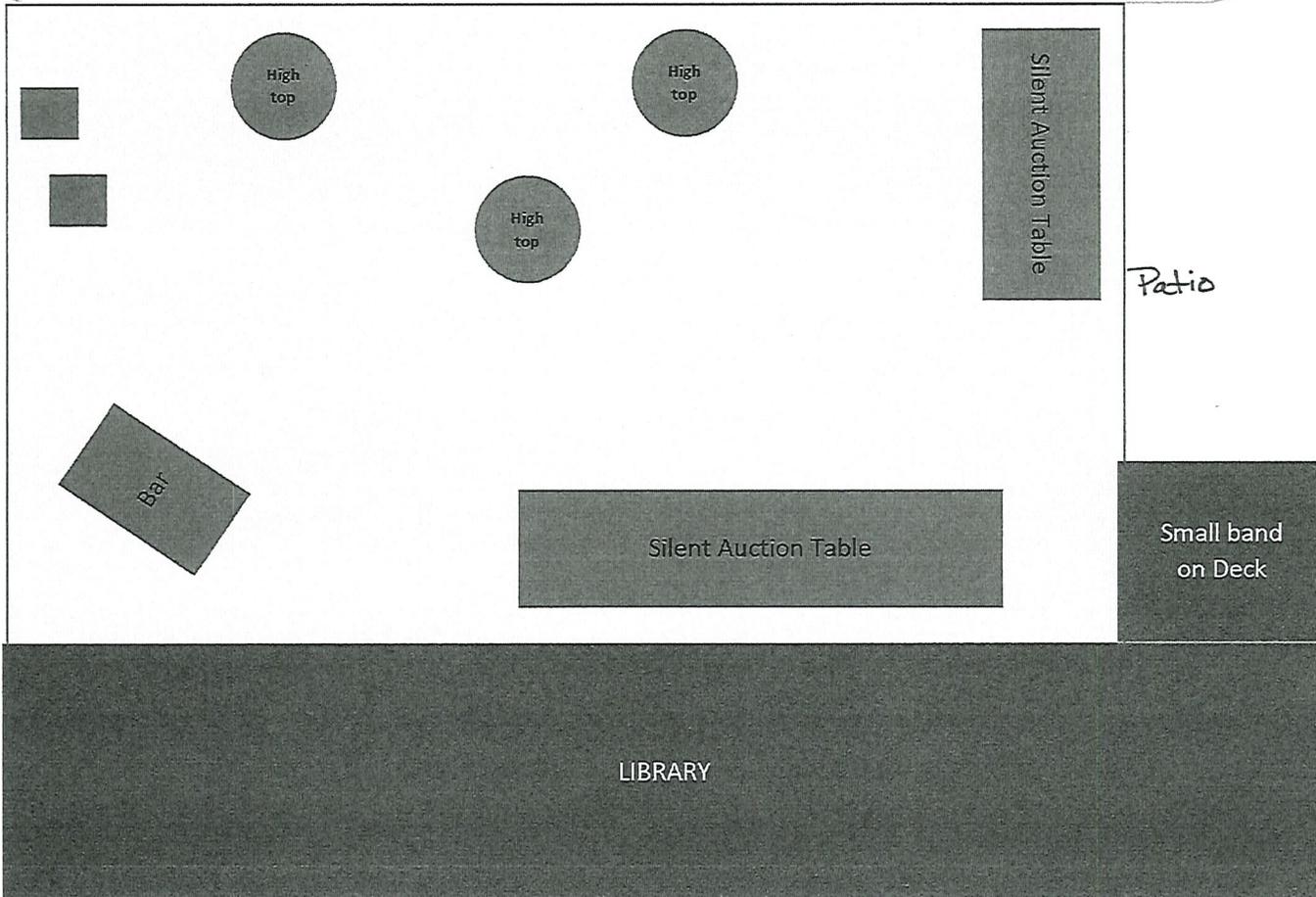
N

garden area extends further north ↑



W

E



LIBRARY

S

Phyllis Downey

Subject: FW: [EXTERNAL] - Re: WEST FALMOUTH LIBRARY-GARDEN PARTY-Special One-Day Wine & Malt 04.28.25.pdf

From: Suzy Bergmann <suzybergmannwfl@gmail.com>
Sent: Thursday, March 20, 2025 3:48 PM
To: Phyllis Downey <phyllis.downey@falmouthma.gov>
Subject: Re: [EXTERNAL] - Re: WEST FALMOUTH LIBRARY-GARDEN PARTY-Special One-Day Wine & Malt 04.28.25.pdf

One other thing. All of the attendees receive name tags, so it would be easy to identify and interloper.

From: Suzy Bergmann <suzybergmannwfl@gmail.com>
Sent: Thursday, March 20, 2025 1:49 PM
To: Phyllis Downey <phyllis.downey@falmouthma.gov>
Hi Phyllis,

Wow, I have never been asked that before. All attendees will be on a list and must check in before they can enter. Does that help?

Suzy

On Thu, Mar 20, 2025 at 1:24 PM Phyllis Downey <phyllis.downey@falmouthma.gov> wrote:

Good afternoon Suzy, Regarding the application associated with the Garden Party, outdoor events must be enclosed so that the public does not have access to the alcohol service area. Would you please forward a description of how the area will be enclosed and security maintained? I understand there will be people going onto the lawn and to table but the ABCC and public safety reviewers would need to know that the bar area is enclosed.

Thank you, Phyllis

Phyllis Downey

From: Craig O'Malley <craig.omalley@falmouthfirema.gov>
Sent: Friday, March 21, 2025 9:26 AM
To: Phyllis Downey
Cc: Boyd Demello
Subject: RE: Special One-Day LQ License-Garden Party-West Falmouth Library

Phyllis,

The Fire Department has no issues.

Thanks,
Craig

Lt. Craig O'Malley
Fire Prevention Officer, IAAI-FIT
Falmouth Fire Rescue
508-495-2533 office
774-836-2434 cell
craig.omalley@falmouthfirema.gov

From: Phyllis Downey <phyllis.downey@falmouthma.gov>
Sent: Friday, March 21, 2025 8:51 AM
To: Boyd Demello <boyd.demello@falmouthfirema.gov>; Craig O'Malley <craig.omalley@falmouthfirema.gov>; Brian Reid <brian.reid@falmouthpolicema.gov>; Jeff Lourie <Jeff.Lourie@falmouthpolicema.gov>; Ryan Hergt <ryan.hergt@falmouthpolicema.gov>; Falmouth Health Department <health@falmouthma.gov>
Subject: Special One-Day LQ License-Garden Party-West Falmouth Library

Good morning,

Attached please find an application by West Falmouth Library for a Special One-Day Wine & Malt Beverages License to be executed on August 13, 2025 for a Garden Party. Hours are 5:00 pm to 8:00 pm.

Attendance is limited to guests who must sign in upon arrival and wear a name tag.

May we please request your recommendations to the Select Board regarding this application.

Thank you,
Phyllis

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

Phyllis Downey

From: Falmouth Health Department
Sent: Friday, March 21, 2025 2:52 PM
To: Phyllis Downey
Cc: Scott McGann
Subject: RE: Special One-Day LQ License-Garden Party-West Falmouth Library

Hi Phyllis,

We have not received a temporary food permit application for this event yet.



Morgan Cardoso

Health Inspector

(508) 495-7486 | morgan.cardoso@falmouthma.gov

Town of Falmouth Health Department

59 Town Hall Square, Falmouth, MA 02540

Please Note:

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

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

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

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

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

Sent: Friday, March 21, 2025 8:51 AM

To: Boyd Demello <boyd.demello@falmouthfirema.gov>; Craig O'Malley <craig.omalley@falmouthfirema.gov>; Brian Reid <brian.reid@falmouthpolicema.gov>; Jeff Lourie <Jeff.Lourie@falmouthpolicema.gov>; Ryan Hergt <ryan.hergt@falmouthpolicema.gov>; Falmouth Health Department <health@falmouthma.gov>

Subject: Special One-Day LQ License-Garden Party-West Falmouth Library

Good morning,

Attached please find an application by West Falmouth Library for a Special One-Day Wine & Malt Beverages License to be executed on August 13, 2025 for a Garden Party. Hours are 5:00 pm to 8:00 pm.

Attendance is limited to guests who must sign in upon arrival and wear a name tag.

May we please request your recommendations to the Select Board regarding this application.

Thank you,
Phyllis

Phyllis Downey

Town Manager & Select Board Office

59 Town Hall Square

Falmouth MA 02540



Item: 5.a.7.

ITEM REPORT

To: Town of Falmouth Select Board

Submitted By: Phyllis Downey, Administrative Assistant

Meeting Date: April 28, 2025

Department/Office: Town Manager/Select Board

Item Name: Consider a vote to approve a Special One-Day Wine & Malt Beverages License for the West Falmouth Library-Art Show Opening, 525 West Falmouth Highway, West Falmouth - 8/13/25 from 5:00 pm to 8:00 pm.

Purpose:

To see if the Select Board will approve an application for a Special One-Day Wine & Malt Beverages License for the West Falmouth Library Art Show Opening.

Background/Summary:

- The application was submitted on March 19, 2025.
- The event is scheduled for Wednesday, August 13, 2025, from 5:00 p.m. to 8:00 p.m.
- The event is to take place in the Main Reading Room and the Community Room.
- This event has been reviewed by the Fire-Rescue and Police Departments with no objections raised.
- This is a recurring event.
- All bartenders are associated with the library and are TIPS or other alcohol safety certified.

Recommended Actions:

Department Recommendation:

The Town Manager's Office recommends approval of a Special Wine & Malt Beverages License for the West Falmouth Library's Art Show Opening located at 425 West Falmouth Highway, West Falmouth as presented.

Options:

- Motion to approve the application for a Special Wine & Malt Beverages License for the West Falmouth Library's Art Show Opening located at 425 West Falmouth Highway as presented.

- Motion to deny the application for a Special Wine & Malt Beverages License for the West Falmouth Library's Art Show Opening located at 425 West Falmouth Highway as presented.
- Some other Select Board approve alternative.

Town Manager's Comments:

The Town Manager recommends that the Select Board approve a Special One-Day Wine & Malt Beverages License for the West Falmouth Library-Art Show Opening, 525 West Falmouth Highway, West Falmouth - 8/13/25 from 5:00 pm to 8:00 pm. as presented.

Budget:

Applicable? (yes or no): No

No

Budgeted? (yes or no):

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
-------------	--------------	-----------------	---------------	----------------	------------------	------------------

Finance Director's Comments (if applicable):

N/A

Attachments:

1. West Falmouth Library Art Show Opening

LICENSE APPLICATION REVIEW

Restaurant/Business: West Falmouth Library Art Show Opening

Address: 575 West Falmouth Highway

License Type: _____

New or Transfer of License Special One-Day Wine & Malt Beverages

or

Change of License _____

Police No objection

Fire No issues

Building _____

Health _____

Zoning _____

Planning _____

DPW _____

Assessor _____

Tax Collector _____

Wastewater _____

NOTES:

All food will be catered by West Falmouth Market which is a permitted caterer therefore no permit form the Health Department is needed.

Attendance is limited to guests who must sign in upon arrival and wear a name tag.

PAID
325
CASH



RECEIVED
MAR 19 2025
SELECT BOARD OFFICE

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: Suzy Bergmann

ADDRESS OF APPLICANT: 41 Cachalot Lane

Falmouth MA 02540
TOWN STATE ZIP CODE

NAME OF ORGANIZATION: West Falmouth Library

MAILING ADDRESS: PO Box 1209

TELEPHONE #: 508 548-4709 EMAIL: suzybergmannwfl@gmail.com

LOCATION TO BE LICENSED-ADDRESS: 525 West Falmouth Highway

West Falmouth MA 02574
TOWN STATE ZIP CODE

EVENT TITLE: Art Show Opening APPROXIMATE # OF PEOPLE: 150

DATE(S) OF EVENT: 8/13/2025 HOURS OF EVENT: 5 pm - 8 pm

AUTHORIZED MANAGER OF ESTABLISHMENT EVENT: Molly Akin

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

REQUIREMENTS check list:

- 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
- Certificate of non-profit status for All Alcoholic Beverages Licenses ONLY
- Certificate of liquor liability insurance; 1 MILLION PER OCCURANCE - \$2 MILLION AGGREGATE
- Certificate of TIPS or other alcohol safety training for all persons handling alcohol
- 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.)
- Temporary Food Permit (Health Department)

DATE 3/19/2025

APPLICANT SIGNATURE [Signature]

FEES DUE UPON SUBMISSION:
\$25.00 PER DAY payable by Cashier's or Bank Check only
\$10.00 FILING FEE



West Falmouth LIBRARY

An independent nonprofit

March 19, 2025

To whom it may concern:

This application for a one-day liquor license is for the West Falmouth Library's annual Art Show Opening Reception and Sale on August 13, 2025 from 5 pm – 7 pm. We anticipate 200 participants. Food, wine and beer will be provided and served by TIPS certified bartenders.

Thank you for your consideration of this application.

Suzy Bergmann

West Falmouth Library
Community Programs, Outreach, and Rentals

Internal Revenue Service

District
Director

West Falmouth Library Inc.
Main Road
P.O. Box 1238
West Falmouth, MA 02574

Department of the Treasury

P.O. Box 1680, GPO Brooklyn, N.Y. 11202

Date: NOV 22 1988

Person to Contact: C. Jones

Contact Telephone Number:

1 (718) 780-6681

Re: 04-2214857

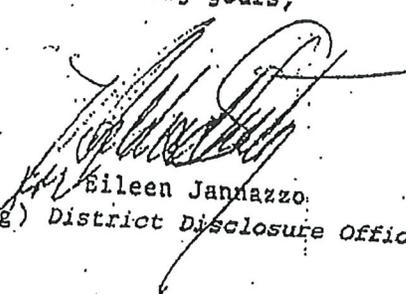
Dear Sir or Madam:

Reference is made to your request for verification of the tax exempt status of West Falmouth Library Inc.

A determination or ruling letter issued to an organization granting exemption under the Internal Revenue Code of 1954 or under a prior or subsequent Revenue Act remains in effect until exempt status has been terminated, revoked or modified.

Our records indicate that exemption was granted as shown below.

Sincerely yours,


Eileen Jannazzo
(actg) District Disclosure Officer

Name of Organization: West Falmouth Library Inc.

Date of Exemption Letter: February, 1957

Exemption granted pursuant to 1954 Code section 501(c) (3) or its predecessor Code Section.

Foundation Classification (If Applicable): Not a private foundation as you are an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code.

This is your official TIPS certification card. Carry it with you as proof of your TIPS certification.

Congratulations!

This card certifies that you have successfully completed the TIPS (Training for Intervention ProcedureS) program. We value your participation and dedication to the responsible sale, service, and consumption of alcohol.

By using the techniques you have learned, you will help to provide a safer environment for your patrons, peers, and colleagues and reduce the tragedies resulting from intoxication, underage drinking, and drunk driving.

If you have any information you think would enhance the TIPS program, or if we can assist you in any way, please contact us at 800-438-8477.



ID#: 5822887 Name: Wendy Wilkerson
Exam Date: 9/18/2022 Expiration Date: 9/18/2025



eTIPS On Premise 3.1

CERTIFIED

Issued: 9/18/2022
ID#: 5822887

Expires: 9/18/2025

Wendy Wilkerson
West Falmouth Library
PO Box 1209 575 West Falmouth Highway
West Falmouth, MA 02574-1209

For service visit us online at www.gettips.com



A 360TRAINING COMPANY

CERTIFICATE OF COMPLETION

This certifies that

Tammy Gilbert

is awarded this certificate for

TIPS On-Premise Alcohol Server Training

Hours
3.00

Completion Date
11/15/2023

Expiration Date
11/14/2026

Certificate #
ON-000030205707

Official Signature

THIS CERTIFICATE IS NON-TRANSFERABLE

6504 Bridge Point Parkway, Suite 100 | Austin, TX 78730 | www.360training.com

(CUT HERE)

(CUT HERE)

TIPS On-Premise **CERTIFIED**

Issued: 11/15/2023 Expires: 11/14/2026
 Certificate #: ON-000030205707

Tammy Gilbert
 26 Hawks Way
 Falmouth, MA 02540

TIPS | **360 TRAINING**
 A 360TRAINING COMPANY

Phone: 800-438-8477
www.gettips.com

This card was issued for successful completion of the TIPS program.

Signature _____



A 360TRAINING COMPANY

CERTIFICATE OF COMPLETION

This certifies that

claudia clifford

is awarded this certificate for

TIPS On-Premise Alcohol Server Training

Hours
3.00

Completion Date
02/08/2023

Expiration Date
02/07/2025

Certificate #
ON-000027673815

Official Signature

THIS CERTIFICATE IS NON-TRANSFERABLE

5000 Plaza on the Lake, Suite 305 | Austin, TX 78746 | 877.881.2235 | www.360training.com

(CUT HERE)

(CUT HERE)

TIPS On-Premise **CERTIFIED**

Issued: 02/08/2023 Expires: 02/07/2025

Certificate #: ON-000027673815

claudia clifford
25 Peuce Pipe Road
Falmouth MA 02540

TIPS **360 TRAINING**
A 360TRAINING COMPANY

Phone: 800-438-8477
www.gettips.com

This card was issued for successful completion of the TIPS program.

Signature _____



A 360TRAINING COMPANY

CERTIFICATE OF COMPLETION

This certifies that

James McIlvain Jr

is awarded this certificate for

TIPS On-Premise Alcohol Server Training

Hours
3.00

Completion Date
02/25/2023

Expiration Date
02/24/2026

Certificate #
ON-000027768607

Official Signature

THIS CERTIFICATE IS NON-TRANSFERABLE

5000 Plaza on the Lake, Suite 305 | Austin, TX 78746 | 877.881.2235 | www.360training.com

(CUT HERE)

(CUT HERE)

TIPS On-Premise **CERTIFIED**

Issued: 02/25/2023 Expires: 02/24/2026

Certificate #: ON-000027768607

James McIlvain Jr.
16 Clowes Dr
Falmouth MA 02540

TIPS | **360 TRAINING**
A 360TRAINING COMPANY

Phone: 800-438-8477
www.gettips.com

This card was issued for successful completion of the TIPS program.

Signature _____



CERTIFICATE OF COMPLETION

This certifies that

Charles Joseph Roussel

is awarded this certificate for

TIPS On-Premise Alcohol Server Training

Hours
3.00

Completion Date
02/25/2023

Expiration Date
02/24/2026

Certificate #
ON-000028209534

Official Signature

THIS CERTIFICATE IS NON-TRANSFERABLE

5000 Plaza on the Lake, Suite 305 | Austin, TX 78746 | 877.881.2235 | www.360training.com

(CUT HERE)

(CUT HERE)

TIPS On-Premise

Issued: 02/25/2023
Certificate #: ON-000028209534

CERTIFIED

Expires: 02/24/2026

Charles Joseph Roussel
15 Clowen Drive
Falmouth MA 02540

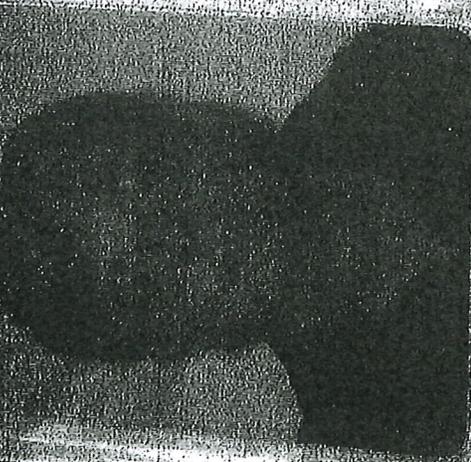
TIPS | **360 TRAINING**
A 360TRAINING COMPANY

Phone: 800-438-8477
www.gettips.com

This card was issued for successful completion of the TIPS program.

Signature _____

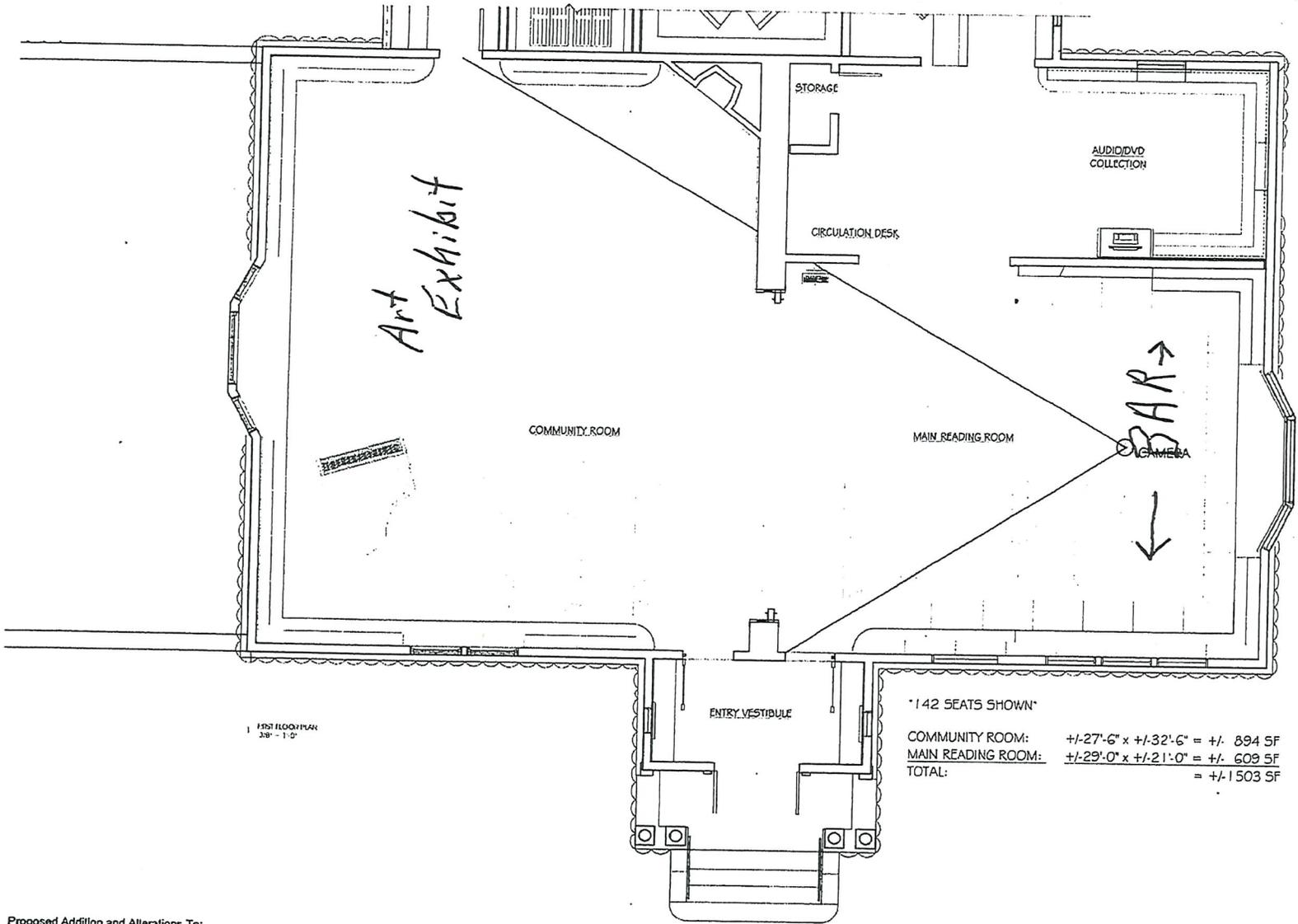
**Town of Framingham
ALCOHOL SERVER I.D.**



NAME STEPHEN BODELL

DOB: 12/26/59

SIGNATURE *[Handwritten Signature]*



1st FLOOR PLAN 3/8" = 1'-0"

Proposed Addition and Alterations To:
West Falmouth Library
 575 West Falmouth Highway,
 West Falmouth, MA

Phyllis Downey

From: Brian Reid <brian.reid@falmouthpolicema.gov>
Sent: Monday, March 24, 2025 8:56 AM
To: Phyllis Downey; Falmouth Health Department; Boyd Demello; Craig O'Malley; Jeff Lourie; Ryan Hergt
Subject: Re: Special One-Day LQ License - Art Show Opening-West Falmouth Library

No objection from Police.

Captain Brian L. Reid

Falmouth Police Department
750 Main Street
Falmouth, MA 02540
774-255-4502

From: Phyllis Downey <phyllis.downey@falmouthma.gov>
Sent: Friday, March 21, 2025 8:50 AM
To: Falmouth Health Department <health@falmouthma.gov>; Boyd Demello <boyd.demello@falmouthfirema.gov>; Craig O'Malley <craig.omalley@falmouthfirema.gov>; Jeff Lourie <Jeff.Lourie@falmouthpolicema.gov>; Brian Reid <brian.reid@falmouthpolicema.gov>; Ryan Hergt <ryan.hergt@falmouthpolicema.gov>
Subject: Special One-Day LQ License - Art Show Opening-West Falmouth Library

Good morning,

Attached please find an application by West Falmouth Library for a Special One-Day Winer & Malt Beverages License to be executed on August 13, 2025 for an Art Show Opening. Hours are 5:00 pm to 8:00 pm.

May we please request your recommendations to the Select Board regarding this application.

Thank you,
Phyllis

Phyllis Downey

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

Phyllis Downey

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Cc: Boyd Demello
Subject: RE: Special One-Day LQ License - Art Show Opening-West Falmouth Library

Phyllis,

The Fire Department has no issues.

Thanks,
Craig

Lt. Craig O'Malley
Fire Prevention Officer, IAAI-FIT
Falmouth Fire Rescue
508-495-2533 office
774-836-2434 cell
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Thank you,
Phyllis

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



Item: 5.b.1.

ITEM REPORT

To: Town of Falmouth Select Board

Submitted By: Mike Renshaw, Town Manager

Meeting Date: April 28, 2025

Department/Office: Town Manager/Select Board

Item Name: Approve warrant for the annual town election on May 20, 2025

Purpose:

The Select Board will review and consider the approval of the Warrant for the Annual Town Election to be held on May 20, 2025.

Background/Summary:

- The Warrant outlines the nine (9) individual precincts and identifies the voting location within each precinct.
- Qualified voters are instructed to cast their votes on Tuesday, May 20, 2025 between the hours of 7:00 AM to 8:00 PM for the purpose of electing Town officers, Town Meeting representatives, and Questions 1 and 2 as listed.

Recommended Actions:

Department Recommendation:

The Town Manager recommends that the Select Board approve the warrant for the annual town election on May 20, 2025, as presented.

Options:

- Motion to approve the warrant for the annual town election on May 21, 2024, as presented.
- Motion to deny approval of the warrant for the annual town election on May 21, 2024, as presented.
- Some other Board defined alternative.

Town Manager's Comments:

The Town Manager recommends that the Select Board approve the warrant for the annual town election on May 20, 2025, as presented.

Budget:

Applicable? (yes or no):

No

Budgeted? (yes or no): No.

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
-------------	--------------	-----------------	---------------	----------------	------------------	------------------

Finance Director's Comments (if applicable):

N/A

Attachments:

1. Consent-Administrative - Warrant for Town Election



Town of Falmouth
**Warrant For
 Annual Town Election
 MAY 20, 2025**

BARNSTABLE, SS.

To either of the Constables of the Town of Falmouth

GREETINGS:

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said town who are qualified to vote in the Annual Town Election to vote at:

- Precinct 1: Town Hall
- Precinct 2: Falmouth Community Veterans Center
- Precinct 3: Falmouth High School Gymnasium
- Precinct 4: St Anthony's Lodge
- Precinct 5: St Elizabeth Seton Church Hall
- Precinct 6: Falmouth High School Gymnasium
- Precinct 7: Waquoit Congregational Church Hall
- Precinct 8: Navigator Club
- Precinct 9: Jewish Congregation Community Center

on TUESDAY, the 20th OF MAY 2025, from 7:00a.m. to 8:00p.m. for the following purpose:

To cast their votes in the Town Election for the Candidates and Questions:

ELECT TOWN OFFICERS:

SELECT BOARD	ELECT TWO	3 YEAR TERM
SELECT BOARD	ELECT ONE	1 YEAR TERM
TOWN CLERK	ELECT ONE	3 YEAR TERM
TRUSTEE OF PUBLIC LIBRARY	ELECT TWO	3 YEAR TERM
SCHOOL COMMITTEE	ELECT THREE	3 YEAR TERM
PLANNING BOARD	ELECT TWO	3 YEAR TERM
PLANNING BOARD	ELECT ONE	1 YEAR TERM
MUNICIPAL LIGHT BOARD	ELECT TWO	3 YEAR TERM
MUNICIPAL LIGHT BOARD	ELECT ONE	1 YEAR TERM
FALMOUTH HOUSING AUTHORITY	ELECT ONE	5 YEAR TERM

TOWN MEETING REPRESENTATIVES:

PRECINCT 1	ELECT NINE	3 YEAR TERM
PRECINCT 2	ELECT NINE	3 YEAR TERM
PRECINCT 2	ELECT ONE	2 YEAR TERM
PRECINCT 3	ELECT NINE	3 YEAR TERM
PRECINCT 3	ELECT TWO	1 YEAR TERM
PRECINCT 4	ELECT NINE	3 YEAR TERM
PRECINCT 4	ELECT TWO	1 YEAR TERM
PRECINCT 5	ELECT NINE	3 YEAR TERM
PRECINCT 6	ELECT NINE	3 YEAR TERM
PRECINCT 6	ELECT ONE	1 YEAR TERM
PRECINCT 7	ELECT NINE	3 YEAR TERM
PRECINCT 7	ELECT TWO	1 YEAR TERM
PRECINCT 7	ELECT TWO	2 YEAR TERM
PRECINCT 8	ELECT NINE	3 YEAR TERM
PRECINCT 9	ELECT NINE	3 YEAR TERM

QUESTION ONE: Shall the Town of Falmouth be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts to pay for the bonds issued in order to pay the engineering, design and construction of the Great Pond Phase 1 Sewer Project and to include the sewer lines, the pump stations, the force main to convey the wastewater to the Town's main wastewater treatment facility, and the rehabilitation of the Town's existing northernmost open sand beds for discharge of treated wastewater, including, without limitation, all costs incidental and related thereto?

QUESTION TWO: Non-Binding Public Advisory Question

WHEREAS, Holtec, owner of the Pilgrim Nuclear Power Station in Plymouth, is discharging untreated radioactively and chemically contaminated industrial wastewater into the atmosphere; and.

WHEREAS, these airborne pollutants are being carried by prevailing winds over and into Cape Cod Bay and our communities; and,

WHEREAS, just as liquid discharge into Cape Cod Bay is in violation the Massachusetts Ocean Sanctuaries Act and other State Laws, this gaseous discharge also violates the Ocean Sanctuaries Act and other state laws Holtec agreed to follow; and,

WHEREAS, these airborne pollutants threaten public and environmental health and safety-including the safety of Holtec's own workers-and our marine-based economy;

Therefore, shall the people of the Town of Falmouth direct the town government to communicate with Governor Maura Healey, Attorney General Andrea Campbell, the State Legislature, and all other relevant authorities to employ all means available to ensure that the law is enforced and to ensure further that Holtec immediately cease the gaseous discharge of the radioactively and chemically contaminated industrial wastewater at Pilgrim?

Given under our hands this _____ day of _____ 2025.

NANCY Robbins TAYLOR, CHAIRMAN

EDWIN P. ZYLINSKI, II

DOUGLAS C. BROWN

ROBERT P. MASCALI

HEATHER M.H. GOLDSTONE

FALMOUTH SELECT BOARD

Barnstable, SS.
Falmouth, MA

By the virtue of this warrant, I have this day notified and summoned the inhabitants of the Town Of Falmouth qualified to vote, as said Warrant directs by posting an attested copy thereof in Town Hall and Every Precinct in the town.

Constable, Town of Falmouth

Date



Item: 5.b.2.

ITEM REPORT

To: Town of Falmouth Select Board

Submitted By: Diane Davidson, Office Manager

Meeting Date: April 28, 2025

Department/Office: Town Manager/Select Board

Item Name: Consider a vote to approve a request from the Master Gardener Association of Cape Cod for a variance to Sign Code 184-30: Movable, portable, or mobile signs D (1) (a), for the placement of five off-premises promotional signs for plant sale at Cape Cod Fairgrounds on 5/17/25

Purpose:

To consider approval of a request for a variance to Sign Code 184-30: Movable, portable, or mobile signs D (1) (a), for the placement of five off-premises promotional signs for Master Gardener Plant Sale at Cape Cod Fairgrounds on Saturday, May 17, 2025.

Background/Summary:

- This is an annual request for a variance to Sign Code 184-30: Movable, portable, or mobile signs D (1) (a), for the placement of five (5) off-premises promotional signs for Master Gardener Plant Sale at Cape Cod Fairgrounds on Saturday, May 17, 2025.
- The signs will be placed at the following locations:
 1. Intersection of Palmer Ave. & Jones Rd. (on Palmer Ave. side)
 2. Intersection of Sandwich Rd. & Route 28
 3. Intersection of Jones Rd. & Route 28 (on the Stop & Shop side)
 4. Intersection of Route 28 & Davisville Rd. (CVS side)
 5. Intersection of Sandwich Rd. & Nathan Ellis Hwy. (Route 151)
- The length of time the signs will be displayed is from Sunday, May 11 to Sunday, May 18, 2025.
- The “Today” sign will be displayed on May 17.
- The signs will be removed by the end of the day on May 18.
- The signs measure: 18” x 24” = 3 sq. ft.
- The “Today” sign measures: 6” x 12” = .5 sq. ft.
- The sign sizes are within the 8 sq. ft. maximum.

Recommended Actions:

Department Recommendation:

To approve the request for a variance to Sign Code 184-30: Movable, portable, or mobile signs D (1) (a), for the placement of five off-premises promotional signs for the Master Gardener Plant Sale at Cape Cod Fairgrounds on Saturday, May 17, 2025.

Options:

- Motion to approve the request for a variance to Sign Code 184-30: Movable, portable, or mobile signs D (1) (a), for the placement of five off-premises promotional signs for Master Gardener Plant Sale at Cape Cod Fairgrounds on Saturday, May 17, 2025.
- Motion to approve the request with Board specified conditions.
- Motion to deny the request for a variance to Sign Code 184-30: Movable, portable, or mobile signs D (1) (a), for the placement of five off-premises promotional signs for Master Gardener Plant Sale at Cape Cod Fairgrounds on Saturday, May 17, 2025.

Town Manager's Comments:

The Town Manager recommends that the Select Board approve the request for a variance to Sign Code 184-30: Movable, portable, or mobile signs D (1) (a), for the placement of five off-premises promotional signs for the Master Gardener Plant Sale at Cape Cod Fairgrounds on Saturday, May 17, 2025 as presented.

Budget:

Applicable? (yes or no):

No

Budgeted? (yes or no):

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
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Finance Director's Comments (if applicable): N/A.

N/A

Attachments:

1. Sign Summary Sheet for Packet 2025-04-28
2. Sign 2025 MG plant sale 18x24 sign

Cape Cod Master Gardener Association Signs:

Request for a variance to Sign Code 184-30: Movable, portable, or mobile signs D (1) (a), for the placement of five off-premises promotional signs for Master Gardener Plant Sale at Cape Cod Fairgrounds on Saturday, May 17, 2025.

Locations:

1. Intersection of Palmer Ave. & Jones Rd. (on Palmer Ave. side)
2. Intersection of Sandwich Rd. & Route 28
3. Intersection of Jones Rd. & Route 28 (on the Stop & Shop side)
4. Intersection of Route 28 & Davisville Rd. (CVS side)
5. Intersection of Sandwich Rd. & Nathan Ellis Hwy. (Route 151)

Length of time: Sunday, May 11 – Sunday, May 18, 2025. The “Today” sign will be added on May 17. Signs removed by the end of the day on May 18.

Quantity: 5

Size: 18” x 24” = 3 sq. ft. “Today” add-on: 6” x 12” = .5 sq. ft.

Sign sizes are within the 8 sq. ft. maximum size.



**Master Gardeners
Association of Cape Cod**

**PLANT SALE
SATURDAY**

9am - 12pm

CAPE COD FAIRGROUNDS



Item: 5.b.3.

ITEM REPORT

To: Town of Falmouth Select Board

Submitted By: Peter Johnson-Staub, Assistant Town Manager

Meeting Date: April 28, 2025

Department/Office: Town Manager/Select Board

Item Name: Consider a vote to amend the charge for the East Falmouth Library Building Advisory Committee

Purpose:

The Select Board is asked to consider adopting a revised charge for the East Falmouth Library Building Advisory Committee.

Background/Summary:

- The Select Board voted to appoint an alternate to this Committee with the understanding the previously approved charge would need to be updated to allow for an alternate.
- This office also received a request from Falmouth Board of Library Trustees Chair Judy Fenwick to include a role for the Falmouth Board of Library Trustees in the selection of the owner's project manager and architect, which aligns with some guidance information from the granting agency - the Massachusetts Board of Library Commissioners.
- In the original charge approved by the Select Board on 02/10/2025, this committee submitted these recommendations to the Town Manager who customarily executes all contracts on behalf of the Town.
- In the proposed revision, the committee recommendation is submitted to the Falmouth Board of Library Trustees but the final decision rests with the Town Manager who will sign the contracts as he does for all Library Department contracts.
- Another substantive revision included in the proposed charge allows for the scope of this committee to be expanded such that the committee could continue through design development and substantial completion of construction in the event the project is funded and the members are willing to continue their service.
- As an aside, the East Falmouth Library Building Advisory Committee has hit the ground running! Owner's project manager firms have been interviewed and the Committee submitted its recommendation to both the Town Manager and Board of Library Trustees.
- All parties are in agreement on the top firm and a fee has been negotiated.

Recommended Actions:

Department Recommendation:

The Town Manager recommends approval of the revised charge for the East Falmouth Library Building Advisory Committee as submitted.

Options:

- Motion to amend the charge for the East Falmouth Library Building Advisory Committee as presented.
- Motion to deny the amendment to the charge for the East Falmouth Library Building Advisory Committee as presented.
- Some other Board defined alternative.

Town Manager's Comments:

The Town Manager recommends approval of the revised charge for the East Falmouth Library Building Advisory Committee as submitted.

Budget:

Applicable? (yes or no):

No

Budgeted? (yes or no):

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
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Finance Director's Comments (if applicable):

N/A

Attachments:

1. East Falmouth Library Advisory Committee Charge 4-24-2025

EAST FALMOUTH LIBRARY BUILDING ADVISORY COMMITTEE

~~Amended~~ DRAFT REVISION April 24, 2025

A temporary East Falmouth Branch Library Advisory Committee shall be appointed by the Select Board in accordance with relevant provisions of the Falmouth Home Rule Charter and Town bylaws. The Committee shall consist of five (5) members who shall serve until the Committee is dissolved. The Board seeks representation from individuals with a background in building design, building construction, civil engineering, and/or library services. In the event that a member resigns prior to the dissolution of the Committee the Board may elect to appoint a new member.

The mission of the Committee is to advise on owner's project manager (OPM) and architect selection, library site selection, and design of a new East Falmouth Branch Library based on information provided by staff, the OPM and the architect retained by the Town. The Committee will also solicit input from residents. The Committee is directed to submit recommendations to the Town Manager and Board of Library Trustees regarding owner's project manager and architect selection, and to the Library Board of Library Trustees and Select Board regarding site selection and design. The Town Manager, in his discretion, shall execute all contracts in consultation with the Board of Library Trustees.

This Committee is to convene a meeting at the earliest reasonable time following Select Board appointment. They are to select a Chair, Vice-Chair and Recording Secretary, will select an agreeable meeting date, time and place and will post all Committee meetings, prepare and approve minutes consistent with the Commonwealth Open Meeting Law. It is the intention of the Board to encourage consistent and steady progress to timely reach this final recommendation, as it is required by the Massachusetts Public Library Construction Program (MPLCP) that work on planning and design be completed by the end of 2025.

The Library Director and Town Manager designees shall serve as staff liaisons to this Committee to provide relevant information, analysis and guidance. The Committee may be dissolved by the Select Board upon the acceptance of the final

report for the MPLCP's planning and design phase or, the Select Board may choose to extend the Committee through substantial completion, if the project is funded and the members are-wish to continue their service.



Item: 5.b.4.

ITEM REPORT

To: Town of Falmouth Select Board

Submitted By: Chuck Martinsen, Deputy Director, Marine and Environmental Services

Meeting Date: April 28, 2025

Department/Office: Marine and Environmental Services

Item Name: Consider a vote to approve an intermunicipal agreement for the sale of surplus intermediate oyster seed from Falmouth to the Town of Yarmouth

Purpose:

MES seeks the Falmouth Select Board's approval of a proposed intermunicipal agreement with the Town of Yarmouth for the sale of surplus intermediate oysters.

Background/Summary:

- The Town of Falmouth has developed efficient and productive methods for growing shellfish. The program has been so successful that at times we have a surplus of shellfish. This surplus of oysters can be made available for sale to other communities' recreational shellfish programs. Massachusetts Division of Marine Fisheries only allows our shellfish to be sold to other government agencies. The money received from previous sales has been reinvested into purchasing more seed and growing gear for the local shellfish program through the Shellfish Revolving Account.
- In 2022 Falmouth was approached by the Barnstable County Cooperative Extension about further developing the sales of shellfish to other communities, based on interest from other towns. The Cooperative Extension requested that Falmouth develop an intergovernmental document to manage the sales of shellfish in the future in place of the previously used sealed bid process.
- This intermunicipal agreement is the same as the one used last year in the sale of oysters to the Towns of Brewster, Yarmouth, and Mashpee).

Recommended Actions:

Department Recommendation:

MES recommends a vote to approve the proposed intermunicipal agreement for the sale of surplus intermediate oysters to the Town of Yarmouth.

Options:

- Motion to approve the intermunicipal agreement for the sale of surplus intermediate oysters to the Town of Yarmouth as presented.
- Motion to deny approval of the intermunicipal agreements with the Town of Yarmouth.
- Some other Board-defined alternative.

Town Manager's Comments:

The Town Manager recommends that the Select Board approve the intermunicipal agreement for the sale of surplus intermediate oyster seed from Falmouth to the Town of Yarmouth as presented.

Budget:

Applicable? (yes or no):

No

Budgeted? (yes or no):

N/A

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
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Finance Director's Comments (if applicable):

N/A

Attachments:

1. YarmouthFalmouth_Municipal_Agreement_for_Oys

**Intermunicipal Agreement
Shellfish Sales and Purchase
Terms and Conditions by and between the following:**

**Marine & Environmental Services
Town of Falmouth
59 Town Hall Square
Falmouth, MA 02360**

**Division of Natural Resources
Town of Yarmouth
424 Rte. 28
Yarmouth, MA 02673**

THIS INTERMUNICIPAL AGREEMENT is made pursuant to General Laws Chapter 40 §4A, **this 27th day of February 2025** by and between the Town of Falmouth (“Falmouth”) and the Town of Yarmouth (the “Town”), collectively the “Parties”.

The Intermunicipal Agreement (“Agreement”) Terms and Conditions and any agreed upon changes thereto included in any Amendments shall take precedence over any additional or conflicting terms and conditions as may be included in any other document attached hereto.

NOW THEREFORE, Falmouth and the Town do mutually agree as follows:

1. **Employment of Falmouth.** Falmouth hereby agrees to perform the services hereinafter set forth in the Scope of Services and the Town agrees to pay for said services as set forth below.
2. **Scope of Services.** Falmouth shall perform the scope of services to the Town in the sale of intermediate oyster seed.
 - A. Falmouth will provide pathology reports and growing area history for oyster seed.
 - B. All oysters sold will have been grown in classified Approved areas, per Massachusetts Division of Marine Fisheries.
 - C. Falmouth will provide size data for sold oyster seed.
 - D. Falmouth bears no responsibility for mortality of oyster seed after delivery.
3. **Amendments.** Any amendment to this Agreement must be made and approved in writing by Falmouth and the TOWN.
4. **Time of Performance.**

Start Date

End Date

5. **Notification of availability.** Falmouth shall notify the Town of the availability of desired quantities of oyster seed between **10th day of September 2025** and **10th day of October 2025**.

6. **Pickup of oyster seed.** Oyster seed will be picked up by the Town by the **31st day of October 2025**.

7. **Responsible Officials:** The Falmouth Official and Department exercising managerial control for this Contract shall be: Falmouth Marine & Environmental Services

8. Payment:

A. The Town shall compensate Falmouth for the services rendered at the rate of:

\$ 0.26 per 3+ inch oyster (\$260.00/1,000) - Total Order Amount by the Town: 30,000

B. In no event shall Falmouth be reimbursed for time other than that spent providing the described service(s).

C. Payment will be made to "Town of Falmouth - Shellfish Revolving Account" upon submittal and approval of Falmouth's Invoice(s).

Upon acceptance of Falmouth's invoice, payment will be made within thirty (30) days. If an invoice is not accepted by the Town within fifteen (15) days, it shall be returned to Falmouth with a written explanation for the rejection. At the end of each fiscal year, Falmouth must submit any outstanding invoices for services performed or delivered during the fiscal year (July 1-June 30) to the Town no later than July 31st of the year when the services were performed. Falmouth shall submit invoices within sixty (60) days of completing the work.

9. Termination or Suspension of Agreement for Cause. If through any sufficient cause, Falmouth shall fail to fulfill or perform its duties and obligations under this Agreement, or if either party shall violate or breach any of the provisions of this Agreement, either party shall thereupon have the right to terminate or suspend this Agreement, by giving written notice to the other party of such termination or suspension and specifying the effective date thereof. Such notice shall be given at least fifteen (15) calendar days before such an effective date.

10. Termination for Convenience of the Town. The Town shall have the right to discontinue the work of Falmouth and cancel this Agreement by written notice to Falmouth of such termination and specifying the effective date of such termination. In the event of such termination or suspension of this Contract, Falmouth shall be entitled to just and equitable compensation for satisfactory work completed, for services performed and for reimbursable expenses necessarily incurred in the performance of this Contract up to and including the date of termination or suspension.

11. Indemnification. FALMOUTH and the Town agree that each shall be responsible for their own insurance and that neither party is entitled to indemnification or defense from the other.

12. Employee liability. The Parties agrees that employees of Falmouth shall not be held personally or contractually liable by or to the Town under any term or provision of this Contract because of any breach thereof.

13. Choice of Law. This Contract shall be construed under and governed by the laws of the Commonwealth of Massachusetts. The Town and the agents thereof, agree to bring any federal or state legal proceedings arising under this Contract, in which Falmouth are a party, in a court of competent jurisdiction within the Commonwealth of Massachusetts. This paragraph shall not be construed to limit any rights a party may have to intervene in any action, wherever pending, to which the other is a party. All parties to this contract and covenant agree that any disputes be litigated in the District or Superior courts in Barnstable County.

14. Force Majeure. Neither party shall be liable to the other nor be deemed to be in breach of this Contract for failure or delay in rendering performance arising out of causes factually beyond its control and without its fault or negligence. Such causes may include but are not limited to acts of God or the public enemy, wars, fires, floods, epidemics, strikes, or unusually severe weather. Dates or times of performance shall be

extended to the extent of delays excused by this section, provided that the party whose performance is affected notifies the other promptly of the existence and nature of such delay.

15. **Headings, Interpretation and Severability.** The headings used herein are for reference and convenience only and shall not be a factor in the interpretation of the Contract. If any provision of this Contract is declared or found to be illegal, unenforceable, or void, then both parties shall be relieved of all obligations under that provision. The remainder of the Contract shall be enforced to the fullest extent permitted by law.

16. **Amendments.** Falmouth may, from time to time, require changes in the Scope of Services to be performed hereunder. Such changes, including any increase or decrease in the amount of Falmouth costs, which are mutually agreed upon by Falmouth and the Town, shall be incorporated in written amendments to this Contract.

17. **Entire Agreement.** The Parties understand and agree that this Contract and its attachments or amendments (if any) constitute the entire understanding between the Parties and supersede all other verbal and written agreements and negotiations by the Parties relating to the services under this Contract.

18. **Notice.** Unless otherwise specified, any notice hereunder shall be in writing addressed to the persons and addresses indicated below (Name, postal address, phone, email address):

To Falmouth: _____

To the Town:

Bill Bonnetti, Director
424 Route 28, West Yarmouth, MA 02673
bbonnetti@yarmouth.ma.us

Casaundra Healy, Shellfish Constable
424 Route 28, West Yarmouth, MA 02673
chealy@yarmouth.ma.us

IN WITNESS WHEREOF, Falmouth and the Town have executed this Agreement this date: _____

FOR Falmouth
Marine & Environmental Services
Town of Falmouth

FOR the Town:
Division of Natural Resources
Town of Yarmouth, Town Administrator

Signed by:

4815545EA09F48A...

Town Administrator

Date: 2/28/2025



ITEM REPORT

To: Town of Falmouth Select Board

Submitted By: Gregg Fraser, Director, Marine and Environmental Services

Meeting Date: April 28, 2025

Department/Office: Marine and Environmental Services

Item Name: Consider a vote to authorize Marine and Environmental Services to file a 2025 Seaport Economic Council Grant Application

Purpose:

Consider a vote to authorize MES to file a 2025 Seaport Economic Council grant application and notify FinCom of this action.

Background/Summary:

- 2025 Seaport Economic Council grant application for Phase I: Feasibility and Schematic Design for Marina Park Improvements.
- The project budget is \$200,000.
- The potential Seaport Grant is \$160,000
- Town Match, November Town Meeting \$40,000
- The grant application includes improvements to the marina building, parking, commercial bulkhead, upwellers, and solar.

Recommended Actions:

Department Recommendation:

Vote to authorize MES to file a 2025 Seaport Economic Council grant application and notify FinCom of this action.

Options:

- Motion to vote to authorize MES to file a 2025 Seaport Economic Council grant application.
- Motion to deny authorizing MES the filing of a 2025 Seaport Economic Council grant application.

Town Manager's Comments:

The Town Manager recommends that the Select Board authorize Marine and Environmental Services to file a 2025 Seaport Economic Council Grant Application as presented.

Budget:

Applicable? (yes or no):

Yes

Budgeted? (yes or no):

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
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Finance Director's Comments (if applicable):

Attachments:

1. SEC_FY26_Application_falmouth

**SEAPORT ECONOMIC COUNCIL PROGRAM
APPLICATION**

for

Feasibility & Schematic Design for Falmouth Marina Park Updates

1. APPLICANT INFORMATION

Primary Applicant

Name of Municipality or Public Entity: Town of Falmouth

Executive Officer or Designee for Project: Gregg Fraser

Application prepared by (if different from above):

Title: MES Director/Harbormaster

Address: 180 Scranton Ave

City: Falmouth

State: MA

Zip code: 02540

Phone: 508-457-2550

Fax:

E-mail Address: gregg.fraser@falmouthma.gov

2. PROJECT TYPE - Please select one of the following project types that best describes your project:



Supportive Coastal Infrastructure Project Grants: Infrastructure grants are available when investments may need to be made in coastal infrastructure to fulfill the job or economic growth potential within a coastal community. Best available science and information regarding potential threats to coastal communities from sea level rise and extreme weather events will be used to evaluate the projects in which the Council invests.



Local Maritime Economic Development Planning Grants: Coastal communities vary in size and scope from deep-water port cities to small fishing villages. These grants provide capacity for coastal communities to explore their unique advantages and generate economic development plans which help them realize their full potential, increase job growth, and maximize the maritime economic sector for their community.



Technology & Innovation Grants: Technology & Innovation Grants invest in innovative technology projects that promote job creation and economic growth in the maritime sector. These technologies may be deployed in order to address an important need in the marine economy. Our partners at the John Adams Innovation Institute at MassTech administer the program.



Grants to Public Education Institutions: Equipment, infrastructure and capital improvements grants for public education institutions, from pre-k through higher

education. These grants may range from fostering awareness of coastal assets and maritime traditions of the Commonwealth to investing in transformative public/private collaborations.

3. PROJECT OVERVIEW – Please provide an overview of the project.

3.1. Name of the Project: Feasibility & Schematic Design of Marina Park Upgrades

3.2. Requested Grant Amount:\$160,000.00

3.3. Total Project Budget:\$200,000

3.4. Brief Description of the Project (75 words or less): Feasibility & Schematic Design services for upgrades to marina park. The new facility will contribute to the harbor's resilient infrastructure as well as address accessibility. Improvements will include upgrades to the building, restrooms, laundry facilities, parking, traffic flow, bulkhead work, utility upgrades and an expanded shellfish propagation center. The new facilities will be designed to provide increased accessibility and support to the commercial and recreational activities of Falmouth Harbor, which has both vibrant and active fishing and maritime industries, as well as accommodation for recreational boaters.

4. VISION OF THE PROJECT

4.1 Please describe the scope of the project proposed in this application and include an explanation of the uses of the grant. (Please note: This description should only include capital uses of the grant, please see section “Use of Fund”)

This project will help fund the design for numerous improvements to marina park. The scope of this project will include replacement or expansion of the existing marina facility. The existing facility has been identified as critical infrastructure subject to sea level rise. As an essential operation during climate events, the Harbormaster facility serves as critical infrastructure to the harbor and the community. The Harbormaster and the Assistant Harbormasters are responsible for insuring water safety, maritime law enforcement and the assignment of moorings and slips administered by the Town of Falmouth. A new facility will strengthen Falmouth's resilience to climate change and coastal storms. A more resilient harbormaster facility will not only support and protect the safety of harbor activities.

From the Strategic Plan:

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

4.2 What are you trying to achieve with this project? Please note specific stakeholders, deliverables and outcomes.

The goal of this project is to provide a feasibility and schematic design for upgrades at Marina Park, to allow overall accessibility and the harbor to continue to be an economic driver for the local economy. These goals include increasing the resiliency of the facility so that it is available during climate events, while supporting and protecting commercial users of the harbor including fisherman and charter boats, as well as continuing to provide public services including police, fire, and rescue.

5. ALIGNMENT

5.1 Is your community a designated Housing Choice Community? Housing Choice Initiative – (For info, please visit www.mass.gov/housingchoice)

Yes

No

5.2 Please provide a list of all planning documents, particularly those related to the waterfront, that have received public scrutiny and input and the timeframe in which the plans were last updated.

Plan Type	Last Updated/Approved
<input checked="" type="checkbox"/> Economic Development Plan	
<input type="checkbox"/> State-Approved Municipal Harbor Plan	
<input type="checkbox"/> State-Approved DPA Master Plan	
<input checked="" type="checkbox"/> Local Harbor Plan	
<input checked="" type="checkbox"/> Climate Change Vulnerability/Resiliency Plan	2021
<input checked="" type="checkbox"/> Other: Multi-Hazard Mitigation Plan	2022
<input checked="" type="checkbox"/> Other: Coastal Resiliency Plan	2022

Attach copies of all plans noted above.

<https://www.falmouthma.gov/DocumentCenter/View/7218/Falmouth-VA-Final-Report-FINAL-013020-with-Appendices-RS-1>

<https://www.falmouthma.gov/DocumentCenter/View/12414/Falmouth-Multi-Hazard-Mitigation-Plan-Update-2022>

<https://www.falmouthma.gov/DocumentCenter/View/17850/Five-Year-Strategic-Plan-FY2023---FY2027-Updated-10-21-2024>

5.3 Is the project consistent with the community’s other waterfront plans that have received public scrutiny and input and, if applicable, state approval?

- Yes
- No

5.4 Describe how the proposed project is consistent with each of these plans and note which sections of the plan(s) support the proposed project. Specific recommendations and implementation references from the relevant plans should be provided. If the project proposed in this application is a planning document, please describe how this plan will support the development of the maritime economy in the community. If the proposed project is a planning document that requires state approval, please detail pre-application consultations with relevant state agencies (e.g., Executive Office of Energy and Environmental Affairs, Department of Environmental Protection, Office of Coastal Zone Management), including meeting dates and notes, and how the application reflects guidance provided, if applicable and available.

A upgrade to Falmouth's Marina Park facility is consistent with town goals of continued support of the fishing industry, marine research, education, and boat repair business, to retain existing and attract

additional businesses and employment. It also encourages more programming along the waterfront including use by the Bandshell and will support more recreation and tourist amenities.

A partial list of annual recurring events which take place contributing to the economic vitality of Falmouth's seaport: weekly Farmer's Market, monthly classic car show, Falmouth Road Race band, Arts Alive, Harbor Light Illumination, Coast Fest, Striper Fest, Cape Cod Marathon weekend.

Climate Change Vulnerability/Resiliency – Marina Park upgrades are consistent with the Select Boards FY23-27 Strategic Plan, Management of Coastal/Natural Resources and Infrastructure section of the report by investing in infrastructure that reduces risk of damage to the marina, while providing additional benefits of beautification, economic growth, and public programming. A resilient marina park also reduces vulnerability of the coastal business districts by helping to ensure this economic hub of the town remains operational through extreme weather events.

5.5 Please describe how your project addresses relevant climate impact(s) or long-term problem(s), including an explanation of potential future vulnerability and risk to public safety, coastal infrastructure, and natural resources from sea level rise, storm surge, and precipitation, as well as the primary drivers (e.g., economic, environmental or other) for engaging in climate adaptation activities. (Most up-to-date climate change information available at resilientma.org). If the proposed project does not fully address expected climate change impacts for the design life of the project as shown by the best available information, explain the discrepancy.

The Harbormaster and Marine & Environmental Services operation is considered a critical facility, being important to the functionality of the Town. Being a municipally owned marina park, it can be used for community gathering or sheltering during extreme weather events, or resources that are critically important for resident health and survival maritime operations. The Harbormaster building is of greater importance serving the community, particularly during extreme weather events and coastal storms. Recent storms have demonstrated the risks that the Harbormaster operations face during critical climate events. Replacement with a new upgrade will provide a more resilient facility. The new facilities will not only be more climate resilient, but also more sustainable in its design relying less on fossil fuels, which may not be available during a severe climate event. All facilities will also be ADA complaint.

5.6 Does your community have a completed Municipal Vulnerability Preparedness Plan?

- Yes
- No

5.7 If yes, please describe how this project acknowledges and contributes to that Municipal Vulnerability Preparedness Plan. Please reference relevant sections of that Plan, as needed.

This project contributes to Municipal Vulnerability Plan by ensuring that the harbor remains operational and viable for police, fire, and other public safety agencies through all-weather events. Having a resilient Marina Park also helps to ensure that this major economic driver of the downtown area remains open and operational to tourists and commercial users alike.

6. PARTNERSHIP

6.1 Please describe the partners involved in the project and the strategy of involving these key parties.

The harbor is currently used by multiple public safety organizations as a location for storing and launching their vessels.

Marina Park has 105 slips, with 10% reserved for daily transient boater use. We provide operation docking for (7) MES vessels including a pump-out boat, Falmouth Fire and Rescue Marine 1, Massachusetts environmental Police Boat, and access to a commercial boat launching ramp jointly managed by the town and the State office of Fishing and Boating Access.

6.2 Please list any partners (public / private / non-profit / regional) involved in the project and their role:

Partner	Role
Organization Name: US Coast Guard Address: Woods Hole, Ma Primary Contact Name: Sector SE New England Email address: Tel. No.: 508-538-2300	Utilizes the town boat ramp often
Organization Name: Falmouth Police Department Address: 790 Main St, Falmouth, MA Primary Contact Name: Jeff Lourie, Police Chief Email address; jeff.lourie@falmouthpolicema.gov Tel. No.: 774-255-4527	Partners with MES
Organization Name: Falmouth Fire Department Address: Main Street, Falmouth Primary Contact Name: Tim Smith, Fire Chief Email address: TimSmith@falmouthfirema.gov Tel. No.: 508-274-6410	Marina Tenant
Organization Name: Mass Environmental Police Address: Boston, MA Primary Contact Name: Lt. Matt Bass Tel. No.: 774-836-8081	Marina Tenant

6.3 Optional: Upload Letters of Support.

See attached letter from Senator Dylan Fernandes, State Representatives Thomas Moakley and David Vieira

7. ECONOMIC IMPACT

7.1 How does how does the project advance the maritime economy?

The community and the region have a long maritime history of recreational and commercial fishing, sailing, and building and maintaining boats. Falmouth Harbor is considered a harbor of refuge, is open year-round and home to commercial fisherman and fishing charter boats that depend on the harbor facilities for their livelihood. The harbor is also home to several full-service shipyards in the area. Having an updated and fully operational marine park facility encourages the continued use and growth of the fishing and shipyard industry throughout the region and also brings in workers from the surrounding area. The harbor directly contributes to the growth of local fishing operations and recreational activities. The modernization of the Marine Park will ensure that these activities remain revenue generators for the Waterways Funds as 100% of the town mooring fees and 50% of the boat excise taxes are earmarked for coastal marine management purposes.

7.2 How does the project advance the maritime economy of the host community? Please note if this project aligns with community assessment and planning.

The marina park serves as a centerpiece of the Town and provides major economic benefits to the local community. The proximity of the harbor to the downtown businesses allows transient boating visitors of the harbor to easily access the local bars, restaurants, hotels, local tourist attractions. Patrons of the harbor also frequent the local maritime suppliers, fishing/tackle shops and the recently constructed fish processing facility. These local businesses serve as the backbone of the economic stability of the downtown area. The harbor has multiple dedicated transient slips that bring in boaters from out-of-town. To maximize the number of transient vessels within the harbor, the Town uses a registration system in which permanent slip holders notify the Harbormaster when they will not be using their slips, and the Town rents out the slips to transient users.

7.3 Project Success: How will it be determined that the project is successful? What are the intended measureable outcomes? Where applicable, please note the number of full time, part-time jobs retained or created or the number of students reached by the project.

Project success will be measured by the continued ability of the Harbormaster to support, federal, state and local public safety and rescue operations, public outreach programs, a safe environment for recreational boater owners and support of the local maritime economy.

8. ABILITY TO EXECUTE

8.1 If applicable, has this project held all necessary public meetings or hearings?

Yes

No

If no, please describe the timeline for those public meetings or hearings.

Numerous town committees will be involved in the planning, permitting and construction of improvements to the marina park. They include the Select Board, Town Meeting, Conservation Commission, Shellfish Advisory Board, Waterways Committee, Planning Board and Town Managers Office.

8.2 If applicable, has the project applied for and/or acquired all the necessary permits for the project? Have pre-permitting consultations taken place with the relevant agencies?

(Please note, additional questions about Permits will be asked for Infrastructure projects on page 7)

Yes

No

If no, please describe any coordination or meetings with permitting agencies and the timeline for acquiring those permits.

Any necessary permits that need to be filed will be determined following the feasibility study and schematic design of the marina park improvements.

8.3 Budget: Please provide a breakdown of the project budget. This should include the cost of each element of the project and should not be limited to the work which will be covered by Seaport

Council funding. (Please note: This budget should only include capital uses of the grant, please see section “Use of Fund”)

Spending Category	Funds Requested	Municipal Funds	Federal Funds	Other State Funds	Other Funds	Match Secured? Y/N	Total Budget
Feasibility / Schematic Design	160,000	40,000	-	-	-	-	200,000
Design / Engineering	-	-	-	-	-	-	-
Environmental Review/Permitting	-	-	-	-	-	-	-
Bidding	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Construction Admin.	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Other / Miscellaneous	-	-	-	-	-	-	-
Other / Miscellaneous	-	-	-	-	-	-	-
Total	160,000	40,000	-	-	-	-	200,000

8.4 Describe the match outlined in the budget. Please describe the sources and the date that each was or will be secured.

The match funding is planned to be appropriated at the November 2025 Town Meeting.

8.5 Optional: Please provide any additional information or insight into the budget.

8.6 Timeline: Will the project be ready to proceed within four months of the application date?

- Yes
- No

Subsequent to the November 2025 Town meeting approval of funds and approval of a Seaport Grant, the Harbormaster will immediately seek professional technical services.

8.7 Please list the major activities associated with this project, approximate timeframes, and the party primarily responsible for the activity.

Please note, the timeline should start four months after application period.

Major Project Activity	Timeframe	Responsible Party	Additional Details
Feasibility, Design, engineering	Nov 2025- March 2026	Architect / Engineer Consultants	Feasibility and Schematic Design of proposed Changes
Permitting	-	-	-
Bidding	-	-	-
Construction	-	-	-

ADDITIONAL QUESTIONS FOR SUPPORTIVE COASTAL INFRASTRUCTURE PROJECTS

The following questions are for Supportive Coastal Infrastructure Projects only.

9.1 Project site address: 180 Scranton Ave, Falmouth, MA 02540

9.2 Please attach a site plan, conceptual drawing, and/or construction concept design that clearly demonstrates the location and outlines the proposed work.

9.3 Is the project site publicly owned?

- Yes
- No

9.4 Describe type of ownership (select all that apply).

- Public land
- Leasehold
- Right of Way
- Easement
- Other, please explain:

Attach applicable evidence and relevant documents related to the lease, a MOU, or easement noted in the question above.

9.5 If not currently public, will the site be publicly owned by the project start date?

- Yes
- No

If not, please explain and include details about the nature, timing, and mechanism of the public acquisition or if there is no plan for public ownership please describe the clear public benefit.

9.6 Please provide a project schedule and anticipated project milestones for the coastal infrastructure project for which the community is seeking grant assistance. Please note, the timeline should start four months after the application period. Additionally, it is not expected that all of these milestones are included in a project and it is suggested that a request focus on a singular phase.

Schedule to be revised based on November 2025 Town Meeting match.

Milestone	Start Date	End Date
Feasibility/Schematic Design	December 2025	June 2026
Survey	December 2025	June 2026
Design/Engineering	-	-
Environmental Review/Permitting	-	-
Bid/Contract	-	-
Start Construction	-	-
25% Construction	-	-
50% Construction	-	-
75% Construction	-	-
100% Construction	-	-
Punch List	-	-

9.7 Please provide a list of all permits and other actions required for this project, the current status of those permits, and the timeframe in which the permits will be obtained. Please specify all required local permits and the status of each.

Required Permit / Action	Filing/Request Date	Anticipated Date of Issuance
<input type="checkbox"/> Secretary’s Certificate on Environmental Notification Form and Environmental Impact Report, if applicable	-	-
<input type="checkbox"/> Notice of Intent	-	-
<input type="checkbox"/> Water Quality Certificate	-	-
<input type="checkbox"/> Chapter 91 Authorization	-	-
<input type="checkbox"/> CZM Consistency Concurrence	-	-
<input type="checkbox"/> US Army Corps of Engineers Authorization:	-	-
<input type="checkbox"/> Other:	-	-
<input type="checkbox"/> Other:	-	-
<input type="checkbox"/> Other:	-	-

Attach copies of all applications and permits obtained as noted above.

9.8 Please list all pre-application meetings with agencies that have occurred and issues to be addressed.

9.9 Is any part of the project in the current 1% annual chance (100-year) floodplain, the current 0.2% annual chance (500-year) floodplain, and/or within 0.1 miles of a water body?

- Yes
- No

9.10 Does the project site have a history of flooding?

- Yes
- No

9.11 Will the project result in a net increase in impervious area at the site?

- Yes
- No

9.12 If yes to any of the above, describe how the project design will mitigate flood risks, sea level rise, precipitation and storm surge and/or heat-island impacts based on the best available climate change science and data.

9.13 Will the project provide positive environmental benefits to the community, such as ecological restoration, improved air/water quality, pretreatment of stormwater discharge, etc.?

- Yes
- No

9.14 If yes, describe the benefits provided by this project and provide any supporting documentation.

Marina Park improvements will be designed with a sustainable approach. Sustainable buildings use fewer resources and minimize waste. Sustainable buildings help to reduce carbon, water, energy and waste. By improving energy efficiency, sustainable buildings help reduce indoor air pollutants related to serious health issues. Water-efficiency measures in sustainable buildings help reduce water use (promoting rainwater capture, as well as the use of non-potable sources). Sustainable measures also divert waste from landfills. These buildings also lower air pollutant and CO2 emissions. Emissions are reduced by decreasing energy use through energy-efficient design, use of renewable energy, and building commissioning.

Upload any supporting documentation.

For questions, please email the Director of the Seaport Economic Council, Ellen Cebula at ellen.cebula@mass.gov.



ITEM REPORT

To: Town of Falmouth Select Board

Submitted By: Diane Davidson, Office Manager

Meeting Date: April 28, 2025

Department/Office: Town Manager/Select Board

Item Name: Consider a vote to appoint the Planning Board's nominee, Charlotte Harris, as its representative member of the Short-Term Rental Advisory Committee

Purpose:

To appoint the Planning Board's nominee, Charlotte Harris, as its representative member on the Short-Term Rental Advisory Committee.

Background/Summary:

- The Planning Board voted at its March 11, 2025 meeting to appoint Charlotte Harris to the Short-Term Rental Committee.
- The Short-Term Rental Advisory Committee will consist of seven (7) appointed members who shall serve until the committee is dissolved (following the approval by Town Meeting of a short-term rental general bylaw).
- 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.

Recommended Actions:

Department Recommendation:

To appoint Charlotte Harris as the Planning Board member of the Short-Term Rental Advisory Committee.

Options:

- Motion to appoint Charlotte Harris as the Planning Board member of the Short-Term Rental Advisory Committee to serve until the Committee is dissolved.
- Motion not to appoint Charlotte Harris as the Planning Board member of the Short-Term Rental Advisory Committee.

Town Manager's Comments:

The Town Manager recommends that the Select Board appoint the Planning Board's nominee, Charlotte Harris, as its representative member of the Short-Term Rental Advisory Committee

Budget:

Applicable? (yes or no):

No

Budgeted? (yes or no):

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
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Finance Director's Comments (if applicable):

N/A.

Attachments:

1. Consent-Administrative - Short-Term Rental Advisory Committee Representative

Diane Davidson

From: Jed Cornock
Sent: Thursday, March 20, 2025 1:09 PM
To: Mike Renshaw
Cc: Peter Johnson-Staub; Diane Davidson; Falmouth Planning
Subject: PB Representative to STR Committee

Hi Mike,

I'm happy to report that the Planning Board recently voted (March 11, 2025 meeting) to appoint Charlotte Harris to the Short-Term Rental Committee.

Please let me know if this email is sufficient notice of if a formal letter is necessary.

Thanks

Jed



Jed Cornock, AICP
Town Planner
59 Town Hall Square
Falmouth, MA 02540
O: 508.495.7481 | C: 774.392.1811

The Massachusetts Secretary of State has determined that most email is public record and therefore cannot be kept confidential.



Item: 5.b.7.

ITEM REPORT

To: Town of Falmouth Select Board

Submitted By: Diane Davidson, Office Manager

Meeting Date: April 28, 2025

Department/Office: Town Manager/Select Board

Item Name: Consider a vote to appoint the Falmouth Chamber of Commerce's nominee, Peg Ekholm, as its representative member of the Golf Advisory Committee

Purpose:

To appoint the Falmouth Chamber of Commerce's nominee, Peg Ekholm, as its representative member of the Golf Advisory Committee.

Background/Summary:

- The Falmouth Chamber of Commerce recommends Peg Ekholm to serve as its representative to the Golf Advisory Committee.
- The Falmouth Chamber of Commerce member position is to fill an unexpired term until 6/30/25.
- The Golf Advisory Committee was established to advise the Select Board and the Town Manager on annual activities and long-term goals of Golf Facilities Operations of Falmouth Country Club.
- The Committee of seven (7) members is comprised of an active representative of the Select Board, Recreation Committee, The 300 Committee, The Falmouth Chamber of Commerce and three (3) at-large members to be appointed by the Select Board.

Recommended Actions:

Department Recommendation:

To appoint Peg Ekholm as the Falmouth Chamber of Commerce member of the Golf Advisory Committee.

Options:

- Motion to appoint Peg Ekholm as the Falmouth Chamber of Commerce member of the Golf Advisory Committee to fill an unexpired term until 6/30/25.
- Motion to not appoint Peg Ekholm as the Falmouth Chamber of Commerce member of

the Golf Advisory Committee.

Town Manager's Comments:

The Town Manager recommends that the Select Board vote to appoint the Falmouth Chamber of Commerce's nominee, Peg Ekholm, as its representative member of the Golf Advisory Committee, as presented.

Budget:

Applicable? (yes or no):

No

Budgeted? (yes or no):

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
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Finance Director's Comments (if applicable): N/A.

N/A

Attachments:

1. Golf Advisory Committee Representative Nomination
2. Golf Advisory Committee Charge Statement Revised 3-8-21

Diane Davidson

From: Michael Kasparian <MKasparian@falmouthchamber.com>
Sent: Thursday, March 27, 2025 11:27 AM
To: Diane Davidson
Cc: mekholm1@alum.babson.edu
Subject: [EXTERNAL] - Golf Committee Representative

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

Hi Diane,

I hope you are well and getting ready for some flowers to begin blooming 😊

We would like to recommend Peg Ekholm to serve as the Town of Falmouth Golf Committee representative for the Falmouth Chamber of Commerce. I have included her contact information below:

Peg Ekholm
15 Evangeline Rd.
Falmouth 02540
E: mekholm1@alum.babson.edu
C: 508-277-0726

Please let me know if you need anything else from me and have a great day!

Michael

Michael Kasparian, IOM
President & CEO
Falmouth Chamber of Commerce
20 Academy Lane
Falmouth, MA 02540
508-548-8500
508-548-8521 Fax



please consider the environment before printing this e-mail

Falmouth Country Club Golf Advisory Committee

The Golf Advisory Committee shall be established to advise the Select Board and the Town Manager on annual activities and long-term goals of Golf Facilities Operations of Falmouth Country Club. The Committee of seven (7) members will be composed of an active representative of the Select Board, Recreation Committee, The 300 Committee, The Falmouth Chamber of Commerce and three (3) at-large members to be appointed by the Select Board for three-year staggered terms. Members may serve a maximum of two terms.

The goals established for Falmouth Country Club are:

1. To provide an open and accessible recreational amenity to our citizens and visitors;
2. To maintain and improve the property as a long-term physical asset for the Town of Falmouth;
3. To maintain environmentally conscious Best Management Practices;
and
4. To maintain and improve the financial viability of the property.

These goals and the Lease Management Firm's plan to meet these goals are more fully articulated in the lease agreement and related documents.

The Golf Advisory Committee FCC/GAC will assist the Town in developing long-term financial and operation and maintenance goals for Falmouth Country Club and will not be involved in the day-to-day operations of the facility. To oversee the success of the Lease/Golf Facility Operator in meeting the articulated goals of the Town the committee shall:

- Annually hold a public meeting to solicit player and public input to measure customer service
- Review Financial Performance
- Review Annual Operation and Maintenance Plans
- Review and Make Recommendations for Capital Improvements

The Committee shall annually report to the Select Board and make recommendations on improvements that can be made to achieve the Goals of the Town.

Approved January 10, 2005, revised March 8, 2021

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.

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

Absent: Robert P. Mascali

Others present: Mike Renshaw, Town Manager

5:30 p.m. - OPEN SESSION

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.

Motion by Mr. Zylinski: To enter into Executive Session per M.G.L. c. 30A § 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. Second: Ms.

Goldstone.

Roll Call Vote: Taylor – aye; Zylinski – aye; Brown– aye; Goldstone – aye; Yes – 4 No – 0

6:30 p.m. - OPEN SESSION

Call to Order: By Chair Nancy Robbins Taylor at 6:30 p.m.

Pledge of Allegiance: Led by Select Board

Recognition: Ms. Goldstone recognized the Founders of the Falmouth Education Foundation for their ongoing services to the Town.

Mr. Brown recognized the passing of Tom Cahir.

Announcements: None at this time.

Public Comment: None at this time.

COMMITTEE INTERVIEWS

1. Interview and consider a vote to appoint members to the East Falmouth Library Building Advisory Committee

- | | |
|----------------------------|--------------------|
| a. Jane Stimpson | d. Camille Romano |
| b. Andrew W. Zimmerman, MD | e. Christian Valle |
| c. Chris Simmler | f. Judith Fenwick |

The Board heard from and interviewed the following candidates: Jane Stimpson, Andrew W. Zimmerman, MD, Chris Simmler, Camille Romano, Christian Valle, and Judith Fenwick, for positions on the East Falmouth Library Building Advisory Committee.

Mr. Renshaw suggested amending the charging document to allow for appointing all six members interviewed this evening, with the option for one alternate member.

Motion by Mr. Brown: To approve the slate, as presented, with Camille Romano as an alternate member and amend the charging document as suggested by the Town Manager.

Second: Ms. Goldstone.

Vote: Yes – 4 No – 0

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.

Mr. Brown read and opened the hearing at 6:53pm.

It was noted that the Falmouth Town Band has requested that any weekend events not conflict with Band concerts.

Mr. Brown asked that the music be as contained as possible.

Joe Sedlock, Manager of the Admiralty Apartments, remarked upon the courtesy and cleanliness that this event has shown over the years. This is a great income generator for the Town.

Motion by Ms. Goldstone: To close the hearing. Second: Mr. Brown.

Vote: Yes – 4 No – 0

Motion by Ms. Goldstone: To approve the 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., with an exemption from Section 7C of the Town's Entertainment regulations and a condition that no deliveries occur on Thursday July 31, 2025, due to the Town Band using the Band Shell and field on that date. Second: Mr. Brown.

Vote: Yes – 4 No – 0

BUSINESS

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

Laura Sitrin, CFO, explained that this is to renew current existing BANs for wastewater items and to issue new short-term notes for the North Falmouth School roof. The notes are currently set to roll over until October 3, 2025.

Motion by Ms. Goldstone: To approve the sale of \$8,887,250 4.00% 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 15-C2-12, 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 deemed 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 e-mail in a PDF file or 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. Second: Mr. Brown.

Vote: Yes – 4 No – 0

2. Update – Great Pond Phase 1 Sewer Project – Article 15 April 2025 Town Meeting

Amy Lowell, Wastewater Superintendent, reviewed Article 15 with the Board. The Great Pond Phase 1 Sewer Project is the first phase of a project to improve water quality in Great Pond. The targeted Watershed Management Plan for Great Pond was approved by the State in January

2020. \$3.8M was appropriated for design in November 2023. The project been designed and includes two new lift stations, one at the north end of the parcel and the other in the Falmouth port. These means will be used to convey wastewater from the main wastewater treatment facility. The service area is approximately 600 parcels and there are an estimated 820 sewer equivalent units in that area. For the Falmouth port, there is one parcel with approximately 200 condo units in it, along with a couple of other multi-unit parcels. The resulting total project cost is \$60M, with a contingency of 16%. It is very appropriate at this point in the project to have a 16% contingency. There is a grinder pump procurement involved in this project and the Town will have to go to bid for the grinder pumps. The assumption is that the Town will go out to bid and purchase the grinder pumps and associated appurtenances and provide those to property owners. The project includes an estimate for the grinder pump installation reimbursement. Town Meeting Article 15 has two recommendations, one from the Finance Committee recommendation on the appropriation of \$60M to fund construction of this project, and the Select Board recommendation on the cost apportionment. 70% of the applicable project cost is to be paid via betterments assessed of abutting property owners and 30% is to be paid by the Town. The Select Board will vote at a future meeting regarding the betterment method. The betterment cost can be reduced based on the final total project cost, but it cannot be greater than what is voted in the order of assessment.

Ms. Lowell explained that the project is expected to receive 25% loan forgiveness from the Cape and Islands Water Protection Fund. There are a range of betterment values that would result from factors that the Select Board will consider at a future meeting. The working assumption is for 820 sewer equivalent units (SEU) and the final betterment cost per SEU will be determined by the Select Board in public meetings after Town Meeting. The Town anticipates a 0% interest loan from the Massachusetts Clean Water Trust Revolving Fund, covering approximately 92% of the project cost, i.e. all project costs except for the grinder pumps and the pump reimbursements. The grinder pumps and their reimbursements would not be eligible because they are payment for work on private property. This project will be funded without a tax increase due to those subsidies.

Ms. Lowell stated that, regarding the effluent discharge plan, the intention is for the town to discharge its flow from the Great Pond Phase 1 sewer area to the existing discharge beds under the existing Groundwater Discharge Permit, starting when the construction is complete, and connections begin to be made in the fall of 2027. Beyond that, the plan is to construct an outfall for all treated wastewater discharge in the future. The outfall is projected by the end of 2032. The town will then cease land-based discharge to open sand beds 1-15 at the wastewater treatment plant. The beds will likely be kept as an emergency backup. DEP permitting for new or increased groundwater discharge has become more difficult in recent years. The Town asked DEP and for a modification to its Groundwater Discharge Permit, at an additional 200,000 gallons per day, based on conservative discharge planning. Groundwater discharge from Great Pond Phase 1 is only expected from 2027-2032. There is sufficient capacity under the existing Groundwater Discharge Permit to accommodate for existing and the permitted flows and the planned flows from Great Pond Phase 1. Therefore, the Groundwater Discharge Permit modification application was rescinded. The flow from the Great Pond Phase 1 sewer area will be discharged to the Town's existing discharge beds under the existing discharge permit.

Ms. Lowell explained that the lift station proposed on the north end of the site will serve both this project and future projects. The Falmouth Port lift station is smaller and will serve just the Falmouth Port neighborhood as well as some nearby properties. The sewer lift stations are both designed to have odor controls and submersible pumps. There is a backup generator at each lift station which run only when the power is out. The generator will be located within the building, to help attenuate the noise. Both lift stations will have vegetation screening and Cape Cod shingles. There are 11 lift stations in Town.

Ms. Lowell stated that, regarding the grinder pumps, it is estimated that the Town will provide approximately 420 grinder pumps to single family, residential properties, but not to multifamily properties or commercial properties. This will be taken up at a future Select Board meeting, including a discussion on a grinder pump policy. Special legislation will be needed for the Town to provide a partial reimbursement to property owners for the additional cost of connecting to the sewer using a grinder pump. Regarding watershed plans and permitting, over the next five years the Town will prepare watershed plans and apply for permits for all of the watersheds in Town to meet the total maximum daily load limits for nitrogen in the coastal ponds. The Town was recently awarded two grants for watershed permitting work. Before the Town can do more sewerage beyond the Great Pond Phase 1 project, another discharge site will be needed. That discharge site is planned to be an outfall. Discharge is currently limited by the Groundwater Discharge Permit. Assuming the Town Meeting appropriation in April 2025 passes, this will be followed by a ballot vote in May 2025. If those two steps pass, bidding for the construction projects would begin this summer and construction would take two years. Once construction is complete, the connections to the sewer would begin, helping to reduce the septic and nitrogen load to Great Pond.

Ms. Goldstone stated that she would like more information regarding betterments and financing for the Environmental Justice tracts within Town.

In response to a question from Malcolm Donald, Ms. Lowell explained that property owners that connect to the sewer will pay a betterment fee, which will be assessed over 30 years at 0% interest. Properties will receive a grinder pump free of charge from the Town, but they do have to pay a contractor to install it. She noted that once property owners connect to sewer they will be billed for sewer on their water and sewer bill, leading the bill to potentially more than double depending on the rates.

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

Steve Cadorette, Deputy DPW Director, explained that the existing Utility Standards were originally approved in 1995 and revised in 1999. He reviewed the revised Utility Standards.

Mr. Brown asked if the requirements for grinder pump connections could be made easier. Mr. Cadorette stated that the requirements have only changed for multifamily, non-residential, and mixed-use applications.

Ms. Goldstone stated that she does not feel prepared to vote on the new standards at this time, without a thorough detail as to what has been changed. Mr. Cadorette stated that he would submit a summary of the changes.

Motion by Mr. Zylinski: To approve the revised Utility Standards recommended by the Department of Public Works. Second: Mr. Brown.

Vote: Yes – 3 No – 1

4. Discuss and consider a vote to approve the adoption of 20 MPH Safety Zones as recommended by the Traffic Advisory Committee

Peter McConarty, Director of Public Works, explained that there is one existing Safety Zone in Town in the Quissett area. The State has given towns the opportunity to create additional Safety Zones without approval from Mass DOT. There are twelve areas for Safety Zones proposed in Town: Menauhant Beach East, Menauhant Beach West, Bristol Beach, Falmouth Heights Beach, Surf Drive Beach, Nobska Light, Chapoquoit Beach, Old Dock Road, Old Silver Beach (Public), Old Silver Beach (Private), Megansett Beach, and New Silver Beach. He noted that the 20 MPH speed limit will be effective 24/7, 365 days of the year. This is a regulatory sign that will be enforced by the Police Department.

Ms. Goldstone asked about any extra load on the Police Department from the proposal. Mr. McConarty stated that the Police Chief is in favor of these zones.

Motion by Mr. Zylinski: To approve the adoption of 20 MPH Safety Zones as recommended by the Traffic Advisory Committee. Second: Mr. Brown.

Discussion:

Dave Buzanoski, President of the Maravista/Falmouth Heights Neighborhood Association, stated that this has been discussed at their board level. Safety is an important issue. Between the ballpark on Central/Grand to Great Pond Bridge, there are currently no speed signs. There is a need for signage and enforcement in this area.

Katherine Jansen, Chair of the Bicycle & Pedestrian Committee, explained that, at 20 MPH, a pedestrian has an 18% chance of death or serious injury when being hit by a car. At 30 MPH, this is 50% and at 40 MPH it is 77%. She asked that the Board consider the fact that the speed limit is important.

Vote: Yes – 4 No – 0

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

Mr. McConarty stated that there is not currently a sign in front of the Public Works building. A new sign is proposed to be built with the address of the building. An electronic speed board message is also proposed. The Falmouth Road Race approved a grant of \$25,000 for an electronic message board to be included in the sign.

Motion by Ms. Goldstone: To accept a grant from the Falmouth Road Race for the purchase of an electronic message board sign for the Department of Public Works. Second: Mr. Zylinski.

Vote: Yes – 4 No – 0

6. Discuss and consider a vote to approve the Planning Department's One Stop for Growth Expression of Interest submittal

Jed Cornock, Town Planner, explained that the request is to allow the Planning Department to submit two Expressions of Interest to the One Stop for Growth program. The first is for the Route 151 water extension project, and the second is for an update of the Local Comprehensive Plan.

Motion by Ms. Goldstone: To approve the request to submit two Expressions of Interest for the One Stop for Growth grant program as presented, and to approve the request to submit full applications for each project by the program deadline. Second: Mr. Brown.

Vote: Yes – 4 No – 0

7. Discuss and consider a vote to approve the reorganization of Geographic Information Systems (GIS) under the Planning Division

Mr. Renshaw explained that Falmouth would be better served if the GIS Specialist Position was housed under the Planning Division and he is requesting the Board's approval to move the GIS Specialist position, currently under the IT Department, to the Planning Department.

Motion by Mr. Brown: To approve the reorganization of Geographic Information Systems (GIS) under the Planning Division. Second: Ms. Goldstone.

Vote: Yes – 4 No – 0

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

Dianne Marshall, President of the Cape Cod Guang Ping Tai Ji Quan Club, explained that the Club is a non-profit and celebrating its 30th anniversary this year. Mr. Renshaw recommended approval of the waiver.

Motion by Mr. Brown: 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. Second: Ms. Goldstone.

Vote: Yes – 4 No – 0

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

Motion by Ms. Goldstone: 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, 6/13, Saturday, 6/14 and Sunday, 6/15/25.

Second: Mr. Brown.

Vote: Yes – 4 No – 0

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

Mr. Renshaw explained that the applicant is applying for a Variance from the area, as defined in Section 184-37. The length of the existing wall is 34'. There is an existing, permitted sign which reads 'Flying Bridge Marina' which measures 33.9 s.f. The variance request is for an additional 18 s.f. of sign area.

Mike McGowan, Locust Street Sign Co., explained that the request is for additional square footage of 16 s.f. The extra signage will allow the Marina to identify itself separately from the boat yard to the south and to show the products being sold. The facility is not large, and boat sales are counted on for the business.

Motion by Mr. Brown: To approve 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. Second: Mr. Zylinski.

Vote: Yes – 4 No – 0

11. Consider approval of seasonal and Spring license renewals for 2025

Mr. Renshaw reviewed the seasonal and spring license renewals for 2025.

Motion by Mr. Zylinski: To approve as published the seasonal and spring license renewals for 2025. Second: Ms. Goldstone.

Vote: Yes – 4 No – 0

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

The Board held Administrative Item d. to be voted on separately, as Mr. Brown recused himself.

- 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

Motion by Mr. Zylinski: To approve the Consent Agenda, with the exception of Administrative Item d. Second: Ms. Goldstone. Vote: Yes – 4 No – 0

Motion by Mr. Zylinski: To approve Administrative Item d. Second: Ms. Goldstone. Vote: Yes – 3 No – 0 Abstain - 1

MINUTES

1. Review and Vote to Approve Minutes of Meetings

a. Public Session – March 28, 2022; March 1, 2025; March 10, 2025

Motion by Ms. Goldstone: To approve the meeting minutes of March 28, 2022; March 1, 2025; and March 10, 2025, as amended.

Second: Mr. Brown Vote: Yes – 4 No – 0

TOWN MANAGER’S SUPPLEMENTAL REPORT:

- Mr. Renshaw stated that this Friday he has an appointment with the DPW and an engineering consultant to walk the West Falmouth Fire Rescue site. The feasibility of an added annex/bay will be considered.
- Mr. Renshaw stated that there will be a soft launch of the new agenda management system shortly. April 28th is targeted for the hard launch.
- Mr. Renshaw stated that he has spoken with Cross Spectrum Acoustics to examine three potential sites for a future pickleball complex.

SELECT BOARD REPORTS

- Ms. Goldstone stated that she will miss the meeting on April 7, 2025, due to work travel.
- Mr. Brown updated the Board on the Cape & Islands Municipal Leaders Association meeting.
- Mr. Zylinski stated that he was told he can designate his vacated seat on the CCMPO to another Board member.
- Ms. Taylor stated that she will put all of the evaluation information together into a report. Mr. Brown stated that he will help on this item.

ADJOURN

Motion by Mr Zylinski: To adjourn at 9:10pm.

Second: Mr. Brown. Vote: Yes – 4 No - 0

Respectfully submitted,
Kristan Patenaude, Recording Secretary

TOWN OF FALMOUTH
SELECT BOARD
Open Meeting Minutes - DRAFT
MONDAY, APRIL 7, 2025 – 6:00 P.M.

LAWRENCE SCHOOL
113 LAKEVIEW AVENUE
FALMOUTH, MA 02540

ROOM 105

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 P. (Scott) Zylinski II, Vice-Chair; Douglas C. Brown; Heather M. H. Goldstone (electronically)

Absent: Robert P. Mascali

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

6:00 p.m. OPEN SESSION

Call to Order: By Chair Taylor

Pledge of Allegiance: Led by Select Board

BUSINESS

Chair Taylor announced that one Select Board member was present electronically (Ms. Goldstone) and another was absent (Mr. Mascali). She said she would take up Business Item #2 first.

Vote to place on the May 20, 2025 election ballot a proposition 2 ½ debt exemption ballot question for the engineering, design and construction of the Great Pond Phase 1 Sewer Project and to include the sewer lines, the pump stations, the force main to convey the wastewater to the Town’s main wastewater treatment facility, and the rehabilitation of the Town’s existing northernmost open sand beds for discharge of treated wastewater.

Mr. Renshaw orally reviewed the item for the Board. He summarized the purpose of the project, saying it was to restore the health of Great Pond according to the water quality management plan. He also reviewed the funding plan for the project, including the finance committee recommendation and conditions. He said a 2/3 vote was required to place the exemption on the ballot and recommended approval of the recommended motion as printed.

Motion by Ms. Goldstone: To approve the recommended motion Second: Mr. Zylinski (to approve Ms. Goldstone’s motion as printed)

Roll Call Vote:

Ms. Goldstone: Aye

Mr. Zylinski: Aye

Mr. Brown: Aye

Ms. Taylor: Aye

Reconsider 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 history of the item for the Board. He then asked Town Counsel to continue the review. Chair Taylor also said that after the 3/10/25 Select Board meeting, Mr. Mascali had submitted an alternative suggestion, which would be part of the review.

Town Counsel explained that ballot language needs to be precise. She said she consulted with colleagues and the state director of elections, who said that a petitioner’s article’s language must be accepted as is and voted on by the Board. If the Board wishes to amend the language, it must first reject the petitioner’s language. She said the edits

suggested by the Board were close to the petitioners' language. Her recommendation was to vote on the petitioners' language, yes or no. Chair Taylor reiterated that it was Town Counsel's advice that the Board move the article as presented at the March 10 meeting by the petitioners. Mr. Brown asked if Town Counsel had found any "fatal flaws" in the language presented in the petitioners' article. Town Counsel said no.

Motion by Mr. Brown: To put this on the ballot as presented by the petitioners on March 10
Second: Mr. Zylinski

Roll Call Vote:
Mr. Brown: Aye
Ms. Goldstone : Aye
Mr. Zylinski: Aye
Ms. Taylor: Aye

Discuss/vote motions and reports to April 2025 Annual Town Meeting as needed

Mr. Renshaw said there was a misprint in the table in Article 4 which had been discussed with the town moderator. He outlined the plan for dealing with the scrivener's error during the discussion of the article. Mr. Johnson-Staub further explained the error (column headings slightly off) and how it would be dealt with during the blanket vote discussion.

Discuss, consider and vote date for November 2025 Town Meeting

Chair Taylor said that at the pre-meeting with the town moderator she proposed November 17 for November Town Meeting.

Motion by Mr. Zylinski: To move November 17 for November Town Meeting
Second: Mr. Brown

Roll Call Vote:
Mr. Zylinski: Aye
Mr. Brown: Aye
Ms. Goldstone : Aye
Ms. Taylor: Aye

Other business as needed

None

CONSENT AGENDA

Administrative Orders

- a. Consider a request for the approval of a variance to Sign Code 184-30: Movable, portable, or mobile signs D (1) (a), for the placement of ten sandwich board-style signs to advertise the 2025 Daffodil Daze event at Spohr Gardens, April 13 through April 26, 2025

Motion by Mr. Zylinski: To move the Consent Agenda **Second: Mr. Brown**

Roll Call Vote:
Mr. Zylinski: Aye
Mr. Brown: Aye
Ms. Taylor: Aye
Ms. Goldstone : Aye

ADJOURN

Motion by Mr. Zylinski: To adjourn **Second: Mr. Brown**

Roll Call Vote:
Mr. Zylinski: Aye
Mr. Brown: Aye
Ms. Taylor: Aye
Ms. Goldstone : Aye

Respectfully submitted,
Carole Sutherland, Recording Secretary