

TOWN OF FALMOUTH
BOARD OF SELECTMEN

AGENDA

MONDAY, JANUARY 7, 2019 – 7:00 P.M.

SELECTMEN'S MEETING ROOM

TOWN HALL

7:00 p.m. OPEN SESSION

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

7:15 p.m. SUMMARY OF ACTIONS

1. Administrative Orders
 - a. Vote to support application to DCR, 2019 Mass Trails Grants Program, for funding to build the parking area at the Gateway to the Coonamessett Greenway Heritage Trail

7:20 p.m. BUSINESS

1. Presentation of Proposed Fiscal Year 2020 Budget
2. Presentation on the Cape Cod Commission Regional Transportation Plan – Su Moran, Falmouth Representative on the Assembly of Delegates
3. Discussion on coordination of efforts/update on development projects that affect traffic
4. Minutes of Meetings:
Public Session – December 3, 2018
5. Individual Selectmen's Reports
6. Town Manager's Report
7. Review and/or Discuss Correspondence Received

Susan L. Moran, Chairman
Board of Selectmen

Diane Davidson

From: Elizabeth Gladfelter <egladfelter@who.edu>
Sent: Thursday, January 03, 2019 7:17 AM
To: Diane Davidson
Cc: Julian Suso; peter.jstaub@falmouthmass.us
Subject: MassTrails 2019
Attachments: MASS TRAILS 2019 jan 3.pdf

Dear Diane,

Here is the 2019 MassTrails grant proposal for Monday's BoS meeting. We are requesting a letter of support.

Thank you, Betsy



COMMONWEALTH OF MASSACHUSETTS



2019 MASSTRAILS GRANTS PROGRAM

Grant Application Template

*This application template is provided for reference purposes only. All proposals must be submitted electronically through the program's online application portal. Please refer to the 2019 MassTrails Grant Guidelines and FAQ's for assistance. An * indicates a required field.*

SECTION I: APPLICANT INFORMATION

1.1: *Organization: Town of Falmouth

1.2: *Contact Name: Jennifer McKay

1.3: *Contact Phone: 508-495-7445

1.4: *Contact Email: jennifer.mckay@falmouthma.gov

1.5: *Mailing Address: 59 Town Hall Sq., Falmouth, MA 02540

1.6: *Has this entity received state trail grant funding in previous years (i.e. Recreational Trails Program Grants)? Yes / No

1.7: If yes, please indicate the funding source, project name(s) and year(s) awarded.

SECTION II: PROJECT INFORMATION

2.1: ***Project Title: Gateway to the Greenway: Trailhead to the Coonamessett Greenway Heritage Trail**

2.2: ***Municipality(s) where the project will take place: Falmouth**

2.3: ***Brief Project Description:** The Town of Falmouth and The 300 Committee (land trust) are working with other partners to develop the Coonamessett Greenway Heritage Trail (CGHT) along the 3.5 mile long Coonamessett Greenway, protected conservation lands buffering the Coonamessett River. This request is for funds to complete the Gateway to the Greenway, the major trailhead introducing visitors to the CGHT through maps and interpretive signage, and with parking (including for school buses), wheelchair access to the river overlook above and to an amphitheater below (made of historic granite blocks) adjacent to the 1 mile long wheelchair accessible Lower Loop Trail (with two boardwalks that cross the river and floodplain). The CGHT will have 11 waystations with interpretive signage highlighting the cultural history of how land use changed in the past 500 years (and the people who used those resources), how the river resources have been modified by economic activities, how the current river restoration activities mitigate the effects of the stressors to the natural system and the importance of restoring natural functions of the river.

2.4: ***Total Project Value:** *See Budget Worksheet and attach at the end of this application.*

\$1,453,000.00

2.5: ***Grant Amount Requested:** (Up to 80% of Total Project Value)

\$285,500

2.6: ***Matching Amount Committed:** (Minimum of 20% of Total Project Value)

\$437,500 (for construction of the Gateway to the Greenway; whole project match is \$1,167,500)

2.7: ***What is the primary activity of the project?** (Check one)

Project Development

Design / Engineering / Permitting

***Construction**

Maintenance

Maintenance Equipment Purchase

Other:

2.8: *** What type of trail will this project build?** (Check one)

Shared-Use Path (Accessible / Bike and Pedestrian Path)

***Woodland Trail** (Hiking / Mt Biking / Other Non-Motorized Trail)

Motorized Trail (Snowmobile / ATV / Off-Highway Motorcycle, 4-Wheel Drive)

Other:

2.9: ***What user group will this trail/pathway serve/allow?** (Check all that apply)

Walkers / Runners / Hikers / Bicyclists / Mountain Bikers / Cross-Country Skiers / Equestrians /

Snowmobiles / ATV Riders / Off-Road Motorcyclists / 4-Wheel Drive Trucks / Paddlers/Rowers

Other:

2.10: ***Briefly describe the project site/location.** The Gateway to the Greenway, the major group access trailhead for the Coonamessett Greenway Heritage Trail, is located on Town conservation land adjacent to the recently restored Coonamessett River and its vegetated buffers (the Coonamessett Greenway). It will be a rustic parking area with informational signage, a river overlook above a modest amphitheater below and trails to the Coonamessett Greenway Heritage Trail (connecting to its wheelchair accessible Lower Loop and to the amphitheater). Access to the parking is from John Parker Road via two entrances; school buses can pass/park and safely discharge groups.

2.11: ***Is the land where the project will take place publicly owned?**

Yes / No

2.12: **For land that is owned by a non-profit or private entity, is there guaranteed public access to the project site for at least 10 years after the project is completed? What agreement(s) are in place to ensure public access?** N/A

2.13: ***Does this project meet the minimum state and federal requirements for accessibility?**

Yes / No This trailhead will have handicapped parking and provide wheelchair access to the river overlook and amphitheater below and to the Lower Loop of the Coonamessett Greenway Heritage Trail

2.14: ***Does the project involve the purchase of steel or iron, including construction supplies (ie: bridges, culverts) or equipment with steel or iron parts (ie: tractors, snowmobiles), with a value of \$2,500 or more?** Yes / No

2.15: **If applicable, has a Project Need Form (PNF) / Project Initiation Form (PIF) been submitted to MassDOT? What is the project number (if one has been assigned)?** N/A

SECTION III: NARRATIVE

MassTrails Grant Criteria

MassTrails seeks strong projects that:

Plan, Design or Construct off-road shared-use pathway and recreational trail connections between where Massachusetts residents live, learn, work, shop, and recreate (Connect)

- MassTrails favors building out the longer distance shared-use pathways and recreational trails across the state
- MassTrails prioritizes filling in critical gaps in existing networks, or overcoming current barriers to connectivity
- MassTrails considers the number of people that will potentially access a given project

Serve the diversity of Massachusetts residents, especially: (Equitable)

- Minority and Low-Income populations (Environmental Justice Communities)
- Other Underserved or Vulnerable Populations including Elderly, Limited English Proficiency, and Persons with Disabilities
- Youth

Allow for efficient use of grant funds (Efficient)

- Have a detailed and reasonable budget
- Have a strong local match
- Have funding in place or a plan for funding subsequent required phases

Are ready for the proposed phase (Ready)

- Previous planning work supports proposed phase
- Appropriate community input and outreach has been completed
- Environmental, permitting and right-of-way challenges have been identified and alternatives and solutions have been fully explored
- Have a plan in place for ongoing required maintenance once the project is complete

Adequately address safety (Safe)

Adequately address accessibility (Accessible)

Create diverse, high quality recreational experiences and connect users to the natural and cultural wealth of Massachusetts (Experiential)

3.1: ***What kind of trail do you want to build?** The Gateway to the Greenway is the trailhead and major access for groups that can accommodate about 25 cars and room for school buses. The interpretive signage will orient visitor to the multiloop 3.5 mile Coonamessett Greenway Heritage Trail (from Coonamessett Pond to Dexter's Crossing). Interpretive signage will present an overview of the major themes of Cultural History and Natural History along the Coonamessett River with an emphasis on the processes and benefits of river restoration along with a map and a sign thanking the multiple partners. Wheelchair accessible trails will lead from the parking area to the river overlook and amphitheater below (made from historical granite blocks) located adjacent to the about 1 mile long wheelchair accessible Lower Loop Trail crossing the river and its floodplain via two boardwalks. The Lower Loop Trail is used by many groups

including class field trips (from elementary through secondary and post-secondary), groups for nature walks, monitoring and science projects, art projects as well as many individuals. The trail is dirt (the wheelchair accessible portion will have an appropriate base) with multiple other access points having interpretive signage and benches and some will have picnic tables. *Describe the characteristics of the proposed trail (ie: length, width, terrain, surface, amenities, accessibility).*

3.2: *Describe the specific tasks required to complete this project. This project is a partnership between the Town of Falmouth (Elizabeth Gladfelter, Conservation Commission, project leader, see 6.6) and The 300 Committee (Jessica Whritenour, Executive Director, project leader, 6.6). As land acquisition efforts along the Coonamessett have advanced over several decades and as river restoration work continues, we are moving forward with the development of the Gateway to the Greenway and the Coonamessett Greenway Heritage Trail. Community Preservation funding has enabled us to complete:

- 1) Conceptual planning for the Coonamessett Greenway Gateway Park (Gateway to the Greenway),
- 2) Construction of a wooden boardwalk and river crossing (Dexter's Mill Crossing; 6.1, 6.2) spanning the floodplain at the southernmost portion of restored wetland linking the trails along the eastern and western sides of the river. Access to the walkway from the east and west trails, and the walkway and river crossing themselves have all been designed at a grade no greater than 5% so that they can be made wheelchair accessible.
- 3) November 2018 Town Meeting funds were approved to complete Swift's Crossing, located approximately 0.30 miles north of Dexter's Mill Crossing, completing an approx. 1 mile long Lower Loop trail by the dirt road connections along the east and west sides of the river.

Currently a lower pedestrian walking loop is possible using the Middle Dam, but this dam will be removed as Phase 2 construction proceeds during 2019-2020 and replaced by Swift's Crossing (another boardwalk/crossing spanning the valley across the floodplain). In this proposal we are requesting funds*to construct the Gateway to the Greenway trailhead to be supplemented by matching contributions to:

1. Make the entire Lower Loop Trail be wheelchair accessible and construct additional handicap parking by Bridge
2. Construct the Gateway to the Greenway*, parking off John Parker Road, with trails connecting to Lower Loop trail and a river overlook(funds from DCR requested in this proposal; see sections 6.1 and 6.2)
3. Construct an amphitheater at Lower Loop Trail level, using historic granite blocks, and covered by a clamshell-like roof (the top of which forms the river overlook) (see section 6.2)
4. Invasive removal/planting to restore hillside to native vegetation
5. Complete interpretive and directional signage along the length of the CGHT
6. Develop a management plan encompassing the Gateway to the Greenway and the CGHT

The lower loop trail will be the first major wetland walkway in Falmouth, enabling visitors passage through wetland plant communities as well as passing over and access to the river itself (section 6.2) It will celebrate the history of the region, as Dexter's Mill Crossing is at the site of the first grist mill on the river in 1700; the site later contained a woolen mill during the 1800s. Swift's Crossing is named for the family that constructed cranberry bogs in the wetlands bordering the river in the late 1800s, once the mill ponds were drained. Wetland walkways in other towns are well used, e.g., the Sandwich boardwalk across the eastern portion of the salt marshes that line Cape Cod Bay in Sandwich and Barnstable is a prime visitor attraction. The Coonamessett walkways and lower loop will be a good introduction to the ecology and history of the Coonamessett River for all ages and all abilities from our local population as well as for visitors to town. The Gateway to the Greenway trailhead will set the stage for a prolonged exploration of the Coonamessett Greenway Heritage Trail on other trips to the river. The lower loop trail is also used presently (section 6.2) and will be continue to be used for school field trips (grammar school, high school and college) to the area, as well as providing access for the herring counting and tagging, and plant monitoring that are essential components of the CRRP.

Tasks and timeline

Gateway to the Greenway

The 300 Committee is working with the Town to construct the Gateway to the Greenway, the major trailhead to the CGHT, to be located near its southeastern terminus (6.1, 6.2). We have developed conceptual plans for the Gateway to the Greenway (funded through Community Preservation Funds). Recently, the Community Preservation Committee forwarded for approval in April 2019 Town Meeting (see 6.4) the funds for engineering and permitting for (1) a rural parking area (with interpretive and orientation signage) with trails down to river back level, and (2) an amphitheater (made of granite blocks remaining from the 1800s mills), which will lie nestled in the hillside on east slope (see 6.2). Above the amphitheater will be a river overlook, and a pollinator garden will be maintained on the overlook surface. This request was recently approved by CPC and will be presented for approval at Spring 2019 Town Meeting. The intent is to provide an orientation to the CGHT, and also to provide a gathering place for the school groups, field trips led by groups (e.g., T3C, APCC, CRT and others), for researchers (e.g., CRT monitoring studies) and the general public, consisting of families on a hike, dogwalkers and so forth. Funding will include additional grants and also additional fundraising led by T3C (already committed to fund the wheelchair accessible trail connecting the river crossings and forming the lower loop).

Interpretive panels

There will be 4 larger interpretive panels that detail the themes of Coonamessett Valley (History, Ecology, Geology/Hydrology, Restoration ecology) at the Gateway to the Greenway. There a visitor can become oriented to the trail as a whole by viewing a posted trail map with the various waystations identified, as well as a sign designating all the donors to the entire project (CRRP and CGHT). This gateway will also be the gathering place for student groups (area to park a bus will be provided), field trips led by T3C and others. There will be 11 waystations spaced along the length of the Coonamessett River on the CGHT. The signs will be paired (22 in all): a cultural story (as appropriate to the site) and a natural history story. There will be 26 interpretive panels plus a map and a panel to list all the contributors to the CRRP and the CGHT for a total of 28 signs. Between T3C and Town grants, we have \$8,000 of the required \$53,000 for this portion of the project and have applied for grant funds for the remainder.

The groups helping develop or review the interpretive panels include The 300 Committee, the Coonamessett River Trust, Botany Club of Cape Cod and the Islands, Association to Preserve Cape Cod, the Coonamessett Pond Association, the Cape Verdean Club, Falmouth Rod and Gun Club, the Woods Hole Historical Museum, Falmouth Preservation Alliance, members of the Conservation, Historical and Agricultural Commissions, NOAA, and the Division of Ecological Restoration. The Public Archeological Lab (RI) has already produced material for the signs about mill history, and material has been developed for the T3C Riverbend site by T3C. The material for several panels has been developed and draft layouts are being made. The panels are still in various stages of development, but drafts will be completed by May 2019, and reviewed by a team of consisting of members of the partner groups. By September 2019, we will be prepared to solicit bids for production of the panels. The amount requested will cover the costs of the design and the production of the panels with appropriate feedback. We anticipate the several exchanges between contractors and our review groups to take about six months with final approval from the design review team and the conservation commission. Delivery of the panels will be by December 2019. Trail signs and interpretive signs will be installed with the help of DPW and volunteer labor in early spring 2020, coordinated by Conservation and T3C. This will coincide with the completion of Phase 2 of the Coonamessett River Restoration Project.

The trail

Using existing woodland trails, berms, and farm roads, in 2015 the route was mapped with the help of a high school and a college intern, the Conservation land manager and the stewardship coordinator of T3C (6.1). The most direct route from Dexter's Mill Crossing in the south to Coonamessett Pond in the north is 3.5 miles, but multiple loops exist. The two new boardwalks/river crossings that are part of the Lower Loop Trail were constructed with funds from the Community Preservation Fund. Locations for interpretive panels were identified, and groups and individuals with interest and expertise in the history and ecology of the region contacted. A major partner is the Coonamessett River Trust, whose volunteers do most of the monitoring on the river, and work with local schools to run lectures and field trips. We are in the process of maintaining and improving this woodland trail with volunteer labor, including Americorps volunteers, Boy Scout groups and many others in the community, who are organized by the ConCom land management technician and T3C stewardship coordinator, as well as staff from the Association to Preserve Cape Cod. The Coonamessett River Trust several years ago secured funding from DCR to build a trail bridge (6.2; over the River Flax) over a side stream entering the Coonamessett River; this is located on the southeast portion of the CGHT. The trail is used annually in a series of nature walks sponsored by T3C. Usually about a dozen people participate, but a recent walk highlighting the benefits of river restoration drew a crowd of almost 40 people (on one of the coldest days of the year).

On-going trail maintenance is organized by the Falmouth Conservation Department and T3C as either Boy Scout projects or citizen or Americorps workdays. Falmouth DPW mows existing larger trails, and will assist in the improvement of a number of secondary trailheads along the trail. There are also a few areas where the trail will follow a road (a portion on Sam Turner Road and a portion of Sandwich Road), but the T3C is pursuing land acquisition opportunities, so that in the future these may be eliminated. The trail will need to cross four roads: Hatchville Road (in the north), Thomas B. Landers Road, Sandwich Road and John Parker Road. In December 2017, we met with the leaders of the DPW, Police Department, Planning Department, Town Manager's office, T3C and the landscape architects creating the conceptual design for the Gateway to the Greenway. We discussed road crossings and road cuts for parking to determine the best approach for pedestrian safety. Directional signage and other safety features will be completed by September 2020.

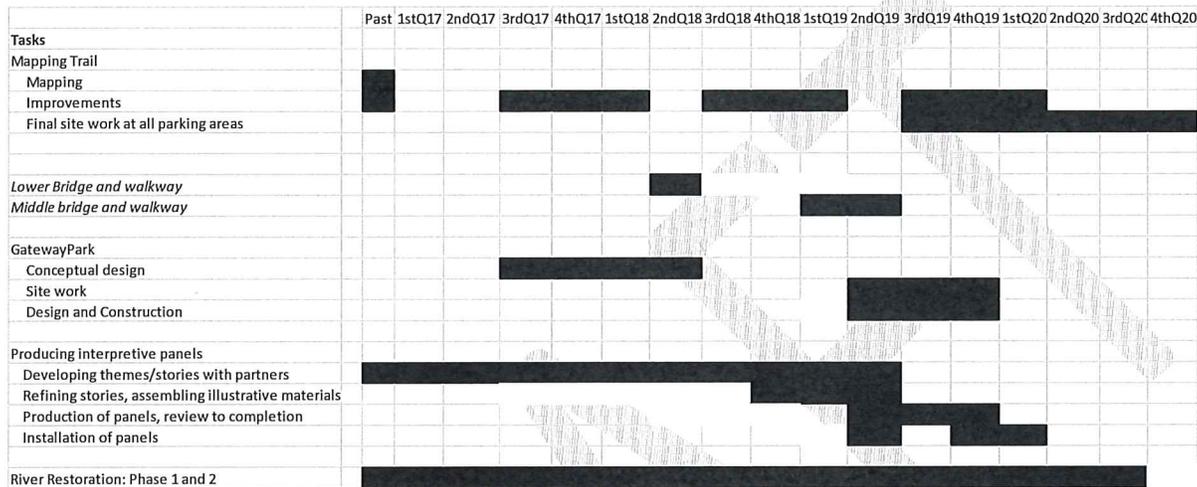
Maintenance of the town conservation parcels is coordinated through ConCom working with the DPW, while T3C oversees its own lands. T3C has a stewardship program, and most parcels (Town and T3C) have one or more stewards, who regularly walk the parcels, often collect small trash items, and will call the appropriate contacts for larger problems. T3C and Conservation are developing an overall management plan in consultation with Town DPW for the CGHT.

Eleven waystations will be established along the trail, each with interpretive panels, and many will also have a kiosk with maps and recent notices. All but two of these waystations will be vehicle accessible and have limited parking. Some already have picnic areas as part of the site development (e.g., the Town's Bartolomei Conservation Parcel; and the T3C Riverbend parcel) and have kiosks, parking and picnic tables. Only interpretive panels will need to be added to these, and this will be done with in kind support from Twon DPW and volunteer groups. Initially the other waystations accessible by road will have parking and interpretive signage only, but eventually other amenities, such as benches, can be added.

River crossings and wetland walkways,

Wetland walkways/river crossings replace the dams removed in the restoration process. Dexter’s Mill Crossing, the boardwalk at the site of the 1700 Dexter’s Mill, already exists (seen in 6.2) and Swift’s Crossing (Swift converted the drained millponds to cranberry bogs in the 1890s) will be built in spring 2019. They will be connected with trails on the east and west of the river and the whole will form a mile long wheelchair accessible route (funded through donations to T3C). The walkways were made possible by the people of Falmouth through Community Preservation Funds.

Timeline for the four tasks in developing the CGHT, and the river restoration timeline.



Target audiences

Be as specific as possible about the steps the grant project will take and the results you hope to achieve. Include the specific trails location(s), starting and ending points, and trail distances. Describe the trail surface material, and any proposed structures involved. All tasks should also match the project's budget.

3.3 *Describe how this project will fill in a critical network gap and/or connect to residential, commercial and recreational destinations. The Coonamessett Greenway Heritage Trail is the third north-south trail through Falmouth (the others are the Shining Sea Bikeway on the western Buzzards Bay shore, and the (Buzzards Bay) Moraine Trail, also in the western portion of town. However, the CGHT is much further east (actually it is in the geographical center of Falmouth) and within access of much of the population of Falmouth. It is already used by school groups (from elementary through post graduate students) for field trips (see 6.2). The Lower Loop Trail accessed from the Gateway to Greenway parking will be wheelchair accessible as our goal is to have the river be accessed by all ages and all abilities. The CGHT can easily be linked to other conservation lands (through maps and signage) most of which also have trails (see section 6.1), and eventually the trail could be extended northward through Town and state conservation lands to the north boundary of Falmouth.

3.4: *Is the project located in or near an Environmental Justice Community (indicate proximity)? If applicable, how will this project improve access, mobility, safety, health and/or quality of life for an underserved population? No, it is not right near an Environmental Justice Community (the closest is X miles), but the project will improve accessibility and by access to a natural setting and nature, improve quality of life. Our goal of river access for all ages and all abilities will increase opportunities to visit nature for all the underserved groups, including

minority, elderly (specifically discussed in planning the Gateway to the Greenway), children (area is already used for school field trips, emphasizing herring migration, but other topics are in preparation; the local 2nd graders combine art and science and their herring panel is now used as the symbol of the Coonamessett River restoration, see 6.2) and persons with disabilities (making wheelchair access Lower Loop Trail; we are working with the Commission on Disabilities in Town XXX to the interpretive signage so that persons with hearing impairment can link to an audio recording of the panel). The design of the parking area is partially in response to providing a safe area for students accessing the site from a school bus. It is also designed to be a safer parking area with easy site for police vehicles (at the suggestion of the Police Department) *See Grant Guidelines for the information and resources on Environmental Justice Communities. "Underserved" can encompass additional population groups such as low income, minority, elderly, children, Limited English Proficiency, geographically isolated communities (i.e.: rural) or persons with disabilities.*

3.5: *Describe the "readiness" of this project for the proposed phase. Conceptual planning for the Gateway to the Greenway is completed (see 6.2), and in April 2019 (after Town Meeting) the Town will contract to have the engineering for the parking, the amphitheater/overlook, and the trails to connect to the lower loop trail. In Fall 2019 (as the Coonamessett River Restoration Project is finishing), the Gateway to the Greenway will be constructed. Permits required will be an OOC from Conservation (some of the work is within 200 feet of the riverfront) and a building permit. The area is of historical significance and the site was reviewed in the Section 106 process for the river restoration process.

Ongoing maintenance will be through joint efforts of the Town and T3C. Part of this project is to develop a management plan, and that process has begun as we begin to work on invasive management. The Town and T3C have an MOA on maintaining conservation lands, and have collaborated closely on many projects. Both have dedicated land managers on their respective staffs. *What planning / engineering steps have already been accomplished? What permits are anticipated, which ones are already in place? Is there a plan in place for ongoing maintenance?*

3.6: *Describe community support for this project. This project evolved during early in the planning for the Coonamessett River Restoration Project when it was evident that the river blockages to be removed had long histories. It provided a perfect opportunity to use the CGHT to learn about not only of the river restoration, but the history of land use through the centuries, and the people who worked the land. The cranberry bogs were familiar to people in the 20th century, but many know nothing of the prior centuries of grist and woolen mills blocking fish passage, nor of the importance of many of the natural resources in the culture of the indigenous peoples. Many remember the Coonamessett as a good herring run (through the 1960s) and a trout stream, but lamented the decline of fish populations. The partners in the CRRP were enthusiastic about contributing to the interpretive signage about the natural history as well and the history of the people of the valley and how they used the river (and how conflicts over resource use are nothing new). In several public meetings (meeting of the Conservation Commission, managers of Town Conservation lands) attended by 75 to 100 people in the Falmouth Public Library, the Gateway to the Greenway was developed. CPA funds (approved by Town meeting) were used to produce the conceptual plan. We will continue to reach out to neighbors as the project proceeds. Many of the neighbors walk the Lower Loop Trail on a daily basis. *How was the public involved in the project's selection and planning and what is the public's role going forward? What votes are required and have those taken place and passed? Describe any existing or anticipated opposition to the project and how that is being addressed.*

3.7: *Does this project specifically address an existing or potential safety issue? If yes, describe the proposed installation/enhancement and how it will improve safety on the trail. *All projects must meet minimum safety requirements for the intended use. This question only applies to projects which are specifically applying*

for funds to address an existing or potential safety issue. The specific request from DCR, construction money for a parking area, part of the Gateway to the Greenway, directly relates to safety (although that is not the only reason we are developing a major trailhead). The river and Lower Loop Trail is now accessed by steep and narrow roads off the major town road. Now, school buses must stop on the public road to allow students to disembark to go on field trips. Another concern brought up by the Police Department is that they prefer parking areas to have easy line of site to the public road where they patrol. Currently, cars park adjacent to the Lower Lop Trail, and can only be seen if a patrol car goes onto the trail that borders the wetlands

3.8: *Does this project specifically address or improve accessibility? As discussed above, this project is designed to provide accessibility for persons in wheelchairs and/or other disabilities (e.g., some elderly persons). The Gateway to the Greenway, trails from there to access the overlook, the amphitheater, and the Lower Loop Trail are all designed at an appropriate grade (less than 5%) and appropriate surfaces for relatively easy access for persons with limited mobility. There are elderly groups in Town who enjoy nature walks (by T3C among other groups), and the interpretive signages is being designed with QRC so that an audio rendition of the interpretive language. *If applicable, provide a brief overview of how the project will facilitate new or improved access for populations with limited mobility and/or persons with disabilities, including but not limited to elderly, blind and wheelchair users. *Note that all projects must meet the minimum regulatory requirements for accessibility according to the designed use of the trail (see the MassTrails FAQ and Grant Guidelines for details in assessing your project's requirements).*

3.9: *What distinguishes this project as a unique, high-quality recreational experience for the visitors and residents of Massachusetts? This project will provide opportunities for persons of all ages and all abilities to spend time in nature, enjoy a flowing river and its wetlands buffers through all their senses. By highlighting the rich and varied economies over the centuries, and addressing the real conflicts that occur over shared resource use, and by explaining how the stressors to the natural system through past land use are addressed through river restoration, and finally by highlighting the special natural history features of the area (diadromous fish populations, other wetland fauna, the diverse plant community that emerged as if seeing a time machine from a seedbank buried for 300 years by water and then sand) the visitors can come to appreciate not only the Coonamessett Valley, but also begin to think how these lessons apply to other areas locally and throughout the world. Finally, a long (relatively) distance north south trail will be an asset to the local community as well as the Town providing new and enriching experiences for many years to come, vastly multiplying the current investment in river restoration...

SECTION IV: CULTURAL AND NATURAL RESOURCES PROTECTION

Any project that receives state or federal funding must comply with various laws and regulations to protect natural and cultural resources including, but not necessarily limited to:

Historic Resources

Below-Ground Archaeology

Wetlands and Waterways

Rare and Endangered Species

Massachusetts Environmental Policy Act

The below questions will assist us in evaluating your project and helping us guide you through the natural and cultural permitting processes.

4.1: *To the best of your knowledge, is your project near any historic or archaeological resources?

Yes / No These were studied by the Public Archeological Lab (RI) as part of the Section 106 process during the river restoration Phase 1. Some of the interpretive signage about the mill era will fulfill requirements of an MOA with the MA Historical and will be paid for through NOAA funds.

Building the Gateway to the Greenway will not impact any of these resources, and in fact will make use of the historical granite blocks remaining from mill days, but most recently formed the south wall of the lower dam that is now replaced by Dexter's Crossing (boardwalk).

4.2: If Yes, please describe the resources and how your project will avoid, minimize or mitigate any impacts to these resources. See above

4.3: *Will your project involve even minimal excavation?

Yes / No

4.4: Please describe the locations and extents of excavation.

4.5: *Will your project require Wetland Protection Act permitting (i.e. will any part occur within 100 feet of a wetland or 200 feet of a perennial stream?)

Yes / No Part of the project will be in the outer riverfront area.

4.6: If yes, please describe what communications you have had with the local Conservation Commission, and what steps you are taking to avoid wetland impacts. An NOI will be filed with the local ConCom.

4.7: *Will the project occur within Estimated Habitats of Rare Wildlife and/or Priority Habitats of Rare Species, according to MA Division of Fisheries and Wildlife's Natural Heritage Atlas? (available at http://maps.massgis.state.ma.us/PRI_EST_HAB/viewer.htm)

Yes / No This was determined during the river restoration project

4.8: If yes, please describe what communications you have had with the Massachusetts Natural Heritage and Endangered Species Program, and what steps you are taking to avoid impacts to rare species.

4.9: ***Does the project meet or exceed any thresholds for MEPA review set in 301 CMR 11.03? No**
List all relevant thresholds and indicate if ENF and/or EIR are required. NO

4.10: **Are there any other permits required for this project? Please indicate the permit type and how/when it will be obtained.** Building Permit (to be obtained by the contractor awarded the construction contract)

SECTION V: EQUIPMENT WORKSHEET (Required for Equipment Purchases Only) N/A

Equipment purchases are permitted under the MassTrails grant program. This can include equipment necessary for trail construction and maintenance activities, such as mowers, chainsaws, snow grooming machines and all-terrain vehicles (for hauling people and materials). Equipment is defined as tangible personal property having a useful life of at least five years and a per-unit acquisition cost of \$1,000 or greater. Equipment must be purchased in full with the title held by the grantee and must be used for the proper authorized use as stated in the project proposal.

Three bids **MUST** be solicited for all equipment purchases with a value of \$1,000 or more. Attach three quotes to the last section of this application.

Please answer each question listed below for **ALL** proposals to purchase equipment with a value of \$1,000 or more. This is **REQUIRED** in order to be considered for a grant award.

5.1: Have three quotes been obtained for this particular piece of equipment?

Yes / No

5.2: What need will the purchase of this equipment fulfill? For multiple pieces of equipment, describe the individual benefit for each.

5.3: Describe the trail or trail system where the equipment will be used. Include the type of trail, length, surface, user groups and condition of the trail/system.

5.4: What is the estimated daily use of the section of trail/system where the equipment will be used?

5.6: Where and how will the equipment be stored (during both the winter and summer months, if different)?

5.7: Is this equipment replacing an older piece of equipment that was purchased using previous grant funds (i.e.: Recreational Trails Program)? If so, what is the plan for that piece of equipment's disposal/re-allocation?

5.8: If proposing to purchase accessories, justify each individual addition with an explanation, if applicable.



SECTION VI: REQUIRED DOCUMENTS AND SUPPORTING MATERIALS

Uploaded Documents will not be saved until your final submission. Do not upload documents until you are ready to submit your application.

In this section, when you are ready to submit your application, you will upload:

Project Budget and Timeline Worksheets
Map(s) of Project Location and Extent (or Zipped GIS Files)
Project Specifications, Plans, Drawings, Photos (as a single PDF)
Landowner Permission Documentation/Assurance of Continuing Public Access (as a single PDF)
Additional Project Information (Completed Permits, Conservation Restriction/Easement/Right of Way, Bids/Quotes, Town Votes)
MassTrails Grant Budget and Timeline Worksheet (Required)*

Template Worksheet can be downloaded at the MassTrails Grants website
(<https://www.mass.gov/guides/masstrails-grants>)

6.1: *Project Map(s) (Required). *Submit a map of the project location and extent (as detailed as possible) or a single zipped GIS file of the project extent. Submit additional maps as needed using various imagery and data to depict the project as accurately as possible.*

6.2: Project Documents (Photos, Plans, Drawings, etc.) *Submit a single PDF file of photos showing the typical trail / location conditions. Be sure to clearly label each picture and provide a description of its context. Also include any plans, drawings, and other specification documents of the proposed structures to be built (bridges, boardwalks, kiosks, signage, platforms, trail drainage structures, culverts, etc.)*

6.3: *Documentation of Landowner(s) Permission / Authorization (Required)

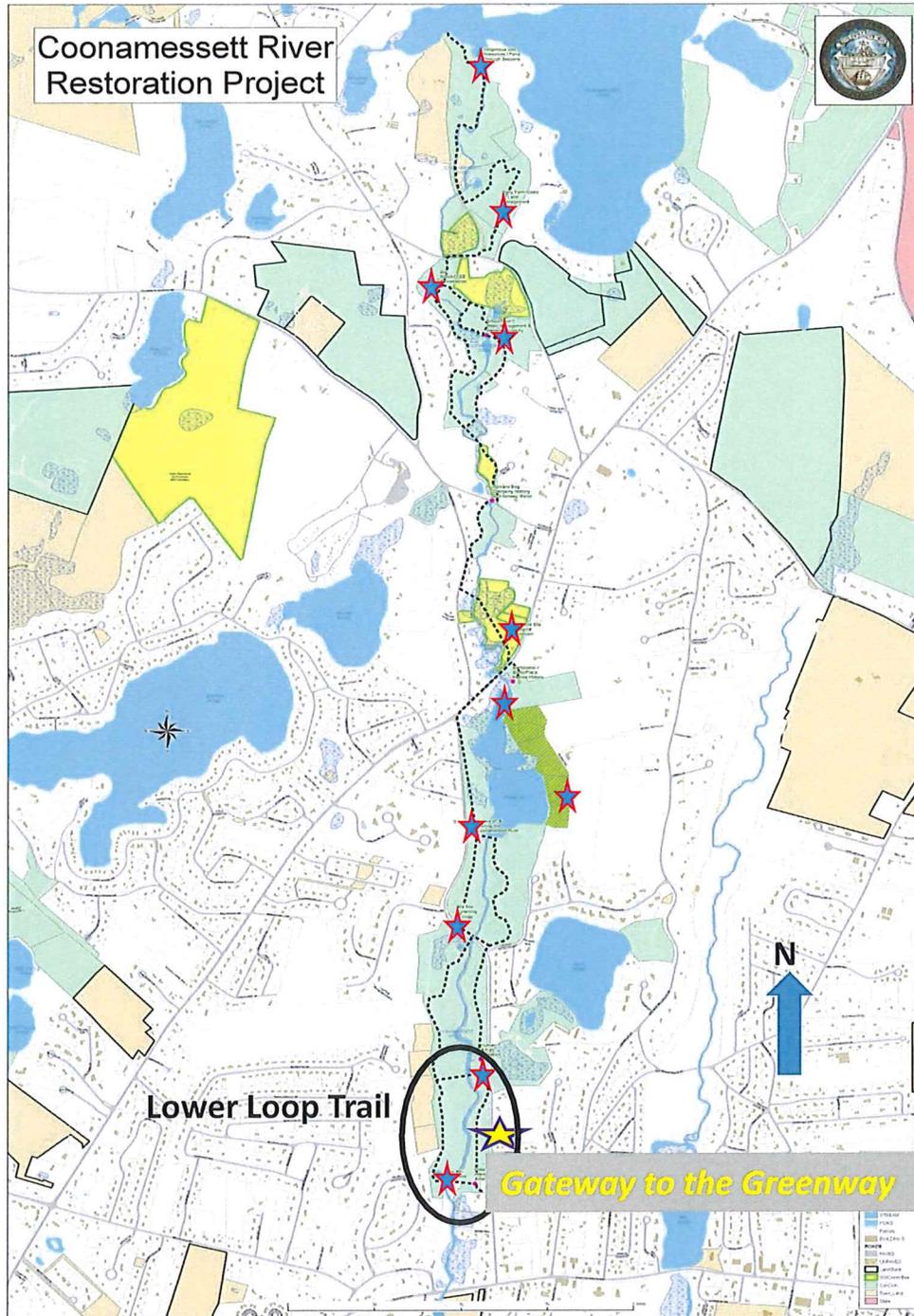
6.4: Additional Project Information.

Simpson cost estimates Letters from ToF, T3C, CRT; CVs ehg, jw; letter re CPA funding; Submit a single PDF file with any additional project information that reviewers may need in order to make informed determinations.



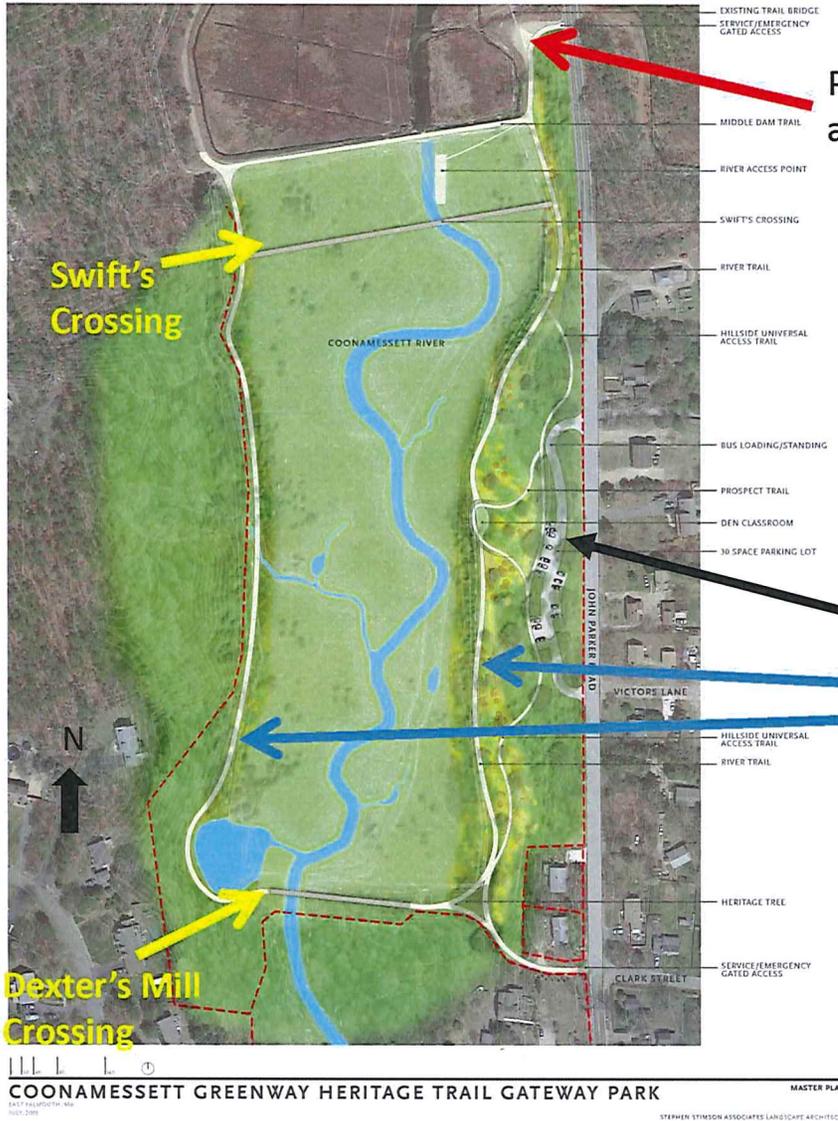
6.1A

6.1B



Coonamessett Greenway Heritage Trail

- ★ position of 11 waystations with interpretive signage
- ★ position of Gateway to the Greenway: major trailhead parking, orientation map and interpretive signage
- Town conservation land
- T3C conservation land
T3C most recent addition to the Coonamessett Greenway (yellow hatch)



6.1C

Parking for 4 regular and 4 handicap access

Lower Loop Trail

Two river crossings +
Ca. 2500 feet
handicap accessible trail



Gateway to the Greenway

Lower Loop Trail
Ca. 3500 ft. long

Gateway to the Greenway,
showing parking, trail access
to Lower Loop trail, and
public amphitheater

Gateway to the Greenway:
showing parking area, river overlook (and pollinator garden), trails to Lower Loop Trail and granite amphitheater



COONAMESSETT GREENWAY HERITAGE TRAIL GATEWAY PARK
ARCHITECTURAL RENDERING
© 2018 THE TOWN OF COONAMESSETT

▲ Blue triangle shows position of the river overlook accessed from the parking area

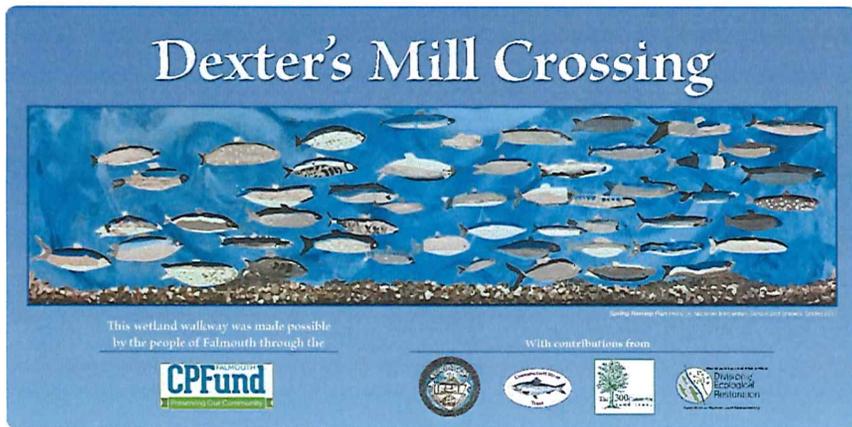
6.2B



The Coonamessett Greenway provides many benefits for us now and for future generations



6.2C Combining Nature and Science with Visual Art, Music, and Movement



Spring Herring Run is a produced from a 2 ft. x 8 ft. panel made by Teaticket School 2nd graders in 2017 with a background produced by Falmouth High School Art students. It is the symbol of the Coonamessett River Restoration Project.

Herring Schooling in the Sea: a production by the Teaticket School 2nd graders using the Japanese Herring kites they made with the assistance of a Falmouth High School Art students



Bridge over the River Flax built by the Coonamessett River Trust in 20XX with contributions from DCR



More pictures of site to be added

MassTrails Grant Application Budget Overview Worksheet (Template)

Spending Category	MassTrails Funding Request	Match Amount	Total	Source of Match	Are funds secured?
Project Management				Town of Falmouth	Yes
Surveying				Town of Falmouth	Yes
Securing Ownership/Right of Way				Town of Falmouth	Yes
Design/Engineering		177,000.00	177,000.00	CPA funds	Town Meeting 2019
Permitting				Town of Falmouth	Yes
Equipment Purchase					
Construction	285,500.00	437,500.00	723,000.00	CPA funds	Town Meeting 2019
Other: LL trail, signage, mgmt plan		553,000.00			
TOTALS	285,500	1,167,500	1,453,000		

1. TOTAL BUDGET SUMMARY

2 Gateway Parking		
	\$ 87,000	
Engineering/Permitting		
Construction		\$285,500

3 Amphitheater/Overlook		
	\$90,000	
Engineering/Permitting		
Construction		\$437,500

TOTAL CPC request **\$ 614,500**

TOTAL DCR request **\$ 285,500**

XXXXXXXXXXXXXXXX	XXXXXXXXXX	XXXXXX
1 Lower Loop Trail (ToF; T3C)		
Construction		230,000

2 Invasive Removal (ToF; T3C)		
Planting		
Engineering	\$32,500	
Construction	\$253,500	

\$270,000

5 Signage CGHT	\$53,000
6 Management Plan (ToF; T3C)	

Match **\$838,500***

*does not include volunteer labor to develop interpretive panels, write the management plan and install panels and other trail signage

Total Project Cost = \$1,453,000

BACKGROUND DOCUMENTATION FOR PROJECT COSTS

- A. Probable Preliminary Cost estimates (Stephen Simpson Associates)
- B. Proposal for Landscape Architecture Services (Stephen Simpson Associates)
- C. Coonamessett Greenway Heritage Trail Cost Estimates (Dec 1, 2017; see letters of support)

Coonamessett Gateway Park
 East Falmouth, Massachusetts

07 March 2018 Preliminary Cost Estimate

Prepared by Stephen Stinson Associates

		Phase	Quantity	\$ / Unit High	\$ / Unit Low	Unit	High Total	Low Total		
1.0	SITE PREPARATION									
1.1	Tree Protection Fence	2	1000	2.00	1.50	LF	\$2,000.00	\$1,500.00		
1.2	Sitation Fence	2	1000	5.00	3.50	LF	\$5,000.00	\$3,500.00		
1.3	Tree Removal	2	180	100.00	80.00	EA	\$18,000.00	\$14,400.00		
1.4	Invasives Removal	3	1	20,000.00	15,000.00	LS	\$20,000.00	\$15,000.00		
1.5	Selective Removal of Site Elements; recycle or dispose of legally off-site	1	1	15,000.00	12,000.00	LS	\$15,000.00	\$12,000.00		
1.6	Parking Area: north of middle dam bridge for 6-8 vehicles	1	3000	6.00	4.00		\$18,000.00	\$12,000.00		
		Subtotal:					\$78,000.00	\$58,400.00		
2.0	EARTHWORK									
2.1	Site Grading; rough grading and stabilization	2	50,000	1.50	1.00	SF	\$75,000.00	\$50,000.00		
		Subtotal:					\$75,000.00	\$50,000.00		
3.0	PAVING AND STEPS									
3.1	Stabilized Aggregate Paving: on dense graded crushed stone base	1	30,000	10.00	6.00	SF	\$300,000.00	\$180,000.00		
3.2	Hillside Paths: Polymer Aggregate Paving on dense graded crushed stone base	2	6,000	18.00	15.00	SF	\$108,000.00	\$90,000.00		
3.3	Gravel Drive and Parking: native gravel drive and parking	2	15,000	5.00	3.50	SF	\$75,000.00	\$52,500.00		
3.4	Drive Apron - 3" bituminous concrete 25ft deep aprons at John Parker	2	2,000	6.00	5.00	SF	\$12,000.00	\$10,000.00		
3.5	Salvaged Stone Steps - 1st Generation DOT curb on Dense Graded base	2	300	100.00	85.00	SF	\$30,000.00	\$25,500.00		
		Subtotal:					\$525,000.00	\$358,000.00		
4.0	SOILS & PLANTING									
4.1	Proposed Trees; #5 and #7 whips	3	200	30.00	25.00	EA	\$6,000.00	\$5,000.00		
4.2	Proposed Trees; 2" cal. Material only	3	100	500.00	425.00	EA	\$50,000.00	\$42,500.00		
4.3	Meadow Seed Mix	3	50,000	0.50	0.45	SF	\$25,000.00	\$22,500.00		
4.4	Hillside Soils; 18" depth	3	2500	55.00	50.00	CY	\$137,500.00	\$125,000.00		
4.5	Pavilion Soils; 18" depth	4	500	55.00	50.00	CY	\$27,500.00	\$25,000.00		
4.6	Pavilion Seed Mix	4	10,000	0.50	0.45	SF	\$5,000.00	\$4,500.00		
		Subtotal:					\$218,500.00	\$195,000.00		
5.0	BRIDGE AND ABUTMENTS									
5.1	Boardwalk and Bridge at Middle Dam	2	3000	100.00	75.00	SF	\$300,000.00	\$225,000.00		
5.2	Overlook at Restored River	5	1750	100.00	75.00	SF	\$175,000.00	\$131,250.00		
		Subtotal:					\$475,000.00	\$356,250.00		
6.0	DEN CLASSROOM									
6.1	Outdoor Classroom - cast in place concrete structure	4	1	250,000.00	200,000.00	LS	\$250,000.00	\$200,000.00		
6.2	Salvaged Granite Block Seat Wall	4	450	200.00	175.00	LF	\$90,000.00	\$78,750.00		
6.3	Stone Slope Armor at Pavilion	4	1500	75.00	55.00	SF	\$112,500.00	\$82,500.00		
		Subtotal:					\$452,500.00	\$361,250.00		

Coonamessett Gateway Park
 East Falmouth, Massachusetts

07 March 2018 Preliminary Cost Estimate

Prepared by Stephen Stimson Associates

		Quantity		\$ / Unit		Unit	Total				
Z.0	SITE FURNISHINGS										
7.1	Site Electrical: conduit and supply to Classroom, light fixtures, call boxes	2	1	75,000.00	50,000.00	LS	\$75,000.00	\$50,000.00			
7.2	Moon light fixtures - 30/50FT above FG	2	3	7,500.00	6,000.00	EA	\$22,500.00	\$18,000.00			
7.3	Emergency Access Gates: painted metal off the shelf barrier gates	1	2	2,500.00	2,000.00	EA	\$5,000.00	\$4,000.00			
7.4	Bike Rack	2	12	500.00	350.00	EA	\$6,000.00	\$4,200.00			
7.50	Log Benches	2	6	500.00	300.00	EA	\$3,000.00	\$1,800.00			
	Subtotal:						\$111,500.00	\$78,000.00			
	Project Subtotal:						\$1,573,000.00	\$1,183,150.00			
	TOTAL PRELIMINARY CONSTRUCTION COST SUBTOTAL:						\$1,378,075.00				
	10% Construction Contingency						\$137,807.50				
	TOTAL PRELIMINARY CONSTRUCTION COST ESTIMATE						\$1,515,882.50				
	5% Construction Fees						\$75,794.13				
	5% Contractor Fees						\$121,270.60				
	2% City/State Fees						\$30,317.65				
	TOTAL PRELIMINARY COST ESTIMATE						\$1,743,264.88				
	PHASE 1 SUBTOTAL-INITIAL PARKING AND PERIMETER PATH						\$273,000.00				
	PHASE 2 SUBTOTAL - JOHN PARKER PARKING LOT AND HILLSIDE PATHS						\$638,950.00				
	PHASE 3 SUBTOTAL - BANK INVASIVES REMOVAL AND RESTORATION						\$224,250.00				
	PHASE 4 SUBTOTAL - CLASSROOM						\$437,875.00				
	PHASE 5 SUBTOTAL - RIVER OVERLOOK						\$153,125.00				
Notes:											
A 10% multiplier is applied in anticipation of construction cost fluctuations. A 5% multiplier is applied in anticipation of the contractors' general condition expenses including but not limited to permits, independent inspections, site clean up requirements by city, insurance, and commissioning. A 1% multiplier is applied in anticipation of city or state performance bond requirements.											
The cost estimate is based on unit prices from recently bid projects applied to actual square footages derived from the plan.											
The cost estimate is based on professional assumptions, which will require review, coordination, and design by professional consultants including, but not limited to, structural engineer, geotechnical engineer and civil engineer.											

PROPOSAL FOR LANDSCAPE ARCHITECTURE SERVICES

The following, upon acceptance, shall constitute an Agreement between the

Landscape Architect: Stephen Stimson Associates Landscape Architects, Inc.
288 Norfolk Street, 5th Floor
Cambridge, MA 02139
Phone 617.876.8960

and the Owner: The Falmouth Conservation Commission and The 300 Committee Land Trust
contact: Jennifer McKay

for the Project: The Coonamessett Greenway Gateway Park
Falmouth, MA

Agreement dated: 16 March 2018

SCOPE OF WORK

I. Schematic Design Phase

Stephen Stimson Associates (SSA) will develop the master plan in greater detail to refine the project scope including number of parking spaces, scale of classroom, hillside restoration, and circulation system. This phase will include the development of the entirety of the project. Subsequent phases might be developed per phase.

During Schematic Design SSA will attend four (4) meetings with the Owner and selected staff members to review the program, and proposed design recommendations. Sketches, plans and drawings will be prepared to convey design concepts. SSA will provide one (1) community presentation during this phase.

At the conclusion of Schematic Design a site plan will be provided to illustrate final design concepts. In subsequent phases this plan will be developed into construction details and specifications in order for the proposed work to be constructed. A preliminary landscape construction cost estimate will be prepared for the Owner's approval, to establish a budget.

Schematic Design Deliverables:

- Four (4) meetings with the Owner and/or selected staff members
- One (1) community presentation
- Updated Illustrative Drawings including plans, sections and perspectives
- Conceptual Site Plan
- Updated Cost Estimate

II. Design Development Phase

SSA will develop the approved Conceptual Site Plan in greater detail to explore materials, dimensions, and spatial relationships. This includes review of proposed construction details, material samples, and plant material. SSA will provide two (2) meetings per phase with the Owner and/or selected staff members during Design Development.

SSA assumes that the overall project will be phased as follows:

- Phase 1 – Lower Loop and Temporary Parking
- Phase 2 – John Parker Parking Lot and Hillside Paths
- Phase 3 – Hillside Restoration
- Phase 4 – Classroom Area and River Overlook

Design Development Deliverables per phase:

- Two (2) meetings with the Owner and/or selected staff members
- Design Development Plan for Review
- Material Samples and Images
- Updated Cost Estimate

III. Construction Documents Phase

Upon approval of Design Development by the Owner SSA will produce Construction Documents suitable for bidding the proposed work among several contractors. These will be measured drawings showing the pavements, grading, planting and construction details for the proposed design. Specifications will be prepared to identify standards for plants, construction materials and to establish warranty periods for the completed work. SSA will provide two (2) meetings with the Owner and/or selected staff members during Construction Documents.

Construction Documents Deliverables per phase:

- Two (2) meetings per phase with the Owner and/or selected staff members
- Progress Construction Set for Coordination
- Updated Cost Estimate
- Final Construction Drawings and Specifications

IV. Bidding and Negotiation Phase

SSA will recommend landscape contractors for approval and/or solicit bids from qualified landscape contractors for the project. SSA will review Contractor's bids or proposals on behalf of the Owner.

V. Construction Observation Phase

During construction SSA will schedule periodic visits to observe progress and verify that the contractor is meeting quality standards and design intent. SSA may visit nurseries to select plants for the project and/or review photographs of specimen plants intended for the project submitted by the Contractor. If requested by the Owner SSA will review the Contractor's requests for payment. SSA will schedule site visits to coincide with significant construction milestones or requested contractor meetings.

Deliverables per phase:

- RFI responses
- Shop Drawing Review
- Three (3) Construction Observation Visits

Possible Additional Services

1. Additional Meeting(s) and/or Site Visit(s)

If additional meetings and/or site visits are required beyond the number specified in this contract SSA will attend at the Owner's request. SSA will notify the Owner if requested meeting and/or site visit is an additional service prior to attending. Fees for additional meetings if required will be billed as an additional service for actual time spent at the rates listed in Addendum 1.

2. Permitting

If review and approval of this project is required by local Design Review, Historic District, Community Association or any other agency or body SSA will prepare drawings and

illustrations for presentation to the pertinent authorities to assist in obtaining the necessary permits and approvals. Fees for this phase will be an additional service and will be billed hourly at the rates listed in Attachment 1.

If SSA is required to be present for community presentations and/or permitting review this will be billed as an additional service and will be billed hourly at the rates listed in Attachment 1.

3. Bidding and Negotiation

During the bid and negotiation phase SSA will respond to written RFIs and will provide written clarifications to bidder questions as part of the contract services.

Once bids are received SSA will provide value engineering recommendations if required to reduce the overall budget. SSA will provide design and material recommendations to maintain the design intent while reducing the overall construction cost. SSA will provide required sketches, drawings and specifications to meet approved value engineering selections. If value engineering and drawing revisions are required this will be billed as an additional service for actual time spent at the rates listed in Addendum 1.

SSA assumes attendance at the pre-bid and value engineering meetings will not be required. If SSA is required to be present for pre-bid or bid review/value engineering meetings this will be billed as an additional service for actual time spent at the rates listed in Addendum 1.

Schedule

The anticipated schedule for completion of design and construction is as follows:

Schematic Design (All Phases): January – April 2019

Phase 1

Design Development:	May – June 2019
Construction Documents:	July - September 2019
Bidding and Negotiations:	September 2019
Landscape Construction:	October 2019 – May 2020

Phase 2-4 schedules to be determined

Design Development:	assumed to begin in 2019
Construction Documents:	assumed to begin in 2020
Bidding and Negotiations:	Fall 2020
Landscape Construction:	Anticipated Completion by June 2021

If services covered by this Agreement have not been completed within thirty (30) months from the Agreement date, through no fault of the Landscape Architect, extension of the Landscape Architecture Services shall be compensated on the basis of the hourly rates described in Attachment 1.

Compensation

In compensation for Basic Services listed above, the Owner agrees to compensate the Landscape Architects for the lump sum amount per phase listed below which includes all reimbursable expenses.

- Phase 1 - \$38,500
- Phase 2 - \$87,000
- Phase 3 - \$32,500
- Phase 4 - \$90,000

If the scope of work, fees and conditions described in the attachment are agreeable, please return a signed copy to our office along with a retainer of \$5,000. The retainer will be applied to the last invoice for the project.

STEPHEN STIMSON ASSOCIATES LANDSCAPE ARCHITECTS, INC.



16 March 2018

By: Joseph Wahler, Principal

Date

In Agreement with the terms and conditions described above:

Accepted by:

Date

ATTACHMENT 1

Appended to and constituting a part of the Agreement for landscape architectural services between Stephen Stimson Associates Landscape Architects, Inc. and The Town of Falmouth Conservation Commission + The 300 Committee Land Trust on the 16th of March 2018.

FEE FOR PROFESSIONAL SERVICES

Services will be based upon the following hourly rate schedule:

Stephen Stimson	\$250 per hour
Edward Marshall	\$200 per hour
Joseph Wahler	\$200 per hour
Senior Associate	\$150 per hour
Associate	\$125 per hour
Landscape Architect	\$110 per hour
Project Manager	\$ 95 per hour
Landscape Designer	\$ 85 per hour
Junior Designer	\$ 70 per hour
Administration Staff	\$ 70 per hour

Hourly rates will be reviewed periodically, and may be adjusted due to staff promotions and cost of living increases. Travel time will be billed at the rates described above for travel between Cambridge, Massachusetts and the project or meeting site.

REIMBURSABLE COSTS

Reimbursable expenses are not included in professional fee for services. The following costs will be reimbursed by the Owner at 1.1 times the actual amount of the expense to be billed monthly with fee invoice.

- Photocopy, reproduction, plotting and/or mounting and binding costs for documents prepared or furnished in connection with this Agreement.
- The cost of commercial carrier and public transportation, lodging, sustenance, car rental, private automobile travel at the current approved IRS per mile rate, parking, and out-of-pocket expenses from Cambridge, Massachusetts.
- Postage and shipping.
- Long distance telephone and facsimile charges.
- Photographic services, film, and processing.
- Materials and preparation costs for models, special renderings, maps and documents approved by the Owner.

RESPONSIBILITIES AND INDEMNITY

The Owner hereby agrees that SSA will only be responsible for the negligent or willful acts, errors or omissions of its principals, employees, consultants and agents. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Owner or Architect. SSA does not guarantee the performance of third parties who are under contract to the Owner such as, but not limited to, the Owner's separate architect(s), contractor(s), subcontractor(s) and/or consultant(s). Accordingly, the Owner hereby further agrees that it will make no claim against SSA because of the acts or failures to act of such third parties unless and then only to the extent that SSA was negligent or willfully committed a wrongful act.

OWNERSHIP OF DOCUMENTS

All drawings and other documents created by the Landscape Architect for the Project, as Instruments of Service, are copyrighted and said copyright is and shall remain the property of the Landscape Architect. Upon payment in full of all sums due to the Landscape Architect under this contract, The Client shall own a complete set of the final Instruments of Service and shall have

a non-exclusive license to reproduce the Instruments of Service solely for purposes of Construction, using and maintaining the Project. The license is not transferable without specific written agreement of the Landscape Architect. Any use with the written approval of the Landscape Architect must include the phrase "Copyright, Stephen Stimson Associates Landscape Architects, Inc." or otherwise credit the Landscape Architect. The client agrees to defend, indemnify and hold harmless the Landscape Architect from and against all claims, damages, losses and expenses (including reasonable attorney's fees and costs of defense) arising out of or resulting from unauthorized use.

The Landscape Architect will retain the Project record and Instruments of Service for a period of three (3) years following completion of services, during which period the records will be made available to the Owner upon request. After three (3) years, the Project record and Instruments of Service will be available at the discretion of the Landscape Architect.

MARKETING AUTHORIZATION

The Landscape Architect shall reserve full rights for use of the project for marketing purposes. This includes, but is not limited to, publication in mass media and trade publications, submissions to award programs, and inclusion in the Landscape Architect's marketing materials. Project location and client identity will be withheld at client's request.

TERMINATION

The Client may terminate this agreement for convenience upon ten (10) days written notice. Upon termination, the Landscape Architect will be entitled to compensation under the terms of this Agreement through the date of termination, with any outstanding balance due and payable within fifteen (15) days following the date of termination. There shall be no deductions from the Landscape Architect's compensation because of any dispute between the owner and any other party.

Either party can terminate this agreement for material breach of the contract upon ten (10) days written notice.

PAYMENT SCHEDULE AND TERMS

Fees for professional services and reimbursable costs will be billed monthly and are payable upon receipt. All account balances outstanding over thirty (30) days will be assessed a service charge equal to ten percent (10%) per annum. The client agrees that all statements shall be final and not subject to adjustment unless the Landscape Architect is notified in writing of a disputed charge within thirty (30) days of the statement date.

PROPOSAL DURATION

This proposal is valid for a period of sixty (60) days and will be considered revoked if written acceptance is not received within sixty (60) days from the Agreement date.

Coonamessett Greenway Heritage Trail			
Cost estimates			
December 1, 2017			
Consulting			
Project management			\$2,500
Draft text and images supplied by volunteers			0
Text editing, image editing, creation of 28 draft through final layouts			28,000
Color proofs			250
Coordination of fabrication, assembly and installation			1,000
			\$31,750
Fabrication			
	Quantity	Unit cost	Extended
Trailhead intro signs			
30" x 75" x 1/2", w/ 8 inserts, 1" radius corners & beveled edges @ \$50/sq. ft. (irregular shape, see attached drawing)	6	700	4,200
Support posts, 1 pair per sign, @ \$300 ea.	6	300	1,800
			6,000
Wayside signs			
24" x 36" x 1/2", w/ 8 inserts, 1" radius corners & beveled edges @ \$50/sq. ft. (irregular shape, see attached drawing)	22	350	7,700
Support posts, 1 pair per sign, @ \$300 ea.	22	300	6,600
			14,300
Shipping and installation			
Shipping of all panels			1,000
Mounting hardware			50
Assembly and installation by volunteers			0
			1,050
			\$53,100

TOWN OF FALMOUTH
BOARD OF SELECTMEN
Meeting Minutes
Open Session
MONDAY, DECEMBER 3, 2018
SELECTMEN'S MEETING ROOM
TOWN HALL

Present: Susan Moran, Chairperson; Megan English Braga, Vice Chairperson; Doug Jones; Sam Patterson; Doug Brown.

Others Present: Julian Suso, Town Manager; Peter Johnson-Staub, Assistant Town Manager.

1. Call to Order by Chair Moran at 7:03 pm.

2. Pledge of Allegiance

3. Proclamation
None.

4. Recognition
Mr. Brown recognized Joe Quintiliani, longtime member of the Veteran's Council.

Mr. Patterson requested a moment of silence for former President George H. W. Bush.

5. Announcements

Mr. Suso reported questions regarding the ceremonial American flag protocol. Notification of the death of former President George H. W. Bush was made after closure of the Town Hall on Friday. This was a regrettable oversight and not an indication of a lack of respect. Information regarding the American flag protocol is available on the Town website and only applies to the flag in front of Town Hall.

Mr. Johnson-Staub announced the Route 28 Citizens Advisory Committee and those interested may apply as directed on the Town website. A specific application for this committee is needed due to the abutter conflict of interest. Deadline for submission is 12/5/18. Hardcopy forms are also available from the Town Manager's Office. Interviews will be held at next week's Board of Selectmen meeting and decisions will be made at the 12/17/18 meeting.

6. Public Comment

Marc Finneran, Precinct 6, last month after precinct meeting Dan Shearer gave him tour of the West Falmouth library, it is a fantastic job they did, raised about \$3 million.

7. Vote to Affirm Appointment of Zoning Administrator

Mr. Suso provided information to the Board of Selectmen regarding his request that the Board of Selectmen affirm appointment of Noreen Stockman to this position. Waiver of the residence requirement was also requested.

Mr. Jones motion to affirm the appointment. Second Mr. Patterson. Vote: Yes-5. No-0.

Mr. Jones motion to waive the residency requirement. Second Mr. Patterson. Vote: Yes-5. No-0.

Noreen Stockman addressed the Board of Selectmen, described her experience, hoping for a smooth transition and brings with her new ideas. She currently resides in Ashland.

SUMMARY OF ACTIONS

1. Licenses

- a. Application for New Second-Hand Dealer's License – Village Lamp Repair Shoppe, 628 W. Falmouth Hwy.
Chair Moran recused herself from this item.

Mr. Brown has worked with Mr. David Rogers in the past; he does believe it will affect his ability to vote on this.

Mr. Jones motion approval. Second Mr. Patterson. Vote: Yes-4. No-0. Recused-1.

- b. Application for Change of Manager of a Wine & Malt Package Store License - Windfall Market, 77 Scranton Ave.
Applicant Sean Greenwood, Store Manager, was present.

Mr. Jones motion approval. Second Ms. English Braga. Vote: Yes-5. No-0.

- c. Application for Change of Manager of an All Alcoholic Club License – Amvets, 336 Palmer Ave. Jefferey Boeder.

Mr. Jones motion approval. Second Ms. English Braga. Vote: Yes-5. No-0.

2. Administrative Orders

- a. Approval and Execution of Conservation Restriction for Farley Bog and Execution of Deed Transferring Title to Falmouth Rod & Gun Club
Attorney Laura Moynihan represents Rod and Gun Club, Tim Lynch, President was also present tonight. The Conservation Restriction authorized the Farley bog to Rod and Gun Club subject to a permanent conservation restriction. They plan to effect conveyance of the land on/20/18 and after recorded, the Rod and Gun Club will begin extensive permitting for restoration of this parcel. A PowerPoint presentation was made describing the project, what is going on with the parcel, and elements of the conservation restriction. A map of the area was reviewed as well. Part of the plan will include a long term lease with Mashpee for some land. Restoration of two cranberry bogs, rehabilitation of upper Childs River of about 1.5 miles to create cold water fishery in the river, restoration and improvement of the wetlands. Removal of the land and installation of float devices, removal of sand, estimated completion date fall 2020. Raised about \$800k and continuously fundraising and looking for grants for this \$2 million project.

Timetable reviewed, approval by the Conservation Commission which accepted and adopted the restriction, then the Board of Selectmen next, then if approved it will go back to Boston and signed by Secretary of Environmental Affairs, and then she and Pat Harris would effect the land transfer and record. The goal is to complete by year end. Looking for a vote to accept the conservation restriction on behalf of the Town and authorize execution of the deed to transfer land to the Rod and Gun Club.

Chair Moran noted this is a legacy project that benefits the Town and started with a few individuals having the idea and generating support.

Ms. English Braga noted the cost of these projects to restore what was done to the land, she hopes think about what we are doing and undoing it in the future. Wonderful they can take place at initiative of individuals and organizations.

Mr. Patterson commended the great community organizations' commitment and long range thinking.

Mr. Brown asked how Mashpee side playing out.

Gary Anderson, Precinct 7, Treasurer Rod and Gun Club explained that they signed a 30 year lease with Town of Mashpee over 24 acres. Mashpee is involved with the project, approved it, and they recently applied for a \$240,000 grant to rehabilitate the Garner Bogs. Complete support from Mashpee. The land will continue to be owned by Mashpee, unknown if they have a Conservation Restriction, but in agreement there are prohibited things not unlike the conservation restriction.

Mr. Patterson motion to accept the Conservation Restriction and execute ownership of the land. Second Ms. English Braga. Vote: Yes-5. No-0.

- b. Designate Members of the Shellfish Advisory Committee as Special Municipal Employees for the Purposes of the Conflict of Interest Law

Mr. Jones motion to approve. Second Ms. English Braga. Vote: Yes-5. No-0.

- c. Approval of Restrictive Covenant for Sewer Betterment at 197 Grand Avenue

Mr. Jones motion approval. Second Ms. English Braga. Vote: Yes-5. No-0.

- d. Sign Certification of Votes for Civil Officers in the November 6, 2018 Election
**Ms. English Braga read the certification in the packet regarding Susan L. Moran vote.
Second Mr. Jones. Vote: Yes-5. No-0.**

Ms. English Braga read the certification in the packet regarding John F. Meade. Second Mr. Jones. Vote: Yes-5. No-0.

Ms. English Braga read the certification in the packet regarding Leo Cakounes and Ronald Bergstrom. Second Mr. Jones. Vote: Yes-5. No-0.

PUBLIC HEARINGS

1. Wetland Hearing – The 300 Committee – Construction of elevated boardwalk, walking trails, bog bridges and informational kiosk to improve public access to “Two Ponds” Conservation Area – body of water affected Jones Pond and Cedar Swamp

Delayed to a future date.

2. Application for Shellfish Aquaculture License – Peter Chase and Francis Doohan – Mooring #37 in Great Harbor, Woods Hole.

Withdrawn.

7:50 p.m. BUSINESS

1. Presentation of Proposed Change in Shellfish Regulations – Chuck Martinsen, Marine & Environmental Services

Chuck Martinsen sent memo to the Board of Selectmen in the packet. He proposed and adopted an extension to a few different areas due to oysters remaining if not harvested prior to ice season, West Falmouth Harbor to allow recreational to harvest on wed and double limit for about a month. After that time passes, he proposed allowing commercial fisherman to fish for 8 days in lower water area. He asks that those too small to harvest be thrown into the deeper water.

Mr. Brown asked why such a long time to recreational fisherman and short window to commercial. Martinsen noted the recreation people can take ½ bushel a week, commercial could take 16 bushels.

Mr. Patterson noted want to make sure the stock is removed because it is detrimental leaving them in there to die.

Mr. Brown motion to approve change in regulations for West Falmouth. Second Mr. Patterson. Vote: Yes-5. No-0.

Bournes Pond east side where folks could harvest oysters, limited area and propose Saturday and Sunday for family area just for oysters commencing 1/8/19 Tuesday, Thursday, and Saturday for commercial fishing in that area for a brief time.

Ms. English Braga motion to approve change in regulations for Bournes Pond. Second Mr. Patterson. Vote: Yes-5. No-0.

2. Presentation – Vulnerability Assessment – Woods Hole Group

Charlie McCaffrey, Chair Coastal Resiliency Action Committee introduced Elise Leduc from Woods Hole Group. This will give project ideas to seek funding for in the next few months.

Elise Leduc, Woods Hole Group made a PowerPoint presentation. Climate Change Vulnerability Assessment and Adaptation Planning Project.

Goals and objectives were reviewed and include providing dates on likely future coastal flooding, identify potential flooding impacts to municipally owned infrastructure, identify potential sea level rise impacts to natural resources, identify and prioritize potential adaptation strategies to reduce risk, public outreach, and education.

Reviewed the municipally owned assets within the model grid, which she reviewed on a map along with a list of assets in the memorandum provided to the Board of Selectmen. Critical elevation needs to be determined, defined as the elevation above which asset would fail to function. They will work with the Steering Committee to address the categories of assets to protect, accommodate, mitigate, and retreat. Public education and outreach includes 3 meetings to the Board of Selectmen, additional public information sessions, and utilization of local radio, access cable TV, and social media to get message out. Going to be using sea level rise projects that MA DOT is using for their modeling and developed by UMASS and Northeastern University.

MA DOT is funding the model and selected the high sea level rise scenario and it is very unlikely it will get worse than this and you can get results for other scenarios farther out years.

Planning for 2030 short term and 2070 long term. Reviewed what they would be producing for these years, including how deep the water will be in the locations.

Provided the project schedule with full public presentation by July 2019.

Community comments may be emailed to Jennifer McKay jmckay@falmouthmass.us by this Friday, 12/7/18. Comments may be provided at any time during this process through June 2019.

Tom Duncan, Precinct 1, thanked the Woods Hole Group for their approach and presentation. He suggested it be publicized on the Town website when available.

3. Request for Sign Variance – Falmouth Water Stewards – Water Station – County Road
Mr. Brown noted he is member of the Board of Water Stewards.

Alan Robinson, Falmouth Water Stewards. They have obtained funding for the third water kiosk, information is in the packet. This is possible because of a donation from Rowan Family in memory of Marianne Rowan. The Rowan Family is also funding picnic table and bike repair stand.

Ms. English Braga motion approval. Second Mr. Patterson. Vote: Yes-5. No-0.

4. Update on Change in Town Email Address to @falmouthma.gov
Mr. Suso noted the Town needs to transition to a new email address and moving to this is much more secure approach and consistent with town email system.

Greg Banwarth, IT Department, made a PowerPoint presentation regarding the transition. The address from any browser will move to Falmouth.ma.gov. It will be interchangeable for a while. The Town is doing this because only attainable via the federal government and the .us/.org/.com can be used by any company. The public is more aware of .gov namespace and relating that to legitimate government services. The Falmouth Fire Department and Falmouth Police Department will also move their domain space. Allowing upgrade to the old email system the Town has been on.

Public disruptions that may take place would be email transitions. If anyone messaging the old email address, it will land in their new mailbox and the person sending the email will get an auto response to update their contact list. The Two email systems will be managed and the old email addresses will be discontinued once they are not being utilized, likely through July 2019.

ithelp@falmouth.freshdesk.com

5. Report on the Selectmen's Communications Response Process

Mr. Johnson-Staub described the approach being taken at this point. Messages to the Board of Selectmen email are forwarded to all Board of Selectmen members, Mr. Suso, and Mr. Johnson-Staub. There is now an immediate acknowledgement that the message has been received. Email tracking and archiving was reviewed.

The management does not copy the Board members on management response. The Board of Selectmen cannot deliberate or make decisions via email. The Chair can place topics on future Board of Selectmen agenda.

Chair Moran said the reason for this agenda item was so the public understands the way communication comes in and what happens to it. Folks understand their email was received. The next part of the agenda item is how the Board of Selectmen wants it to work. There is a lot that happens in the background when an email is received. Chair Moran is interested in the Board of Selectmen input regarding communication.

The Board of Selectmen would like to be copied on responses, but if there is concern about deliberation of the Board of Selectmen, then Mr. Jones suggested not sending that item.

6. Announce April 2019 Town Meeting Schedule

Close warrant 1/18/19

Vote articles and execute the warrant 1/28/19.

Publish articles 2/1/19.

Presentation on petition articles 2/11/19.

Vote recommendations 2/25/19.

Publish warrant with recommendations and mail booklets 3/22/19.

Town Meeting 4/8/19.

Ms. English Braga motion to approve. Second Mr. Jones. Vote: Yes-5. No-0.

The Board of Selectmen discussed coordinating articles at future Board of Selectmen meetings. They hope to encourage those who have petitioner articles to reach out in advance to do work so the article is more prepared when it is submitted.

7. Approve 2018 Annual License Renewals:

ALL ALCOHOL RESTAURANT

Añjeo

Captain Kidd

Chapoquoit Grill

East End Tap

Epic Oyster

Estia

Glass Onion

Golden Sails

Grumpy's Pub

La Cucina sul Mare

Paul Harney Golf Club

Quahog Republic Dive Bar

Silver Lounge Restaurant

The Conference Table

The Pizza Bar

Mr. Jones motion to approve. Second Mr.

Patterson. Vote: Yes-5. No-0.

ALL ALCOHOL CLUB

Cape Verdean Club

Green Pond Yacht Club

Portuguese American Club

Mr. Jones motion to approve. Second Mr.

Patterson. Vote: Yes-5. No-0.

ALL ALCOHOL INNHOLDER

Falmouth Holiday Inn dba Kansas City Bar & Grille

Mr. Jones motion to approve. Second Mr.

Patterson. Vote: Yes-5. No-0.

ALL ALCOHOL PACKAGE STORE

Kenyon's Market, Inc.

Murphy's Package Store

Old Barn Package Store

Mr. Jones motion to approve. Second Mr.

Patterson. Vote: Yes-5. No-0.

WINE & MALT RESTAURANT

Silver Beach Pizza & Seafood

Mr. Jones motion to approve. Second Mr.

Patterson. Vote: Yes-5. No-0.

WINE, Malt, & Cordial Restaurant

Doggz & Hoggz

Mr. Jones motion to approve. Second Mr.

Patterson. Vote: Yes-5. No-0.

WINE & MALT PACKAGE STORE

Ocean State Job Lot

MPG Corp dba Rapid Refill

Mr. Jones motion to approve. Second Mr.

Patterson. Vote: Yes-5. No-0.

COMMON VICTUALLER

Añjeo

Betsy's Diner
 Black Dog Tavern Co dba Heights Café
 Cape Cod Bagel
 Chapoquoit Grill
 Coffee Obsession #1
 Coffee Obsession #2
 Cupcake Charlie's
 D'Angelos Sandwich Shop
 Doggz & Hoggz
 East End Tap
 Epic Oyster
 Estia
 Eulinda's
 Falmouth Holiday Inn dba Kansas City Bar & Grille
 Glass Onion
 Grumpy's Pub
 La Cucina sul Mare
 LBK, LLC dba Burger King
 McBee Enterprises dba McDonalds
 Quahog Republic Dive Bar
 Silver Beach Pizza & Seafood
 Silver Lounge Restaurant
 Starbucks Coffee Company #7418
 The Buffalo Jump
 The Conference Table
 The Pizza Bar
Mr. Jones motion to approve. Second Mr. Patterson. Vote: Yes-5. No-0.

INNHOLDER-VICTUALLER

Inn on the Square, LLC
 Shoreway Acres

Mr. Jones motion to approve. Second Mr. Patterson.

Vote: Yes-5. No-0.

ENTERTAINMENT

Cape Verdean Club

East End Tap
 La Cucina sul Mare
 Portuguese American Club
 Quahog Republic Dive Bar
 Silver Lounge Restaurant
 The Pizza Bar

Mr. Jones motion to approve. Second Mr. Patterson. Vote: Yes-5. No-0.

SUNDAY ENTERTAINMENT

La Cucina sul Mare

Mr. Jones motion to approve. Second Mr. Patterson. Vote: Yes-5. No-0.

The Pizza Bar-none

MOTOR VEHICLE CLASS II

Falmouth Motorcar Inc.

Frank's Auto Sales

Reine Trucking & Repair

Route 28 Auto Center

Waquoit Auto Sales, Inc.

Mr. Jones motion to approve. Second Mr. Patterson. Vote: Yes-5. No-0.

MOTOR VEHICLE CLASS III

Falmouth Salvage

Mr. Jones motion to approve. Second Mr. Patterson.

Vote: Yes-5. No-0.

VEHICLE FOR HIRE

AA Taxi

All Seasons Taxi

White Tie Limousine Co, Inc.

Mr. Jones motion to approve. Second Mr. Patterson. Vote: Yes-5. No-0.

8. Minutes of Meetings:

Public Session

September 17, 2018

Mr. Patterson motion to approve with edits. Second Mr. Brown. Vote: Yes-5. No-0.

9. Individual Selectmen's Reports

Mr. Brown:

Attended the Planning Board Meeting regarding the Route 28 project, Charlotte Harris will volunteer to that committee.

Attended the Water Quality Management Committee. Eric Karplus and the WQMC met with the graduate student who did study of Mill Pond, it was suggested Mill Pond act as a tailing pond for bog, and she suggested a tailing operation be put in place to take work load off Mill Pond. Brian Handy is willing to help with creation of a pond in that corner and give up the land and provide a site in another area of the bog to move the sediment to. They went to Brewster and met with Town management about Brewster's purchase of a vegetation harvester because of ponds that are over vegetated. This machine goes in water and cuts the vegetation and pulls into drying rack, then taken out of the pond. Maybe available to Falmouth for loan or lease arrangement. Eric will come up with proposal to Brewster for Falmouth. There is a question whether Brewster's machine may be too big for Mill Pond. If so, then Falmouth may rent a smaller machine.

Attended the Charter Review Committee meeting.

Met with Judy Fenwick and Mr. Johnson-Staub regarding updating the citizen handbook. Selectman's handbook could be separate from the citizen handbook.

Attended Housing Production Plan report, there may be 300 more units if they are brought up to compliance.

Mr. Patterson:

Friends of Nobska is now beginning the Keeper's House renovation.

The Conservation Commission went through the Farley Bog conservation restriction.

Attended the CPC meeting.

Chair Moran noted the item about affordable housing and transportation in the future and look at housing and density. Mr. Patterson endorsed that suggestion by Chair Moran. Chair Moran wants to send an invitation to the Planning Board about what topics they would like to discuss and invite other boards.

Mr. Jones:

Attended the Woods Hole Community Association meeting. Betsy Gladfelter reported on the new Steamship Authority (SSA) terminal building and the Woods Hole community concerned about the size of it and blocking the view. The SSA Board of Governors discussed this item. The second issue Ms. Gladfelter noted was the odor being created by excavation, it is not exceeding health limits, but was concern about where the fill is going to make sure not being dumped somewhere else in Falmouth. The Board of Governors discussed the terminal, the architects will look at it again, and they noted they need that size building. Mr. Jones reported this is happening in Falmouth and requested the SSA be presenting concerns about the building to the Board of Selectmen. The SSA will be coming to the Board of Selectmen.

10. Review of Town Manager's Report

Mr. Suso confirmed the supplemental entrance on Main Street to the Community Center Complex opened as of today with approved design.

Over past week, the DPW installed holiday decorations on Falmouth Town Common. The annual Holidays by the Sea weekend begins this weekend.

Mr. Johnson-Staub announced the DPW will have the exit driveway to Dillingham Avenue paved this week before the parade.

Ground breaking for the new Senior Center will be next Thursday at noon.

The Shellfish Advisory Committee is looking at various licenses that come before the Board of Selectmen and which ones that committee should review before going to the Board of Selectmen for action.

11. Review and/or Discuss Correspondence Received

Mr. Jones motion to adjourn at 9:35 pm. Second Ms. English Braga. Vote: Yes-5. No-0.

Respectfully Submitted,

Jennifer Chaves
Recording Secretary

REPORT

TO: Board of Selectmen

FROM: Julian M. Suso



DATE: January 4, 2019

- Monday's Business Meeting will fundamentally focus on the proposed FY2020 annual operating budget. Finance Director Jennifer Petit will be presenting a power point summary. As you know, under separate cover members of the Board have received copies of my Budget Message, a Budget Summary and the 250-page operating budget continuing the new, more readable and user-friendly format initially developed last year for which we have received multiple positive comments. As in the past, I have asked Department Heads to be in attendance to assist in addressing any questions which Selectmen may have on this important budget document.
- On Thursday, January 3, I attended the regular Senior Center Construction Meeting. As per usual, we reviewed updates and construction progress with the contractor, owner's project manager, clerk of the works and others. Building Committee Chair Jim Vieira also joins us as a routine attendee. We are scheduled to meet with the Senior Center Building Committee at an upcoming regular meeting on Tuesday, January 8. Although the Christmas and New Year's Holidays have intervened, excellent progress continues.
- With the very able assistance of Personnel Director Denise Coleman and her staff, we have scheduled a long-anticipated, initial "Employee Anniversary Recognition" for 9AM on Thursday, January 24 in the Hermann Room of the Main Library. This affords us an opportunity to formally recognize a number of full-time employees who have reached certain service milestones (5+ years, in 5-year increments). Su Moran has agreed to join us and assist in this important recognition opportunity, and I would greatly welcome all other members of the Board joining us as well if your calendars so allow. This event will include a "light breakfast" and is anticipated to last between 1-2 hours, as we have approximately sixty (60) employees who will be joining us in receiving a well-deserved recognition. The respective department heads will be participating as well.
- Happy New Year!