

**TOWN OF FALMOUTH**  
**BOARD OF SELECTMEN**

**Revised AGENDA**

**MONDAY, AUGUST 5, 2019 – 6:30 P.M.**

**SELECTMEN'S MEETING ROOM**

**TOWN HALL**

**59 TOWN HALL SQUARE, FALMOUTH, MA 02540**

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

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

**Old Water Department Room**

1. M.G.L. c.30A s.21(a)(3) – Smyth v. Falmouth Conservation Commission – consider plaintiff's request for extension to file appeal

**7:00 p.m. OPEN SESSION**

1. Call to Order
2. Pledge of Allegiance
3. Proclamation: Katharine Lee Bates 160<sup>th</sup> Birthday
4. Recognition
5. Announcements
6. Public Comment
7. Introduce Irie Mullin as Associate Town Counsel

**7:15 p.m. SUMMARY OF ACTIONS**

1. Licenses

- a. Application for Special One-Day Wine & Malt Liquor License – Woods Hole Historical Museum – Oyster Talk & Tasting, 579 Woods Hole Road – Friday, August 23, 2019
- b. Application for Special One-Day Wine & Malt Liquor License – Historic Highfield, Inc. – Bluegrass on the Lawn – 56 Highfield Drive – Sunday, August 11, 2019
- c. Application for Special One-Day Wine & Malt Liquor License - Historic Highfield, Inc. – Holidays at Highfield-Members Preview – 56 Highfield Drive – Tuesday, November 26, 2019
- d. Application for New Second-Hand Dealer License – Kara McGrath, Located at Home Again Consignment Shop, 94 East Falmouth Highway, East Falmouth
- e. Application for New Common Victualler License – Devour, located at 352 Main Street, Falmouth

2. Administrative Orders

- a. Vote to Exercise the Right of First Refusal for 42 Mill Farm Way, Unit 7 and assign said property to the Falmouth Housing Trust
- b. Notice of Naming Request: Request for Plaque at Taft Playground, Woods Hole. Per Naming Policy, Board will consider action after August 5, 2020.
- c. Vote to Accept Donation in the Amount of \$500.00 from the Teaticket Civic Association to the Veterans Donation Account
- d. Vote to Approve Expenditure in the Amount of \$500.00 from the Beach Department Donation Account for Life Guard Awards Night
- e. Approve Community Preservation Committee (CPC) Applications – Various Sources
  - 1) Affirm Public Works Application for CPC Funding for design, North Falmouth Bikeway Extension
  - 2) Approve Recreation Department Application for CPC Funding to Rehabilitate the North Falmouth Tennis Courts
  - 3) Approve Conservation Department and The 300 Committee Application for CPC Funding for Invasive Species Management at the Little Pond Conservation Area
  - 4) Approve Edward Marks Building Advisory Committee Application for CPC Funding to issue a RFP requesting responses from professional preservationists to develop a “Historic Structures Report” for the building
  - 5) Approve Commission on Disabilities Application for CPC Funding for Design Funding for an Inclusive Play Space and Park at 67 and 81 Davisville Road
  - 6) Approve Recreation Department Application for CPC Funding for the Guv Fuller Field Rehabilitation 2 Project

- f. Vote to Approve Expenditure from the Beach Department Donation Account in the amount of \$3,500

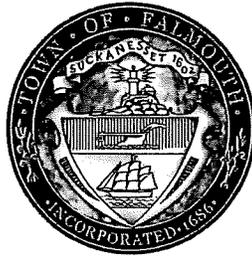
**7:30 p.m. PUBLIC HEARINGS**

1. Wetland Hearing – Robert Sperry – Construct a fixed pier that will extend approximately 92 feet beyond mean high water into Eel Pond, located at 134 Antlers Shore Drive, East Falmouth

**7:45 p.m. BUSINESS**

1. Report – Historical Commission
2. Presentation by Consultant on Updated, Final Report on Upper Cape Towns' Collaborative Wastewater Analysis with Joint Base Cape Cod
3. Review/Discuss William Hollow Road abandoned house
4. Request for Sign Variance – Off-Premise Promotional Signs – Falmouth Rotary Club Craft Fair
5. Annual Committee Reappointments
  - a. Veterans' Council Committee
  - b. Correct term date for Building Code Board of Appeals
6. Minutes of Meetings:
  - a. Public Session – July 8, 2019
  - b. Executive Session – July 8, 2019  
Vote to Release/Not to Release Minutes of Executive Sessions
  - c. Review of Executive Session Minutes and Vote to Release
7. Individual Selectmen's Reports
8. Town Manager's Report
9. Review and/or Discuss Correspondence Received

Megan English Braga, Chairman  
Board of Selectmen



# Proclamation

## Katharine Lee Bates Day

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*Be it hereby known that the Town of Falmouth has decreed August 12, 2019 as Katharine Lee Bates Day in celebration of her 160<sup>th</sup> birthday and for her multiple contributions to the culture of our town and our country. Her work continues to impact Falmouth to this very day.*

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*Given this 5<sup>th</sup> day of August, 2019*

*Falmouth Board of Selectmen*

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*Megan English Braga, Chair*

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*Susan L. Moran*

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*Douglas C. Brown*

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*Samuel H. Patterson*

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*Douglas H. Jones*

July 23, 2019

To: Falmouth Board of Selectmen  
From: Mark Schmidt, Executive Director, Falmouth Historical Society  
Subject: Katharine Lee Bates Birthday Celebration

On Monday, August 12, 2019, at 4:00 pm, the Falmouth Historical Society will host its annual Katharine Lee Bates Poetry Fest and birthday celebration, honoring the Falmouth-born author who famously penned "America the Beautiful". We would like to venerate Ms. Bates on the occasion of her 160<sup>th</sup> birthday by having a proclamation from the town, making that day "Katharine Lee Bates Day" in Falmouth. We will commence the event (held at the Falmouth Public Library) with readings from the Katharine Lee Bates poetry contest, and end it by singing "Happy Birthday" and "America the Beautiful" in front of the Katharine Lee Bates statue in the library lawn.

Might the proclamation say something like:

*Be it hereby known that the Town of Falmouth has decreed August 12, 2019, as Katharine Lee Bates Day in celebration of her 160<sup>th</sup> birthday and for her multiple contributions to the culture of our town and our country. Her work continues to impact Falmouth to this very day*

*Given this 5<sup>th</sup> day of August 2019.*

*Board of Selectmen  
Town of Falmouth, MA*

Sincerely,

Mark A. Schmidt  
Executive Director  
Falmouth Historical Society

2019

# License Alcoholic Beverages

19-46-WM

Fee:

25

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

## Special License For The Sale of Wine & Malt Beverages

License to Expose, Keep for Sale, and to Sell

### Wines and Malt Beverages

### To Be Drunk On the Premises

To Woods Hole Historical Museum

Deborah Scanlon, Director

579 Woods Hole Road

Woods Hole, MA 02543

On the following described premises:

THE ABOVE NAMED PROFIT OR NON PROFIT ORGANIZATION IS HEREBY GRANTED A SPECIAL LICENSE FOR THE SALE OF WINE AND MALT BEVERAGES ONLY, TO BE DRUNK ON THE PREMISES.

This license is valid from the 23rd day of August 2019 until the 23rd day of August 2019, unless earlier suspended, cancelled or revoked.

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

5:00 - 7:00 pm

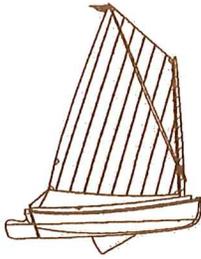
CONDITIONS: 1. Proof of liquor liability insurance required. 2. Alcoholic beverages served on the premises must remain on the premises. 3. Secure area where alcohol will be sold and consumed. 4. Servers must be TIPS (or equivalent) certified.

IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signatures this 5th day of August 2019

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

Licensing Board

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



# Woods Hole Historical Collection & Museum

P. O. Box 185  
Woods Hole, MA 02543  
Telephone (508) 548-7270

## **Annual Oyster Talk and Tasting Summer Fundraiser**

The Woods Hole Historical Museum will hold its annual Oyster Talk and Tasting on Friday, August 23, from 5-7 PM on the museum grounds at 579 Woods Hole Road.

The first part of the evening will be a talk by local oyster growers Pete Chase, Eric Matzen and Mary Murphy of Sippewissett Oysters cooperative, who will tell about their experience raising oysters in this area. The cooperative sells its oysters through the Coonamessett Farm.

After the talk, which will include a demonstration of shucking oysters, the audience will proceed to the tasting tables where the bivalves will be opened for them. Wines, specially chosen to pair with oysters, will be available, as well as several kinds of beer. Light snacks such as crackers and chips will be served as well.

The event is a fundraiser for the museum. Tickets are \$40 for members; \$50 for non-members.





**Diane Davidson**

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**From:** Mel Trott  
**Sent:** Tuesday, July 30, 2019 8:20 AM  
**To:** Diane Davidson  
**Cc:** Boyd Demello; Timothy Smith  
**Subject:** One-Day Liquor Licenses - Historic Highfield

Hi Diane,

The Fire Rescue Department is not opposed to the issuance of one-day liquor licenses: one for Bluegrass on the Lawn on Sunday, August 11 from 2:00 p.m. to 6:00 p.m., and the other for Holidays at Highfield on Tuesday, November 26 from 4:00 p.m. to 6:00 p.m.

Thanks,

Mel

*Lt. Mel Trott*

Fire Prevention Officer  
Falmouth Fire Rescue Department  
Phone: 508-495-2533  
Fax: 508-495-2540  
E-mail: [mel.trott@falmouthfirema.gov](mailto:mel.trott@falmouthfirema.gov)

Number:  
020-SHD

Fee  
\$25.00

The Commonwealth of Massachusetts  
Town of Falmouth

This is to certify that  
Kara McGrath  
94 East Falmouth Highway  
East Falmouth, MA 02536  
is hereby granted this  
Second-Hand Dealer's License

To be a dealer in or keeper of a shop for the purchase, sale of barter in:

JUNK, OLD METALS AND SECOND HAND ARTICLES  
in said Falmouth in accordance with the laws of the Commonwealth of Massachusetts relating  
thereto, the ordinances and by-laws of said Falmouth and such rules and regulations provided for  
the supervision thereof.

This license shall continue in force unless sooner revoked and is subject to sections two hundred  
and two and two hundred and five, inclusive, of the General Laws, Chapter 140, as amended.

Booth selling second-hand and vintage items. Located inside  
Home Again consignment shop at 94 East Falmouth Highway, East  
Falmouth.

Valid from: August 5, 2019

Valid until: April 30, 2020

By order of The Falmouth Board of Selectmen

August 5, 2019

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

## Phyllis Downey

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**From:** Douglas DeCosta  
**Sent:** Wednesday, July 24, 2019 2:58 PM  
**To:** Phyllis Downey; Diane Davidson  
**Subject:** Background Check- Kara McGrath of Home Again

### **Background Check- Kara McGrath of Home Again Dealer of Secondhand Articles**

July 24, 2019

A background check has been completed by the Falmouth Police Department of the municipal license applicant listed below:

Kara McGrath of Home Again

The department did not locate anything that may disqualify this municipal license applicant.

Sincerely,

Lieutenant Douglas DeCosta  
Falmouth Police Department  
750 Main Street  
Falmouth, MA 02540  
Office: 774-255-4527  
Fax: 508-457-2566  
[douglas.decosta@falmouthpolicema.gov](mailto:douglas.decosta@falmouthpolicema.gov)  
[www.falmouthpolice.us](http://www.falmouthpolice.us)



-----NOTICE-----

This email is intended for professional and business purposes of the Falmouth Police Department. The contents of this email message and any attachments are confidential and are intended solely for the addressee. If you are not the intended recipient please notify the sender and delete this message.

## Phyllis Downey

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**From:** Noreen Stockman  
**Sent:** Tuesday, July 23, 2019 3:45 PM  
**To:** Phyllis Downey  
**Subject:** RE: Second Hand Dealer License application

All set with ZBA.

Noreen

Noreen H. Stockman  
Zoning Administrator  
Town of Falmouth  
59 Town Hall Square  
Falmouth, MA 02540  
508-495-7462

**From:** Phyllis Downey <phyllis.downey@falmouthma.gov>  
**Sent:** Tuesday, July 23, 2019 3:39 PM  
**To:** Bruce Mogardo <bruce.mogardo@falmouthma.gov>; Noreen Stockman <noreen.stockman@falmouthma.gov>; Patty O'Connell <patricia.oconnell@falmouthma.gov>; Peter McConarty <peter.mcconarty@falmouthma.gov>; Rod Palmer <rod.palmer@falmouthma.gov>; Scott McGann <scott.mcgann@falmouthma.gov>; Timothy Smith <timothy.smith@falmouthfirema.gov>  
**Subject:** Second Hand Dealer License application

Good afternoon,

Attached please find an application for a Second Hand Dealer License by Kara McGrath which will be located in Home Again at 94 East Falmouth Highway, East Falmouth. May we please request recommendations, if any, by Wednesday, July 31? The Selectmen will review the application at their next meeting on August 5<sup>th</sup>.

Thank you, Phyllis

*Phyllis Downey*  
Administrative Assistant  
Office of the Town Manager & Board of Selectmen  
508-495-7325

Number:  
CV-062

Fee  
\$60.00

The Commonwealth of Massachusetts  
Town of Falmouth

This is to certify that  
Devour  
Aanjes Hershfield, Manager  
352 Main Street  
Falmouth MA 02540  
is hereby granted this  
Common Victualler's License

in said Falmouth and that place only and expires on the date shown below unless sooner suspended or revoked for violation of the laws of the Commonwealth respecting the licensing of common victuallers. This license is issued in conformity with the authority granted to the licensing authorities by General Laws, Chapter 140, and amendments thereto.

Valid from: August 5, 2019

Valid until: December 31, 2019

By order of The Falmouth Board of Selectmen

August 5, 2019

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



FROM HEALTHY TO HEARTY, TO THE INDULGENT AND DIVINE.

BREAKFAST

GOURMET SANDWICHES

SMOOTHIES

SALADS

RICE BOWLS

BAKED GOODS

HOUSEMADE SODAS

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(508)-540-5900

[Devoureatery.com](http://Devoureatery.com)

[devoureatery1@gmail.com](mailto:devoureatery1@gmail.com)

352 Main St. Falmouth, MA 02540

## BREAKFAST (8AM-11AM)

LOADED HOME FRIES - PERFECTLY SEASONED POTATOES PAN FRIED WITH RED ONIONS AND TOPPED WITH AGED CHEDDAR CHEESE, AVOCADO AND TAPATIO  
.....ADD EGG

SWEET POTATO HASH - HOME FRIED SWEET POTATOES WITH RED ONIONS AND FRESH MINT  
.....ADD EGG

LOADED TOAST - SPROUTED WHEAT BREAD TOASTED AND TOPPED WITH A POACHED EGG, AVOCADO AND ARUGULA .

BREAKFAST SANDWICH - FRIED EGG AND CHEESE  
.....ADD BACON .....ADD AVOCADO

GRANOLA & BERRIES - HOUSEMADE GRANOLA TOPPED WITH FRESH BERRIES AND YOUR CHOICE OF YOGURT OR MILK

# SANDWICHES (11AM-3PM)

THE DEVOUR - REFRIED BLACK BEANS, JACK CHEESE AND AVOCADO ON TOSTONES (GF, VG)

THE KILLER TOMATO FRIED GREEN TOMATOES, CRISPY BACON, AVOCADO, LETTUCE AND CREAMY GARLIC ON TOASTED SOURDOUGH

THE BETTY - BUTTERMILK FRIED CHICKEN SANDWICH WITH SPICY SLAW ON A TORPEDO ROLL

THE PARADISE - VINE RIPE TOMATOES TOSSED IN BALSAMIC VINAIGRETTE, FRESH MOZZARELLA AND HOUSE-MADE PESTO ON CIABATTA

THE GODDESS - CRISPY SEASONED TOFU, TOSSED LOCAL MIXED GREENS, VINE RIPENED TOMATOES, AVOCADO, RED ONION, PICKLES, DIJON ON TOASTED SPROUTED WHEAT BREAD

HOLY COW TENDER MARINATED STEAK, BUCHERON CHEESE, ARUGULA AND CHIMICHURRI SAUCE ON TOASTED SOURDOUGH BREAD

THE DIVINE FALAFEL, TOMATO, CUCUMBER, RED ONION, LEMON-PICKLED CABBAGE AND TAHINI SAUCE SERVED IN PITA BREAD

## SMOOTHIES

PASSION - MANGO, PINEAPPLE, PEACH, AND STRAWBERRY WITH PASSION FRUIT JUICE AND COCONUT MILK

GREEN MACHINE - KALE, FRESH GINGER, ORANGES, LEMON, BANANA, AND PEACHES

MANGO MAMA - MANGO, ORANGE JUICE AND VANILLA YOGURT

BERRY PATCH - RASPBERRIES, BLUEBERRIES, STRAWBERRIES, ORANGE JUICE AND YOGURT

OH JOY - COCONUT MILK, CACAO AND ALMOND BUTTER, HONEY AND BANANA

BO BANA - STRAWBERRY, BANANA, ORANGE JUICE, YOGURT, COCONUT MILK

## BEVERAGES

HOUSE MADE LEMONADES (\$3.00) AND SPRITZERS  
REGULAR (LEMON), RASPBERRY OR PASSION FRUIT

SODA WATER, COKE, DIET COKE, COFFEE, ICED COFFEE TEA, HOME BREWED ICED TEA, ARNOLD PALMER,  
FRESH SQUEEZED OJ

## DESSERT

KEY LIME PIE - SERVED WITH FRESH WHIPPED CREAM

STRAWBERRY SHORTCAKE - SHORTCAKE BISCUITS TOPPED WITH FRESH STRAWBERRIES AND WHIP CREAM  
COOKIES - PLEASE CHECK OUR SPECIALS BOARD TO SEE TODAY'S SELECTION

**BEFORE PLACING YOUR ORDER**  
**PLEASE INFORM US IF YOUR PARTY HAS FOOD ALLERGY**

Please be advised consuming raw, cooked to order or undercooked meat, poultry, seafood, shellfish or eggs  
may increase your risk of food borne illnesses, especially if you have certain medical conditions.

WE DO OUR BEST TO ACCOMMODATE ALL DIETARY RESTRICTIONS. WE ARE PROUD TO BE ABLE TO OFFER VEGAN AND VEGETARIAN  
OPTIONS AS WELL AS AN EXTENSIVE GLUTEN FREE MENU. PLEASE ASK ONE OF OUR EXPERIENCED STAFF TO HELP POINT YOU IN THE  
RIGHT DIRECTION



DOCUMENTS FOR THE APPLICATION OF A  
COMMON VICTUALLER LICENSE

1. Application For License ✓
2. Copy of Lease or Deed
3. Submission of a \$10.00 Filing Fee
4. 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)*  
*see DBA*
5. Copy of any special building or zoning permits *n/a*
6. Copy of Floor Plan
7. Copy of Menu
8. Attend a hearing before the Board of Selectmen at a time and date designated
9. License fee of \$60.00 due upon approval by the Board

# FALMOUTH AFFORDABLE HOUSING FUND

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

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

## MEMORANDUM

**TO:** Julian Suso, Town Manager  
**FROM:** Carla L. Feroni, Housing Coordinator  
**DATE:** July 18, 2019

**RE:** 42 Mill Farm Way, Unit 7 - Right of First Refusal

The Town has received notification of an affordable single-family housing unit located at 42 Mill Farm Way that has a foreclosure date of November 23, 2019. Per the Affordable Housing Deed Rider, the Town has 30 days to exercise its Right of First Refusal to purchase the property or to find an "eligible" purchaser. This 30-day window closes August 12, 2019. The current monitor of the property, Falmouth Housing Trust, has expressed interest in purchasing the property and re-selling it to maintain its affordability in perpetuity. On June 18, 2019, the FHT Board of Directors voted to request the Falmouth Board of Selectmen assign the right to purchase to the FHT. Special Counsel Kathleen O'Donnell has determined that the FHT is an eligible purchaser and the Town can designate the FHT as the buyer in our place. My office supports this request and welcomes the opportunity to work with the FHT to maintain the affordability of 42 Mill Farm Way.

### Background

The Falmouth Housing Trust has been the Monitoring Agent for 42 Mill Farm Way for many years. They have worked with the owner for some time to assist her in avoiding foreclosure. Additionally, my office has reached out to Suzie Hauptman, Falmouth Human Services Director, to provide the owner with resources available to assist in foreclosure prevention. Unfortunately, these efforts were not fruitful and the lender's attorney notified the Town on July 12, 2019, of the impending foreclosure.

The Falmouth Housing Trust is proposing to purchase the property as our agent and re-sell it at the deed restricted Maximum Resale Price of \$189,037.65. The qualified buyer will have an income of up to 80% of the Area Median Income (AMI). To find an eligible purchaser the FHT will employ their existing knowledge of potentially interested purchasers and reach out to the Housing Assistance Corporation in partnership to locate a qualified buyer. The FHT intends to continue its role as the Monitoring Agent for the property and to maintain the property on the Falmouth Subsidized Housing Inventory.

Diane Davidson

8/5

**From:** Carla Feroni  
**Sent:** Monday, July 22, 2019 11:16 AM  
**To:** Frank Duffy; Peter Johnson Staub; Julian Suso  
**Cc:** Diane Davidson  
**Subject:** RE: 42 Mill Farm Way - BOS agenda August 5th

Peter,

I have found a more recent deed rider from the last sale in 2018 of this unit. The vote should say:

“In consideration of the Trust’s promise to purchase 42 Mill Farm Way for affordable housing purposes and to impose a new deed restriction in favor of the Town, the BOS vote to assign the right of first refusal set forth in the restriction dated September 27, 2018, and recorded in Book 31560 page 181 to the Falmouth Housing Trust”.

Thanks,  
Carla

**From:** Frank Duffy <frank.duffy@falmouthma.gov>  
**Sent:** Friday, July 19, 2019 2:29 PM  
**To:** Peter Johnson Staub <peter.johnson-staub@falmouthma.gov>; Julian Suso <julian.suso@falmouthma.gov>  
**Cc:** Carla Feroni <carla.feroni@falmouthma.gov>; Diane Davidson <diane.davidson@falmouthma.gov>  
**Subject:** RE: 42 Mill Farm Way - BOS agenda August 5th

Agree. I will follow up when I return from vacation.

---

Frank K. Duffy, Town Counsel  
Town of Falmouth  
157 Locust Street  
Falmouth, MA 02540  
(508) 548-8800 fax (508) 540-0881

**CONFIDENTIALITY NOTICE:** This communication and any accompanying document(s) are confidential and privileged. They are intended for the sole use of the addressee. If you receive this transmission in error, you are advised that any disclosure, copying, distribution, or the taking of any action in reliance upon the communication is strictly prohibited. Moreover, any such inadvertent disclosure shall not compromise or waive the attorney-client privilege as to this communication or otherwise. If you are not the intended recipient and have received this communication in error, please contact the sender immediately and delete the original message. Thank you.

**From:** Peter Johnson Staub  
**Sent:** Thursday, July 18, 2019 4:04 PM  
**To:** Julian Suso; Frank Duffy  
**Cc:** Carla Feroni; Diane Davidson  
**Subject:** RE: 42 Mill Farm Way - BOS agenda August 5th

Julian, Frank,

We would like to place on the August 5<sup>th</sup> BOS agenda under Administrative Action the following item.

“Vote to exercise right of first refusal for 42 Mill Farm Way, Unit 7 and assign said property to the Falmouth Housing Trust.”

This course of action is recommended by special counsel Kathleen O’Donnell. Attached are a memo from Carla describing the matter and a letter of interest from the Falmouth Housing Trust. I think we may want to draft an agreement between the Town and Falmouth Housing Trust to verify terms of the transfer. Carla will be speaking with Kathleen O’Donnell about that tomorrow and we will follow-up with Frank.

For now, I’d suggest we pencil it in for the August 5<sup>th</sup> agenda.

Thank you,  
Peter

**Peter Johnson-Staub**  
**Assistant Town Manager**  
**Town of Falmouth, MA**  
**P: 508-495-7320**

<http://www.falmouthmass.us>

*Kindly Remember that under MA General Laws most email correspondence to, or from, a municipal employee or committee member is deemed a public record.*

**From:** Carla Feroni  
**Sent:** Thursday, July 18, 2019 1:18 PM  
**To:** Peter Johnson Staub <[peter.johnson-staub@falmouthma.gov](mailto:peter.johnson-staub@falmouthma.gov)>  
**Cc:** Diane Davidson <[diane.davidson@falmouthma.gov](mailto:diane.davidson@falmouthma.gov)>  
**Subject:** 42 Mill Farm Way

Peter,

The FHT has provided me with adequate information to request a vote of the BOS to exercise our RoFR and assign FHT as our agent. I’d like a placeholder on the BOS agenda for August 5, 2019. We did receive a notice of foreclosure that has been circulated around Town Hal but I have not seen it yet. As soon as I get the document I’ll work on language for a motion.

Carla

Carla L. Feroni  
Housing Coordinator  
Town of Falmouth

Office (508) 495-7344  
Email: [carla.feroni@falmouthma.gov](mailto:carla.feroni@falmouthma.gov)  
59 Town Hall Square  
Falmouth, Massachusetts 02540  
Fax (508) 495-7463



July 15, 2019

**Board of Directors**

Joanne O'Sullivan, *President*  
Kevin McCarthy- *Vice President*  
Susan Roman, *Treasurer*  
Joan Bates, *Secretary/Clerk*  
Troy B. G. Clarkson  
Addie M. Drolette  
Savannah Fabbio  
David Garrison  
Heather Harper  
Tammy Rausch  
Mark St. Jean

**Executive Director**

Karen L. Bissonnette, CFRE

Ms. Carla Feroni  
Town of Falmouth, Housing Coordinator  
59 Town Hall Square  
Falmouth, MA 02540

Dear Carla,

Attached is the Deed Rider for 42 Mill Farm Way, Unit 7 which Falmouth Housing Trust received notice will be sold at a foreclosure auction on November 23, 2019.

At the Falmouth Housing Trust Board Meeting on June 18, 2019, it was voted that Falmouth Housing Trust would like to purchase this home from the mortgage holder, which is Sovereign Bank, and find an eligible buyer to ensure the house remain affordable. To do this we need the Town of Falmouth to authorize Falmouth Housing Trust us as the Town's agent to be able to purchase this home from the Bank.

I understand that this needs to be done by a vote of the Selectmen. I am requesting that this be done immediately so that Falmouth Housing Trust can begin working with Sovereign.

Should you have any questions or need anything else from me, please let me know.

Very truly yours,

  
Karen L. Bissonnette  
Executive Director

Falmouth Housing Trust  
P.O. Box 465  
Falmouth, MA 02541  
Tel. (508) 540-2370  
FalmouthHousingTrust.org  
Tax ID: 04-2936558

## Peter Johnson Staub

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**From:** Carla Feroni  
**Sent:** Wednesday, July 31, 2019 3:41 PM  
**To:** Peter Johnson Staub  
**Subject:**   FW: 42 Mill Farm Way - FHT Special Counsel Request

Petr,

Below is the email chain with Karen Bissonnette concerning her request to utilize the services of Special Counsel to negotiate with the lender's attorney for 42 Mill Farm Way.

Carla

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**From:** Carla Feroni  
**Sent:** Friday, July 26, 2019 8:42 AM  
**To:** 'Karen Bissonnette' <kb@falmouthhousingtrust.org>  
**Cc:** Joanne O'Sullivan <joanne@attorneyosullivan.com>; 'Adelaide Drolette' <adrolette@mvpbank.com>  
**Subject:** RE: 42 Mill Farm Way

Hi Karen,

Yes the August 5 date has been finalized. We needed this date to insure our right of first refusal is within the time deadlines stipulated in the agreement. I'll talk with Peter about special counsel's involvement in the RoFA.

Thanks,  
Carla

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**From:** Karen Bissonnette <kb@falmouthhousingtrust.org>  
**Sent:** Thursday, July 25, 2019 12:34 PM  
**To:** Carla Feroni <carla.feroni@falmouthma.gov>  
**Cc:** Joanne O'Sullivan <joanne@attorneyosullivan.com>; 'Adelaide Drolette' <adrolette@mvpbank.com>  
**Subject:** 42 Mill Farm Way

Carla,

I am just checking up on any news about 42 Mill Farm Way. Do we have a date with the Selectmen? You had mentioned something about August 5, which I am hoping it is not because I will be on vacation.

I also would like to talk with you about Kathleen O'Donnell helping us deal with the Bank's attorney's and negotiate a price.

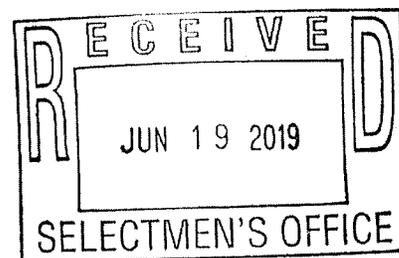
Thanks for your help, Karen

June 17, 2019

88 Quissett Avenue  
Woods Hole, Ma 02543

(508) 540-7060

Board of Selectmen  
59 Town Hall Square  
Falmouth, MA 02540



To The Board of Selectmen:

The Woods Hole Community Association has undertaken the renovation of Taft's Playground. As Taft's mother and a coordinator of the project to build the Playground, I feel this would be a good time for a plaque be placed. Though widely used, a new generation and incoming residents are not aware of why it was built.

The inspiration for the Playground was to honor my late son who was an integral part of the community. Brian Kaminer, who passed away in 2017, was the key organizer of the project. I would like him recognized also and have included his name in the text.

The Morris and Kaminer families and close friends, plan to fund production and installation. We request your authorization to move ahead with this.

Sincerely,

*Barbara Morris Brown*

Barbara Morris Brown

## INSCRIPTION ON PLAQUE

On May 15, 1983 a car struck and severely injured Taft Lee Morris, the four-year-old son of Barbara Grosch Morris and Marshall Glenn Morris and the older brother of Kipling Morris Wiles. Though confined to a wheelchair and unable to speak his sweet, cheerful nature was apparent to all who met him. He died at age ten on February 4, 1989.

In 1991, under the direction of Brian Kaminer, the community of Woods Hole built this handicap accessible playground in Taft's memory.

**Town of Falmouth**  
**Board of Selectmen**  
**NAMING POLICY FOR PUBLIC FACILITIES AND PLACES**

Adopted, December 6, 2010

**Policy:**

This policy is adopted pursuant to the naming of public facilities and places in honor and/or in memory of those who served the greater Falmouth community.

**Guidelines:**

It is the policy of the Town of Falmouth, that the naming of public facilities and places is a significant event and should be done rarely, and only in accordance with the following guidelines:

Public facilities or places shall be considered for naming or renaming by written request, accompanied by background information and rationale, to the Board of Selectman;

The Board shall consider naming based upon:

- Persons who were residents or town employees of excellent character and reputation who made significant contributions to the town. Attributes include:
  - Unusually effective and dedicated service to or on behalf of the town;
  - Efforts to sustain the high quality of life and service within the community;
  - Demonstrated understanding and activities within the essential functions of town government;
  - Service in the defense of freedom or other examples of effective citizenship;
- A geographic or functional name related to the facility or area;
- Names provided as part of trust arrangements, donations, bequests or other related activities;
- Tradition;
- Some combination of the above mentioned attributes.

**Procedure:**

In order to avoid personal or collective prejudice, favoritism, political pressure and/or temporary popularity, the Board shall take no action on an application to name a public facility or place for a period of at least one (1) year following submission of said application;

After the waiting period has elapsed, a subcommittee of two (2) selectmen shall seek the input and advice of whichever department, board, committee, or commission oversees the public facility or place to be named or renamed, and hold a public hearing to seek input from the community;

The recommendation of the subcommittee shall be considered and voted by the full Board of Selectmen in an open regular meeting. Naming the public facility or place shall require a vote of four (4) members of the Board of Selectmen;

Changing the name of a public facility or place already named shall require a vote of four (4) members of the Board of Selectmen AND a two-thirds vote of Town Meeting.

**Eligibility:**

All public facilities and places under the jurisdiction of the Board of Selectmen and/or any of its direct and indirect appointees are eligible to be named. These facilities and places include, but are not limited to: town buildings or parts thereof, undeveloped parcels of land, recreation areas, intersections, streets and roads, and other landmarks.

**Exceptions:**

Exceptions to this policy shall be made for:

- The Memorial Bench Policy;
- Where state or national laws, or regulations pertaining thereto, require that a facility or place be named in any manner inconsistent with this policy. For example, the Massachusetts LAND grant program requires that property acquired with these funds be named before they will reimburse the town for said purchase;
- Where naming is utilized as part of a capital campaign to raise funds. For example, the capital campaign which supported the 2007 renovation of the main branch of the Falmouth Public Library.

# TOWN OF FALMOUTH SCHEDULE OF DEPARTMENTAL PAYMENTS TO THE TREASURER

Dept:

Veterans' Services

7/25/2019

FROM	SOURCE#	AMOUNT	TOTAL
Teaticket Civic Association Box 2154 Teaticket, MA 02536	28543-5660-4830	500.00	500.00

Donation for Veterans

**TEATICKET CIVIC ASSOCIATION**  
6 NARRAGANSETT ST  
E FALMOUTH, MA 02536-7337

843  
53-447/113  
931

Date 7/16/19

Pay to the Order of Veterans Council \$ 500<sup>00</sup>

Five Hundred + <sup>00</sup> Dollars  Photo Safe Deposit® Details on back

**ROCKLAND TRUST**

For Donation Paul [Signature] AP

500.00

**To the Accounting Officer:**

The above is a detailed list of the monies collected by me amounting in the aggregate to Five Hundred and 00/100 Dollars, for the period ending 07/25/19, which I have paid to the Treasurer, whose receipt I hold thereof.

  
Julie Cadogan, Principal Office Assistant

**To the Department Officer making the payment:**

Received from the Veterans' Services Dept. department, the sum of Five Hundred and 00/100 Dollars, for collection as per schedule of this date, 07/25/19 filed in my office.

TOWN OF FALMOUTH  
 SCHEDULE OF DEPARTMENTAL PAYMENTS TO THE TREASURER

Dept: BEACH

Date: 8/11/19

FROM	SOURCE	AMOUNT	TOTAL
STICKERS	01-632-4230		
GATE (BEACHES)	01-632-4231		
SWIM LESSONS	01-632-4238		
CONCESSION	01-632-4360		
DONATIONS	28-632-5655-4830	\$500.00	\$500.00

Request to  
 take money out of  
 Donations account  
 for Award night  
 on August 15<sup>th</sup>, 2019

TOTAL \$500.00

To the Accounting Officer:

The above is a detailed list of monies collected by me, amounting in the aggregate to 500/100 dollars, for the period ending 08/11/19 paid to the Treasurer, whose receipt I hold thereof.

five hundred and which I have.

Bruce Mogardo  
 Bruce Mogardo  
 Beach Superintendent

To the Department Officer making the payment:

Received from the Beach Department, the sum of \_\_\_\_\_ dollars, for collections as per schedule of the date \_\_\_\_\_

, filed in my office.

\_\_\_\_\_  
 Treasurer

**TOWN OF FALMOUTH**

**ORG:**

**SCHEDULE OF DEPARTMENTAL BILLS PAYABLE**

To the Accounting Officer:

The following named bills of the Beach Dept. amounting in the aggregate to: five hundred dollars Dollars, have been approved by Beach Dept., and you are requested to place them on the warrant for payment.

DATE: 8-1-19

Luise Nejoant

NAME		ORG - OBJ	AMOUNT
<u>Jacqueline Sullivan</u>		<u>28-632-5655</u>	<u>500.<sup>00</sup></u>
		<u>-4830</u>	
TOTAL			\$ <u>500.<sup>00</sup></u>

Request to take  
money out of  
Donata's acct. for  
Awards mgmt. 8-15-19

David's Old Silver Swim, Inc  
52 Horseshoe Lane  
North Falmouth, MA 02556



An IRS registered 501(c)(3) organization

June 6, 2018

Bruce Mogardo  
Superintendent Falmouth Beaches  
Harbor Master's Office  
180 Scranton Ave  
Falmouth, MA 02540

Subject: David's 9<sup>th</sup> Annual Old Silver Swim – August 10, 2019

Dear Bruce,

Thank you very much with your past assistance to have the Old Silver Beach town lot opened early (by 7:00 AM) so that Falmouth residents could park there for the David's Old Silver Swim and for providing extra life guards for our event. We are requesting the same assistance for the 2019 event.

Dr. David Garber, a former Falmouth Life Guard and lifelong Falmouth resident is suffering from ALS and the swim is a benefit to raise funds for Compassionate Care ALS of Falmouth run by Ron Hoffman. Compassionate Care ALS is an incredible organization that benefits ALS patients and helps their families cope with this disease.

On behalf of David's Old Silver Swim & Compassionate Care ALS, Susan and I want to make this contribution of \$500 to the Falmouth Beach Committee General Fund for your help and support with Old Silver Beach parking lot. I am hoping that this donation can be used to fund a cash award to one of your deserving life guards from the 2019 summer season.

David's mantra is "Dare to be Great", and we are hoping that you can make the "Dare to be Great" award to a life guard that embellishes the ideals of "Dare to be Great" through their everyday enthusiasm, spirit on the job, and excellence in life guarding. We will make this a recurring award to honor David Garber for how he lives his life and the spirit of instilling "Dare to be Great" in everyone he meets.

Sincerely,

A handwritten signature in cursive script that reads "Robert A. Catalano".

Robert & Susan Catalano

# COVER PAGE

## APPLICATION FOR COMMUNITY PRESERVATION FUNDING

Submit one (1) unbound original and eleven (11) copies to the Community Preservation Office, 59 Town Hall Square, Falmouth, MA 02540. Transmit an electronic version of the application to [cpfund@falmouthma.gov](mailto:cpfund@falmouthma.gov) **Applications are due August 7, 2019 at 3:00 p.m.**

<b>Date:</b>	August 6, 2019
<b>Name of Applicant/Sponsoring Organization:</b>	Town of Falmouth Department of Public Works
<b>Mailing Address:</b>	Town of Falmouth Public Works 416 Gifford Street, Falmouth, MA 02540
<b>Name of Proposal/Project:</b>	Shining Sea Bikeway Extension
<b>Project Location/Street Address (if applicable):</b>	N/A

<b>Project Representative/Contact Name and Title:</b>	James McLoughlin Town Engineer
<b>Mailing Address:</b>	Town of Falmouth Public Works 416 Gifford Street, Falmouth, MA 02540
<b>Daytime Phone:</b>	508-457-2543
<b>Evening Phone:</b>	774-392-6471
<b>Email:</b>	<a href="mailto:james.mcloughlin@falmouthma.gov">james.mcloughlin@falmouthma.gov</a>

Total Project Cost	CPA Funds Requested	Cost Share - Private Funds	Cost Share- Other Public Funds
\$6,114,300.00	\$694,000.00	\$0	\$5,400,000.00-MassDot \$20,300.00-Town

**CPA Category** (You must check at least one category, but may identify additional categories if applicable)

- Open Space
  XXX-Recreation  
 Historic Preservation
  Community Housing

**TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE INDIVIDUAL OR GOVERNING BODY OF THE APPLICANT.**

**Authorized Project Representative:**

Typed (Printed) Name and Title: Raymond A. Jack, Director-Public Works

Signature: \_\_\_\_\_ Date: 8/6/19

# APPLICATION NARRATIVE

Please answer the following questions on separate paper in the order listed below, keeping answers complete but brief. Refer to the Application Guidelines on Page 2 while completing this application. Applications will be returned if all requested information is not provided. Include supporting materials, as necessary. Applications that (1) present a thorough description of the project with as many details as possible, (2) have significant support from other Town Boards and Committees, and (3) present a comprehensive, well described and reasonable budget and realistic implementation schedule will have the greatest likelihood of success.

1. **A. Project Description:** Describe the proposed project and how it will be completed. What steps are involved in completing this project? Include supporting materials and exhibits as necessary.

**B. Previous CPA Project Funding:** Has this project or a closely related project previously received CPA funding? If yes, explain.

2. **Project Goals:** What are the goals of the proposed project? First, explain the relationship of those goals to those of the Community Preservation Act (CPA). Second, explain how the project supports the goals outlined in the Local Comprehensive Plan (LCP) and other relevant Town plans [See Page 3 – CPA and Town of Falmouth Goals].

If the proposed project is a Recreation Project, explain how the project is consistent with the Town of Falmouth VueWorks Program Report and Priority List.

3. **Community Need and Public Benefit:** Why is this project needed? Is it consistent with goals of the CPA and other town-wide plans? How does it benefit the public? (See definition of Public Benefit in Guidelines for CPFund Proposal Submissions). When responding to this question, consider the following: matching funds from other sources that will be obtained if CPA funds are awarded; people who will directly benefit from the project once it is completed; and resources that will be protected as a result of this project.)

4. **Success Factors:** How will the success of this project be measured? Be as specific as possible.

5. **Credentials:** How will the experience of the applicant(s) contribute to the successful implementation of this project?

6. **Experience with Community Preservation Funded Projects:**

Has the applicant received CP funding for past projects?

\_\_\_\_\_

If yes, please name the project: \_\_\_\_\_

If yes, are all projects complete and closed out? \_\_\_\_\_

If there are open projects, please identify by project name and provide current implementation status and expected completion date:

\_\_\_\_\_

7. **Implementation: Project Manager Contact Information**

Project Manager & Title:	<b>James McLoughlin Town Engineer</b>
Daytime Phone:	<b>508-457-2543 est 3104</b>
Evening Phone:	<b>774-392-6471</b>
Email:	<a href="mailto:james.mcloughlin@falmouthma.gov">james.mcloughlin@falmouthma.gov</a>

8. **Maintenance:** If ongoing maintenance is required to protect the CPA investment in your project, how will it be funded in the future? (If not applicable to your project, write NA.)

**A. Who will be responsible for Project Maintenance?**

**B. How will Project Maintenance be funded?**

9. **Additional Information** (not required but recommended, if applicable)

**A. Site Documentation:** Attach documentation that you have control over the site, such as a Purchase and Sale Agreement, option or deed.

**B. Project Documentation:** Attach any applicable engineering plans, architectural drawings, site plans, any other renderings, relevant studies or material.

**C. Other Information:** Any additional information that might benefit the CPC in consideration of this project.

**Falmouth Community Preservation Fund**  
**Fiscal Year 2019 Funding Application**  
**Application Narrative**

**Overview:**

The Shining Sea Bikeway, so-named in tribute to Kathy Lee Bates' immortal lyric "...From Sea-to-Shining-Sea", excerpt from her poem "America the Beautiful", is renowned for its scenic beauty, environmental diversity and passive recreational pleasures. The existing pathway stretches from Woods Hole to County Road in North Falmouth – a distance of approximately 11 miles – and this proposed project is intended to extend the bikpath to the Bourne Town line in order that the pathway will be able to connect with Bourne's proposed 6-mile extension. The end result will be a contiguous bikepath from Woods Hole all the way to the Cape Cod Canal, a distance of approximately 18 miles.

Extension of the Shining Sea Bikeway represents a valued community service opportunity to provide a safe, pleasurable and functional multi-modal recreational initiative for people of all ages and abilities. Falmouth will work closely with Bourne to coordinate design / construction of Bourne's pathway on the Bourne side of Falmouth's town line in conjunction with Falmouth's initiative.

1.

- a. **Project description** - The proposed project will extend the Shining Sea Bike from it's current terminus at County Road to the Falmouth/Bourne Town Line. The path will be extended alongside the existing rail line with the rail line remaining in service, thus putting the path project in the "rail with trail" category. The length of the proposed extension to the Town Line is 0.8 miles. The project proposes to construct a paved, 10-12 foot wide shared use path, retaining walls to support the path, wood railing to guard against slope and wall drop off conditions, landscape screening, improvements to the existing trailhead parking lot at County Road and a bike/pedestrian scale bridge over Old Main Road.

The project will be completed by working with MassDOT on a project development and funding process. The design consultant (VHB) and the Town will work together to engage MassDOT on this process. In Bourne, the design and funding of a path along the railroad from the canal service road bike path to Monument Neck Road (a half mile segment) is underway with MassDOT committing to fund the construction. The connection of the Shining Sea Bikeway to the canal is a State prioritized goal. This goal combined with the work ongoing in Bourne has set the precedent for MassDOT to continue funding this important connection.

VHB, the Town and MassDOT will work together to bring the proposed project through MassDOT's review process for projects receiving State & Federal funding. The same three parties will also work to complete any required right-of-way and environmental permitting actions to construct the path. When the design, permitting and right-of-way process is complete MassDOT will administer and oversee the construction of the project. The Town will work with the State to determine any actions required to transfer maintenance of the path to the Town.

- b. Previous CPA Project Funding - None

2. **Project goals** – The goals of the project are twofold; 1) to construct one component in the larger picture of connecting the Shining Sea Bikeway to the canal and 2) provide a safe & enjoyable recreational path for bicyclists and pedestrians. ***These goals tie to the CPA goal of creating land for recreational use.*** The end product will allow the public access to more land for the purposes of exercise and leisure activities.

***The project will support the LCP goals to implement improvements recommended in the "Bike Plan" prepared by the Cape Cod Commission, to execute an expansion of public transportation infrastructure, including increasing the reach of the intermodal connection with the Woods Hole ferry terminal and to advocate for the preservation of rail capabilities.*** The last goal is met by following the rail with trail design plan.

*The project will support the Board of Selectmen Strategic Plan goal to prioritize & plan the needs of non-waterways coastal structures such as bikeways by virtue of extending the network of the coastal Shining Sea Bikeway.*

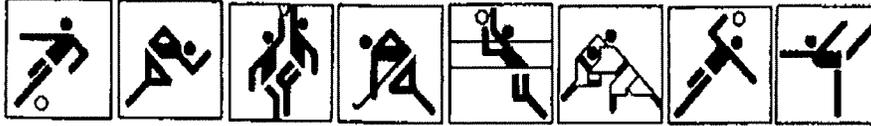
*The project will support the Community Preservation Plan recreation proposal goal of promoting a creative use of railway corridors to create a safe and healthful non-motorized transportation opportunity. The project also aligns with the CPC recreation proposals goal of providing access to the public and disabled people including ADA accessibility.* The project will be designed to comply fully with ADA standards.

Finally, the project will be able to be added to the VueWorks asset management program that the Town maintains.

3. **Community Need & Public Benefit** – The project is needed to continue the development of non-motorized recreational and transportation opportunities for the public. The project is consistent with the goals of the CPA and many Town plans. The project benefits the public by providing an ADA compliant recreation & transportation opportunity and provides an enhancement through the construction of the path to a previously inaccessible area to the public. A significant group of citizens currently have access to this area via the existing path, and additional citizens will be drawn to the path by the proposed extension.
4. The completion of path construction and transition of a corridor with no access to one with full public access will be the measures for success.
5. The Department of Public Works manages all Town owned transportation infrastructure. Within Public Works, the Parks & Highway Divisions manage open space/recreational infrastructure including the Shining Sea Bikeway. The experience of managing a vast amount of transportation and recreational infrastructure will lend the applicant to successfully implementing the project with all stakeholders.
6. Experience with Community Preservation Funded Projects – The Falmouth Department of Public Works has played a supporting role on many (too numerous to mention) different CPC Recreational, Historic Preservation and Open Space projects spanning the past 14 years. The Department played a primary role in the following projects:
  - a. A33, 2013, Nov, E. Falmouth Elementary School: ADA playground
  - b. A39, 2013, Nov, Morse Pond School: ADA playground
  - c. A33, 2014, Nov, Swift Park: Tennis Courts
  - d. A28, 2015, Nov, Falmouth Athletic Fields: demand/use study
  - e. A26, 2015, Nov, Goodwill Park: ADA playground
  - f. A27, 2015, Nov, N. Falmouth School: ADA playground
  - g. A39, 2006, Nov, Long Pond Pumping Station: historic restoration
  - h. A34, 2014, Nov, Village Green: historic fence restoration
  - i. A38, 2014, Nov, W. Falmouth Harbor Landing: historic restoration of pink granite
7. Implementation: Project Manager Contact Information  
Project Manager & title: James McLoughlin, Town Engineer  
Daytime phone: 508-457-2543 x3104  
Evening phone: 774-392-6471  
Email: [james.mcloughlin@falmouthma.gov](mailto:james.mcloughlin@falmouthma.gov)
8. Maintenance
  - a. The Department of Public Works will be responsible for maintenance of the project.
  - b. Normal maintenance will be funded via DPW's annual budget.
  - c. Heavy maintenance will be included under the DPW Capital Improvement Plan
9. Additional Information

- a. Site documentation – The Town will work with the State to determine any actions required to transfer maintenance of the path to the Town. The Town has done a transfer of rights previously with MassDOT on the Shining Sea Bikeway.
10. Coordination of Effort by Municipal Departments, Boards, Committees, and/or Commissions
- a. Identify department that will play a role in the implementation of project: Department of Public Works
  - b. The DPW's role will be to coordinate with VHB and MassDOT and be the Town's representative for the advancement of the development and design of the project.
  - c. Identify each participating staff of part a by name and role
    - i. Raymond Jack, Director of Public Works – oversee project progress and help to resolve any issues the Town Engineer and VHB cannot resolve
    - ii. James McLoughlin, Town Engineer – manage the project for the Town; be the day to day contact for VHB or DOT inquiries on the project
  - d. Signature of department head – See Addendum #1

# *Falmouth Recreation Department*



## **GUS CANTY COMMUNITY CENTER**

*Joe Olenick*

*Recreation Director*

8-2-2019

To the Board of Selectmen,

I would like your approval to apply for a CPC grant for \$429,485.00 to rehabilitate the Nye Park Tennis Court complex. Through this grant I will be able to separate and dedicate two Tennis Courts, Four Pickleball Courts and a Basketball Court. Three sports that are continuously played in the town of Falmouth. In the condition these courts are in now they are very seldomly used and continue to break down. I look forward to presenting my plan to you on August 5<sup>th</sup>.

Thanks Joe Olenick  
Recreation Director



# Nye Park Tennis Court Rehabilitation

A need to fit multiple user groups in one space.

TENNIS

PICKLEBALL

BASKETBALL

## TENNIS

- With the Exception of Swift Park all Tennis Courts in Falmouth are in poor condition and the Swift Park courts are shared with Pickleball. This project will separate Tennis and Pickleball courts helping to reduce conflict between the groups.

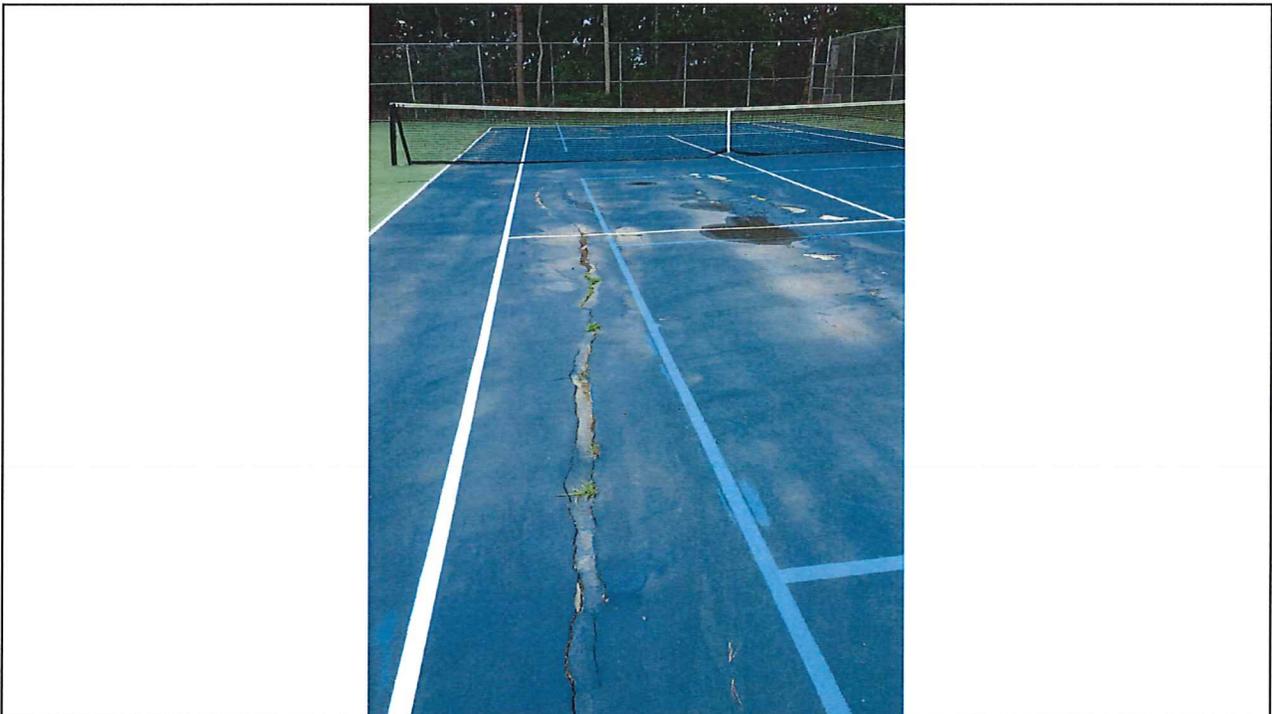
## PICKLEBALL

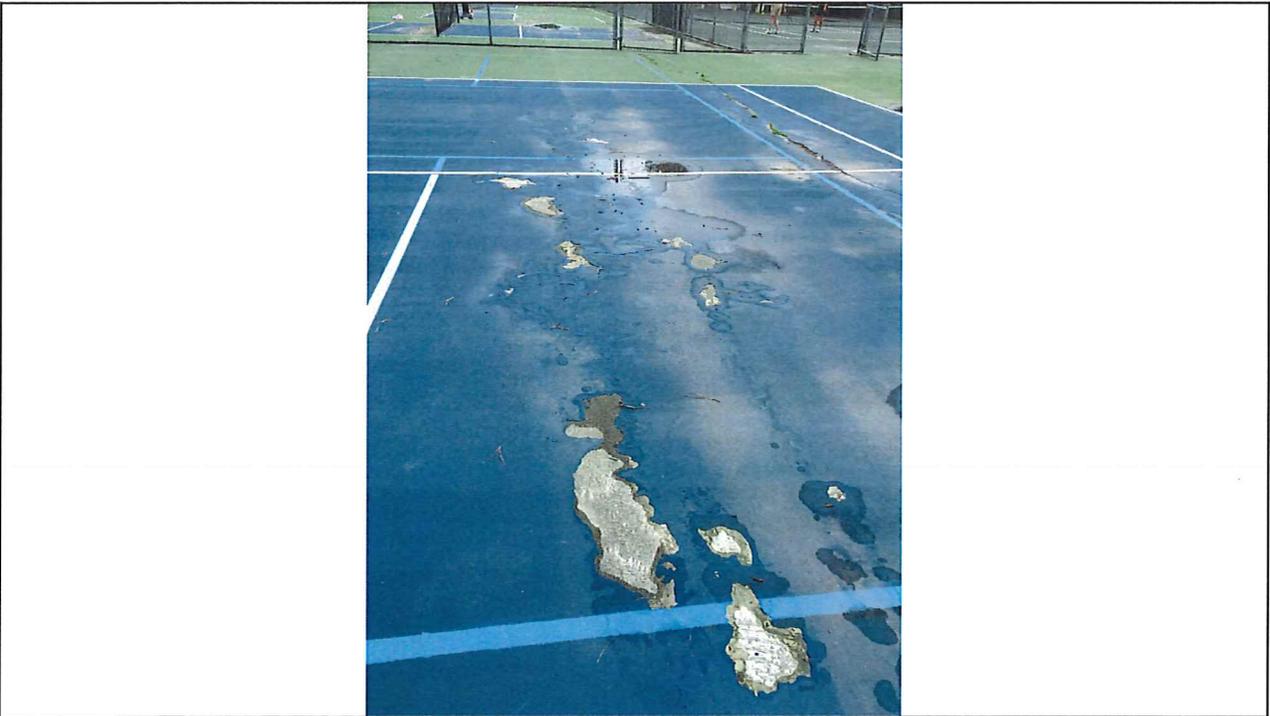
- Pickleball has 4 groups with about 70 players per group. And these are not the only players in Falmouth. At this time the only available outdoor Pickleball courts are at Swift Park. These courts are overwhelmed with Pickleball and shared with Tennis creating scheduling problems. This project will create both dedicated Pickleball and Tennis courts to help ease scheduling difficulties.

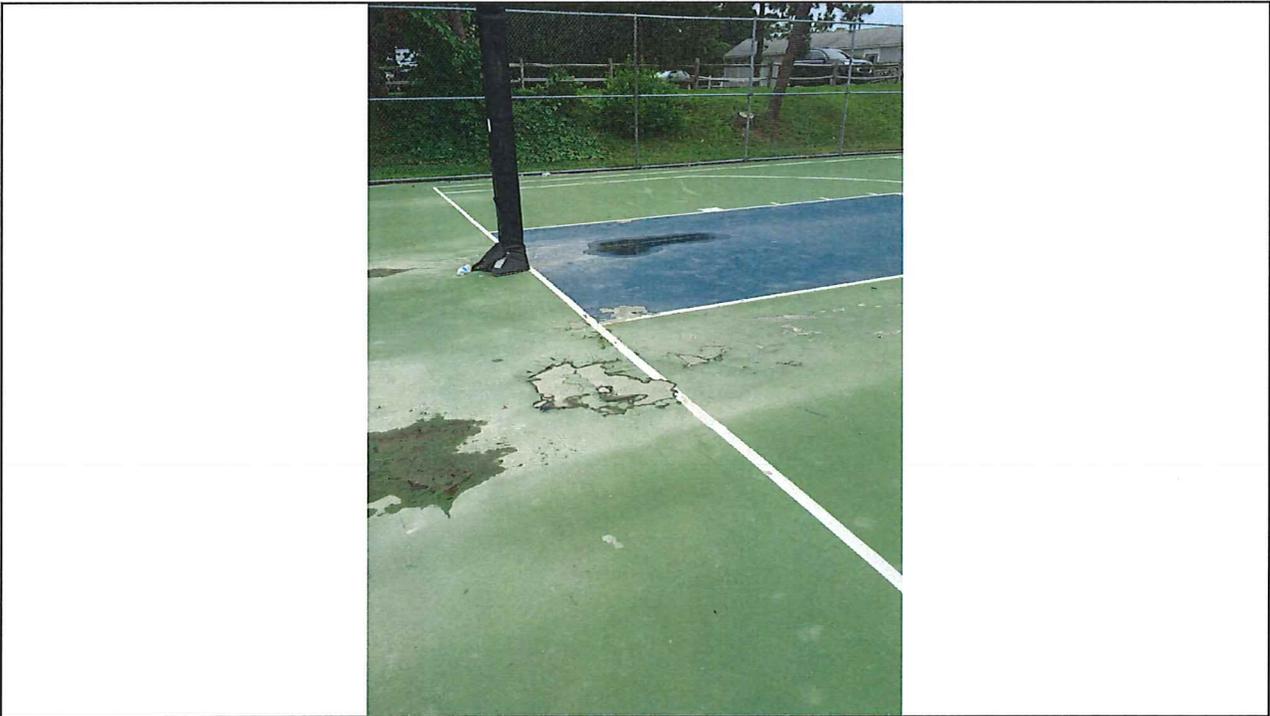
The sharing of these courts has created multiple issues between these user groups. By separating the courts we can begin to ease tensions between Tennis and Pickleball.

CONDITIONS  
AT  
NYE PARK

These courts were repaired 4 years ago.  
Repair is not the way  
Rehabilitation like Swift Park is the best way to go.  
**POST TENSION CONCRETE**  
Guaranteed for 25 years.







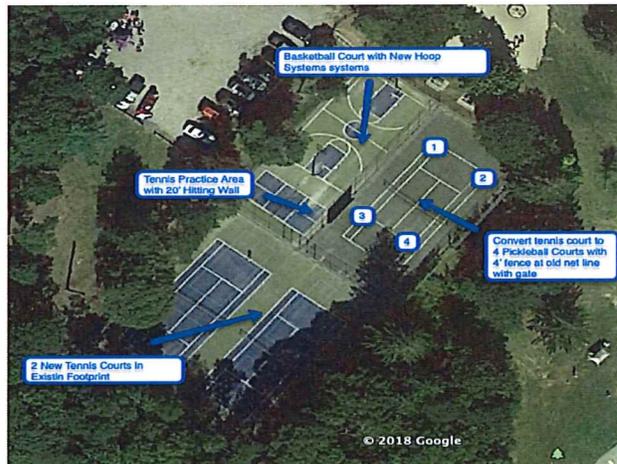


# NYE PARK Tennis Courts

The goal is to have two dedicated Tennis Courts including a Tennis Backboard

Four dedicated Pickleball Courts

And also keep the Basketball Court.



\$429,485.00

**Diane Davidson**

---

**From:** Jennifer McKay  
**Sent:** Friday, August 02, 2019 12:05 PM  
**To:** Diane Davidson  
**Subject:** Brief Description for Little Pond Conservation Area CPC application

1. **A. Project Description:** Describe the proposed project and how it will be completed. What steps are involved in completing this project? Include supporting materials and exhibits as necessary.

*Background.* The Town of Falmouth purchased the Little Pond Conservation Area (LPCA) in 2011 with funding support from the Community Preservation Fund (\$500,000) and the Massachusetts Land Acquisitions for Natural Diversity (LAND) grant program (\$500,000). The \$1 million LPCA acquisition was part of a larger 21 acre acquisition (totaling \$3 million) for mixed-use purposes of open space, housing, and recreation. At the time of acquisition, the 21 acres was subdivided into two lots: 9.6 acres placed under the care and control of the Conservation Commission (Con Com) with a permanent conservation restriction granted to The 300 Committee Land Trust (T3C); and 11.2 acres for recreation and housing placed under the care and control of the Board of Selectmen.

The 21-acre parcel was identified for acquisition in 2009 by an ad hoc Working Group established by the CPC with the charge to create a mixed use project to advance the Town's open space, recreation, and affordable housing goals. The Working Group included representatives of the CPC, Planning Department, Falmouth Housing Authority, Falmouth Historical Commission, T3C, and the Board of Selectmen. The spirit of the Working Group and the acquisition process was collaborative and forward thinking – all parties involved desired a successful joint project with open space conservation and affordable housing as neighboring, complementary land uses. The CPC and the Town of Falmouth intended this project to be a model for Falmouth. (See *T3C Newsletter, Spring 2010 – Exhibit A*)

*Progress since acquisition.* At the time of the LPCA's acquisition, T3C and the Town of Falmouth were well aware of the significant needs for restoration and public access improvements. Much of the site had been previously disturbed from past uses including concrete manufacturing. The overarching project goal was to secure the land and to develop plans for open space restoration and public access improvements on the 9.6 acre lot and to contract with a developer to build affordable housing on the 11.2 acre lot.

The Con Com began a Master Planning process in 2013 with funding support from the CPC. The Commission contracted with Horsley Witten Group for the master planning and site planning phase. The planning effort was placed on hold – and the project faced a significant delay – when Horsley Witten Group discovered an abandoned oil tank on site. Con Com worked with the Town Engineering Department to remove the tank and to mitigate the damage, however, this issue was not resolved until November 2017. The Con Com is currently working with Horsley Witten to close out their contract from the 2013 CPC grant. The “deliverable” from Horsley Witten Group is the attached set of permitting plans, labeled as Exhibit B.

The adjacent 11.2 acres, under care and control of the Board of Selectmen, was the subject of a formal “Request for Proposals” procurement process for affordable housing development. The land is now subject to a long-term lease agreement with the Falmouth Housing Corporation for the Little Pond Place affordable housing development. It is our understanding that the projected occupancy date is Fall 2020.

Proposed project.

The Con Com and T3C are poised to move forward in 2020 with permitting and implementation of the LPCA restoration and access plan. We expect to complete the project in three phases over several years time. Phase 1 will include site preparation, mobilization, and site clearing/invasive plant species removal over the entire 9.6 acre site. The phase 1 site preparation, mobilization and site clearing/invasive removal plans are illustrated in detail in Exhibit B pages C-3 and C-4.

Phase 2 will include the creation of a parking area, kiosk and interpretive signage, trails and seating areas, and the landscape restoration for the entire site. The Con Com and T3C will be seeking CPC funding in 2021 for Phase 2. Phase 3 is expected to include additional public access amenities, including the possibility of a kayak launch and boardwalk in the Atlantic cedar swamp area as described in the LPCA Land Management Plan.

*Jennifer L. McKay*  
*Conservation Administrator*  
*Falmouth Conservation Commission*

704 Main Street  
Falmouth, MA 02540



508-540-4009 TEL  
508-548-6329 FAX

August 1, 2019

Megan English-Braga, Chair  
Board of Selectman  
Town of Falmouth  
59 Town Hall Square  
Falmouth, MA



RE: Little Pond Conservation Area (LPCA) Restoration

Dear Ms. English-Braga,

The Town of Falmouth purchased the 21-acre Little Pond property in 2010 for the purpose of affordable housing development on 11.2 acres and open space, conservation and restoration for the 9.6-acre LPCA. This request for funding will enable the Conservation Commission and The 300 Committee to restore the property in preparation for public access improvements and site amenities for this Town-owned recreational area.

As you know, the Falmouth Housing Corporation is currently under construction with the Little Pond Place project on the 11.2-acre Town-owned parcel and will be delivering 40 affordable units to the Town in August of 2020. The tenants of Little Pond Place, which abuts the LPCA, along with the general public, would greatly benefit from this proposed restoration.

By funding this project, the Town would be moving forward with its original purchase intent.

I respectfully submit this letter of support and would be happy to answer any questions you may have.

Sincerely,



Linda J. Clark  
President

cc: Jennifer McKay, Conservation Administrator  
Russell Robbins, CPC Chair  
Jessica Whritenour, Executive Director



**Diane Davidson**

---

**From:** Megan English Braga  
**Sent:** Monday, July 29, 2019 4:40 PM  
**To:** Barbara Weyand; Diane Davidson; Julian Suso; Peter Johnson Staub  
**Subject:** Re: Request for Agenda Item at Next Selectmen's Meeting

Barbara,  
Thank you for your email. We will place this matter on on the August 5 agenda. We definitely will need the draft of the RFP prior to the meeting to include in the selectmen's packet.

Thank you,  
Megan  
Sent from my iPhone

On Jul 29, 2019, at 4:22 PM, Barbara Weyand [REDACTED] wrote:

Hello, Megan ~

I'm writing as Chair of the Advisory Committee that is addressing the preservation needs of the Falmouth Poor House / Edward Marks Building to let you know we would appreciate your including notice (or presentation if stipulated) at the August 5<sup>th</sup> Selectmen's Meeting on the following. Per standard procedure, we are asking the Selectmen's permission to issue a RFP requesting responses from professional preservationists to develop a "Historic Structures Report" for the building.

Such a document is important both for helping the Advisory Committee to develop our recommendations, but also to ensure the Town has a formal body of work to guide future work on the building. At present there is only an informal collection of documents on the Poor House, which the Alliance has been keeping in the absence of a formal archive on this important municipal building.

I have just sent edits on the proposed RFP to Corey Pacheco for a final review by him and by Ed Haddad (our Recording Secretary). They have been in touch with some professional preservationists – known locally and by other bodies, such as our local Historical Society – to notify them of the pending final RFP. Because a Historic Structures Report is a well-known piece of work in preservation circles, we anticipate getting positive responses from at least 2-4 parties. (Preservationists already understand the scope of work in such an undertaking.)

We need your consideration of this request to happen on August 5<sup>th</sup> because August 7<sup>th</sup> is the CPC deadline for applications for funds to be awarded in 2020. We are preparing our request to the CPC in parallel so we can meet this deadline – *pending your approval to seek CPC funds*. Because the August 7<sup>th</sup> date is so important for helping to provide a crucial analysis of the Poor House, we hope you will agree to including this agenda item next Monday.

Please let me know if you wish to see the RFP before the Selectmen's meeting or wish us to present on the RFP. Whatever support we can provide you, we will. Thank you in advance for consideration of this request, Barbara Weyand

Barbara Weyand

**Falmouth Preservation Alliance**

[www.FalmouthPreservationAlliance.org](http://www.FalmouthPreservationAlliance.org)

Ofc. 508-245-6512



please consider the environment before printing this e-mail

**FALMOUTH POOR HOUSE /  
EDWARD MARKS BUILDING  
CONDITION ASSESSMENT  
AND TREATMENT PLAN**

Edward Marks Building Advisory Committee

Town of Falmouth, Massachusetts: Request for Proposals Falmouth Poor House / Edward Marks Building Condition Assessment and Treatment Plan

**Section 1 – Scope of Services**

**Contents**

- A. Introduction
- B. Project Area
- C. Funding Source(s)
- D. Project Objectives
- E. Project Fee
- F. Proposed Schedule Section II – Proposal Requirements and Qualifications
- G. Submitting Proposals Proposal Requirements
- H. RFP Policies and Procedures Section III-Evaluation Criteria
- I. Minimum Evaluation Criteria
- J. Evaluation Criteria
- K. Interviews
- L. MHC Review ATTACHMENTS Attachment A – Scope of Services Attachment B –Cost Breakdown Proposal Form Attachment C – Proposal Requirements Attachment D – Proposal Signature Form Attachment E -Certificate of Non-Collusion Attachment F – Tax Compliance Certification Attachment G – MHC Interim Guidelines for Inventory Form Photographs

Town of Falmouth, Massachusetts: Request for Proposals Falmouth Poor House / Edward Marks Building Condition Assessment and Treatment Plan

**Section I SCOPE OF SERVICES**

**A. INTRODUCTION**

This Request for Proposals (RFP) sets forth the procedures and requirements to be employed by the Town of Falmouth in the selection of a historic preservation consultant to provide a Historic Structures Report for the Falmouth Poor House/ Edward Marks Building that includes:

- Architectural/Structural Analysis and Conditions Survey
- Treatment Recommendations
- Outline Plans and Specifications
- Cyclical Maintenance Plan

Activities will commence upon selection of a consultant and issuance of a notice to proceed. The total project fee has been established as not to exceed \$50,000. The Town of Falmouth will evaluate all timely proposals.

**B. PROJECT AREA**

The project area will be the Falmouth Poor House/Edward Marks Building at 744 Main Street, Falmouth, Massachusetts.

**C. FUNDING SOURCES**

Funding shall be provided by the Town of Falmouth Community Preservation Committee. All work specified must comply with the Secretary of the Interior's Standards for the Treatment of Historic Properties.

**D. PROJECT OBJECTIVES**

See Attachment A for Scope of Services.

The Falmouth Poor House (currently named the Edward Marks Building) is located at the east end of Main Street in Falmouth Village, the primary village of the Town of Falmouth. The building was constructed ca. 1769 at an important crossroads in Hatchville where it served as a tavern (inn) owned by Peter Yost. Between the years 1812 and 1814, the tavern was purchased by the town and moved to its present location in Falmouth Village to centralize and upgrade facilities for poor and other wise dependent citizens. The site was donated by the newly formed Methodist Society, and adjacent to their cemetery and church. The Falmouth Poor House is on the National Register of Historic Places and survives as a symbol of the historic character of East Main Street; the building possesses integrity of location, design, materials, workmanship, feeling, and association as outlined in the National Register nomination. The property is significant at the local level, with the primary period of significance extending from 1812 to 1920, and a more general period of significance embracing its entire history from ca. 1769 to the present.

The consultant shall supply all labor, materials, supplies and out-of-pocket expenses and travel time necessary to complete the attached scope of work. This scope of work also includes any necessary public hearings, meetings

Town of Falmouth, Massachusetts: Request for Proposals Falmouth Poor House / Edward Marks Building Condition Assessment and Treatment Plan

with the Falmouth Poor House/Edward Marks Building Advisory Committee. There shall be no reimbursable expenses. The Town of Falmouth shall not be responsible for travel-related expenses, long distance communications, or postage, handling or delivery fees.

**E. PROJECT FEE**

The Town of Falmouth has established a fee not to exceed fifty thousand dollars (\$50,000) for the Scope of Services described herein. Consultants must complete Attachment B: Cost Breakdown. Project fees must be provided for each of the four (4) phases of work for the assessment and treatment plan for the station in its current condition as described in the form. Fees shown shall include all costs and expenses (copying, mileage, photographs, etc.) to complete the scope of work defined in Attachment A of this RFP.

**NOTE: Project fee must be submitted in a separate, sealed envelope marked "price proposal". The non-price technical proposal must also be submitted in a separately sealed envelope marked "non-price technical proposal".**

**F. PROPOSED SCHEDULE**

Following is the schedule for issuance of the RFP, selection of preservation professional(s), contract award, etc.:

Request for Proposals advertised	
Closing date for receipt of proposals	
Completion of proposal review	
Anticipation date to award contract	

Preservation professional commences work:

**Section II Proposal Requirements and Qualifications**

Submitted NO LATER THAN: July 31, 2020

**A. SUBMITTING PROPOSALS**

Proposals must be submitted no later than July 20, 2020 to:

Town of Falmouth Poor House/Edward Marks Building Advisory Committee c/o Selectmen's Office 59 Town Hall Square Falmouth, MA 02540

Proposals will be opened and recorded as having been received at that time. The proposal contents will not be disclosed until the evaluation process is completed, or until the time for acceptance specified in the RFP, whichever occurs first. **Late proposals will not be accepted.** The Town reserves the right to reject any and all proposals and to waive any informalities or non-compliance if in the best interest of the Town.

**NOTE: Project fee must be submitted in a separate, sealed envelope marked "price proposal". The non-price technical proposal must also be submitted in a separately sealed envelope marked "non-price technical proposal".**

Town of Falmouth, Massachusetts: Request for Proposals Falmouth Poor House / Edward Marks Building Condition Assessment and Treatment Plan

The following information must appear on each envelope:

**Proposer's Name:**

Project Name: Falmouth Poor House/Edward Marks Building Conditions Assessment and Treatment Plan  
Date

Five (5) copies, as well as a PDF copy on CD, of the proposal must be furnished to the **Town of Falmouth Director of Finance, Jennifer Mullen** for review by the selection committee.

**PROPOSAL REQUIREMENTS**

1. The identity of the individual, partnership or corporation applying for contract award and credentials of the personnel who would actually perform the work, as well as their managers, and the nature of the supervision. State the responsibilities of each of the project personnel. If the consultant intends to subcontract the photography or any other work required in the scope of services, the sub-contractor must be identified. Sample work products are required for all personnel. This item is a major determinant in assessing the proposer's qualifications and will be incorporated as a condition in the contract to be awarded.
2. An applicant qualifications statement, including professional qualifications and work experience attesting to capacity to perform the required work program. Include resume(s), detailing academic and professional work experience attesting to capacity to perform the required work program. Resumes are required for all project personnel. Proposers, or a member of the proposer's project team, must meet the following minimum criteria:
  - a. Bachelor's Degree in Historic Preservation, Architectural History, Architecture or Structural Engineering, or a closely related field and at least two years full-time experience in an area relevant to the project; or
  - b. Master's Degree in Historic Preservation, Architectural History, Architecture or Structural Engineering or a closely related field.
3. A detailed explanation of the proposer's approach to this project: methodology, demonstrated understanding of the scope of work and completion deadline, and the proposer's expectations of assistance and services from the Town. A technical work plan and project timeline for accomplishing the tasks described in the scope of services must be provided.
4. A client reference list of a minimum of five (5) clients, including at least one historic structure in a coastal environment, with names, addresses, telephone numbers, and email addresses (if available) especially for clients for whom the proposer has performed similar services within the past five (5) years.
5. A final project report from a similar project conducted by the Company within the past five (5) years.
6. Any other information deemed relevant to the project, and which the proposer believes will further the competitiveness of the proposal.
7. Proposal Signature Form and Certificate on Non-Collusion, (see Attachments D and E). Proposer must be able to execute the project contract as included in this RFP, without changes.

# Town of Falmouth, Massachusetts: Request for Proposals Falmouth Poor House / Edward Marks Building Condition Assessment and Treatment Plan

8. Completed Attachment B: Phased Cost Breakdown. The Town of Falmouth has established a budget not to exceed \$50,000 for the work described in the Scope of Work section of this RFP. Consultants must complete Attachment B: Phased Cost Breakdown Form. Project fees must be provided for the work as described in the Scope of Work. Fees shown shall include all costs and expenses (copying, mileage, photographs, etc.) to complete the work defined in the Scope of Work section of this RFP.

Town of Falmouth, Massachusetts: Request for Proposals Falmouth Poor House / Edward Marks Building Condition Assessment and Treatment Plan

**RFP POLICIES AND PROCEDURES**

Anyone who intends to submit a Proposal must contact the Town Manager's Office directly and specifically request a copy of this RFP, unless such company was mailed/emailed a paper/electronic copy directly from the Town Manager's Office. The Town Manager's Office has responsibility for maintaining a control list of all potential Proposers. Proposers may contact the Town's website at <http://www.falmouthmass.us> electronically to obtain a copy of the RFP by download at under Procurement Notices.

**NOTE: Project fee must be submitted in a separate, sealed envelope marked "price proposal". The non-price technical proposal must also be submitted in a separately sealed envelope marked "non-price technical proposal".**

It is the Town's intent to select the company that provides the best solution for the Town's needs.

1. Company's response to this RFP may be included as exhibits in any contracts that the Town may execute with Company.
2. The Town reserves the right to amend this RFP. The Town reserves the right to reject any or all of the proposals, or any part thereof, submitted in response to this RFP, and reserves the right to waive formalities, if such action is deemed to be in the best interest of the Town. The Town reserves the right to request additional information from any Proposer.
3. This RFP is not intended and shall not be construed to commit the Town to pay any costs incurred in connection with any proposal or to procure or contract for any services.
4. The decision to award a contract shall be based on Company's ability to provide quality services and to comply with all applicable laws, rules and regulations.
5. The award of any contract will be made as judged to be in the best interest of the Town. The final selection of the company will be made by the Selection Committee.
6. Each Proposal will be examined to determine whether it is responsive to the requirements of this RFP. All responsive proposals will be evaluated in accordance with the criteria set forth herein.
7. Proposers submitting a proposal and/or being selected will not be precluded from submitting a proposal or bid on other aspects of this project or being selected for same.
8. While the Town is under no obligation to contact companies for clarifications, it reserves the right to do so. Depending on the number and quality of the proposals submitted, the Town, at the sole discretion of the Selection Committee, may elect to interview all or some of the companies during the selection process and to request presentations, including demonstrations of products and services.

## A. MINIMUM EVALUATION CRITERIA

The Town will determine the most advantageous proposal from a responsible and responsive proposer taking into consideration price and all evaluative criteria set forth in the RFP and other relevant information. The Selection Committee shall review each proposal to ascertain whether or not the following minimum criteria have been met:

1. The proposal includes all of the items for a complete proposal.
2. The proposer meets the minimum qualifications as outlined above (Proposal Requirements -#2).

## B. EVALUATION CRITERIA

All responsive proposals will be judged against the Evaluation Criteria detailed below.

The Selection Committee shall rank each proposal meeting the Proposal Requirements according to the Evaluation Criteria listed below. The Selection Committee will then select the responsive and responsible historic preservation consultant(s) submitting the most overall qualified proposal taking into consideration all quality requirements and the evaluation criteria set forth in this RFP.

**1. Depth of Project Experience:** The Selection Committee will review the project proposal to determine the quality and depth of the experience related to the Town's requirements. The proposal should list similar projects and prior experience with municipally, privately, or CPC funded projects, including at least one historic structure in a coastal environment. A highly advantageous proposal will list five (5) or more similar projects

- An advantageous proposal will list three (3) or more similar projects
- A non-advantageous proposal will list fewer than three (3) similar projects

**2. Quality of Project Experience:** The final project report example submitted to the Selection Committee will be reviewed to determine the Company's quality of work.

- A highly advantageous project report example will show a thorough understanding of the site, incorporating sensitivity to historic preservation, resulting in an optimal treatment of the project.
- An advantageous project report example will show a competent understanding of the site and a treatment of the project that is consistent with historic preservation guidelines.
- A non-advantageous project report example will not show a competent understanding of the site or a treatment of the project that is consistent with historic preservation guidelines.

**3. Qualifications of the Proposer:** The Selection Committee will review the proposer's resume(s) looking for the level of training, educational background and work experience appropriate to the project described herein and the level all key project personnel demonstrate professional experience.

- A highly advantageous proposal will include a proposer or project team member having 8-years' experience in the field and /or a Master's degree in Architecture, Historic Preservation, or Civil Engineering.
- An advantageous proposal will include a proposer or project team member having a 3+ years in the field and/or a Bachelor's degree in Architecture, Historic Preservation, or Civil Engineering.
- A non-advantageous proposal will not include a proposer or project team member having at least 3 years in the field or a degree in Architecture, Historic Preservation, or Civil Engineering.

**4. Desirability of approach to the project, demonstrated understanding of the community's historic and cultural resource protection needs, and proposer's ability to undertake and complete this project in a timely manner.** The Selection Committee will review the proposal to determine that it demonstrates a thoughtful approach to the subject material, an understanding of the historical and cultural resource issues addressed by the project and a clear analysis of the time required for each phase of the project.

- A highly advantageous proposal will indicate an understanding of both the historic use of the building as a Poor House, and the future use of the site as the offices for the Town's Human Services Department, and adaptive reuse of the second floor, with the potential of the second floor being open to the public for exhibits and programs. A highly advantageous proposal will indicate a thoughtful approach to historic preservation, and familiarity with municipally owned historic buildings.
- An advantageous proposal will indicate a thoughtful approach to historic preservation, and familiarity with municipally owned historic buildings.
- A non-advantageous proposal will not indicate a thoughtful approach to historic preservation or familiarity with municipally owned historic buildings.

**5. Overall Quality of Client References:** References will be contacted and asked about the work performed by the proposer and the timeliness of the project product delivery.

- A highly advantageous proposal's references will indicate that the proposer exceeded the client's expectations in these aspects of work: ease of working relationship, appropriate and timely communication, receptiveness to client's ideas and/or criticism, quality of work performed, adherence to budget and project timeline.
- An advantageous proposal's references will indicate that the proposer met the client's expectations in the these aspects of work: ease of working relationship, appropriate and timely communication, receptiveness to client's ideas and/or criticism, quality of work performed, adherence to budget and project timeline.
- A non-advantageous proposal's references will indicate that the proposer failed to meet the client's expectations in these aspects of work: ease of working relationship, appropriate and timely communication, receptiveness to client's ideas and/or criticism, quality of work performed, adherence to budget and project timeline.

**6. Completeness and Quality of Proposal:** The Selection Committee will review the proposal for completeness and if it is concise, informative, and detailed. The proposal will also be reviewed to determine if it reflects that the proposer is able to perform (complete project) in a manner acceptable to the Town and the ability to provide the level of services as required by the Town. Proposals should demonstrate communication and documentation skills.

- A highly advantageous proposal will be complete and detailed, and will include a thoughtful and well organized response to the RFP that is specific to the site and communicates a thorough understanding of the historic, cultural and environmental factors involved in the project.
- An advantageous proposal will be complete, detailed, well-organized, and specific to the site.
- A non-advantageous proposal may be incomplete, poorly organized and lacking in detail or specificity to the site.

### C. INTERVIEWS

After review of the technical proposals, the Selection Committee may, at its discretion, schedule interviews with any or all of the proposers for the purpose of further evaluation of the proposer's qualifications and ability to provide the required service. Interviewees will be ranked on their presentation.

Town of Falmouth, Massachusetts: Request for Proposals Falmouth Poor House / Edward Marks Building Condition Assessment and Treatment Plan

D. MHC REVIEW

Contract award recommendation is subject to review and approval by the Massachusetts Historical Commission. The Falmouth Poor House / Edward Marks Building has both an interior and exterior preservation restriction held by MHC.



Town of Falmouth, Massachusetts: Request for Proposals Falmouth Poor House / Edward Marks Building Condition Assessment and Treatment Plan

Attachment A

SCOPE OF SERVICES

PURPOSE:

The Falmouth Poor House (now known as the Edward Marks Building) is located at the east end of Main Street in Falmouth Village, the primary village of the Town of Falmouth. The Poor House building was constructed ca. 1769 at an important crossroads in Hatchville where it served as a tavern (inn) owned by Peter Yost. Between the years 1812 and 1814, the tavern was purchased by the town and moved to its present location in Falmouth Village to centralize and upgrade facilities for poor and other wise dependent citizens. The site was donated by the newly formed Methodist Society, and adjacent to their cemetery and church. The Falmouth Poor House is on the National Register of Historic Places with the adjacent Methodist Burial Ground and survives as a symbol of the historic character of East Main Street. The building possesses integrity of location, design, materials, workmanship, feeling, and association as outlined in the National Register nomination. The property is significant at the local level, with the primary period of significance extending from 1812 to 1920, and a more general period of significant embracing its entire history from ca. 1769 to the present.

Past studies and documents providing information on the Falmouth Poor House:

- The Poor House / Edward Marks Building Advisory Committee has assembled several documents pertinent to this request for a Historic Structure Report, which they will make available to the successful applicant. Their informal archive includes
  - Documents from the Falmouth Historical Society summarizing aspects of the building's history
  - News articles pertaining to the Poor House
  - A 1997 Conditions Report
  - (Partial) Application for National Register Status, 1998
  - Application to MHC for funding of construction funds, 1998
  - Archaeological Report on the Poor House building and site, 1999
  - Form B from MACRIS, 1999
  - Re-Application for funding of Poor House preservation, 2000
  - Some documents of evaluation of high, medium and low regarding structural elements of the building
  - Project Completion Report, 2003
  - *Sprintsail* article on Poor House and Methodist Cemetery, 2003
  - Some drawings detailing the construction of the original building

DESCRIPTION OF WORK:

The scope of work involves the development of a Conditions Assessment and Treatment Plan for the Edward Marks/Poor House. Massachusetts Historical Commission holds a preservation restriction on the interior and exterior of the building. The building is on the National Register.

PHASE I: ARCHITECTURAL/STRUCTURAL ANALYSIS AND CONDITIONS SURVEY

- Conduct an architectural and structural analysis of the structure's interior, exterior and site.
- Provide a complete narrative description of existing exterior and interior conditions, materials, and construction methods including digital color photographs.

Town of Falmouth, Massachusetts: Request for Proposals Falmouth Poor House / Edward Marks Building Condition Assessment and Treatment Plan

- Documentation and assessment of the building should include written, photographic and physical (in-situ) evidence of the history and architecture of the structure including expansion and restoration phases.
- Analysis of character defining features, including interior, exterior and site, significance of character defining features, prioritized from high to low.
- Assessment of the current fire detection, mechanical, plumbing, security and electrical systems.
- Analysis should address building code compliance; however, considering the age, use and historic fabric, it may impractical or unnecessary to make the structure entirely building code compliant.
- Assess building for Universal Accessibility requirements in accordance with the guidelines established by the Massachusetts Architectural Access Board (MAAB) and the Americans with Disabilities Act (ADA).

**PHASE II: TREATMENT RECOMMENDATIONS**

- Treatment plan recognizing the continuing use of the Falmouth Poor House / Edward Marks Building as the offices of Human Services on the first floor, prioritized work according to short term (3-5 years), and long term (beyond 5 years) needs. Cost estimates to be provided based upon all identified treatment plans
- Recommend improvements to fire detection, mechanical, plumbing and electrical systems.
- Develop conceptual plans for the Second floor and Third floor attic space based on a potential public use and universal accessibility/code requirements. Prepare concept sketches of various design ideas, including relative budgets, to determine a workable plan solution. The various options presented should be in accordance with the guidelines established by the Massachusetts Architectural Access Board (MAAB) and the Americans with Disabilities Act (ADA).

**PHASE III: CONSTRUCTION DOCUMENTS**

- In consultation with the Town of Falmouth and the Massachusetts Historical Commission, the consultant shall prepare detailed construction plans and specifications for all proposed work and outlined plans and specifications for a period of significance appropriate restoration (1812 to 1920) for the exterior or the building as well as the First Floor existing storage room; Second Floor and Third floor attic space.
- Suggest appropriate project phasing and work priorities for future work.
- Specifications are to include all required bid forms and documents, contract forms, and conditions of the contract.

**PHASE IV: CYCLICAL MAINTENANCE PLAN**

- Develop a prioritized list of recurring maintenance procedures with corresponding time and intervals for the building that are designed to prevent future damage to the integrity of the structure and the associated cyclical maintenance costs for these procedures.

**FINAL PRODUCTS:**

A total of seven (7) final reports: three (3) bound originals and three (3) copies of one complete report with reduced plans one (1) unbound original with construction documents shall be submitted to the Town of Falmouth, along with one electronic copy to be transmitted to the Town Manager.

The final report shall include executive summary, methodology, description of project, historical significance section, architectural development of the structure (timeline), architectural/structural analysis and conditions survey, treatment recommendations, construction documents and specifications, a cyclical maintenance plan for

# Town of Falmouth, Massachusetts: Request for Proposals Falmouth Poor House / Edward Marks Building Condition Assessment and Treatment Plan

all of the above-mentioned work, bibliography, photographs, and any conceptual plans. Two additional sets of construction plans must be standard sheet size. All conceptual plans are to be drawn at no less than 1/8"=1' scale and architectural plans are to be drawn at no less than 1/4"=1' scale and one set should be reproducible.

Photographs used for documentation are to be 4" x 6" in size (color) and are to have labels that include building name, location of subject, and date. Consultant shall also provide two photos of the installed MHC project sign as well as two 8" x 10" (from two different angles) and one 3-1/2" x 5" B & W record shot photos of the structure. The consultant shall assist with a public presentation relating to the project and presented to the Town of Falmouth at an appropriate time after the assessment is complete. Photographs are to be printed according to the MHC Interim Guidelines for Inventory Form Photographs (See Attachment H).

**The project must be completed no later than December 31, 2021.**

Town of Falmouth, Massachusetts: Request for Proposals Falmouth Poor House / Edward Marks Building Condition Assessment and Treatment Plan

Attachment B

PHASED COST BREAKDOWN FORM

NOTE: Project fee must be submitted in a separate, sealed envelope marked "price proposal". The non-price technical proposal must also be submitted in a separately sealed envelope marked "non-price technical proposal".

The Undersigned hereby submits a price proposal to perform the services outlined in the Request for Proposals for the Historic Building Conditions Assessment and Treatment Plan for the Falmouth Poor House / Edward Marks Building.

Consultant:

Address:

The CONSULTANT hereby pledges to deliver the complete scope of services required, for the rates and charges shown below: PROFESSIONAL SERVICES, Hourly Rate: Estimated cost to complete the project:

Phase I, Architectural/Structural Analysis and Conditions Survey: \$

Phase II, Treatment Recommendations: \$

Phase III, Construction Documents: \$

Phase IV, Cyclical Maintenance Plan: \$

Total Cost (not to exceed \$50,000):

Note: Five (5) copies of proposal are to be submitted.

Town of Falmouth, Massachusetts: Request for Proposals Falmouth Poor House / Edward Marks Building Condition Assessment and Treatment Plan

Attachment C

PROPOSAL REQUIREMENTS

Name of Individual/Company making Proposal: \_\_\_\_\_ the following are to be attached to this proposal form. Responses should be detailed in accordance with the specific requests for information under Proposal Requirements in the RFP document. Refer to SECTION II -PROPOSAL REQUIREMENTS.

1. A completed and signed Proposal Signature Form.
2. The credentials of the staff that would actually perform the work, as well as their managers and the nature of the supervision.
3. A statement of the scope and purpose of the project, which demonstrates an understanding of the intent, requirements, and services requested, as outlined in Attachment A.
4. A list with the name, address, telephone number, date of service and contact person's name for a minimum of three clients to which the proposer is providing or has provided similar services, including at least one project involving a historic structure in a coastal environment.
5. Work samples, including survey forms from similar completed projects.

Note: Five (5) copies of proposal are to be submitted.

Town of Falmouth, Massachusetts: Request for Proposals Falmouth Poor House / Edward Marks Building Condition Assessment and Treatment Plan

Attachment D

PROPOSAL SIGNATURE FORM

The undersigned, hereafter called the proposer, having fully familiarized him/herself with the entire request for proposal documents, hereby agrees and declares:

1. That prices detailed in the Phased Cost Breakdown cover all necessary expenses to fulfill the conditions of the contract within the time stated.
2. Pursuant to M. G. L. c. 62C, § 49A, the proposer hereby certifies that the proposer has filed all state tax returns and paid all state taxes required under law.
3. The undersigned certifies under penalties of perjury that this proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity or group of individuals.

The following items are to be completed by the Proposer, if applicable:

A Corporation		
A Partnership		
Individually Owned		

Individual/Company Name \_\_\_\_\_

Signature of Individual or Authorized Official: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email \_\_\_\_\_

Town of Falmouth, Massachusetts: Request for Proposals Falmouth Poor House / Edward Marks Building Condition Assessment and Treatment Plan

Attachment E

CERTIFICATE OF NON-COLLUSION

(THIS FORM TO BE SUBMITTED WITH PROPOSAL)

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union committee, club or other organization, entity or group of individuals.

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

COMPANY: \_\_\_\_\_ DATE: \_\_\_\_\_

Town of Falmouth, Massachusetts: Request for Proposals Falmouth Poor House / Edward Marks Building Condition Assessment and Treatment Plan

Attachment F

TAX COMPLIANCE CERTIFICATION

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes reporting of employees and contractor, and withholding and remitting child support.

Signature of person submitting bid

Name of business

*[The signature and business name fields contain extremely faint, illegible text, likely due to low contrast or scanning artifacts.]*

Town of Falmouth, Massachusetts: Request for Proposals Falmouth Poor House / Edward Marks Building Condition Assessment and Treatment Plan

Attachment G

**MHC INTERIM GUIDELINES FOR INVENTORY FORM PHOTOGRAPHS**

Revised October 2009

The following guidelines, based loosely on those recently proposed by the National Park Service, have been adopted by MHC as a standard for MHC survey photography:

As of January 2, 2009, in accordance with U.S. National Archives and Records Administration (NARA), the Massachusetts Historical Commission Survey and Planning program will require that all photographs submitted on MHC Survey forms be expected to last seventy-five years or longer before showing significant signs of fading, deterioration, or discoloration. This standard (hereafter referred to as the "seventy-five year permanence standard") is intended to ensure the longevity of MHC Survey documentation. Photographs that are improperly processed or incorrectly labeled will be returned.

At present, the following types of photographs are acceptable as official documentation for National Register nominations:

- color or black-and-white prints produced from digital images that have demonstrated an expected longevity of at least 75- years. (Preferred Method)
- color or black-and-white images printed on silver-emulsion resin-coated (RC) papers.
- color or black-and-white images printed on silver-emulsion fiber-based papers.

No photographs printed on chromogenic papers are acceptable.

For digital prints, the Appendix includes a partial list of photographic ink and paper combinations that have been demonstrated to meet this standard. This list is not intended to be comprehensive. MHC is unable to conduct in-depth research on new photographic materials as they become available. Photographs produced using other ink and paper combinations that can be documented to meet the seventy-five year permanence standard will be accepted, provided that verifiable information attesting to their anticipated longevity can be provided. Prior approval by MHC is required.

Photographs should be 3½" x 5¼" or 4" x 6" prints on photographic paper and physically attached either to the front of the inventory form or to one or more continuation sheets. Do not allow prints to overlap, but provide enough space on inventory forms so that the entire image may be photocopied or scanned without removing an image.

In cases where electronic copies of the inventory form are provided, MHC requests that the MS Word (or PDF) version include the most representative photo inserted into the inventory form on page 1; additional photos may be inserted into continuation sheets. This will allow the inventory forms to be easily converted to pdf format and made available via MHC's web site. Electronic images so inserted should be in jpg format and no larger than 4 megapixels in size.

Town of Falmouth, Massachusetts: Request for Proposals Falmouth Poor House / Edward Marks Building Condition Assessment and Treatment Plan

**Background**

MHC has traditionally required that a current photograph of the property in question be supplied with all inventory forms.

Two factors have compelled changes in the procedures for the submission of photographs to MHC:

- Changes in photographic technology itself have shortened the expected life of most commercially produced photographic prints, whether black and white or color thus endangering MHC's statutory role as an archive of the Historic and Archaeological Assets of the Commonwealth;
- At the same time, the opportunity to make survey information more widely available to staff, professionals and the public are demonstrating the clear desirability and need to make the Inventory of the Historic and Archaeological Assets of the Commonwealth available in a digital online form.

**Photography and Digital Files**

The increasing prevalence of digital photography is making the maintenance of commercial film photography more and more difficult. Furthermore, as the quality of digital imagery improves, there are fewer and fewer reasons to retain film as a viable medium for practical, day-to-day use.

*Changes in Availability of Film Photography*

Since its inception, the Massachusetts Historical Commission has set true black and white film process prints as the standard for photographic documentation for inventory forms. Black and white printing from film was a widely available and low-cost method of producing a high quality, permanent image that when stored properly could be expected to last well over 100 years.

Changes in photographic technology have resulted in the virtual disappearance of true black and white film photography as an option for inventory form documentation. Decline in demand for black and white prints has for a long time meant that most photo shops sent film directly to Kodak for development and printing. Some photo shops offered hand printing. Kodak has now withdrawn its support of black and white film photography. It no longer provides print services and it has stopped producing Kodak Professional paper, which was the standard for high permanence prints. Some photo shops may still offer hand printed black and white images on Ilford paper. MHC does not have information on the permanence qualities of black and white prints on Ilford paper, but this now appears to be the only acceptable option for traditional black-and-white film prints. *MHC is provisionally accepting true black and white prints on Ilford paper.*

C-41 Color processing to produce "black and white" film prints. For a number of years photo developers have offered low-cost, machine printing from black and white film using C-41 color processing and color print paper. This color chemical process does produce "black and white" like images, although these are often sepia toned and/or washed out. They may be printed on Fuji or other paper. If you walk into a photo shop and ask for black and white film prints, this is most likely what you will get. These prints are not stable and degrade rapidly. They are not an acceptable choice for high permanence documentation for inventory forms. *C-41 prints do not meet MHC standards.*

Color Film Prints. The best, widely available commercial film processing currently is the so-called "Fuji Crystal Archive" color print. Because of the manufacturer's marketing claims, photo developers will often offer this as an "archival" print solution. Independent testing services rate these prints as having only a 40-year permanence rating. *These prints do not meet MHC standards.*

**Summary:** At the present time, the only prints made from film negatives acceptable for Survey Inventory forms are true black and white prints on Ilford paper.

Town of Falmouth, Massachusetts: Request for Proposals Falmouth Poor House / Edward Marks Building Condition Assessment and Treatment Plan

*Digital Photography*

Today, almost all aspects of inventory form preparation (text, photos and maps) are "born digital" and converted to paper form as a permanent archive of the heritage of Massachusetts. To accommodate these new formats, MHC has developed digital photographic standards for inventory. MHC will currently accept 3½ by 5¼ inch or 4 by 6 inch digital prints on papers and inks that meet a minimum 75-year permanence rating. Black and white or color prints that meet the permanence rating are acceptable.

Digital Prints, Printers, Inks and Papers: To ensure archival longevity, prints must be made using a photo-quality printer using appropriate brand name paper and inks. MHC has compiled a list of "*Inks and Papers recommended for printing of digital images*" that meet the 75-year permanence standard, based on research by an internationally recognized testing laboratory, Wilhelm Imaging Research, Inc. This list of papers is attached as an Appendix to these guidelines. The list **excludes** non-glossy papers, whose texture interferes with precise rendering of detail.

*Printers, paper, and ink must all be from the same manufacturer and must be from the approved list. For example, prints made on an Epson printer must be on Epson paper with Epson brand inks. The archival stability of third-party papers and inks cannot be guaranteed and is therefore unacceptable.*

Both Epson **Picture Mate** series (recommended) and Hewlett Packard **PhotoSmart** series (accepted) are low-cost, 4 by 6 color printers that have base models that start around \$100 and that when used with manufacturers' papers and inks produce prints that meet MHC standards. Other larger format Epson and Hewlett Packard printers also produce acceptable prints. Manufacturers claim print costs run approximately .50 per print.

Either color or black and white images are acceptable. If the original digital image was in color, the print should also be in color. Black and white images should **only** be submitted if the photographs were taken with a digital camera set to black and white mode, and **not** if original color images are converted to black and white by PhotoShop or some other imaging program.

While MHC has begun to accept the electronic submission of inventory forms which may include photographs and digital maps, these forms must be accompanied by prints on photo-quality print paper, separately attached to the inventory form, and labeled on the back as per MHC guidelines for photographic prints. (See MHC Historic Properties Survey Manual)

Commercial Digital Prints are NOT Acceptable. Commercially available digital print services are geared toward production of fast, low-cost prints. All these prints have a very low life-expectancy of 20 years or less. *They are not acceptable for inventory form documentation.* This includes prints from photo shops, drug store and supermarket kiosks, and internet print services. We have to date not found commercial services that produce 4 by 6, high permanence, digital prints at a reasonable cost. **You must produce your own prints using a printer with archival quality paper and ink.**

Permanence Ratings. You can check on permanence ratings for printers, inks and papers at <http://www.wilhelm-research.com>. See in particular the ratings on desktop printers and dedicated 4 by 6 photo printers.<sup>1</sup> As noted above, Epson and Hewlett Packard manufacture acceptable printers. You should confirm with MHC that the printer papers and inks you intend to use are acceptable if they are not clearly identified as such in the annexed Inks and Papers recommended for printing of digital images.

Camera Guidelines. Survey photographs should be taken with a good quality camera and lens system. A minimum 2 megapixel camera is acceptable, 3 to 6 megapixel is recommended.

Town of Falmouth, Massachusetts: Request for Proposals Falmouth Poor House / Edward Marks Building Condition Assessment and Treatment Plan

**Summary:** At the present time, prints made from digital images must be produced using papers and inks that meet a minimum 75-year permanence rating, as reflected in the attached *Inks and Papers recommended for printing of digital images*.

Questions/Comments: Michael Steinitz michael.steinitz@state.ma.us 617 727-8470

2 For more information about longevity tests consult the web site <http://www.wilhelm-research.com>.

**Appendix Inks and Papers recommended for printing of digital images2**

<b>Inks</b>	<b>Papers</b>
Epson UltraChrome pigmented inks and Epson UltraChrome K3 pigmented inks	Epson Premium Glossy Paper
Epson Picture Mate inks	Epson PictureMate Photo Paper -Glossy Epson Ultra Premium Glossy Photo Paper Epson Premium Glossy Photo Paper
Epson Claria Hi-Definition Inks	Epson Ultra Premium Glossy Photo Paper Epson Premium Glossy Photo Paper
Hewlett-Packard (HP) 84/85 dye-based inkset.	HP Premium Plus Photo and Proofing Gloss HP Premium Plus High-Gloss Photo Paper HP Premium Photo Paper, Gloss
HP 59 gray photo cartridge	HP Premium Plus and HP Premium Photo Papers (high gloss and glossy)
HP 100 gray photo cartridge	HP Premium Plus and HP Premium Photo Papers (high gloss and glossy)
HP Vivera inks (95 and 97 tri-color cartridges)	HP Premium Plus and HP Premium Photo Papers (high gloss and glossy)
HP Vivera Pigment inks (announced 2006)	HP Advanced Photo Paper (glossy)
Lexmark Evercolor Photo Color #31 and Lexmark #33 and #35 Color Print Ink Cartridges	Lexmark Premium Photo Paper High Gloss
Kodak No. 10 pigmented ink cartridges	Kodak Ultra Premium, High Gloss Kodak Premium, Gloss

NOTE: Printers, paper, and ink must all be from the same manufacturer. However, any model printer of the designated manufacturer that accepts the following papers and inks may be used.

For more information about longevity tests consult the web site <http://www.wilhelm-research.com>.

# Town of Falmouth, Massachusetts: Request for Proposals Falmouth Poor House / Edward Marks Building Condition Assessment and Treatment Plan



5) Inclusive Play space

**Diane Davidson**

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**From:** [REDACTED]  
**Sent:** Tuesday, July 30, 2019 5:28 PM  
**To:** Diane Davidson  
**Subject:** Selectman agenda

Hi Diane

I am requesting to be placed on the agenda for the Board of Selectman's meeting on the 5th of August to discuss the Commission on Disability/Recreation Dept grant application for Community Preservation Funds ion the 2020 round of grants to be used for final design and construction of the the Falmouth Community Play Space, and obtain the BoS authorization to submit the application.

Thank You

Kathleen Haynes, chair Falmouth Commission on Disability

Sent from AOL Mobile Mail  
Get the new AOL app: [mail.mobile.aol.com](http://mail.mobile.aol.com)

# COVER PAGE

## APPLICATION FOR COMMUNITY PRESERVATION FUNDING

<b>Date:</b>	April 15, 2019
<b>Name of Applicant/Sponsoring Organization:</b>	Falmouth Recreation Department
<b>Mailing Address:</b>	790 Main St, Falmouth MA 02540
<b>Name of Proposal/Project:</b>	Guv Fuller Field Rehabilitation - 2
<b>Project Location/Street Address (if applicable):</b>	790 Main St, Falmouth MA 02540

<b>Project Representative/Contact Name and Title:</b>	Joseph Olenick
<b>Mailing Address:</b>	790 Main St, Falmouth MA 02540
<b>Daytime Phone:</b>	508-457-2567 x16
<b>Evening Phone:</b>	
<b>Email:</b>	jolenick@falmouthmass.us

Total Project Cost	CPA Funds	Cost Share - Private	Cost Share- Other Public
\$693,468	\$627,460	\$67,000	\$0

CPA Category (You must check at least one category, but may identify additional categories if applicable)

- Open Space
  Recreation
  Historic Preservation
  Community Housing

**TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE INDIVIDUAL OR GOVERNING BODY OF THE APPLICANT.**

**Authorized Project Representative:**

Typed (Printed) Name and Title: Joseph Olenick-Director of Recreation

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

# APPLICATION NARRATIVE

Please answer the following questions on separate paper in the order listed below, keeping answers complete but brief. Refer to the Application Guidelines on Page 2 while completing this application. Applications will be returned if all requested information is not provided. Include supporting materials, as necessary. Applications that (1) present a thorough description of the project with as many details as possible, (2) have significant support from other Town Boards and Committees, and (3) present a comprehensive, well described and reasonable budget and realistic implementation schedule will have the greatest likelihood of success.

1. **A. Project Description:** Describe the proposed project and how it will be completed. What steps are involved in completing this project? Include supporting materials and exhibits as necessary.

See page 8.

**B. Previous CPA Project Funding:** Has this project or a closely related project previously received CPA funding? If yes, explain.

Yes, see Project Description.

2. **Project Goals:** What are the goals of the proposed project? First, explain the relationship of those goals to those of the Community Preservation Act (CPA). Second, explain how the project supports the goals outlined in the Local Comprehensive Plan (LCP) and other relevant Town plans [See Page 3 – CPA and Town of Falmouth Goals].

The rehabilitation of Guv Fuller Field is a very good fit with the mission of the CPC of preserving the Town's sense of community and cultural activities. The field represents a long-standing venue for the Falmouth Commodores of the Cape Cod Baseball league (CCBL) (the oldest and most widely respected summer amateur baseball league) as well as other public and private sports organizations. The activities at the field represents a significant economic driver for local businesses and attraction for tourists and is strongly supported by the Falmouth Chamber of Commerce.

If the proposed project is a Recreation Project, explain how the project is consistent with the Town of Falmouth VueWorks Program Report and Priority List.

The rehabilitation of Guv Fuller Field is at the top of the priority list as reported by Gale Associates in the recent January 2017 Master Plan for Athletic Fields in the Town of Falmouth.

3. **Community Need and Public Benefit:** Why is this project needed? Is it consistent with goals of the CPA and other town-wide plans? How does it benefit the public? (See definition of Public Benefit in Guidelines for CPFund Proposal Submissions). When responding to this question, consider the following: matching funds from other sources that will be obtained if CPA funds are awarded; people who will directly benefit from the project once it is completed; and resources that will be protected as a result of this project.)

The Falmouth Commodores, one of ten franchises in the nationally recognized CCBL, draws thousands of fans to the 22 home games played at the field. The spectator base represents tourists and summer residents; scouts from Major League Baseball, which furthers nationally the reputation of the Town; as well as year-round residents. The Commodores also provide at the field a very successful summer baseball clinic for children run by the team's visiting managers and players. Additionally, a "Kid's Club" was recently formed to entertain and introduce baseball to younger children and hopefully stimulate a long-term interest in baseball. During the last 3 years, Atria Senior Health Living has sent their residents (some in wheelchairs) to our home games as a form of entertainment. Also, the close proximity to the planned Senior Center will allow for greater participation from this age group.

The CCBL will provide \$13,000 in financial support towards the cost of the safety netting. Additionally, the Falmouth Commodores contributed \$5,000 towards the cost of finishing the installation of the electric lift in the Eric Palmer Press Box. The very generous contributions of Andrew Borgese and Tim Santos and their respective firms', Integrata Architects + Constuction and Holmes and McGraph, Inc, detailed architechural and site plan drawings represent \$49,000 of in-kind donations.

4. **Success Factors: How will the success of this project be measured? Be as specific as possible.**

The endpoints will be the successful construction and installation of the facilities and equipment needed to upgrade the field to existing safety and operational standards. It is anticipated there will be an increased participation by handicapped and senior individuals who in the past have been unable to attend baseball games due to the limitations of the facilities. The schedule of work has been modified because of a mandated rule by the Town of Falmouth that a single-bid process be utilized. This is viewed as a positive step and requirement. Also additional time was needed to perform research on the various products that were being proposed. This has resulted in some changes from the specifications in the original grant request. Current completion date is expected to be December 2019, with total close-out by March 2020.

5. **Credentials: How will the experience of the applicant(s) contribute to the successful implementation of this project?**

The Town of Falmouth Recreation Department & Department of Public Works are working in conjunction with the Falmouth Commodores who can provide expertise on the physical layout of the baseball field and will provide an experienced team of professionals to move this project forward.

6. **Experience with Community Preservation Funded Projects:**

Has the applicant received CP funding for past projects?  
 Yes \_\_\_\_\_  
 If yes, please name the project: Guv Fuller Field Rehabilitation (current project). & Guv Fuller Field Lighting (2006-2007-\$545,000 total) plus \$125,000 Yawkey Foundation & \$25,000 Commodores  
 If yes, are all projects complete and closed out? \_\_\_No-current request, Lighing completed in 2007.  
 If there are open projects, please identify by project name and provide current implementation status and expected completion date:  
 Guv Fuller Field Rehabilitation—Estimated Completion by December 2019 with close out- March 2020

7. **Implementation: Project Manager Contact Information**

Project Manager & Title:	General contractor to be hired—purpose of this request/J McLoughlin-DPW
Daytime Phone:	508-457-2543
Evening Phone:	
Email:	jim.mcloughlin@falmouthmass.us

8. **Maintenance:** If ongoing maintenance is required to protect the CPA investment in your project, how will it be funded in the future? (If not applicable to your project, write NA.)

A. **Who will be responsible for Project Maintenance?** Town of Falmouth

B. **How will Project Maintenance be funded?** Department of Recreation Funds

9. **Additional Information** (not required but recommended, if applicable)

A. **Site Documentation:** Attach documentation that you have control over the site, such as a Purchase and Sale Agreement, option or deed.  
Site owned by Town of Falmouth

B. **Project Documentation:** Attach any applicable engineering plans, architectural drawings, site plans, any other renderings, relevant studies or material.  
See Project Description

C. **Other Information:** Any additional information that might benefit the CPC in consideration of this project.

## APPLICATION SUBMISSION CHECKLIST

- Have you signed the Application Cover Page and included it as Page 1 of this application?
- Have you addressed each of the nine items listed in the Narrative section of this application?
- Have you provided one unbound original and eleven bound copies of the completed application?
- Have you submitted one electronic version of the completed application to Community Preservation Office (cpfund@falmouthmass.us)?
- Have you included at least one quote/estimate for the proposed project?
- Have you completed and included Attachment A: Project Schedule?
- Have you completed and included Attachment B: Project Budget?
- Have you read and do you understand the Payment Policy- Process for Reimbursement for CP Fund Projects included as Attachment C?

TOWN OF FALMOUTH  
SCHEDULE OF DEPARTMENTAL PAYMENTS TO THE TREASURER

Dept: BEACH

Date: 8/2/19

FROM	SOURCE	AMOUNT	TOTAL
STICKERS	01-632-4230		
GATE (BEACHES)	01-632-4231		
SWIM LESSONS	01-632-4238		
CONCESSION	01-632-4360		
DONATIONS	28-632-5655-4830	\$ 3,500	

Beaches Banquet  
Sea Crest Hotel

TOTAL \$3500.00

To the Accounting Officer:

The above is a detailed list of monies collected by me, amounting in the aggregate to  
and 00/100 dollars, for the period ending 8/2/19  
paid to the Treasurer, whose receipt I hold thereof.

thirty-five hundred which I have.

*Bruce Mogardo*

Bruce Mogardo

Beach Superintendent

To the Department Officer making the payment:

Received from the Beach Department, the sum of  
dollars, for collections as per schedule of the date

, filed in my office.

Treasurer

TOWN OF FALMOUTH

ORG:

SCHEDULE OF DEPARTMENTAL BILLS PAYABLE

To the Accounting Officer:

The following named bills of the Beach Dept. amounting in the aggregate to: \_\_\_\_\_ Dollars, have been approved by \_\_\_\_\_, and you are requested to place them on the warrant for payment.

DATE: 8/21/19

Bruce Mogardo

NAME	ORG - OBJ	AMOUNT
Sea Crest Beach Hotel	28-637-5655-4830	\$ 3,500
350 Quaker Rd. North		
Falmouth, MA 02536		
return check		
to Bruce		
Mogardo		
TOTAL		\$ 3,500



Please give check to Bruce Mogardo + y