

**TOWN OF FALMOUTH**  
**SELECT BOARD**  
**AGENDA**  
**MONDAY, JUNE 1, 2020 – 7:00 P.M.**  
**SELECT BOARD'S MEETING ROOM**  
**TOWN HALL**  
**59 TOWN HALL SQUARE, FALMOUTH, MA 02540**

*In accordance with the Governor's Order Suspending Certain Provisions of the Open Meeting Law, G. L. c. 30A, § 20, relating to the 2020 novel Coronavirus outbreak emergency, the June 1, 2020 public meeting of the Falmouth Select Board shall be physically closed to the public to avoid group congregation.*

*Alternative public access to this meeting shall be provided in the following manner:*

1. *The meeting will be televised via Falmouth Community Television.*
2. *Real-time public comment can be addressed to the Select Board utilizing the Zoom virtual meeting software for remote access. This application will allow users to view the meeting and send a comment or question to the Chair via the Chat function. Submitted text comments will be read into the record at the appropriate points in the meeting.*
  - a. *Zoom Login instructions:*
    - i. *Instructions and the meeting link for this specific meeting can be found at the following web address: <http://www.falmouthmass.us/BOS>.*
    - ii. *Please plan on 10-15 minutes of preparation time to log in though it may be less if you have previously used Zoom on the device you will use to access this meeting.*
3. *Additionally public comments may be sent in advance of the meeting to [selectboard@falmouthma.gov](mailto:selectboard@falmouthma.gov) at least 5 hours prior to the beginning of the meeting. Documents and audio or video files may also be submitted via email. Submitted email comments and documents will be made a part of the meeting record and may be read into the record, summarized or displayed during the meeting at the discretion of the chair.*
4. *Applicants, their representatives and individuals with enforcement matters before the Board may appear remotely and are not required to be physically present. Applicants, their representatives and individuals with enforcement matters before the Board may contact the Town Manager/Select Board's Office to arrange an alternative means of real time participation if unable to use the Zoom virtual meeting software. Documentary exhibits and/or visual presentations should be submitted in advance of the meeting to the Town Manager's Office at [townmanager@falmouthma.gov](mailto:townmanager@falmouthma.gov) so they may be displayed for remote public access viewing.*

**AGENDA**

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

1. Call to Order
2. Pledge of Allegiance
3. Reorganization of the Select Board
4. Recognition
5. Announcements
6. Public Comment

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

1. Administrative Orders
  - a. Vote to sign letter of support for Municipal Vulnerability Preparedness (MVP) Action Grant application for Woods Hole sewer force main relocation evaluation
  - b. Vote to accept grant funding in the amount of \$6,000.00 from the Executive Office of Public Safety and Security Highway Safety Division - FY2020 Pedestrian and Bicycle Safety Enforcement and Equipment
  - c. Approve execution of Memorandum of Understanding (MOU) with Cape Light Compact related to Green Communities Initiative

- d. Authorize application for Community Development Block Grant (CDBG) funding for Microenterprise Loan Program and related social services to benefit eligible small businesses and others in Falmouth
- e. Authorize installation at end of Worcester Court of “Take a Book” library, for 2020 only to assess the outcome, in collaboration with Department of Public Works and Library Department
- f. Vote to accept donation from Robert and Susan Catalano on behalf of David’s Old Silver Swim, Inc. in the amount of \$500.00 to the Beach Department Donation Account for the “Dare to be Great” award to a lifeguard

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

1. Discuss proposed application to the Department of Housing and Economic Development for a Microenterprise Loan Program and related social services utilizing Community Development Block Grant – COVID-19 funding available to eligible municipalities

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

1. Discussion/update on COVID-19 issues
2. Current status and information on nursing homes during the pandemic
3. Discussion/update on Spring Town Meeting
4. Review/action on two conceptual plans for summer season road right-of-way closures downtown
  - a. Partial closure of Academy Lane and Library Lane
  - b. Closure of half of Main Street right-of-way on Southside across from Main Library frontage between Library Lane and Shore Street Extension
5. Minutes of Meetings:
  - a. Public Session – April 27, 2020 and May 18, 2020
  - b. Executive Session – May 18, 2020
6. Individual Select Board Members’ Reports
7. Town Manager’s Report

Megan English Braga, Chair  
Falmouth Select Board

## SCRIPT FOR REMOTELY CONDUCTED OPEN MEETINGS

### Call Meeting to Order:

Good evening this is Megan English Braga, and I am calling this meeting of the Board of Selectmen to order.

### Confirming Member Access:

As a preliminary matter, I will confirm for the record the members and staff are present and can hear me.

- Members, when I call your name, please respond in the affirmative.  
*Doug Brown, Doug Jones, Su Moran, Sam Patterson.*

- Staff, when I call your name, please respond in the affirmative.  
*Julian Suso, Peter Johnson-Staub,*

### Introduction to Remote Meeting:

This Open Meeting of the Board of Selectmen is being conducted remotely consistent with Governor Baker's Executive Order of March 12, 2020, due to the current State of Emergency in the Commonwealth due to the outbreak of the "COVID-19 Virus."

The Order allows public bodies to meet entirely remotely so long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting. This Order does not require public participation except for certain regulatory matters requiring a public hearing. At the discretion of the Chair, a method for public participation may be provided for matters that do not require it under this Order.

For this meeting, the Board of Selectmen is convening by video conference via Zoom App. The meeting is also being broadcast on cable Channel 15 and streamed online at [www.fctv.org](http://www.fctv.org). For those who wish to view the meeting but do not wish to participate, we suggest viewing on FCTV. Members of the public who wish to make

comments or ask questions during the meeting may join the meeting as Zoom “attendees” which allows you to submit written comments and questions via the chat function and also to see and hear the meeting in real time. Please note there is a time lag between the real-time Zoom online meeting and the FCTV video whether viewed on cable TV or streamed online. The link and instructions for joining the meeting are listed in the agenda posting on the Town website. For more detailed instructions on how to use the chat function, please go to the Town website and enter ‘Zoom instructions’ in the search box at the top of the page.

This meeting is being recorded and some individuals who have been invited to make a presentation are also participating by video conference. For those of us participating as Zoom “panelists’ on the video conference, please be aware that you can be seen and heard unless you have muted your microphone and/or camera. Panelists are asked to mute their mics except when speaking and attempt to minimize background noise in your location to maintain audio quality. Also be advised open windows on your computer may be broadcast and recorded if you hit the “screen share” button on your computer. Anything captured by this Zoom teleconference will be broadcast and recorded.

### Meeting Materials

All supporting materials that have been provided to members of this body are available on the Town’s website unless otherwise noted. For this meeting, the meeting packet can be found on the Board of Selectmen page by clicking on the “Selectmen’s Meeting Packets” tab on the menu bar on the left.

### Meeting Business Ground Rules

We are now turning to the first item on the agenda. Before we do so, permit me to cover some ground rules for effective and clear conduct of our business and to ensure accurate meeting minutes.

- As Chair, I will introduce each speaker on the agenda.
  - Please remember to unmute your microphone and face the microphone on your computer when you are recognized to speak so you can be heard clearly.

- Please remember to mute the mic on the Zoom app when you are not speaking; or if using a mobile phone mute your phone when not speaking;
- When a meeting participant wishes to interject a question or comment, please state your name and ask to be recognized.
- After the presentation and member discussion, the Chair will ask a staff member to read any questions or comments typed into the Zoom chat by members of the public.
- All votes for this remote meeting will be taken via roll call. I will call out the name of each member and ask you to repeat your last name before stating your vote.

We will now proceed with the meeting begin with the pledge of allegiance.



# TOWN OF FALMOUTH

Office of the Town Manager & Selectmen

59 Town Hall Square, Falmouth, Massachusetts 02540

Telephone (508) 495-7320

Fax (508) 457-2573

May 18, 2020

Kara Runsten, Municipal Vulnerability Preparedness Manager  
Executive Office of Energy and Environmental Affairs  
100 Cambridge Street, Suite 900  
Boston, MA 02114

RE: MVP ACTION GRANT PROGRAM FY21 / RFR Number ENV 21 MVP 02  
Woods Hole Force Main Relocation Evaluation  
Falmouth, MA

Dear Ms. Runsten:

The Board of Selectmen fully supports this application for Municipal Vulnerability Program grant funds for a Woods Hole Sewer Force Main Relocation Evaluation. The Woods Hole sewer force main is critical infrastructure for the Woods Hole village in Falmouth, and portions of the force main are increasingly vulnerable to coastal erosion. As documented in the 'Falmouth Climate Change Vulnerability Assessment and Adaptation Planning – Final Report' dated January 2020, relocation of vulnerable sections of force main is a priority project for the Town.

Adapting key infrastructure to address climate change and sea level rise is key to the Town's future and we greatly appreciate your consideration of this funding application.

Sincerely,

\_\_\_\_\_  
Megan English Braga, Chair

\_\_\_\_\_  
Samuel H. Patterson

\_\_\_\_\_  
Douglas C. Brown

\_\_\_\_\_  
Nancy R. Taylor

\_\_\_\_\_  
Douglas H. Jones

Falmouth Select Board



**Falmouth Police Department**  
**Chief Edward A. Dunne**

May 22, 2020

Ms. Meghan English-Braga, Chairman  
Board of Selectmen  
Falmouth Town Hall  
59 Town Hall Square  
Falmouth, MA 02540

**Subject: Acceptance of Grant Funding \$6,000.00**  
**Executive Office of Public Safety and Security's Highway Safety Div.**  
**FY 2020 Pedestrian and Bicycle Safety Enforcement**  
**Budget period: May 21, 2020 to September 15, 2020**

Dear Board of Selectmen:

We have been designated to receive federal grant funds in the amount of \$6,000.00 to help fund enforcement for Pedestrian and Bicycle Safety. We plan on utilizing the funding by enforcing bicycle, pedestrian, and motor vehicle laws (that pertain to cyclist and pedestrian safety). Main Street and Teaticket Highway will be targeted areas of much of the enforcement. These roads have extremely high vehicle, bicycle and pedestrian traffic. Historically, we have had a high number of pedestrian and bicycle involved crashes on these roads as well.

We are requesting the Board of Selectmen to formally accept this grant.

Thank you in advance for your attention to this matter.

Sincerely,

Edward A. Dunne  
Chief of Police

EAD/mar

Enclosure: Signed Standard Contract Form

# COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



This form is jointly issued and published by the Office of the Comptroller (CTR), the Executive Office for Administration and Finance (ANF), and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. The Commonwealth deems void any changes made on or by attachment (in the form of addendum, engagement letters, contract forms or invoice terms) to the terms in this published form or to the Standard Contract Form Instructions, Contractor Certifications and Commonwealth Terms and Conditions which are incorporated by reference herein. Additional non-conflicting terms may be added by Attachment. Contractors are required to access published forms at CTR Forms: <https://www.macomptroller.org/forms>. Forms are also posted at OSD Forms: <https://www.mass.gov/lists/osd-forms>.

<b>CONTRACTOR LEGAL NAME:</b> Town of Falmouth, Police Department (and d/b/a):		<b>COMMONWEALTH DEPARTMENT NAME:</b> Executive Office of Public Safety & Security <b>MMARS Department Code:</b> EPS	
<b>Legal Address: (W-9, W-4):</b> 340 Teaticket Highway, Teaticket, MA 02536		<b>Business Mailing Address:</b> 10 Park Plaza, Suite 3720-A, Boston, MA 02116	
<b>Contract Manager:</b> Melinda Rebelo	<b>Phone:</b> 774-255-4527 x4500	<b>Billing Address (if different):</b>	
<b>E-Mail:</b> Melinda.rebelo@falmouthpolicema.gov	<b>Fax:</b> 508-457-2531	<b>Contract Manager:</b> Diane Perrier	<b>Phone:</b> 617-725-3301
<b>Contractor Vendor Code:</b> VC6000191790		<b>E-Mail:</b> Diane.Perrier@mass.gov	<b>Fax:</b>
<b>Vendor Code Address ID (e.g. "AD001"):</b> AD001___ (Note: The Address ID must be set up for EFT payments.)		<b>MMARS Doc ID(s):</b> 2020FALMOUTHPEDBIKEX	
<input checked="" type="checkbox"/> <b>NEW CONTRACT</b>		<input type="checkbox"/> <b>CONTRACT AMENDMENT</b>	
<b>PROCUREMENT OR EXCEPTION TYPE: (Check one option only)</b> <input type="checkbox"/> Statewide Contract (OSD or an OSD-designated Department) <input type="checkbox"/> Collective Purchase (Attach OSD approval, scope, budget) <input checked="" type="checkbox"/> Department Procurement (includes all Grants - 815 CMR 2.00) (Solicitation Notice or RFR, and Response or other procurement supporting documentation) <input type="checkbox"/> Emergency Contract (Attach justification for emergency, scope, budget) <input type="checkbox"/> Contract Employee (Attach Employment Status Form, scope, budget) <input type="checkbox"/> Other Procurement Exception (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope and budget)		Enter Current Contract End Date <b>Prior</b> to Amendment: ____, 20__. Enter Amendment Amount: \$ _____. (or "no change") <b>AMENDMENT TYPE: (Check one option only. Attach details of amendment changes.)</b> <input type="checkbox"/> Amendment to Date, Scope or Budget (Attach updated scope and budget) <input type="checkbox"/> Interim Contract (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> Contract Employee (Attach any updates to scope or budget) <input type="checkbox"/> Other Procurement Exception (Attach authorizing language/justification and updated scope and budget)	
The Standard Contract Form Instructions, Contractor Certifications and the following Commonwealth Terms and Conditions document is incorporated by reference into this Contract and are legally binding: (Check ONE option): <input checked="" type="checkbox"/> Commonwealth Terms and Conditions <input type="checkbox"/> Commonwealth Terms and Conditions For Human and Social Services			
<b>COMPENSATION:</b> (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00. <input type="checkbox"/> Rate Contract. (No Maximum Obligation) Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) <input checked="" type="checkbox"/> Maximum Obligation Contract. Enter total maximum obligation for total duration of this contract (or <i>new</i> total if Contract is being amended). \$ 6,000.00 _____.			
<b>PROMPT PAYMENT DISCOUNTS (PPD):</b> Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days ___% PPD; Payment issued within 15 days ___% PPD; Payment issued within 20 days ___% PPD; Payment issued within 30 days ___% PPD. If PPD percentages are left blank, identify reason: <input checked="" type="checkbox"/> agree to standard 45 day cycle <input type="checkbox"/> statutory/legal or Ready Payments (M.G.L. c. 29, § 23A); <input type="checkbox"/> only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)			
<b>BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT:</b> (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) FFY2020 Targeted Enforcement for Pedestrian and Bicyclist Safety PS-20-02-24/FASTACT405h - \$6,000 Assistance Listings# 20.616			
<b>ANTICIPATED START DATE:</b> (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: <input checked="" type="checkbox"/> 1. may be incurred as of the Effective Date (latest signature date below) and <u>no</u> obligations have been incurred <u>prior</u> to the Effective Date. <input type="checkbox"/> 2. may be incurred as of ____, 20__, a date LATER than the Effective Date below and <u>no</u> obligations have been incurred <u>prior</u> to the Effective Date. <input type="checkbox"/> 3. were incurred as of ____, 20__, a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.			
<b>CONTRACT END DATE:</b> Contract performance shall terminate as of <u>09/15</u> , 2020, with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			
<b>CERTIFICATIONS:</b> Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, this Standard Contract Form, the Standard Contract Form Instructions, Contractor Certifications, the applicable Commonwealth Terms and Conditions, the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07, incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.			
<b>AUTHORIZING SIGNATURE FOR THE CONTRACTOR:</b> X: <u>[Signature]</u> , Date: <u>5-21-2020</u> (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>Edward A. Wynne</u> Print Title: <u>Chief of Police</u>		<b>AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:</b> X: _____, Date: _____ (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>Kevin J. Stanton</u> Print Title: <u>Executive Director, Office of Grants &amp; Research</u>	

**MASSACHUSETTS DEPARTMENT OF ENERGY RESOURCES  
REGIONAL ENERGY PLANNING ASSISTANCE GRANT**

**MEMORANDUM OF UNDERSTANDING BETWEEN**

Cape Light Compact and the Town of Falmouth for regional energy planning assistance. The Town of Falmouth hereby agrees to work with Cape Light Compact on the following scope of work (as marked) with financial assistance provided to the Cape Light Compact by the Massachusetts Department of Energy Resources via their Regional Energy Planning Assistance grant.

**GRANT SCOPE OF SERVICES**

The Town and the Compact agree to the following scope of services (marked with an X) for a period of two years:

Prepare to become a Green Community: (Maximum \$7,500 per municipality for this group of criteria not to exceed one hundred 100 hours)

- Criteria #1 and #2 – Review existing by-laws and permitting; and assist in developing new by-law or amendments as needed
- Criterion #3 – Set up, review and enter data into MassEnergyInsight. Assist with preparation of the Energy Reduction Plan, including scheduling energy assessments and coordinating with municipal facility personnel
- Criterion #4 – Drafting of fuel-efficient vehicle policy and/or assembling vehicle inventory
- Consolidate documents in preparation for submitting Green Communities designation application

For New and Existing Green Communities: (Maximum four thousand dollars (\$4,000) per municipality for this group of activities)

- Assist with grant application preparation in an amount not to exceed one thousand five hundred dollars (\$1,500)
- Assist with Annual Report preparation in an amount not to exceed two thousand five hundred dollars (\$2,500)
- Municipal energy data analysis and evaluation in an amount not to exceed three thousand dollars (\$3,000)

**TOWN RESPONSIBILITIES**

The town agrees to provide the following to the Compact, where applicable:

- Identify a point person/people for the town for review and coordination of applications, projects and reports and/or access and authorization to work with applicable staff or vendors
- Access to current vehicle lists (for reporting purposes)
- Access to invoices and paid receipts for approved projects (to assist with reporting and reimbursement for the town)
- Access and authorization for MassEnergyInsight on behalf of the town

- Access to fuel bills (propane, oil, diesel and gasoline) for reporting purposes
- Access to any solar data that may affect the building's usage (ie. behind-the-meter solar)
- Access to data on permits for as-of-right siting

#### SUPPORT JUSTIFICATION

- While the Town has a commitment to Green Communities, staff are often required to attend to multiple different projects and tasks, and thus it is difficult for staff to prepare, maintain and report on required tasks for Green Communities compliance when there are competing priorities.
- Assistance from a regional agency can provide further efficiencies as the towns all work toward similar goals.
- With assistance, the town can maximize its resources to continue to work on energy reductions and Green Communities priorities.

Town's Point-of-Contact Name: Tom Bott

Signed: \_\_\_\_\_  
Margaret Downey, Compact Administrator

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

Signed: Julian Suso  
Julian Suso, Town of Falmouth

Date: 5/22/2020

Note: The grant specifies that the Chief Executive Officer should be the signatory. In some cases, this is the Town Manager or Town Administrator, but in other cases, it can be the governing body such as the Board of Selectmen or Town Council.

## Julian Suso

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**From:** Julian Suso  
**Sent:** Friday, May 22, 2020 2:34 PM  
**To:** Margaret Song  
**Cc:** Matthew Patrick; Megan English Braga; Thomas Bott; Jennifer Mullen; Frank Duffy (frank.duffy@falmouthma.gov); Peter Johnson Staub (peter.johnson-staub@falmouthma.gov)  
**Subject:** RE: Falmouth - Regional Energy Planning Assistance Grant  
**Attachments:** Energy Planning Assistance Grant - MOU with Cape Light Compact in Furtherance of Green Communities 5-22-2020.pdf

Hello Margaret,

I attach the executed MOU from the Town of Falmouth. With the assistance of Town Planner Tom Bott and support staff members, we look forward to collaborating in this Green Communities initiative. Thank you.

Julian M. Suso

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**From:** Margaret Song <msong@capelightcompact.org>  
**Sent:** Friday, May 22, 2020 9:06 AM  
**To:** Julian Suso <julian.suso@falmouthma.gov>; Sullivan, Lisa M (ENE) <lisa.m.sullivan@state.ma.us>; Thomas Bott <thomas.bott@falmouthma.gov>; megan@reliance.org; Peter Johnson-Staub <peter.johnson-staub@falmouthma.gov>  
**Cc:** Falmouth Planning <planning@falmouthma.gov>; Diane Davidson <diane.davidson@falmouthma.gov>; Michaela Shoemaker <michaela.shoemaker@falmouthma.gov>  
**Subject:** RE: Falmouth - Regional Energy Planning Assistance Grant

All

Just a reminder that the deadline for this round is today. I am not trying to pressure you folks, so I hope it doesn't come off that way. I wanted to make sure that this at the top of the list (if you wanted to pursue it).

Many hopes that you and yours are well. Hope you get to enjoy the sunshine as well.

Best regards  
Margaret

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**From:** Julian Suso <[julian.suso@falmouthma.gov](mailto:julian.suso@falmouthma.gov)>  
**Sent:** Wednesday, May 6, 2020 11:28 AM  
**To:** Margaret Song <[msong@capelightcompact.org](mailto:msong@capelightcompact.org)>; Sullivan, Lisa M (ENE) <[lisa.m.sullivan@state.ma.us](mailto:lisa.m.sullivan@state.ma.us)>; Thomas Bott <[thomas.bott@falmouthma.gov](mailto:thomas.bott@falmouthma.gov)>; [megan@reliance.org](mailto:megan@reliance.org); Peter Johnson-Staub <[peter.johnson-staub@falmouthma.gov](mailto:peter.johnson-staub@falmouthma.gov)>  
**Cc:** Falmouth Planning <[planning@falmouthma.gov](mailto:planning@falmouthma.gov)>; Diane Davidson <[diane.davidson@falmouthma.gov](mailto:diane.davidson@falmouthma.gov)>; Michaela Shoemaker <[michaela.shoemaker@falmouthma.gov](mailto:michaela.shoemaker@falmouthma.gov)>  
**Subject:** RE: Falmouth - Regional Energy Planning Assistance Grant

Thank you Margaret. Yes, I would like a contact for any recent Towns which have utilized this grant (and any details of how the grant was used).

Julian

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**From:** Margaret Song <[msong@capelightcompact.org](mailto:msong@capelightcompact.org)>  
**Sent:** Wednesday, May 6, 2020 11:17 AM

**To:** Sullivan, Lisa M (ENE) <[lisa.m.sullivan@state.ma.us](mailto:lisa.m.sullivan@state.ma.us)>; Julian Suso <[julian.suso@falmouthma.gov](mailto:julian.suso@falmouthma.gov)>; Thomas Bott <[thomas.bott@falmouthma.gov](mailto:thomas.bott@falmouthma.gov)>; [megan@reliance.org](mailto:megan@reliance.org); Peter Johnson-Staub <[peter.johnson-staub@falmouthma.gov](mailto:peter.johnson-staub@falmouthma.gov)>  
**Cc:** Falmouth Planning <[planning@falmouthma.gov](mailto:planning@falmouthma.gov)>; Diane Davidson <[diane.davidson@falmouthma.gov](mailto:diane.davidson@falmouthma.gov)>; Michaela Shoemaker <[michaela.shoemaker@falmouthma.gov](mailto:michaela.shoemaker@falmouthma.gov)>  
**Subject:** RE: Falmouth - Regional Energy Planning Assistance Grant

Thanks Lisa.

All:

As Lisa noted in her emails, there is no grant match required, and this is also not a grant where you need to get reimbursed. The Cape Light Compact bills the DOER on a hourly basis for work performed, so it's been great for other Towns that have pursued Green Communities as they get the technical assistance through this grant without having to set up a grant fund or get reimbursed. I do love the concept that DOER is providing grant funds to help you get grant funds!

In addition, it may be helpful to know that \$7,500 typically covers the cost of technical assistance to get Green Communities designation, and if additional hours needed, the Compact will not bill the Town for additional work. It should be noted that we already have access to the MassEnergyInsight portal, and we have already started the analysis, and we have a number of questions to target the organization.

At the end of the day, no two towns are the same, so we will work with you on the best way to work with you.

I have attached the MOU that would need to be signed (and a point person would need to be assigned to work on behalf of the Town). It details the specific tasks, and if you want to know of recent towns that have utilized this grant, I would be happy to give you contacts.

Please let us know if you have any additional questions.

Many hopes that you and yours are healthy.  
Margaret

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**From:** Sullivan, Lisa M (ENE) <[lisa.m.sullivan@state.ma.us](mailto:lisa.m.sullivan@state.ma.us)>  
**Sent:** Wednesday, May 6, 2020 11:05 AM  
**To:** Julian Suso <[julian.suso@falmouthma.gov](mailto:julian.suso@falmouthma.gov)>; Thomas Bott <[thomas.bott@falmouthma.gov](mailto:thomas.bott@falmouthma.gov)>; [megan@reliance.org](mailto:megan@reliance.org); Peter Johnson-Staub <[peter.johnson-staub@falmouthma.gov](mailto:peter.johnson-staub@falmouthma.gov)>  
**Cc:** Margaret Song <[msong@capelightcompact.org](mailto:msong@capelightcompact.org)>; Falmouth Planning <[planning@falmouthma.gov](mailto:planning@falmouthma.gov)>; Diane Davidson <[diane.davidson@falmouthma.gov](mailto:diane.davidson@falmouthma.gov)>  
**Subject:** RE: Falmouth - Regional Energy Planning Assistance Grant

No grant match is required.

**Lisa M. Sullivan, AICP**  
**Regional Coordinator, Green Communities**  
Massachusetts Department of Energy Resources  
C/O MassDEP Southeast Regional Office  
20 Riverside Drive, Lakeville, MA 02347  
Phone: 508-946-2822  
Cell: 617-312-4018

Memorandum

Date: May 27, 2020

To: Julian Suso  
Megan English Braga  
Frank Duffy

Cc: Peter Johnson Staub  
Tom Bott  
Michaela Shoemaker  
Michael DiGiano

From: Michael Galasso  
EDIC

RE: DHCD CDBG COVID -19 NOFA

The Department of Housing and Community Development (DHCD) has issued a NOFA for \$19.65 of CDBG funds for eligible non -entitlement municipalities (includes Falmouth but NOT Barnstable or Yarmouth on the Cape). These funds were appropriated through the CARES Act of 2020 to HUD who then awarded them to DHCD.

The funds must benefit persons who's household and individual incomes do not exceed 80% AMI based on household size.

Up to \$10M of the funds can be used for rental and mortgage assistance to eligible households earning up to 80% AMI. These funds will be awarded directly to existing regional administering agencies which here would be HAC so we do not apply for these funds.

Up to \$9.65 of the \$19.65M available will be awarded on a competitive basis to deliver public social services (food assistance, food bank funding, food delivery ,meals on wheels, homelessness assistance and job training) and to find microenterprise grants of up to \$10,000 to qualified businesses impacted by COVID-19 . Microenterprise businesses are those with 5 or fewer employees 1 of whom owns the enterprise and whose household earns no more than 80% AMI. The grants can be used to pay rent, staffing and utilities.

No municipality can receive more than \$400,000 for any combination of activities and may use up to 15% of the award for administrative cost associated with the program(s).

**Application Requirements:**

1. Maximum of a two-page Letter of Intent signed by chief executive officer
2. Maximum four-page application letter detailing:
  - a. Justification of need
  - b. Explain how the proposed activities (food bank, microenterprise grant) will address the impact CORVID 19 has had.
  - c. Estimate the number of people that will be served

- d. Process and timeline for implementation
  - e. Demonstrate that the applicant (town) and partners (Service Center and EDIC) have capacity to manage grant, implement the plan and monitor
3. Budget detailing how funds will be used and any other leveraged funding
  4. Environmental review

**Citizens Participation:**

Two formal public hearings are required. Virtual hearings are permitted.

One hearing must be held prior to submitting the application which is due on June 5

Working with the Planning Department and Service Center, the EDIC is willing to allocate its administrative staff time to prepare drafts of the required two page Letter of Intent and the four page application and draft budget for town administration to review and present to the Board prior to the June 5 deadline.

Hope this helps and please let me know if you have any questions.

## Phyllis Downey

---

**From:** Sandy Trainor [REDACTED]  
**Sent:** Thursday, November 14, 2019 10:10 AM  
**To:** Falmouth Town Manager  
**Cc:** Sandy Trainor  
**Subject:** Take a Book Library

Dear Phyllis: Thank you so much for giving me clear direction on how to proceed. Sandy

To: Julian Suso, Town Manager  
From: Sandy Trainor, Director Falmouth Height-Maravista Neighbor Association  
Topic: Take a Book Project

Background: I recommended this project to the Board as an initiative that speaks to our Association's mission statement... *"to encourage activities that promote civic pride and the healthful and peaceful enjoyment of our neighbors"*.

I was charged to contact the town for approval of the site and size of the library.

**Maintenance:**

The Board will be responsibility for monitoring, stocking and ongoing maintenance of the *"take a book library"*.

**Site:**

We would like the library located at the end of Worcester Court. There are three benches down there and several bushes. We thought that would be a fun place to sit and read as well as take a book to the beach. We intend to stock books for adults and children.

**Size:**

When I presented the idea to the Board, I had a mock-up visual. This is what I proposed.

The book repository itself:

30 inches high and the inside 12 inches deep

Size overall:

41 inches to the peak of the roof

13 inches deep

It would be supported by 4x4, so an additional 2 1/2 to 3 feet added to the height.

## Phyllis Downey

---

**From:** Linda Collins <lcollins@falmouthpubliclibrary.org>  
**Sent:** Thursday, March 5, 2020 10:47 AM  
**To:** Phyllis Downey  
**Subject:** Re: Take a Book Library request - Worcester Court

Hi Phyllis,

There is a Little Free Library movement that is about 10 years old, <https://linkprotect.cudasvc.com/url?a=https%3a%2f%2flittlefreelibrary.org%2f.&c=E,1,POE4DQ0AObalYnwnSigztdDjwNzDywGfl8VF5hpECaGe8k6FAkAZtlGAUQIJs7YUhvYuxugJzLUp9H123meQVY8Cm5zRAwAgM3sPEBZWASijakWB36a2agX1gj7c5g,,&typo=1> Their map indicates there are currently (2) in Falmouth, (1) in Woods Hole, and (3) in North Falmouth. Most are located on private property, although I am not sure about the one in the New Silver Beach area. There is one inside the Recreation Center that is managed by the Jewish Congregation. The location for this proposed Small Free Library is good. In the summer months people might be interested in a free book to read at the beach. Several of the current sites are listed as seasonal. The success of these Little Libraries is dependent on how well they are managed. The choice of titles and turnover is the key to the success of one of these small fixtures.

This is the information the Little Free Library website shares with people who have asked about installing one on public property:

Every city will have different rules. You can apply for permits, variances and approvals but it could take a long time. Watch the video below to learn more, and here are some of the strategies we've learned over the years:

- The best strategy is to avoid needing to ask permission. Unless you are ?the man? (the city government, for example) that is officially sponsoring the Library, pick a spot on private property.
- The larger the municipality, the more difficult approval may be.
- Be considerate of other people?s rights.
- Don?t put the Library where it might block daily activities such as walking, biking, shoveling snow, etc.
- Assure whoever is worried that you have a good steward and lots of people who will look out for it over the long term.
- The authorities don?t want to have added responsibilities.

Over all I am in favor of getting books to people in creative ways. Perhaps the permit could have a time limit to be sure it is a well managed operation that people enjoy using. - Linda

----- Original Message -----

From: "Phyllis Downey" <phyllis.downey@falmouthma.gov>  
Sent: 3/4/2020 11:01:48 AM  
To: "Linda Collins" <lcollins@falmouthpubliclibrary.org>  
Subject: RE: Take a Book Library request - Worcester Court

Hi Linda,

The pictures have been converted to pdf. Sorry for the difficulty.

Phyllis

Phyllis Downey

Administrative Assistant  
Town Administration  
508-495-7325

-----Original Message-----

From: Linda Collins [mailto:lcollins@falmouthpubliclibrary.org]  
Sent: Wednesday, March 4, 2020 10:52 AM  
To: Phyllis Downey <phyllis.downey@falmouthma.gov>  
Subject: Re: Take a Book Library request - Worcester Court

Hi Phyllis,

I cannot open a windat file. Is it possible to send me this information as a pdf or any other format. Thanks - Linda

----- Original Message -----

From: "Phyllis Downey" <phyllis.downey@falmouthma.gov>  
Sent: 3/4/2020 10:32:13 AM  
To: "lcollins (lcollins@falmouthpubliclibrary.org)" <lcollins@falmouthpubliclibrary.org>  
Subject: Take a Book Library request - Worcester Court

Good morning Linda,

We received a request from Falmouth Heights Maravista Neighborhood Association to install a Take a Book Library to share used books at a location near picture #2. We have asked for more details on the construction material and finish. Please let me know if you have other questions or concerns and I will try to provide the details.

May we please request your review and recommendations on the request? Julian is reviewing the material submitted and would appreciate your feedback.

Thank you very much,  
Phyllis

Phyllis Downey  
Administrative Assistant  
Town Administration  
508-495-7325

## Diane Davidson

---

**From:** Phyllis Downey  
**Sent:** Friday, February 28, 2020 8:54 AM  
**To:** Julian Suso; Diane Davidson  
**Subject:** FW: Take a Book Library

Good morning,

We have received a couple of follow up inquiries regarding the request to install the Take a Book Library, described below. Reviewing past emails it appears that a license from the BOS is being considered. Is there further information I can share with Sandy Trainor and the FHMNA?

Thank you,  
Phyllis

**Phyllis Downey**  
Administrative Assistant  
Town Administration  
508-495-7325

**From:** Julian Suso  
**Sent:** Monday, November 18, 2019 4:11 PM  
**To:** Frank Duffy <[frank.duffy@falmouthma.gov](mailto:frank.duffy@falmouthma.gov)>; Phyllis Downey <[phyllis.downey@falmouthma.gov](mailto:phyllis.downey@falmouthma.gov)>  
**Cc:** Diane Davidson <[diane.davidson@falmouthma.gov](mailto:diane.davidson@falmouthma.gov)>; Peter Johnson-Staub <[peter.johnson-staub@falmouthma.gov](mailto:peter.johnson-staub@falmouthma.gov)>; Irie Mullin <[irie.mullin@falmouthma.gov](mailto:irie.mullin@falmouthma.gov)>; Kim Fish <[kimberly.fish@falmouthma.gov](mailto:kimberly.fish@falmouthma.gov)>; Megan English Braga <[megan.english-braga@falmouthma.gov](mailto:megan.english-braga@falmouthma.gov)>  
**Subject:** RE: Take a Book Library

Certainly makes sense to me Frank. I will review briefly with Megan, who I am copying with this email.  
Julian

**From:** Frank Duffy <[frank.duffy@falmouthma.gov](mailto:frank.duffy@falmouthma.gov)>  
**Sent:** Monday, November 18, 2019 2:36 PM  
**To:** Julian Suso <[julian.suso@falmouthma.gov](mailto:julian.suso@falmouthma.gov)>; Phyllis Downey <[phyllis.downey@falmouthma.gov](mailto:phyllis.downey@falmouthma.gov)>  
**Cc:** Diane Davidson <[diane.davidson@falmouthma.gov](mailto:diane.davidson@falmouthma.gov)>; Peter Johnson-Staub <[peter.johnson-staub@falmouthma.gov](mailto:peter.johnson-staub@falmouthma.gov)>; Irie Mullin <[irie.mullin@falmouthma.gov](mailto:irie.mullin@falmouthma.gov)>; Kim Fish <[kimberly.fish@falmouthma.gov](mailto:kimberly.fish@falmouthma.gov)>  
**Subject:** RE: Take a Book Library

Julian: A license from the BOS is appropriate for a Take a Book Library. Let us know if the board agrees.

---

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

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---

**From:** Julian Suso  
**Sent:** Thursday, November 14, 2019 11:35 AM  
**To:** Phyllis Downey  
**Cc:** Diane Davidson; Peter Johnson-Staub; Frank Duffy  
**Subject:** RE: Take a Book Library

Very good, thank you Phyllis. Upon receipt, as a courtesy, I am thinking that we should reach out to Linda as our Library Director for any internal review/comment she may have on this suggestion. When all is together, we can look at a date for potential BOS review. Frank – you may have some further input/suggestion(s) as well. Thanks.

Julian

**From:** Phyllis Downey <[phyllis.downey@falmouthma.gov](mailto:phyllis.downey@falmouthma.gov)>  
**Sent:** Thursday, November 14, 2019 11:29 AM  
**To:** Julian Suso <[julian.suso@falmouthma.gov](mailto:julian.suso@falmouthma.gov)>  
**Cc:** Diane Davidson <[diane.davidson@falmouthma.gov](mailto:diane.davidson@falmouthma.gov)>; Peter Johnson-Staub <[peter.johnson-staub@falmouthma.gov](mailto:peter.johnson-staub@falmouthma.gov)>; Frank Duffy <[frank.duffy@falmouthma.gov](mailto:frank.duffy@falmouthma.gov)>  
**Subject:** RE: Take a Book Library

Hello Julian,

I have reached out to Sandy Trainor for a drawing of the structure and photo of the exact location desired and will forward them upon receipt.

Thank you, Phyllis

**Phyllis Downey**  
Administrative Assistant  
Town Administration  
508-495-7325

**From:** Julian Suso  
**Sent:** Thursday, November 14, 2019 10:16 AM  
**To:** Phyllis Downey <[phyllis.downey@falmouthma.gov](mailto:phyllis.downey@falmouthma.gov)>  
**Cc:** Diane Davidson <[diane.davidson@falmouthma.gov](mailto:diane.davidson@falmouthma.gov)>; Peter Johnson-Staub <[peter.johnson-staub@falmouthma.gov](mailto:peter.johnson-staub@falmouthma.gov)>; Frank Duffy <[frank.duffy@falmouthma.gov](mailto:frank.duffy@falmouthma.gov)>  
**Subject:** FW: Take a Book Library

Phyllis,

I am thinking this likely will require review/approval by BOS prior to placement (as I understand the request below this would be located on Town property). I have also copied Frank Duffy. Frank – any other suggestion on this? Clearly, we should have some type of photograph or clear representation of what structure they are proposing to locate and the exact location they are requesting prior to any further consideration. Thanks.

Julian

**From:** Sandy Trainor [REDACTED]  
**Sent:** Thursday, November 14, 2019 10:10 AM  
**To:** Falmouth Town Manager <[townmanager@falmouthma.gov](mailto:townmanager@falmouthma.gov)>  
**Cc:** Sandy Trainor [REDACTED]  
**Subject:** Take a Book Library

Dear Phyllis: Thank you so much for giving me clear direction on how to proceed. Sandy

**To:** Julian Suso, Town Manager  
**From:** Sandy Trainor, Director Falmouth Height-Maravista Neighbor Association  
**Topic:** Take a Book Project

Background: I recommended this project to the Board as an initiative that speaks to our Association's mission statement... *"to encourage activities that promote civic pride and the healthful and peaceful enjoyment of our neighbors"*.

I was charged to contact the town for approval of the site and size of the library.

**Maintenance:**

The Board will be responsibility for monitoring, stocking and ongoing maintenance of the *"take a book library"*.

**Site:**

We would like the library located at the end of Worcester Court. There are three benches down there and several bushes. We thought that would be a fun place to sit and read as well as take a book to the beach. We intend to stock books for adults and children.

**Size:**

When I presented the idea to the Board, I had a mock-up visual. This is what I proposed.

The book repository itself:

30 inches high and the inside 12 inches deep

Size overall:

41 inches to the peak of the roof

13 inches deep

It would be supported by 4x4, so an additional 2 1/2 to 3 feet added to the height.











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



An IRS registered 501(c)(3) organization

May 28, 2020

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

Subject: David's Old Silver Swim for 2020 cancelled

Dear Bruce,

Thank you very much with your past support and assistance for our swim. This year due to COVID-19, we have cancelled the event and look forward to holding our 10<sup>th</sup> Annual event in August 2021. We are still supporting the Falmouth Beaches and the "Dare to be Great Award"

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. I am hoping that this donation can be used to fund a cash award to one of your deserving life guards from the 2020 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,

Robert & Susan Catalano



# TOWN OF FALMOUTH

## Schedule of Departmental Payments to the Treasurer

Department: Beaches

Date: 5/28/2020

FROM	ACCOUNT #	AMOUNT
David's Old Silver Swim, Inc. c/o Robert Catalano	28-632-5655-4830	\$ 500.00
<b>TOTAL</b>		<b>\$ 500.00</b>

**To the Accounting Officer:**

The above is a detailed list of monies collected by me, amounting in the aggregate to Five Hundred Dollars and Zero Cents, which I have paid to the Treasurer whose receipt I hold thereof.

  
\_\_\_\_\_

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

Received from the Beaches Department in the amount of Five Hundred Dollars and Zero Cents, for the period ending 5/28/2020 which I have paid to the Treasurer whose receipt I hold thereof.

\_\_\_\_\_  
Town Treasurer



**TOWN OF FALMOUTH**  
**NOTICE OF PUBLIC HEARING**

On Monday, June 1, 2020 at 7:30PM, the Town of Falmouth Select Board will hold a public hearing. The purpose of this hearing is to discuss a proposed application to the Department of Housing and Economic Development for a Microenterprise Loan Program and related social services utilizing Community Development Block Grant – COVID-19 funding available to eligible municipalities to respond to the COVID-19 pandemic.

Due to the COVID-19 circumstances, alternative public access shall be available in real time and on-line via ZOOM virtual teleconference. Any person or organization participating in the live on-line session will be afforded an opportunity to be heard. Suggestions for other activities that respond to urgent local needs are welcome. Comments may be made via email to the Falmouth Select Board Office by 3PM on June 1. The Town encourages participation of residents and other interested parties. For further information or to submit comments, email [townmanager@falmouthma.gov](mailto:townmanager@falmouthma.gov) or telephone (508) 495-7320.

1. Real-time public comment can be addressed to the Select Board utilizing the Zoom virtual meeting software for remote access. This application will allow users to view the meeting and send a comment or question to the Chair via the Chat function. Submitted text comments will be read into the record at the appropriate points in the meeting.
  - a. Zoom Login instructions:
    - i. Instructions and the meeting link for this specific meeting can be found at the following web address: <http://www.falmouthmass.us/BOS>.
    - ii. Please plan on 10-15 minutes of preparation time to log in though it may be less if you have previously used Zoom on the device you will use to access this meeting.
2. Additionally public comments may be sent in advance of the meeting to [selectboard@falmouthma.gov](mailto:selectboard@falmouthma.gov) at **least 5 hours prior** to the beginning of the meeting. Documents and audio or video files may also be submitted via email. Submitted email comments and documents will be made a part of the meeting record and may be read into the record, summarized or displayed during the meeting at the discretion of the chair.

Per order of Falmouth Select Board

*Publication date: Friday, May 29, 2020; Falmouth Enterprise  
Account #: 2056*

## COVER LETTER

My name is Heidi Ingram. This is a picture of my mom Brenda she turned 80 on March 20th one week into the Covid -19 pandemic guidelines. She was diagnosed with stage 4 lung cancer in October 2019 along with the discovery of her suffering several strokes My sister and I decided to place her in a nursing home on the Cape where we both reside. It was a difficult decision but we both own family childcare businesses and its unfeasible for the level of care our mom needs to bring her home.

We would visit her daily helping her with her personal needs, doing her laundry and spending quality time with her. She was thriving despite her recent medical diagnoses. Since the Covid-19 pandemic guidelines were implaced she has failed dramactilly. She was able to feed herself with some assistance and push herself around in a wheelchair or walk with a walker. She is now pretty much bed ridden and a feeder. Her quality of life has fallen severally.

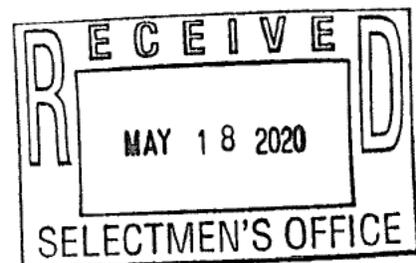
I'm asking you for your help. Residents and their families need a voice. Decisions about what is best for us are being made without any consideraton of our thoughts and needs. Please help us make a voice for the elderly and their families. Help us make this petition of our needs to be brought to the ears and minds of those who are making these choices for us. I can't express to you enough how important this is. As U.S. citizens we all have the right of choice. We are asking for your help and nothing else - no opinion - no sympathy - no judgement. Simply help. LET OUR VOICES BE HEARD!!!

Thank you for considering

Heidi Ingram

████████████████████

██████████



**Spring, 2020 Town Meeting**  
**Alternative Date/Time/Venue Proposal**

Consideration is requested of the Board of Selectmen for an alternative scheduling of the spring, 2020 Town Meeting which has been necessarily delayed due to the COVID-19 pandemic. It is particularly time-sensitive for Town Meeting Members to consider acting on the proposed FY2021 Budget and related financial articles in advance of July 1 – the beginning of FY2021. This will prevent challenging financial circumstances which unavoidably occur when a fiscal year budget fails to be adopted timely.

Given the foregoing, I am respectfully requesting the Board's consideration of acting to recommend that our currently postponed spring, 2020 Town Meeting be convened as follows:

- 6:00PM on Monday, June 22, 2020
- Location: Falmouth High School Synthetic Turf Stadium (to promote social distancing)
- Alternative rain location: Falmouth High School Gymnasium/Field House

It is further suggested, given the continuing circumstances related to the COVID-19 pandemic, that consideration be given for acting upon a "shortened" agenda of warrant articles so as not to extend the necessary meeting time inappropriately. This will allow focus upon the most pressing, financial articles critically necessary for the effective functioning of primary municipal business to be identified in collaboration with TM Moderator David Vieira. Remaining, less mission-critical articles can be taken up when the fall, 2020 Town Meeting convenes later in the year. Thank you.

Julian M. Suso  
Falmouth Town Manager

## Diane Davidson

---

**From:** Julian Suso  
**Sent:** Friday, May 29, 2020 9:32 AM  
**To:** Diane Davidson  
**Subject:** FW: Main Street Closure Update

Diane,  
FYI, for today's Board packet. Thanks.  
Julian

---

**From:** Julian Suso  
**Sent:** Friday, May 29, 2020 9:32 AM  
**To:** Falmouth Selectboard <selectboard@falmouthma.gov>  
**Cc:** 'Edward Dunne (Edward.dunne@falmouthpolicema.gov)' <Edward.dunne@falmouthpolicema.gov>; Mike Small <michael.small@falmouthfirema.gov>; Peter McConarty <peter.mcconarty@falmouthma.gov>; Peter Johnson Staub (peter.johnson-staub@falmouthma.gov) <peter.johnson-staub@falmouthma.gov>; Frank Duffy (frank.duffy@falmouthma.gov) <frank.duffy@falmouthma.gov>; Irie Mullin <irie.mullin@falmouthma.gov>; Michael Kasparian <MKasparian@falmouthchamber.com>  
**Subject:** FW: Main Street Closure Update

Dear Board Members,  
FYI – further details and an update on the recent Chamber of Commerce conceptual proposal on the partial closure of Main Street from Library Lane to Shore Street Extension (and now also to include selected parking space closures for additional downtown restaurants). I will be forwarding further review/assessment from both Police and Fire as well in anticipation of your planned review and discussion Monday evening.  
Julian

---

**From:** Michael Kasparian <MKasparian@falmouthchamber.com>  
**Sent:** Thursday, May 28, 2020 4:31 PM  
**To:** Julian Suso <julian.suso@falmouthma.gov>  
**Subject:** Re: Main Street Closure Update

My pleasure - please let me know I can help in any way.

Sent from my iPhone

On May 28, 2020, at 4:05 PM, Julian Suso <julian.suso@falmouthma.gov> wrote:

Thanks Michael. I want to provide as much input to the Board as possible in advance of Monday evening's session.  
Julian

---

**From:** Michael Kasparian <MKasparian@falmouthchamber.com>  
**Sent:** Thursday, May 28, 2020 3:39 PM  
**To:** Julian Suso <julian.suso@falmouthma.gov>  
**Subject:** Re: Main Street Closure Update

Thank you Julian. Yes, I believe that they would also like the use of the sidewalks if possible. Please let me know if you need anything else.

Michael

Sent from my iPhone

On May 28, 2020, at 3:36 PM, Julian Suso <[julian.suso@falmouthma.gov](mailto:julian.suso@falmouthma.gov)> wrote:

Michael,

Thank you for this further clarification of your recent proposal. I had not been aware that this was proposed to involve the removal of additional on-street parking at multiple other locations for all other restaurants on Main Street beyond the targeted area across from the Main Library. I will see if we can prepare an updated exhibit that would include the further road right-of-way closures for the parking areas you have noted. Would you anticipate that all restaurants would also be setting up tables in the sidewalk areas in front of their businesses in addition to the areas of the road/parking space closures which you are proposing?

Julian

---

**From:** Michael Kasparian <[MKasparian@falmouthchamber.com](mailto:MKasparian@falmouthchamber.com)>

**Sent:** Thursday, May 28, 2020 11:13 AM

**To:** Julian Suso <[julian.suso@falmouthma.gov](mailto:julian.suso@falmouthma.gov)>; Peter Johnson-Staub <[peter.johnson-staub@falmouthma.gov](mailto:peter.johnson-staub@falmouthma.gov)>

**Subject:** RE: Main Street Closure Update

Hi Julian,

Thanks again for your continued support of the local businesses. East restaurant will be requesting to place tables within this closed in front of their own businesses and our initial thought would be that the tables would be limited to those businesses. The restaurants would supply their own tables & chairs and be responsible for their own cleaning & sanitizing. Our thought on the other restaurants is that they are also given the opportunity to utilize the parking spaces directly in front of their businesses as well.

La Cucina has a large frontage, so they would most likely ask to use 4 spaces. The Quarterdeck and Pickle Jar would take up 5-6 spots in front of their restaurants, and the same would be true for Bean & Cod, Osteria la Civetta, and Estia. Both Osteria and Estia have the ability to use their side area for outside seating and Estia could also use their parking lot. Anejo has reached out to Tom Bott to set up a tent and utilize space on Academy Lane as they do every year for Cinco de Mayo.

Please let me know if this answers your questions or if you have anymore.

Also, I will plan to attend the Select Board meeting on Monday to further elaborate if needed.

Michael

---

**From:** Julian Suso <[julian.suso@falmouthma.gov](mailto:julian.suso@falmouthma.gov)>

**Sent:** Wednesday, May 27, 2020 3:02 PM

**To:** Michael Kasparian <[MKasparian@falmouthchamber.com](mailto:MKasparian@falmouthchamber.com)>; Peter Johnson-Staub <[peter.johnson-staub@falmouthma.gov](mailto:peter.johnson-staub@falmouthma.gov)>  
**Subject:** RE: Main Street Closure Update

Michael,

Thanks for sending this sketch along. Can you also please provide a more definitive description of what you anticipate to be occurring within the temporary closed portion of the roadway in front of these 5-6 restaurants? Is each restaurant anticipated to be requesting placement of tables within these closed areas and would this be proposed to be "limited" to just those 5-6 restaurants which happen to have frontage adjacent to this closed area? Would they be acquiring the tables, staffing and sanitizing them as per DPH guidelines? Is there any accommodation being considered for the several other downtown restaurants? Also, are you asking that the earlier concept plan with a partial closure of Academy Lane and Library Lane NOT be considered by the Board? I appreciate any elaboration which you can provide, and we can follow with any other questions. Thanks.

Julian

---

**From:** Michael Kasparian <[MKasparian@falmouthchamber.com](mailto:MKasparian@falmouthchamber.com)>  
**Sent:** Wednesday, May 27, 2020 2:29 PM  
**To:** Julian Suso <[julian.suso@falmouthma.gov](mailto:julian.suso@falmouthma.gov)>; Peter Johnson-Staub <[peter.johnson-staub@falmouthma.gov](mailto:peter.johnson-staub@falmouthma.gov)>  
**Subject:** RE: Main Street Closure Update

Hi Julian and Peter,

We are all set to submit the proposal to the Select Board for their consideration. Based on the feedback I have received from both the restaurants and the retail merchants, this plan is a good compromise that the vast majority are supportive of. In particular, we have agreement from those restaurants and retail businesses who were most at odds on other plans, especially with the closing of the street. So, please let me know what else you need from me to move forward.

I have attached a diagram which is the best I could do with what I have available at the Chamber.

Thanks and stay safe,  
Michael

---

**From:** Julian Suso <[julian.suso@falmouthma.gov](mailto:julian.suso@falmouthma.gov)>  
**Sent:** Tuesday, May 26, 2020 8:14 AM  
**To:** Michael Kasparian <[MKasparian@falmouthchamber.com](mailto:MKasparian@falmouthchamber.com)>; Peter Johnson-Staub <[peter.johnson-staub@falmouthma.gov](mailto:peter.johnson-staub@falmouthma.gov)>  
**Subject:** RE: Main Street Closure Update

Thank you Michael, we will await further word from you.  
Julian

---

**From:** Michael Kasparian <[MKasparian@falmouthchamber.com](mailto:MKasparian@falmouthchamber.com)>  
**Sent:** Monday, May 25, 2020 12:20 PM  
**To:** Peter Johnson-Staub <[peter.johnson-staub@falmouthma.gov](mailto:peter.johnson-staub@falmouthma.gov)>; Julian Suso

<[julian.suso@falmouthma.gov](mailto:julian.suso@falmouthma.gov)>

**Subject:** Main Street Closure Update

Hi Peter and Julian,

Thank you for your continued efforts on behalf of the businesses in Falmouth and especially along Main Street. I appreciate the time you spent working on the expanded seating on the side streets and library lawn and am sorry that the restaurants did not find it as an adequate solution.

I understand that the town is willing to work on a plan that will be accepted by both the restaurants and merchants and will hold off pursuing any additional tables on the side streets or the library lawn and I did reach out to the merchants this weekend to get their feedback. I also spent a considerable amount of time speaking with Dan Maxwell, who as you all know is adamantly opposed to the closing of Main Street, Dan has expressed to me since we began discussions that he is more than willing to support a solution that takes into account both the restaurants and the merchants.

After reviewing all the options available and considering everyone's needs and concerns I think there is a way to get everyone what they need. This will involve the merging of several ideas which have been brought forth by many businesses owners, both restaurants and retail. It would include:

- Keeping Main Street open to two way traffic in order to keep the traffic flow moving as normal and not confuse visitors. This will also alleviate the concerns raised by Falmouth Police regarding the back up at the intersection of Katharine Lee Bates and Gifford if traffic was to flow one way.
- Shift traffic over on Main Street at Library Lane along the front of the library so that the two lanes of traffic will flow on the existing North side of the street and what is parking spaces. This will open up both the parking spaces and the original east lane to all the restaurants from this point south to Shore Street Extension. This will eliminate all parking spaces on both sides of Main Street from this point forward as restaurants will use the street and parking spaces in front of their locations for seating and the parking spaces in front of the library lawn will now become the north bound traffic lane.
- Allow the restaurants from Peg Noonan Park north to utilize all parking spaces and sidewalks in front of their restaurants for seating. In this way, the retail stores continue to having parking in front of the locations and the restaurants can use their spots for tables.
- Allow restaurants to utilize any parking spaces or lots in back of their locations for additional seating as well.

I am going to work on putting a diagram together which will give a visual for everyone to review, but I wanted to get back to you with this update. I have reached out to the restaurants and asked them to let me know by the end of today if they would support this compromise, making it clear that I am not certain if it is something that can even be accomplished. I also advised that the town wants a plan that has broad support from both restaurants and retail on Main Street before they devote staff time exploring how to make it happen.

I also reminded them that we are all concerned about the timing and the Select Board meets a week from this evening. Any proposal needs to be put together asap if we have any hope of altering the way things are before the opening of Phase 2.

At this point, if the restaurants and retail merchants cannot agree on a compromise, then I think each restaurant will have to work individually with Planning and Zoning to see how they can expand seating in their individual places.

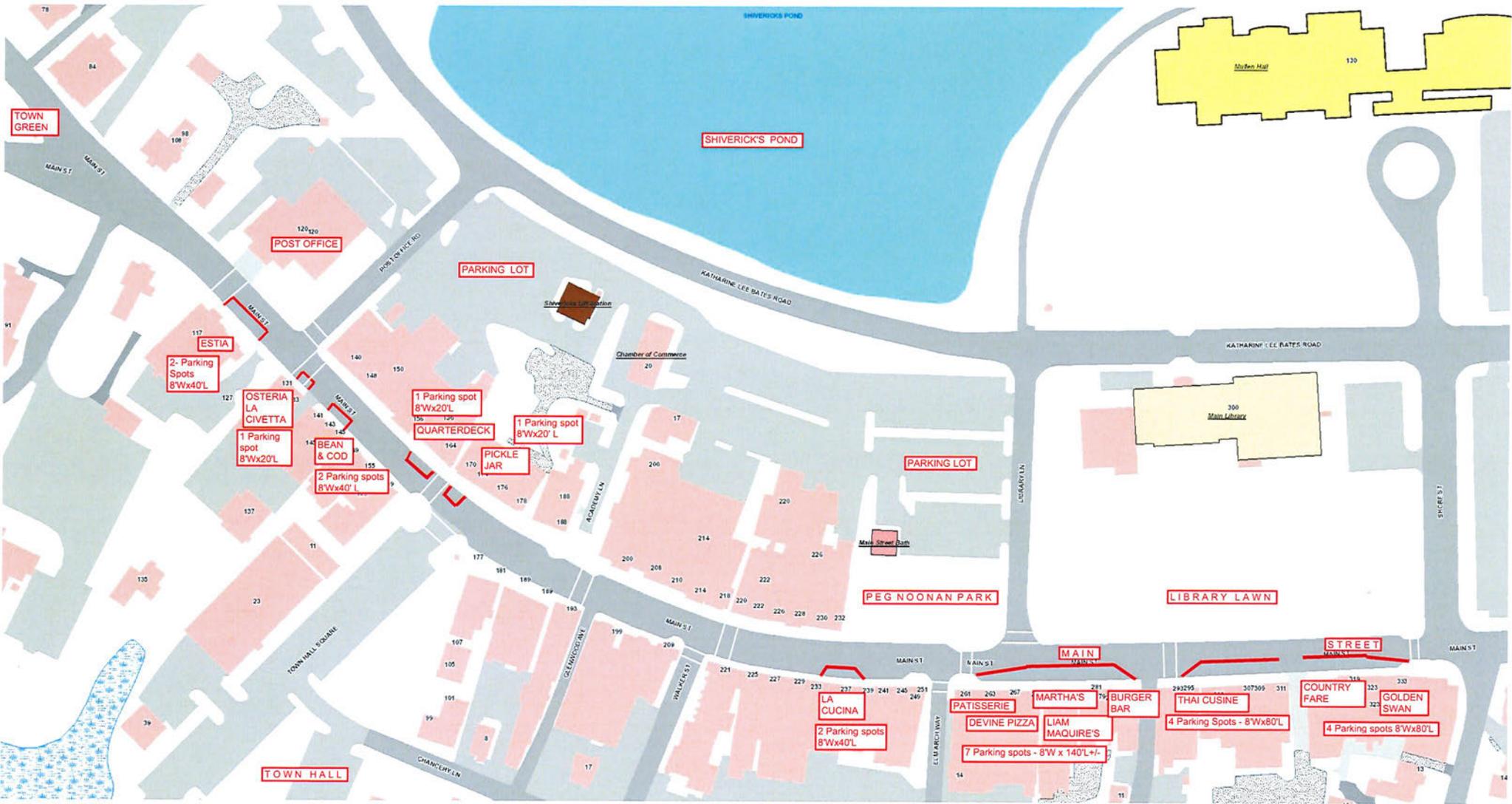
I will circle back with you tomorrow when I hear back from the restaurants. As far as I know from speaking with the retail owners, this plan would be supported by them.

Thanks,  
Michael

Michael Kasparian, IOM, CAE  
President & CEO  
Falmouth Chamber of Commerce  
20 Academy Lane  
Falmouth, MA 02540  
508-548-8500  
508-548-8521 Fax



please consider the environment before printing this e-mail



TOWN GREEN

POST OFFICE

PARKING LOT

ESTIA  
2- Parking Spots  
8'Wx40'L

OSTERIA  
LA CIVETTA  
1 Parking spot  
8'Wx20'L

BEAN & COD  
2 Parking spots  
8'Wx40' L

1 Parking spot  
8'Wx20'L  
QUARTERDECK

1 Parking spot  
8'Wx20' L  
PICKLE JAR

PARKING LOT

PEG NOONAN PARK

LIBRARY LAWN

TOWN HALL

LA CUCINA  
2 Parking spots  
8'Wx40'L

PATISSERIE  
DEVINE PIZZA

MARTHA'S  
LIAM MAQUIRE'S

BURGER BAR

THAI CUISINE  
4 Parking Spots - 8'Wx80'L

COUNTRY FARE  
GOLDEN SWAN  
4 Parking spots 8'Wx80'L

7 Parking spots - 8'W x 140'L+/-

SHIVERICK'S POND

SHIVERICK'S POND

MAIN

STREET

Mullen Hall

Main Library

Main Street Bus

Chamber of Commerce

Shiverick's Information

MAIN ST

MARKET ST

POST OFFICE RD

KATHARINE LEE BATES ROAD

KATHARINE LEE BATES ROAD

LEGGARD LN

SHIVER ST

TOWN HALL SQUARE

GENESEE AVE

MAIN ST

WALKER ST

MAIN ST

CHANDLER LN

LEGGARD WAY

MAIN ST



## FALMOUTH FIRE RESCUE DEPARTMENT

MICHAEL F. SMALL  
CHIEF OF DEPARTMENT

399 MAIN STREET  
FALMOUTH, MA 02540  
PHONE: 508-495-2500  
FAX: 508-495-2519

TIMOTHY R. SMITH  
DEPUTY CHIEF

SCOTT J. THRASHER  
DEPUTY CHIEF

5/28/20

Subj: Proposed use of Main St.-Summer 2020

Chief Small,

At your direction, I met with DPW Director McConarty, Chief Dunne and Capt. Reid to review plans that were proposed by the Chamber of Commerce to provide outside seating on a portion of Main St. this summer. Also, in attendance were FPO Lt. O'Malley and FI Demello.

We were provided a diagram of the proposed plan, from the Chamber, that indicated placing "jersey barriers" to divide Main St. to allow for pedestrian seating along the south side (store front sidewalk) from Shore St. to Elm Arch Way. The other half of Main St. was proposed to allow for two-way traffic flow along Main St.

We conducted a physical site visit and reviewed this proposal. After discussions with all present, the proposal to allow a two way traffic pattern with "jersey barriers" would not be recommended as a viable plan. Reasons for this decision include; the diminished width of Main St. that would hinder apparatus response to any building in this area as well as attempting to drive our large apparatus with oncoming traffic. Large elm trees on the north side of the street have large limbs that encroach into the travel lane and vehicles with height restrictions, such as our Ladder (11'6") could strike these impediments when trying to navigate the length of this area. Additionally, these "jersey barriers" would need to be interconnected, for safety reasons, and access to building fronts with sprinkler connections could be delayed trying to get a hose line over the structure and around any chairs or tables. Also factored in, was the need to have local traffic from Cahoon Court and the small access road by the Country Fare Restaurant having access to Main St. Pedestrian access and movement was discussed and also a safety concern based on the volume of traffic and movement from one side of the street to the other.

A plan using a one-way travel model with the "jersey barriers" being positioned further towards the side walk (south side) would allow for more width for vehicles to utilize if this was a consideration. This plan would be more viable, but still has some concerns to be discussed further if it was an option.

The Fire Department had the opportunity, recently, to look at a plan that would allow for the closure of Academy Lane from Main St. to the end of that street across from the Chamber of Commerce building and Library Lane adjacent to Peg Noonan Park to the parking lot entrance. This proposal would be acceptable to the Fire Department and we believe we would be able to work with both the DPW and PD to ensure safety and access with moveable barriers, especially in the the case of needing access to Academy Lane.

In closing, we are available to participate in any discussion or planning that would help provide a safe and workable solution to assist the businesses, along Main St., who have been affected by the recent pandemic.

Respectfully,  
Tim Smith, Deputy Fire Chief  
Falmouth Fire Rescue Department



## Falmouth Police Department Chief Edward A. Dunne

May 29, 2020

Town Manager Julian Suso

Re: Seasonal closure of Main Street.

Captain Reid and I joined with leaders from the FFRD Deputy Tim Smith, Lt. O'Malley and Boyd DeMello and Falmouth DPW Director Peter McConarty in a site visit to explore the viability of the traffic plan that was proposed by the Chamber of Commerce for Main Street. We do not oppose the idea of designating a portion of Main Street to be utilized for seating from a public safety perspective. To assist the business community with the re-opening in the coming months.

However, we are concerned that there is not enough room to safely implement the proposed plan. We recommend that any designated seating area which is adjacent to moving traffic should be separated from that traffic by heavy concrete jersey barriers. These barriers should be fully interlocked to help prevent a moving vehicle from encroaching on the seating area.

A travel lane is normally 11' wide and parking spaces are only 8' wide. So with the purposed Chamber plan there is not enough room for vehicle to pass safely. The large elm trees on the library side of Main Street are another problem as they overhang into the street somewhat, and could prove to be a hazard for large vehicles navigating westward if those parking spaces were to be designated as a portion of the westbound travel lane. The curbing bump-outs at Shore Street, Library Lane and Elm Arch Way would create pinch points for the traffic, so the barriers would have to be placed in such a way as to allow sufficient room for lane shifts. We believe that the area is too narrow to safely allow for part of the street to be sectioned off while still accommodating two-way traffic. If a one-way traffic plan were to be proposed, we would give it serious consideration.

Additional ideas that were discussed on site including sectioning off a portion of Library Lane and Academy Lane. Both of these ideas could be implemented with very little disruption to traffic or pedestrian flow. We would have no objection from a safety perspective. Similarly, the use of other public space such as Peg Noonan Park or the library lawn would not generate a safety concern.

Please reach out if you have any additional concerns or ideas.

Respectfully,



Chief Edward A. Dunne

**TOWN OF FALMOUTH**  
**BOARD OF SELECTMEN**  
**Meeting Minutes**  
**MONDAY, APRIL 27, 2020**  
**SELECTMEN'S MEETING ROOM**  
**TOWN HALL**  
**59 TOWN HALL SQUARE, FALMOUTH, MA 02540**

*In accordance with the Governor's Order Suspending Certain Provisions of the Open Meeting Law, G. L. c. 30A, § 20, relating to the 2020 novel Coronavirus outbreak emergency, the April 27, 2020 public meeting of the Falmouth Board of Selectmen shall be physically closed to the public to avoid group congregation.*

*Alternative public access to this meeting shall be provided in the following manner:*

1. *The meeting will be televised via Falmouth Community Television.*
2. *Real-time public comment can be addressed to the Board of Selectmen utilizing the Zoom virtual meeting software for remote access. This application will allow users to view the meeting and send a comment or question to the Chair via the Chat function. Submitted text comments will be read into the record at the appropriate points in the meeting.*
  - a. *Zoom Login instructions:*
    - i. *Instructions and the meeting link for this specific meeting can be found at the following web address: <http://www.falmouthmass.us/BOS>.*
    - ii. *Please plan on 10-15 minutes of preparation time to log in though it may be less if you have previously used Zoom on the device you will use to access this meeting.*
3. *Additionally public comments may be sent in advance of the meeting to [selectmen@falmouthma.gov](mailto:selectmen@falmouthma.gov) at least 5 hours prior to the beginning of the meeting. Documents and audio or video files may also be submitted via email. Submitted email comments and documents will be made a part of the meeting record and may be read into the record, summarized or displayed during the meeting at the discretion of the chair.*
4. *Applicants, their representatives and individuals with enforcement matters before the Board may appear remotely and are not required to be physically present. Applicants, their representatives and individuals with enforcement matters before the Board may contact the Town Manager/Board of Selectmen's Office to arrange an alternative means of real time participation if unable to use the Zoom virtual meeting software. Documentary exhibits and/or visual presentations should be submitted in advance of the meeting to the Town Manager's Office at [townmanager@falmouthma.gov](mailto:townmanager@falmouthma.gov) so they may be displayed for remote public access viewing.*

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

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

1. Call to Order at 7 pm by Chair English Braga.
2. Pledge of Allegiance
3. Update from School Superintendent, Lori Duerr

Dr. Duerr noted need to be safe and health concerns, but it is sad to end the school year this way. Thanked the community for donations. Community members delivering meals every week and school supplies. First week with breakfast and lunch program serving about 170 families, delivered by bus drivers curbside pickup system along with delivery to families. This will continue through the school year. Chromebooks have been distributed to all students grades 3-12 initially and k-2 grades will receive them soon. Paper packets in the plan for grades k-6. VIPS volunteers continuing to support learning and connecting with students. League of Women Voters wants to send out messages to the seniors. Teachers have office hours if parents wish to connect with them for support.

School Committee meeting will be held tomorrow and viewed channel 14 and join via Zoom. Information is on the Town website.

4. Steamship Authority Update – Rep. Dylan Fernandes; Kate Wilson, Steamship Authority Rep.

Rep. Fernandes explained that the Steamship Authority (SSA) is state enabled public authority, does not receive money from the state and operates independently. They rely on ticket sales almost entirely; they have been hard hit by this pandemic because their rates of passengers have dropped off by 85% and in vehicle service as well. SSA is a lifeline to the island in terms of essential business. Critical for the SSA to run and as part of the State Enabling Act, if the SSA operates in a deficit, then the State Treasurer makes them whole and then goes to the port towns and asked for compensation: 35% for each island community and 10% for each Town. They are requesting that the Governor, if necessary, issue state funds for the SSA to operate. If the Board of Selectmen (BOS) could, send letter to Governor Baker he issues funds to the SSA so they're not operating at a deficit. State has received over \$1 billion in transportation fund through the Cares Fund. SSA has about \$12 million in funding now; that puts them through June and into July to operate, after which it becomes uncertain. Next they are working on a letter to the federal delegation making sure the SSA is directly included in the next pandemic package. Beneficial if the Town joins other port community towns in reaching out to the State legislature.

Rep. Fernandes will send Megan English Braga a copy of a letter from another Town.

Ms. Wilson noted it is not clear what the results will be, the SSA is doing their best. The design for the new building is on hold, the marine construction will continue.

Robert Davis, SSA, unprecedented the revenue they are losing on a weekly business and exploring as many avenues as they can so they don't end up in situation where towns will need to pay at the end of the year. Looking to extend the variance of the building permit for a period of time.

#### 5. Discussion of COVID-19 Issues on Multiple Affected Areas

##### Staff Comments:

##### a. Scott McGann, Health Agent

Every Friday on website and FCTV he goes over detail. Of the 122 cases, most have recovered. About 15% of the Barnstable county share. Contract tracing is being done as soon as cases come in, the VNA is doing it and has added staff. Secured a total of \$ 28,000 to help pay the VNA bill. State added 1,000 new trackers, so they can be sent to the State if help is needed. State website provides good information, Barnstable County has a heat map. Barnstable County supplies were discussed, he does not get involved in the day to day PPE and would need to ask the county and Cape Cod Healthcare.

Falmouth has not had a lot of nursing home cases as other communities have had.

##### b. Edward Dunne, Police Chief

Falmouth Police Department (FPD) staffing level 43 officers and approved for 63. Eight officers out various leave. Hoped to have 7 new student officers, the academy was shut down 2 weeks ago, reopen to June 1 and that will likely change again. Those officers are in the station daily, reviewing field training items. COVID-19 special order issued, take temperatures of officers who go to work, cruisers cleaned regularly, officers have masks, mandated they are worn in the station and when out of their cruiser in the public. Not responding to minor calls in person, they are handled over the phone. Officers practice social distancing whenever possible. Detective Division closed and reassigned to patrol, focus on primary mission of patrol to increase the officers on the road. Anything major would go to the Detective Division and they would redeploy resources as needed. Reassigned command staff so that there is full command on all shifts. Calls are down compared to 2019. Type of calls being handled are taking multiple officers to respond and taking more time.

Beach parking bans need to be followed, the FPD will begin towing vehicles because it is taking time and tying up resources. This was the case at the Knob, parked vehicles have been causing hazards by blocking the area. Asking the public to adhere to the parking bans.

Police Week is celebrated every year and will not be celebrating it this year. They will lay a wreath at the memorial and flag at half staff to honor those who gave their life in the line of duty.

Charles Markham retired after 29+ years of service to Town. Gave him a salute, escort home, and thanked him for his service.

- c. Michael Small, Fire Chief  
County distributes items received from MEMA; he does not know what the inventory is.

Call volume down compared to 2019. EMS calls are down. Spike in psych, alcohol, and overdose calls with 1 fatal. Emergency staffing plan implemented, each shift has 13 firefighters and eliminated all recall overtime with exception of building fires. Pre-shift temperature screenings, PPE good shape, good for about 30 days. 1 member tested positive for COVID-19, has completely recovered, 4 members tested all tested negative.

One Fire Fighter resigned, 4 unfilled positions, potential lateral transfer, and had one retire. Patrick Gonsalves, 32 years of service retired. They have received 2-5 potentially COVID calls per day, fire fighter crews are getting the job done with no complaints.

Chief Small feels that we may see things getting progressively better. Outdoor events: the chances of catching COVID outdoors is slim, but he is not sure.

Chief Dunne would recommend at this time that all events be cancelled or postponed to the Fall. In order to provide the community with adequate public safety services. We do not know what the summer will look like or what the government will come down with for regulations for COVID.

Chief Small said his regular PPE supply chain is catching up, it was backlogged in the first 3 weeks. Mr. McGann was helpful in providing supply. At the current burn rate, they should be okay.

Mr. McGann noted the bigger events will be tough, he has had conversations with event organizers including Commodores. Farmers Market may be possible. Suggested thinking about getting a group together to discuss and make decisions together. Chair Braga indicated that the Town reached out to find out what organizations may postpone or cancel; the two big events are the fireworks and Barnstable County Fair. Those are the type of events where people are close and staffing component re: safety are significant for the time period these events take place. Chair Braga would like the BOS to have a discussion about their own thoughts as we get closer.

- 6. Proclamations:
  - a. Police Week – May 10-16, 2020  
**Ms. Moran read the proclamation in the packet as a motion. Second Mr. Patterson. Roll Call Vote: Mr. Patterson, aye; Ms. Moran, aye; Chair English Braga, aye; Mr. Brown, aye; Mr. Jones, aye.**
  - b. Children’s Mental Health Awareness Week – May 3-9, 2020  
**Chair English Braga read the proclamation in the packet as a motion. Second Mr. Patterson. Roll Call Vote: Mr. Patterson, aye; Ms. Moran, aye; Chair English Braga, aye; Mr. Brown, aye; Mr. Jones, aye.**

- 7. Recognition  
The BOS recognized the following:  
Charlie Markham and Patrick Gonsalves on their retirements.

Former FPD Officers Moore and Demoran.

Those working in the grocery stores.

Those alone in the community.

The students living in this difficulty.

- 8. Announcements: Eversource Foundation Donation to Falmouth Service Center  
Mr. Suso explained the foundation made a targeted community grant.

- 9. Public Comment-none.

## SUMMARY OF ACTIONS

1. Licenses

- a. Application for Change of Manager of an All Alcoholic Club License – Portuguese American Association of Falmouth, Inc., 55 Ashumet Road, Hatchville

Chair English Braga noted that this is a Volunteer position and recused herself from the item.

Mr. Braga explained that he has been manager of Captain Kidd.

Mr. Jones explained that as manager, Mr. Braga would be responsible for alcohol service.

**Mr. Jones motion approval. Second Ms. Moran. Roll Call Vote: Mr. Patterson, aye; Ms. Moran, aye; Mr. Brown, aye; Mr. Jones, aye. Recused: Chair English Braga.**

- b. Application for Change of Manager of a Second-Hand Dealer License – St. Vincent DePaul Thrift Shop., 18A Davisville Road, East Falmouth

**Mr. Jones motion approval. Second Mr. Brown. Roll Call Vote: Mr. Patterson, aye; Ms. Moran, aye; Chair English Braga, aye; Mr. Brown, aye; Mr. Jones, aye.**

2. Administrative Orders

- a. Sign Warrant for Special State Election of Tuesday, May 19, 2020

All reminded that you can vote via mail.

**Chair English Braga motion approval. Second Mr. Patterson. Roll Call Vote: Mr. Patterson, aye; Chair English Braga, aye; Mr. Brown, aye; Mr. Jones, aye. Recused: Ms. Moran.**

- b. Vote to Accept 2019 Edward Byrne Grant Funding in the Amount of \$11,390.00 For dashboard cameras.

**Mr. Brown motion approval. Second Ms. Moran. Roll Call Vote: Mr. Patterson, aye; Ms. Moran, aye; Chair English Braga, aye; Mr. Brown, aye; Mr. Jones, aye.**

- c. Vote to Accept Donation Check in the amount of \$1,000.00 from Linda E. and John L. Williams to the Falmouth Fire Rescue Department Donation Account

**Ms. Moran motion approval. Second Mr. Patterson. Roll Call Vote: Mr. Patterson, aye; Ms. Moran, aye; Chair English Braga, aye; Mr. Brown, aye; Mr. Jones, aye.**

- d. Approve Eversource Petition for the Installation of One (1) FO Pole on Palmer Avenue, South of Ter Heun Drive. The proposed location is required for system reliability.

**Mr. Patterson motion approval. Second Mr. Brown. Roll Call Vote: Mr. Patterson, aye; Ms. Moran, aye; Chair English Braga, aye; Mr. Brown, aye; Mr. Jones, aye.**

- e. Approve Eversource Petition for the Installation of Two (2) 6” conduits on Palmer Avenue, South of Ter Heun Drive. The proposed location is required for system reliability.

**Mr. Patterson motion approval. Second Ms. Moran. Roll Call Vote: Mr. Patterson, aye; Ms. Moran, aye; Chair English Braga, aye; Mr. Brown, aye; Mr. Jones, aye.**

8:30 p.m. PUBLIC HEARINGS

1. Wetland Hearing – Nikolas J., John S., Anthony P. Pentikis/James N. Pentikis Trust UDT for permission to license, retain and maintain existing two (2) 4' x 20' floats in and over the waters of Eel Pond Canal, located at 5 Canapitsit Drive, East Falmouth. Continued from March 9, 2020.

**Mr. Jones motion to continue to June 15, 2020 at the request of the applicant. Second Mr. Patterson. Roll Call Vote: Mr. Patterson, aye; Ms. Moran, aye; Chair English Braga, aye; Mr. Brown, aye; Mr. Jones, aye.**

BUSINESS

1. Discussion on Falmouth COVID-19 Fund

The BOS has heard a lot from local businesses and individuals, many have not had the ability to apply for funds or do not qualify. Discussion was had a few weeks ago about how to help our local businesses. The Falmouth EDIC working with the Chamber of Commerce began thinking about ways to support local businesses. Tonight will be a presentation from the EDIC and Mike Kasparian, the BOS will discuss and call a brief meeting on this next week so that staff and the public have the opportunity to weigh in on this.

Presentation of the Falmouth Recovery Loan Fund via PowerPoint Presentation by Mike Kasparian and Mike Galasso.

EDIC job creating and revenue generating projects was reviewed. They would like to create a fund of \$2 million that the EDIC would borrow from one of their lending institutions, the BOS would need to agree the Citizens Energy ground lease payments from Phase 1 and Phase 2 projects. The typical loan amount may be about \$30-50,000. Falmouth Fund Advisory Board will be established and include BOS members, Chamber, and the EDIC. Application would be due on an established date, numbered, and then a lottery will be held to determine the order loans will be reviewed and funds awarded. After the first round of applications, subsequent applications will be reviewed on a rolling basis once submitted. Town savings and revenue were reviewed in re: Phase 1 and Phase 2. Five year budget was reviewed, the EDIC does not have a big amount of cash flow.

They are trying to put people back to work when it is safe and ready to do so.

This supports a \$2 million loan over the 20 years, if only a 10 year or 15 year, amortization payments would be more. They need to seek 20 year amortization.

A lot of people have been treated unfairly on the PPP program, if you weren't a medium sized business and had a national bank, you would not get any of the PPP money. Many have been frustrated applying, many folks the program does not work for because of the seasonality of businesses.

Ms. Moran said one of the benefits of EDIC, we can use it to grow community tax base and grow a vibrant downtown. If we can give business folks, the tools to hang on a little longer. The entire Cape is unique with the same problems, others are seeking to do similar. Eligibility, looking at established businesses to make sure this money stays in Falmouth and generates the tax base that keeps the residential and individual tax base low.

This money is loaned out to businesses, when they pay it back, the money is then loaned again. Something that can be done in the future, too.

Michael Kasparian received inquiries about what they were doing for their local businesses, community banks have done a great job, but all have to do our part. Unlike the PPP, that money turns into grant if used for payroll, this is a low interest loan. Sound underwriting procedures in place, goal for these loans to be paid back. Majority of Falmouth businesses are owner run, 2/3 employee businesses, and a way to support those businesses.

Mr. Patterson would like to see an example of the loan agreement. The money the Town would put in would be like a loan guarantee. Are these going to be structured in a way the business will survive and money paid back.

Michael Galasso's intent is to work with businesses that have a good track record, they did not want to make it a grant program. Possibly secured with collateral, see if they are current on other loans. Like to work with an advisory committee and then come back to the BOS, would like to move quickly and look at how to get people through this year and be in good position to go back into business in 2021.

Mr. Brown supports the idea and likes the fact it is from a source of revenue the EDIC created. Are there any legal issues with the plan? Chair English Braga noted the Town staff has received it, goal of giving it a week and voting next week is to give Town Counsel the week to weigh in, Town Manager to review and provide feedback. There is no input at this time.

Mr. Suso was asked to do an expedited review and are doing so with counsel and internal staff. He asked about 2008-9 program as an example of how it works, can they get a summary of that program and outcome?

Mike Galasso will get that for Mr. Suso.

Laura Moynihan reviewed and felt it was within their scope.

BOS will agenda a meeting for next Monday regarding this item.

Jennifer Mullen received documentation today and is reviewing it.

2. Status/Update on FY20 and FY21 Financial Issues – Jennifer Mullen, Finance Director

Ms. Mullen noted the BOS received a statement in the packet, for FY2020 . There will not be any 9C cuts from the State this year. Revenue estimates will be met and exceed them in FY2020. Having issue with water revenues since we cannot shut off anyone's water or send out the notices, so there is a shortfall, though will likely meet it this year. Revenue shortfalls this year will affect FY2021. Probably have a hit to free cash in 2021, first would be to cut back from the capital program. Our capital stabilization fund as \$4.6 million.

Chair English Braga heard concern that we will head into Town Meeting and not have the most updated budget. Ms. Mullen explained that we may need to prioritize paving projects over the next year and a half.

Mullen explained operating budget for 2021, there will be changes, not a cut in services. Explained the budgeting that would be done for FY2021. Bring this to Finance committee and BOS to vote on that recommendation to Town Meeting. Positioned ourselves well and will be able to get through this. Big question is how fast the economy will recover. Hopeful we recover quickly. Refinancing last year and have money to continue water main projects, we do not need to borrow right now.

Ms. Moran noted that informing the public on the major expenditures is important as new information is developed.

Chair English Braga said that they have election coming up on 5/19/20 when the Town will vote on an override, this was put forward, and need some information to explain to people on whether it is still a viable positive vote or if the BOS can advise in that direction. She would like to have a meeting with the Finance Committee and BOS to educate the voters on whether this is a responsible vote to take.

Ms. Mullen said the override is tax revenue, the question to the community becomes do you want to raise your taxes for this service. It is not fighting for anything else, not trying to put it in the budget.

Mr. Suso said they are working on the FAQs information piece for the Town website, unable to take actions to promote an override, but to answer questions about it.

3. Status/Update Report on Multiple Planned and Ongoing Public Works Projects – Peter McConarty, DPW Director

Mr. McConarty explained DPW buildings are locked, public cannot get in, staff and managers are working. Sanitizing stations installed in the building. Several divisions have employees stay in their truck, management checks them in, gives assignment outside. Several public works employees on family leave due to the situation. Maintenance is the focus, trying to follow State rules on how MA DOT is working their contracts. Employees wearing facemasks, but have had difficulty getting masks, he has many on order coming on different dates. Ordered 9 infrared touchless thermometers for each division, if employees are feeling sick, it is recommend they stay home.

Most work going into maintenance crews, supervising sites, communicating with contractors. One employee per vehicle, only so many to go around. Sometimes there is no vehicle for an employee, so they will stay at the shop to work.

Projects are starting to go over the allotted funds because DPW is limited in what they can do on the projects.

a. Road/Bikeway Maintenance and Improvements:

- Main Street Water Line Replacement; contractor continuing into May, most will be completed and back in the Fall to do the repaving.

- Queens Byway Reconstruction; going well. This is a good opportunity to restrict trucks, implement truck routing signage program to keep larger trucks off section Main Street. Direct trucks to Jones Road or Brick Kiln Road. Restrict the area to local deliveries only.
- Partial Paving of Brick Kiln Road failure, complete this week.
- Jones Road, paving
- Ashumet Road paving,
- Palmer Avenue; MA DOT looking at paving.
- Chapoquoit Beach Proposed Queue Lane. Ms. Moran noted that it makes sense to go forward without delay. The project is guard rail needs to come out, install new guardrail and mill the area. Then realign parking spaces. Normally DPW would do some of the work, trying to keep crews from doing physical construction, so they would rely on contractors to do the work, would have to be done in May. Mr. Jones noted Ms. Moran's concern is only if the beaches are open.

Paul Miskovsky's comment was read, this project has been long in the making, people have worked hard to come up with a solution.

DPW trying to keep the crew apart as much as possible. In this project they would be in close proximity. It will be an additional cost for the contractor to do the work that the DPW would have done.

Su Moran noted considering that because work has been deferred or delayed, the pricing may be better for this and possibly a benefit to coordinating the other work noted below.

Mr. Brown asked if there are plans to work on bike path bridge by Fay Rd. damaged by an Eversource truck. According to Mr. McConarty, the insurance companies are working on that now.

Mr. Brown asked about 151 Boxberry Hill intersection, funding not in place. Mr. McConarty explained that the TIP has not met the last couple of months. Route 151 is a Town road, not a State road. Thought was at some future point; Town Engineer would go to Town Meeting to request funds. State has to review all their projects, but it is Town jurisdiction.

**Ms. Moran motion to have this project move forward. Second Mr. Brown. Roll Call Vote: Ms. Moran, aye; Mr. Patterson, aye; Mr. Brown, aye; Mr. Jones, nay; Mr. Patterson, nay; Chair English Braga; nay.**

- Trunk River Revetment and Bridge Replacement because it is in complete failure.

b. Design Projects:

- Main Street (phase 1), contracted with DPI, Stoneham.
- Davis Straits (phase 2),
- Teaticket Highway (phase 3) upgrades;
- Bikeway Extension from North Falmouth to Bourne;
- Palmer Avenue Crosswalk to Goodwill Park; moving forward, going through comments with the State on what they want to see.
- Route 151 – Sam Turner/Boxberry Hill/Cloverfield Road Intersection; fatality there in 2017, this is the most dangerous intersection in Town. Looking at round about or signalized intersection.
- Route 151 – Sandwich Road Intersection Upgrade; upgrades include left turn lane towards the base and Ashumet Pond.
- Gifford Street/Jones Road Intersection. Likely left turn lanes.
- Quissett Harbor
- Deepwood Drive
- Sandwich Road from fields to Route 151
- Old Main Road
- Bike path North Falmouth extension to the Bourne Town Line. Chapter 90 request was approved, funds allocated, would like to keep it allocated but hold onto the funds in case they need to be reallocated.
- Chapoquoit sea wall being done in sections over the years, been designed and funds allocated. That construction will begin because of the erosion under the wall.
- Shiverick's Pond project drainage installation library to Post Office Rd. would like to delay.

Chair English Braga asked that Mr. McConarty go through a list of questions that were asked by Bikeways and Pedestrian Committee and answer them directly.

4. Status Report/Update on Special Events

Chair English Braga noted the BOS has a list of events in the packet. Many have postponed or canceled their events. Some proposed dates from events.

Mr. Suso explained that Diane Davidson reached out to event organizers. May and June events have been mostly cancelled. Waiting for a response on some things, including Arts and Crafts Street Fair postponing to September, about the time schools will begin and may be a risk re: rescheduling events just at the onset of Falmouth schools opening. Still awaiting further guidance from the Governor, expect it to be extended because we are still in midst of challenges in the State. Annual Memorial Day procession, exploring alternative ways to have that important tribute, but would put many veterans at considerable risk and so many fall within the category of being at risk. They are working on a virtual tribute.

Mr. Patterson believes they should provide guidance to the event organizers, if there are opportunities to hold events such as those outside, others may be encouraged to move to 2021. Sam Patterson would like Mr. McGann to put together the guideline and communicate to the event organizers. Take a look at the populations that would be taking part in these events and comparing to those who have died.

Chair English Braga noted that it is the job of the BOS with input from BOH and Mr. McGann, these events are part of the fabric of our community. The BOS will need to make hard decisions, she does not see how the larger events can take place in July and August. Even if able to give reliable information, steady, and consistent. The goal is steady progress. It is about having a policy appropriate so that someone who organizes the event does not have to make that choice.

Mr. McGann noted the decisions need to be made quickly, such as the fair.

**Mr. Brown motion cancel all events to the end of August 2020. Event organizer may petition the Board of Selectmen for a variance for a new approval with measures in place that comply with State Orders and the Board of Health at that time. Second Mr. Patterson. Roll Call Vote: Ms. Moran, aye; Mr. Patterson, aye; Chair English Braga, aye; Mr. Brown, aye; Mr. Jones, aye.**

Chair English Braga feels the farmers market is a different event than some of the bigger events. Mr. McGann said the farmers market could be considered essential.

Mr. McGann noted it would be on the organizer to suggest an alternative and presenting it to McGann for consideration.

5. Annual Reappointment of Inspectors of Animals

**Mr. Patterson motion to reappoint those listed in the packet for the term dates noted. Second Mr. Jones. Roll Call Vote: Ms. Moran, aye; Mr. Patterson, aye; Chair English Braga, aye; Mr. Brown, aye; Mr. Jones, aye.**

6. Approve 2020 Annual/Seasonal License Renewals:

Lodging House License

Captain Tom Lawrence Inn, 75 Locust St.  
Inn on the Sound, 313 Grand Ave.  
Woods Hole Passage B&B Inn, 186 Woods Hole Rd.  
Elizabeth Hathon, 165 North Falmouth Hwy.  
Woods Hole Inn, 28 Water St.

**Chair English Braga motion approval. Second Mr. Patterson. Roll Call Vote: Ms. Moran, aye; Mr. Patterson, aye; Chair English Braga, aye; Mr. Brown, aye; Mr. Jones, aye.**

Second-Hand Dealer License

Uncle Bill's Country Store, 412 North Falmouth Hwy.  
St. Vincent De Paul's Thrift Shop, 18A Davisville Rd.  
Village Lamp, 628 West Falmouth Hwy.  
Hannoush Jewelers, 352 Main St.  
Harmony Hut, 105 Spring Bars Rd.  
Hand in Hand Thrift Shop, 141 Sandwich Rd.  
Cash Point, 350 East Falmouth Hwy.

**Chair English Braga motion approval. Second Mr. Patterson. Roll Call Vote: Ms. Moran, aye; Mr. Patterson, aye; Chair English Braga, aye; Mr. Brown, aye; Mr. Jones, aye.**

7. Minutes of Meetings:

a. Public Session March 23, 2020

**Mr. Patterson motion approval. Second Mr. Brown. Roll Call Vote: Ms. Moran, aye; Mr. Patterson, aye; Chair English Braga, aye; Mr. Brown, aye; Mr. Jones, aye.**

8. Individual Selectmen's Reports-none.

9. Town Manager's Report-none.

**Mr. Patterson motion to adjourn at 11:26 p.m. Second Mr. Jones. Roll Call Vote: Ms. Moran, aye; Mr. Patterson, aye; Chair English Braga, aye; Mr. Brown, aye; Mr. Jones, aye.**

Respectfully Submitted,

Jennifer Chaves  
Recording Secretary

**TOWN OF FALMOUTH**  
**BOARD OF SELECTMEN**  
**Meeting Minutes**  
**Open Session**  
**MONDAY, MAY 18, 2020**  
**SELECTMEN'S MEETING ROOM**  
**TOWN HALL**  
**59 TOWN HALL SQUARE, FALMOUTH, MA 02540**

*In accordance with the Governor's Order Suspending Certain Provisions of the Open Meeting Law, G. L. c. 30A, § 20, relating to the 2020 novel Coronavirus outbreak emergency, the May 18, 2020 public meeting of the Falmouth Board of Selectmen shall be physically closed to the public to avoid group congregation.*

*Alternative public access to this meeting shall be provided in the following manner:*

1. *The meeting will be televised via Falmouth Community Television.*
2. *Real-time public comment can be addressed to the Board of Selectmen utilizing the Zoom virtual meeting software for remote access. This application will allow users to view the meeting and send a comment or question to the Chair via the Chat function. Submitted text comments will be read into the record at the appropriate points in the meeting.*
  - a. *Zoom Login instructions:*
    - i. *Instructions and the meeting link for this specific meeting can be found at the following web address: <http://www.falmouthmass.us/BOS>.*
    - ii. *Please plan on 10-15 minutes of preparation time to log in though it may be less if you have previously used Zoom on the device you will use to access this meeting.*
3. *Additionally public comments may be sent in advance of the meeting to [selectmen@falmouthma.gov](mailto:selectmen@falmouthma.gov) at least 5 hours prior to the beginning of the meeting. Documents and audio or video files may also be submitted via email. Submitted email comments and documents will be made a part of the meeting record and may be read into the record, summarized or displayed during the meeting at the discretion of the chair.*
4. *Applicants, their representatives and individuals with enforcement matters before the Board may appear remotely and are not required to be physically present. Applicants, their representatives and individuals with enforcement matters before the Board may contact the Town Manager/Board of Selectmen's Office to arrange an alternative means of real time participation if unable to use the Zoom virtual meeting software. Documentary exhibits and/or visual presentations should be submitted in advance of the meeting to the Town Manager's Office at [townmanager@falmouthma.gov](mailto:townmanager@falmouthma.gov) so they may be displayed for remote public access viewing.*

1. Call to Order at 7:00 p.m. by Chair English Braga.

2. Pledge of Allegiance

3. Proclamations:

a. Eagle Scout James R. Lea, Troop 40

**Mr. Patterson read the proclamation in the packet as a motion. Second Mr. Jones. Roll Call Vote: Chair English Braga, aye; Mr. Patterson, aye; Mr. Jones, aye; Ms. Moran, aye; Mr. Brown, aye.**

Mr. Lea explained that he created and set up QR codes on Waquoit trails, you scan the code and it will redirect you to a link with information about the area. Using technology to teach people about the area.

b. Eagle Scout John W. Warner, Troop 40

**Mr. Patterson read the proclamation in the packet as a motion. Second Mr. Jones. Roll Call Vote: Chair English Braga, aye; Mr. Patterson, aye; Mr. Jones, aye; Ms. Moran, aye; Mr. Brown, aye.**

Mr. Warner's project was in Waquoit, he designed a rain collection water barrel at the local children's camp and repurpose the water to wash your feet after going to the beach or rinsing off tools.

4. Recognition

Mr. Brown recognized this is Police Week and thanked the Falmouth Police Department for their service. Chief Dunne did a video in recognition of Police Week.

5. Announcements

Election Day is tomorrow, polls will be open with social distancing measures. Thanks to the poll workers. The lines may be longer outside, but once inside things will move quickly. Town Clerk Michael Palmer and his team have been doing a great job.

Mr. Brown said 45 human trials are in process for potential Coronavirus vaccines.

Mr. Suso confirmed Monday is Memorial Day, Town Hall and Administrative Offices will be closed.

Preparations for virtual Memorial Day have been done and will be available broadcast on FCTV.

Chair English Braga read the rules of the meeting into the record.

6. Public Comment

Chair English Braga read a letter the Board of Selectmen (BOS) received from Robert C. Young, Precinct 5, regarding opening of Town Beaches. All beaches are unique, adjacent parking areas present unique use. Rules for use should be similar in nature to what Gov. Baker's guidance regarding social distancing. Supervision of beach parking needs to be improved, in the past parking was out of control at Chappy Beach, Old Silver Beach, and should be staffed to 8 p.m. with police presence during the day when open.

## SUMMARY OF ACTIONS

1. Administrative Orders

- a. Vote to permit New Silver Beach Improvement Association to remove seaweed from town parcel 04A 41 000 098 at New Silver Beach in accordance with an Order of Conditions issued by the Conservation Commission

Michael Borselli, Falmouth Engineering, represents the applicant and David O'Keefe present. Mr. Borselli shared a screen to show a drawing. Beach area was described by Mr. Borselli, In 2012 beach maintenance was performed; rake, clean, screen the beach similar to how the Town does Town owned beaches. They would like to do it again, they will go back to the Conservation Commission, they need the BOS permission. The work would be performed above the mean high water line, plan he showed was from 2012, this is a redo of a permit that has expired. This giving permission to participate would be the extent of the BOS involvement and the Conservation Commission can act on it without further input from the BOS. If the BOS prefers, they can come back to BOS after going to the Conservation Commission. Mr. Borselli has not talked with Town Counsel about insurance or in kind use but is willing to.

Public Comment:

David O'Keefe represents the Silver Beach Improvement Association; they are trying to continue the maintenance of this wonderful asset for the community. There is a Grounds Committee Chairperson who will monitor the project.

Mr. Jones asked if the Town would be liable for the cleaning. Atty. Duffy would want to make sure the work down in accordance with the condition and have the Town Engineer inspect the work. Can also ask the applicant to sign an indemnification agreement.

Mr. Borselli's role is to prepare the plan, file the application, and obtain approval from the Conservation Commission. He would not do supervision of the work.

**Mr. Patterson motion approval and condition of indemnification statement to the Town. Second Mr. Brown. Roll Call Vote: Chair English Braga, aye; Mr. Patterson, aye; Mr. Jones, aye; Ms. Moran, aye; Mr. Brown, aye.**

- b. Vote to authorize and accept Massachusetts Department of Conservation and Recreation (DCR) Challenge Grant in the amount of \$10,000 for Falmouth Tree Health/Risk, Planning and Planting Project

Jeremiah Pearson, Park Superintendent, explained a consultant will come in and complete a tree analysis and assist in identification of tree improvement/removal over 400 miles and a replant plan. They will need to bid the project. The list may be published and can be used for community efforts, it will help get community planting efforts underway. There are matching funds of \$10,000 that has been appropriated already.

Public Comment: none.

**Mr. Patterson motion approval and condition of indemnification statement to the Town. Second Ms. Moran. Roll Call Vote: Chair English Braga, aye; Mr. Patterson, aye; Mr. Jones, aye; Ms. Moran, aye; Mr. Brown, aye.**

- c. Vote to accept offer to buy and authorize Town Manager to execute a Purchase and Sale Agreement for the sale of the Lt. Pafford lot in Palm Coast, Florida to benefit the Lt. James M. Pafford Essay Fund of Falmouth High School in accordance with the authority of Art. 52 of the October 1989 Town Meeting

Atty. Duffy explained the Town has ownership interest in this land, Mr. Pafford was a realtor and developer in Falmouth. He retired and moved to FL, where he eventually passed away. He established a fund at the FHS and left an interest in this property with the Town with instruction to use proceeds to fund the Essay Fund. In 1989 Town Meeting authorized sale, it has been listed several times, but did not sell. The property currently assessed for \$13,500. Atty. Duffy reached out to a firm in FL and reports the property worth \$15-18,000 last year. They got an offer of \$18,000 cash; total expenses would be \$750 plus Title cost. No broker's commission involved. It makes sense to take this offer, authorize Mr. Suso to close and fund the Essay Fund.

**Mr. Patterson motion to accept the offer and authorize Mr. Suso to execute the Purchase and Sales Agreement. Second Ms. Moran. Roll Call Vote: Chair English Braga, aye; Mr. Patterson, aye; Mr. Jones, aye; Ms. Moran, aye; Mr. Brown, aye.**

## BUSINESS

1. Interview, Vote and Appoint Committee Member:  
- Conservation Commission (Alternate Member) – Pat Harris  
Position ending 6/30/22.

Ms. Harris has worked at Associate Town Counsel in the past, she is interested in conservation, believes our most valuable resources are our wetland resources, and holds an undergraduate degree in Botany.

**Mr. Patterson motion to appoint Ms. Harris to a term ending 6/30/22. Second Ms. Moran. Roll Call Vote: Chair English Braga, aye; Mr. Patterson, aye; Mr. Jones, aye; Ms. Moran, aye; Mr. Brown, aye.**

## 2. Discussion/Update on COVID-19 Issues

Mr. McGann noted that there are little infections in the community, though are getting it in the long term care facilities. Did more testing there on Sunday and results are expected by tomorrow. National Guard did testing a couple weekends ago, protocol is set by a State epidemiologist. Sometimes the tests come back negative, but on second test it comes back as positive. No solution yet for long term care facilities. Employees are wearing masks, not N95, in general they may have been caught off guard with the number of N95 they need to wear even during a normal flu season. May be better to have employees wearing N95 masks, but this is licensed by the State. No new cases in Town over the last ten days. In Town we are doing a good job on social distancing. The last of the phases would include visitors to long term care facilities. Mr. McGann said a more rapid test and know more about antibody testing would be a positive, but he does not see it happening soon.

Chair English Braga noted the population of the long term facilities is dynamic with residents changing, so the risk is consistently there. Most places doing the best they can, using technology to maintain contact with family members, updating them on the status of COVID-19.

Ms. Moran asked what we are doing to get ready for folks coming in for Memorial Day Weekend and reminding folks about social distancing, rules about masks.

Mr. McGann said they are trying to figure out the best way to do the beaches and will follow the guidance they get from the State. The Governor is not allowing short term rentals yet; all motels/hotels. There will likely be an increase in COVID-19 cases with the increase in activity.

Mr. Johnson-Staub said that the beach details will be discussed Wednesday and they are trying to mitigate opportunities for misunderstanding and conflict.

Chair English Braga, the DPW, FPD, Beach Department, Mr. Suso, Mr. McGann, and Mr. Brown talked about how to have the beaches open for the holiday weekend in a way that is safe and manageable. Staffing is always a challenge at this time of year, this year they have many college students prepared now than in past years. They will have more specific information at Wednesday's meeting.

Mr. Patterson suggested an electrical sideboard on main roads into Falmouth to remind people to wear a mask if you cannot social distance.

Chair English Braga noted the opportunity as people purchase beach stickers to communicate this to those using the facilities.

Mr. Jones likes the idea of getting the message out and using a correct way to do this, he would like parking lots to be opened this weekend.

Mr. Suso explained that traditionally Old Silver Beach opened on Memorial Day weekend, they are preparing to open the parking lot, though no lifeguards will be on duty. They anticipate cutback in capacity of the parking lot consistent with Governor's directive in managing the use of the beaches. At least 50% cut in capacity is expected so they can observe social distancing and wearing of masks. Anticipating potential opening with staff members monitoring the parking areas at six other beaches. Trying to be cautious as Governor has requested. Beach stickers will be sold at the Beach House starting this weekend.

Mr. Brown asked about testing on local level. Mr. McGann said antibody testing will flood the market, but wide range testing is currently being done in areas with high infection rates, which does not include Falmouth at this time.

According to Chair English Braga, Quest is doing antibody tests, they do not need to go through your doctor for this; you can go directly to Quest via an app.

Mr. Suso noted the BOH meeting was completed and asked Mr. McGann for any information. Mr. McGann noted that all events cancelled, but the household hazardous waste collection will be had. You do not get out of your car; it will be Saturday 6/13/20 at Falmouth High School. Latex paint should be dried out with kitty litter or sand. This is for oil based paint, pesticides, gas, etc. Information is on the website.

3. Preliminary Discussion of Governor Baker's Supplemental Order and Report of Governor's Reopening Advisory Board

Governor and Lt. Governor outlined Phase 1 of the four phase plan. The website under reopening provides a lot of information about what may be opened now and into the future.

Rep. Dylan Fernandes said Phase 1 reopening allowed to open immediately today and beginning May 25. They are continuing to go through the guidance. MA is one of the hardest hit states in the country, this is a preliminary phase and distancing measures will be put back in place if we see an uptick in cases. Most important thing we can do for our economy and businesses is to stop the spread of the virus, even if you opened today many people will not patronize businesses because of fear of virus. MA testing 15,000 people per day, goal is to get to 45,000 tests per day by July and by end of the year get to 75,000 tests per day. We lead the nation in testing. Controlling the spread also includes contact tracing so both are given guidance and make sure they are staying home and quarantining. This will allow us to have a data driven and methodical opening. Each phase is around three weeks, posted a user friendly infographic, manufacturing and construction being allowed with all businesses already deemed essential. Business needs to comply with the workplace checklist before being able to open and comply with their business/industry specific compliance. Within next week a number of other businesses are able to open, including lab space, general office space, and some personal services; all retail open for curbside pickup. Phase 2, restaurants and lodging with caveat that the working group within the task force to look at restaurants and lodging and possibility that announcements could be made regarding those industries before Phase 2 has begun. There is extensive beach guidance, fishing guidance, and many other parks and recreation guidance. Healthcare relaxes the standards for folks who need healthcare and have been putting off important procedures and allows for some preventative care. All under current orders to be personally responsible such as wearing a mask, social distancing, and stay at home advisory still in effect and gatherings of more than 10 people are not allowed, those coming into the state have to quarantine for 14 days. As concerns come up, refer to him, David Vieira; the MA Municipal Association will have a strong voice in this so reaching out to your representatives there so that Falmouth's wants/needs will be heard. The Cape is well represented on the Advisory Board. Letting the Cape and Islands reopening working group know the issues is helpful for him to relay to the Board Members on Governor's Task Force and office. Also, to the MA Municipal Association. A lot of businesses have twelve months to stay solvent, the Cape has three, sometimes two months.

Chair English Braga wants to make sure the Cape's voice is heard and think about the ways we can advocate for safety and balance it with reality of businesses and what happens if they miss a full season. Lodging looks different in Falmouth, includes smaller places where it would be easier to conform to specific guidelines and allow them to open up before losing a large part of the season.

Mr. Brown asked Mr. Fernandes to stick around for the next item. Representative Fernandes said anything specific they would like him to share, it would be helpful to have that in writing. He has been in touch with Michael Kasparian about that issue. There are a couple pieces of legislation around liquor licenses and outdoor seating that he is signing onto, he hopes it will take place through the Executive Branch. Chair English Braga noted one thing was around regulatory requirements and hope that loosening of those will allow streamlining of the process.

How is Mr. McGann foreseeing the requirements and enforcement of the regulations, attestation that each business needs to do with a plan. Mr. McGann said most things fall on the Health Department. Representative Fernandes said a lot of these orders falling to local Boards of Health, the State wants to play a role in enforcement and looking to provide resources. The Department of Professional Licensure will play a regulatory enforcement role, too.

Mr. McGann is hoping the testing is done in a coordinated effort. Pharmacists are allowed to do all kinds of tests, but not COVID. Looking at testing at pharmacies, too. Difficulty of contact tracing, it is the Town where you reside in and municipalities have different tracking systems, so it is difficult. They are reported as a case from home, it does not affect the other communities' numbers.

#### 4. Status/Update on Potential for Modified Restaurant Seating Plans

Mr. McGann said when 40 seats of 100 capacity, does the outdoor seating allow them to go beyond the 40%.

According to Atty. Mullin, beyond 40% depends on Governor's order, until they have that information it will not be clear whether the restriction will be a certain percentage of occupancy all together or just outside. Many permit issues are implicated by moving seating outdoors, the shape/size depends on each property. The Alcohol Beverages Control Commission (ABCC) does licensing, if changed it would speed things up. At this time, each premise that serves alcohol is tied to the location, if it includes the property's lawn, it would have to be modified to a change of license that would go in front of the BOS, if approved, sent to the ABCC who has said they can expedite applications with 5-7 day turnaround at this time. There is also Common Victualler licenses for establishments prepping and serving food, the floor plan is part of license, they need to go to the BOS to file an amendment and be approved; unless their floor plan already includes an outdoor area already in the Victualler's license. Beyond that it can get into alteration of any special permit from Planning or Zoning Boards, that will be fact specific. If a special permit is needed to be issued, that could need a special permit and would have to go through a hearing process, notice, and a hearing scheduled, matter heard, and then issues a decision. There may be several of these petitions. If they wanted to use parking spaces for seating/tent, if there was a change in parking, it could implicate parking for the number of seats in the restaurant and could affect capacity.

According to Chair English Braga, the BOS discussed this last week and is hoping for relaxation of regulatory requirements so more discretion at the municipal level could take place, which would help. This may be coming from Executive or Legislative Branch, there are significant hurdles and that is why looking for change in the statutory law. At this point, the level of flexibility is quite limited. Every municipality is facing the same challenge which is great incentive for relief from the State House. Every business is different, depends on their permit, nature of property layout, and business layout. Those interested should start to assess the particularities about their business. If a business is interested in looking at options, they need to look at their permit and which department is implicated. There is no quick fix from the Town perspective, but the legislature is looking at it.

Mr. Brown noted the need to put it on paper what the objective would be and who would sign off if they got relief. Chair English Braga said it depends on what the relief looks like when it comes down.

This conversation would take place at the State level about Liquor Licenses, Mr. Johnson-Staub's impression was that, as of last week, no discussion had taken place that would enable businesses to eliminate local zoning requirements. Atty. Mullin said they have not heard that there is any proposed legislation regarding zoning, nor any information from the Reopening Task Force.

Atty. Duffy said he and Atty. Mullin had call with the ABCC Executive Director looking at how they could give relief to municipalities and may hear back this week.

Mr. Suso said conversation with Chief Dunne, Michael Kasparian, and staff one thing that has come up with suggestion that Main Street be turned into a pedestrian mall and may facilitate restaurants' speedy return to a better place. What was heard in the meeting was significant amount of downtown businesses are opposed to a close of Main Street. Other possibilities included in lieu of closure of Main Street, do a time of day or certain day closure of Main Street.

Chief Dunne said it takes about an hour and half to close down Main Street, still end up towing 4-8 cars depending the length of the closure. Usually when they close the full length of Main Street, it takes 7 officers and a supervisor to do so and they need to use barriers.

Su Moran asked if the Town Engineer has reviewed ideas to compromise to expand sidewalk use that some restaurants are looking at. Megan English Braga said that came up as a possible suggestion, from the communication from Chamber and members/business owners, the divide tends to be restaurants and retail shops. Retail shops cannot open at all; restaurants have had takeout option. BOS received correspondence re: retail that are concerned about closure and they depend on those driving by seeing it and shopping. Most is reliant on state level from regulatory requirements, ideas of using green space for temporary usage. There was no specific review of turning Main Street into one lane one way. That should be done in coordination with Chief Dunne and Chief Small, there was significant stress on maintaining parking spaces in front of each business and maintaining two way flow was significant.

The Library Board is meeting tomorrow to discuss placing picnic tables on the lawn near Main Street. The one challenge they have is that the tables should be cleaned between each use, hopefully the Chamber and restaurants can contribute staff to the maintenance.

The biggest challenge is the relief from the time sensitive issue is if your business is interested in this, it is time to investigate which permitting path your business would take.

Jennifer Mullen, Finance Director, present if there are questions about financing.

Mr. Suso summarized listening to Gov. Baker's conference and reviewing plan, restaurants time does not arrive until Phase 2 and unless he changes his approach, made it clear it would not become effective until a minimum of 3 weeks from today and indicated it may be postponed further pending the data. It also placed recreation and camps in Phase 2.

Parents are concerned about options for camps. A separate subcommittee is looking at what protocols may be used for some camps. The Town is hoping for some guidance that may allow the camp to operate in some form.

Mr. Brown would like the BOS to send a letter to the Governor asking for the relief we are thinking of and asking question of his plans. Chair English Braga said that it is within the BOS purview to ask the Town Manager to send a letter to the Cape Committee.

Regulatory relief to address some of these issues, a letter can be sent by Julian Suso on behalf of the BOS.

**Mr. Brown motion to ask the Town Manager and Chair English Braga to draft and send a letter to the Governor and other interested authorities to offer zoning and liquor license relief. Second Mr. Patterson. Roll Call Vote: Chair English Braga, aye; Mr. Patterson, aye; Mr. Jones, aye; Ms. Moran, aye; Mr. Brown, aye.**

5. Minutes of Meetings:

- Public Session  
May 4, 2020

**Mr. Patterson motion approval. Second Mr. Brown. Roll Call Vote: Chair English Braga, aye; Mr. Patterson, aye; Mr. Jones, aye; Ms. Moran, aye; Mr. Brown, aye.**

May 11, 2020

**Mr. Patterson motion approval. Second Mr. Brown. Roll Call Vote: Chair English Braga, aye; Mr. Patterson, aye; Mr. Jones, aye; Ms. Moran, aye; Mr. Brown, aye.**

6. Individual Selectmen's Reports

Mr. Patterson:

Received a memorandum from the Committee Preservation Coordinator Carol Sullivan regarding how to handle all the articles submitted for that Town Meeting and postponing to November. They are expecting a decrease in revenue.

Reached out on behalf of Falmouth Rotary Club to talk with Jill Bishop to help with manpower instead of money. He is impressed with how much effort the Senior Center staff is giving the seniors. They are doing shopping runs, meals on wheels. School Dept. delivering breakfast and lunch to many students, asked to include in future agenda report from Dept. of Human Services re: an overview of the services we are providing to our citizens. Nongovernment organizations including the Service Center and churches in the Town.

Mr. Brown:

Will attend the Staff Meeting Wednesday with Beach Opening planning.

Ms. Moran:

She has always relished the fact there are so many people on the Cape that hold Falmouth up as the most effective and caring BOS and thanked the BOS for being her colleagues.

Chair English Braga:

This BOS is a group of people who have shown dedication and do their homework on issues, Ms. Moran has made a significant mark on the BOS. Thanked for all Ms. Moran for her work on the BOS.

7. Town Manager's Report

Thanked Michael Palmer for his and his staff's work in preparing for tomorrow's election under the most difficult circumstances.

Next regular meeting is June 1, 2020.

Thanked Ms. Moran for her service, it was his pleasure and privilege to work with her as Selectwoman and as Chair.

**Mr. Jones motion to adjourn at 9:42 p.m. Second Mr. Patterson. Roll Call Vote: Chair English Braga, aye; Mr. Patterson, aye; Mr. Jones, aye; Ms. Moran, aye; Mr. Brown, aye.**

Respectfully Submitted,

Jennifer Chaves  
Recording Secretary