

**TOWN OF FALMOUTH**  
**SELECT BOARD**  
**AGENDA**  
**MONDAY, MARCH 8, 2021 – 7:00 P.M.**  
**SELECT BOARD 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 March 8, 2021 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.falmouthma.gov/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. Recognition
4. Announcements
5. Public Comment

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

1. Licenses
  - a. Application for a Pledge of Collateral of an All Alcoholic Beverages Package Store License – Gajanan Package Corporation d/b/a Falmouth Wine & Spirits, 322 Palmer Avenue, Falmouth
  - b. Application for a new Second-Hand Dealer's License – Hope Restored, 75 County Road, North Falmouth
  - c. Authorize Town Manager to enter into an agreement with a qualified, independent consultant for community environmental, health, engineering and similar services related to Mayflower Wind activities and potential presence in the Town of Falmouth, and funded on a reimbursement basis by agreement with Mayflower Wind

**7:30 p.m. BUSINESS**

1. Discussion/update on COVID-19 issues
  - Update on State/Governor guidance for proposed special events
2. Route 28 project status update – Peter McConarty
3. Improving Access to Downtown – Report from Transportation Management Committee
4. Charter Review Committee Interim Final Report
5. Discussion with Beach Committee on proposal to expand membership, and status report on preparations for upcoming beach season
6. Veterans Council Committee
  - Discuss and vote update to charge
  - Vote to affirm appointment of Joe Q Veteran Coffee Break, Inc. representative – Carissa April
7. Golf Advisory Committee
  - Discuss and vote update to charge
  - Interview, vote and appoint committee member – Brian Arthur
8. Vote April 2021 Town Meeting Warrant Article Recommendations
9. Minutes of Meetings:
  - Public Session – December 7, 2020 and December 21, 2020
10. Individual Select Board Members' Reports
11. Town Manager's Report

Megan English Braga, Chair  
Select Board

## SUMMARY OF ACTIONS

### #1 LICENSES

- a. Pledge of Collateral of an All Alcohol Package Store License –  
Gajanan Package Corporation d/b/a Falmouth Wine &  
Spirits, 322 Palmer Avenue, Falmouth

#### Note:

Gajanan Package Corporation applied for a transfer of license, which was approved by the Select Board on 2/1/21 and sent to the ABCC. Gajanan Package Corporation is also applying for a pledge of license.



*Gajanan Package Corp.  
dba Falmouth Wine + Spirits*

**TOWN OF FALMOUTH**  
**Office of the Town Manager & Board of Selectmen**  
**59 Town Hall Square, Falmouth, Massachusetts 02540**  
**Telephone (508) 495-7320**

**Pledge of Collateral (License, Stock, or Inventory) Checklist**

**This application will be returned if the following documentation is not submitted:**

- Monetary Transmittal Form
- Payment Receipt for \$200.00 Fee Paid to the ABCC
- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Pledge of License, Stock or Inventory Application
- Vote of the Corporate Board
- Pledge documentation
- Promissory note
- A \$10.00 Filing Fee made payable to the Town of Falmouth
- A hearing before the Board of Selectmen *3/8/21*
- LLA Certification

**Please refer to ABCC website: [www.mass.gov/orgs/alcoholic-beverages-control-commission](http://www.mass.gov/orgs/alcoholic-beverages-control-commission)**

1. Click on Alcoholic Beverages Retail Licenses
2. Click on Amend an Alcoholic Beverages Retail License
3. Click on Pledge of Collateral (License, Stock, or Inventory)
4. Download the License Application and CORI Authorization Form
5. Complete the Application and CORI Form
6. Save to your computer
7. Print out and sign
8. Attach all required documents and submit entire package to the Board of Selectmen's Office

**Note: Applications must be typed (entered on computer)—no handwritten applications accepted.**



The Commonwealth of Massachusetts  
Alcoholic Beverages Control Commission

For Reconsideration

LICENSING AUTHORITY CERTIFICATION

Falmouth

City/Town

00092-PK-0390

ABCC License Number

TRANSACTION TYPE (Please check all relevant transactions):

The license applicant petitions the Licensing Authorities to approve the following transactions:

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

APPLICANT INFORMATION

Name of Licensee  DBA

Street Address  Zip Code

Manager

Granted under Special Legislation? Yes  No

If Yes, Chapter  of the Acts of (year)

Type (i.e. restaurant, package store) Class (Annual or Seasonal) Category (i.e. Wines and Malts / All Alcohol)

DESCRIPTION OF PREMISES Complete description of the licensed premises

LOCAL LICENSING AUTHORITY INFORMATION

Application filed with the LLA: Date  Time

Advertised Yes  No  Date Published  Publication

Abutters Notified: Yes  No  Date of Notice

Date APPROVED by LLA  Decision of the LLA

Additional remarks or conditions (E.g. Days and hours)

For Transfers ONLY:  
Seller License Number:  Seller Name:

The Local Licensing Authorities By:

Alcoholic Beverages Control Commission  
Ralph Sacramone  
Executive Director

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

**CORPORATE VOTE**

The Board of Directors or LLC Managers of Gajanan Package Corporation  
Entity Name

duly voted to apply to the Licensing Authority of Falmouth and the  
City/Town  
Commonwealth of Massachusetts Alcoholic Beverages Control Commission on 11/2/2020  
Date of Meeting

For the following transactions (Check all that apply):

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

“VOTED: To authorize Nilesh P. Marfatia  
Name of Person

to sign the application submitted and to execute on the Entity's behalf, any necessary papers and do all things required to have the application granted.”

“VOTED: To appoint Nilesh P. Marfatia  
Name of Liquor License Manager

as its manager of record, and hereby grant him or her with full authority and control of the premises described in the license and authority and control of the conduct of all business therein as the licensee itself could in any way have and exercise if it were a natural person residing in the Commonwealth of Massachusetts.”

A true copy attest,

  
Corporate Officer /LLC Manager Signature

Nilesh P. Marfatia  
(Print Name)

For Corporations ONLY

A true copy attest,

  
Corporation Clerk's Signature

Nilesh P. Marfatia  
(Print Name)

b. Application for new Second-Hand Dealer's License – Hope Restored, 75 County Road, North Falmouth

Number:  
SHD-022

Fee  
\$25.00

The Commonwealth of Massachusetts  
Town of Falmouth

This is to certify that  
Hope Restored  
John Shelott, Manager  
75 County Road  
North Falmouth, MA 02556

is hereby granted this  
Second-Hand Dealer's License

75 County Road, North Falmouth, MA 02556

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

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

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

Type of Goods Sold: New and used home goods.

Valid from: March 8, 2021

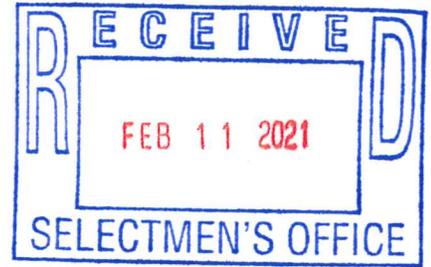
Valid until: April 30, 2021

By order of The Falmouth Board of Selectmen

March 8, 2021

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

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



**PAID**  
\$10.00  
CK# 5595

\*Cynthia M. Bourget  
\*\*\*Robert P. Mascali, Managing Attorney  
\*\*Joan M. LeGraw, Of Counsel

194 Old Main Road  
North Falmouth, MA 02556  
508.548.1875  
Facsimile: 508.548.1896

Meeting Only:  
765 West Main Street  
Hyannis, MA 02601

February 11, 2021

Diane S. Davidson  
Office Manager/Licensing  
Office of the Town Manager and Select Board  
Town of Falmouth  
59 Town Hall Square  
Falmouth, MA 02540

**RE: Second Hand Dealer's License Application**

Dear Diane:

Enclosed please find a Second Hand Dealer's License Application and \$10.00 check on behalf of my client, Heritage Christian Church. I have also included a copy of John Shelott's license, who serves as the Pastor and President of Heritage Christian Church. He will visit the Falmouth Police Station for the required fingerprint-based background check. Please contact me if you have any questions.

Very truly yours,

Cynthia M. Bourget  
CMB/jbg  
Enclosures

\*Certified as an Elder Law Attorney by the National Elder Law Foundation, an ABA approved certification

\*\*Licensed in Massachusetts as an Attorney and Registered Nurse.

\*\*\*Also admitted in MA and NY

\*\*\*New York Office: Robert P. Mascali, Esq. 43 British American Blvd., Latham NY 12210

(518) 459-2100



TOWN OF FALMOUTH  
APPLICATION FOR LICENSE TO SELL, TRADE OR BARTER  
JUNK, OLD METALS OR SECOND-HAND ARTICLES  
CODE OF FALMOUTH CH. 136

**BUSINESS INFORMATION**

1. NAME OF BUSINESS HOPE RESTORED
2. ADDRESS 75 County Road, North Falmouth, MA 02556
3. MAILING ADDRESS (if different): 655 Boxberry Hill Rd., East Falmouth, MA 02536
4. FEDERAL TAX I.D. NUMBER [REDACTED]  
Social Security number if no FID number
5. TYPE OF GOODS SOLD New and Used Home goods

**OWNER INFORMATION**

1. NAME Heritage Christian Church of the Assemblies of God of the City of Falmouth, State of Massachusetts
2. HOME ADDRESS 655 Boxberry Hill Rd. East Falmouth, MA 02536
3. PHONE NUMBER 508-564-6342 CELL
4. EMAIL: (required) pastorjohn@hcconcapecod.com

**Please Note:** Per Chapter 156 of the Code of Falmouth, Owners of Second Hand Dealer Licenses must complete a fingerprint based background check at the Falmouth Police Station within 10 days of submission of this application. A State fee of is \$30 payable by money order or certified/bank check to the Commonwealth of Massachusetts is required at the police station.

The undersigned hereby applies to the Board of Selectmen of the Town of Falmouth for a license as a junk dealer or collector, including old metals and secondhand articles. The undersigned further represents that a) the applicant's place of business conforms to the applicable provisions of the Falmouth Zoning By-law and b) The applicant agrees to comply with all provisions of Chapter 136 of the Code of Falmouth, including keeping of all records of purchases and sales. This application will be submitted to the Chief of Police for review and recommendation and the undersigned authorizes the Chief of Police to inform the Board of Selectmen of the criminal record, if any, of the applicant or its manager or responsible person.

Pursuant to Massachusetts General Law Chapter 62C Section 49A, I certify under the penalties of perjury that I, to the best of my knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

Signed under the pains and penalties of perjury this 9<sup>th</sup> of February, 2021  
+ \_\_\_\_\_  
OWNER

By order of the Board of Selectmen of the Town of Falmouth:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
BOARD OF SELECTMEN

Town of Falmouth    Filing fee:    \$10.00  
                                 License fees: \$55.00  
                                                    25.00

*\*Please complete all fields. Incomplete applications must be returned for completion*

7/25/2019

**Diane Davidson**

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**From:** Douglas DeCosta  
**Sent:** Thursday, February 25, 2021 4:01 PM  
**To:** Phyllis Downey  
**Cc:** Diane Davidson  
**Subject:** Background Check- John Shelott of Hope Restored

**Background Check- John Shelott of Hope Restored  
Dealer of Secondhand Articles**

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

John Shelott of Hope Restored

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

Sincerely,

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



-----NOTICE-----

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

## Diane Davidson

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**From:** Diane Davidson  
**Sent:** Monday, March 1, 2021 4:03 PM  
**To:** Rod Palmer - Inspectional Services (rod.palmer@falmouthma.gov); Scott McGann; Noreen Stockman; Tim Smith - Falmouth Fire Rescue Department (timothy.smith@falmouthfirema.gov); Jonathan Dickinson  
**Subject:** Application for Second-Hand Dealer's License - Hope Restored  
**Attachments:** Second-Hand Dealer License App. - Hope Restored.pdf

To all,

Attached please find an application for a new second-hand dealer's license for Hope Restored, a shop selling new and used home goods, to be run by Heritage Christian Church, Pastor John Shelott. The shop is to be located at 75 County Road, North Falmouth.

Please provide your recommendations by Friday, March 5. This application will be reviewed by the Board of Selectmen during its meeting on Monday, March 8, 2021.

Thank you,

Diane

*Diane S. Davidson  
Office Manager/Licensing  
Office of the Town Manager and Select Board  
Town of Falmouth  
59 Town Hall Square  
Falmouth, MA 02540  
[diane.davidson@falmouthma.gov](mailto:diane.davidson@falmouthma.gov)  
(508) 495-7321*

- c. Authorize Town Manager to enter into an agreement with a qualified, independent consultant for community environmental, health, engineering and similar services related to Mayflower Wind activities and potential presence in the Town of Falmouth, and funded on a reimbursement basis by agreement with Mayflower Wind

## **BUSINESS**

### **#1. Discussion/update on COVID-19 issues**

- Update on State/Governor guidance for proposed special events

## Diane Davidson

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**From:** Scott McGann  
**Sent:** Thursday, February 25, 2021 11:35 AM  
**To:** Irie Mullin; Frank Duffy; Julian Suso; Peter Johnson-Staub; Edward Dunne; Timothy Smith  
**Cc:** Bernie Sullivan; Morgan Cardoso; Linda Kinchla; Catherine Gwynn; Diane Davidson; Phyllis Downey  
**Subject:** FW: Reopening Update and Slides from Today's Webinar  
**Attachments:** LBOH COVID-19 Webinar - Reopening Announcements - Slides 2-25-21 Final.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Updated guidance

Scott McGann R.S.  
Director/ Agent  
Falmouth Health Department  
59 Town Hall Square  
Falmouth, MA 02540  
508-495-7485  
[scott.mcgann@falmouthma.gov](mailto:scott.mcgann@falmouthma.gov)

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**From:** OConnor, Ron (DPH) <ron.oconnor@mass.gov>  
**Sent:** Thursday, February 25, 2021 11:28 AM  
**To:** OConnor, Ron (DPH) <ron.oconnor@state.ma.us>  
**Subject:** Reopening Update and Slides from Today's Webinar

*This message has been sent to the primary public health contact for each of the 351 cities and towns and federally recognized tribes.*

Dear Local Public Health Colleagues,

Attached are the slides from this morning's webinar.

Please note that the information below includes additional details about "all other Phase 4 industries [that] will not be able to open until a future reopening step" that is not included on the slide deck.

Today at 1:00 PM, Governor Baker, Lt. Governor Polito and Secretary Kennealy are making several announcements pertaining to the state's reopening process and sector specific guidance. These include:

1. **Phase 3, Step 2: Effective March 1<sup>st</sup>, the Commonwealth will move forward into Phase 3, Step 2.** This will reopen:
  - Indoor performance venues such as concert halls, theaters, and other indoor performance spaces
    - Open at 50% capacity with 500 person max
  - Indoor recreational activities with greater potential for contact: laser tag, roller skating, trampolines, obstacle courses

- Open at 50% capacity

2. **Updated Capacity Limits: Effective March 1<sup>st</sup> the following industries will increase to 50% capacity.** Employees will be exempt from capacity restrictions in all of these industries:

- Arcades & Other Indoor and Outdoor Recreation Businesses
- Close Contact Personal Services
- Driving and Flight Schools
- Fitness Centers and Health Clubs
- Golf Facilities (indoor)
- Libraries
- Operators of Lodging (common spaces)
- Museums, Cultural & Historic Facilities, Guided Tours
- Office Spaces
- Places of Worship
- Sectors not Otherwise Addressed
- Theaters and Performance Venues
- Relevant EEA Industries – Youth sports spectators etc.
- *The following industries remain unaffected by capacity limits:*
  - Drive in movie theaters
  - Construction
  - Laboratories
  - Manufacturing

3. **Additional Guidance Changes:**

- **Effective March 1<sup>st</sup>, Restaurants will no longer be subject to a % seated capacity limit and their capacity is limited only by the requirement of 6 feet between tables**
  - Musical performances allowed in restaurants (with appropriate distancing)
  - 90 minute time limit on tables *stays in place*
  - Limit of no more than 6 per table *stays in place*
  - Food courts *remain closed*
- **Effective March 1<sup>st</sup>, Fitting rooms may open in all retail businesses**

4. **Gatherings Limit: Effective March 22<sup>nd</sup>, subject to public health data, the gatherings limit will increase for event venues and public settings, but will stay the same in private settings:**

- **Event Venues and Public Settings:**
  - 100 indoor
  - 150 outdoor
- **Private Settings (such as private residences):**
  - 10 indoors
  - 25 outdoors

5. **Phase 4, Step 1: Effective March 22<sup>nd</sup>, subject to public health data, the Commonwealth will move into Phase 4, Step 1:**

- Indoor and outdoor stadiums, arenas and ballparks will reopen with a **12%** capacity limit
  - A large venue is defined as a having a capacity of 5,000 or more
  - Venues with capacity under 5,000 are subject to the Indoor and Outdoor Performance Venue guidance
  - Large venues will be required to submit a safety plan to the Department of Public Health
- Overnight Camps will be allowed to open for Summer 2021
- Exhibition and Convention Halls may reopen, subject to gathering limits and event rules
- Dance floors may open at weddings and events *only*

- All other Phase 4 industries will not be able to open until a future reopening step. Those include:
  - Road races, street festivals, and parades, and fairs
  - Amusement parks, theme parks, outdoor water parks
  - Indoor water parks and indoor/outdoor ball pits
  - Saunas, hot-tubs, steam rooms at fitness centers, health clubs, and other facilities
  - Beer gardens/ breweries/ wineries/ distilleries
  - Bars, dance clubs, and nightclubs—venues offering entertainment, beverages, or dancing and not providing seated food service

Updated guidance can be found at [www.mass.gov/reopening](http://www.mass.gov/reopening).

Thank you for all you have done and continue to do to keep people safe and save lives.

Jana Ferguson  
Assistant Commissioner  
Massachusetts Department of Public Health  
[Jana.ferguson@mass.gov](mailto:Jana.ferguson@mass.gov)

Ron O'Connor, MPH  
Director, Office of Local and Regional Health  
Massachusetts Department of Public Health  
[ron.oconnor@mass.gov](mailto:ron.oconnor@mass.gov)

**COVID-19 Information for Local Boards of Health** - <https://www.mass.gov/info-details/covid-19-information-for-local-boards-of-health>

**24/7 DPH Epi Line for COVID-19 Case Support**

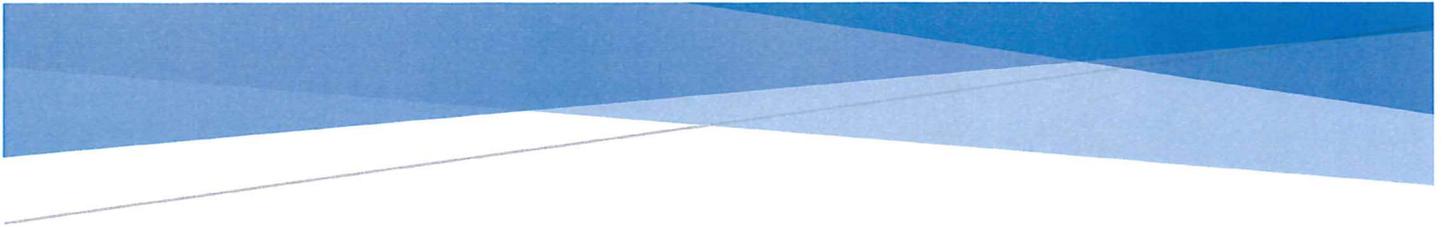
**COVID-19 web site:** [www.mass.gov/covid19](http://www.mass.gov/covid19)

**DPH Website:** [www.mass.gov/dph](http://www.mass.gov/dph)

**Twitter:** [www.Twitter.com/MassDPH](http://www.Twitter.com/MassDPH)

## #2. Route 28 project status update – Peter McConarty

### #3. Improving Access to Downtown – Report from Transportation Management Committee



Initial Report – Recommendations for 2021 and Beyond

# IMPROVING ACCESS TO DOWNTOWN

Transportation Management Committee  
Town of Falmouth, MA  
February 2021

## EXECUTIVE SUMMARY

At the Committee's initial meeting and at the urging of the Town Manager, the Committee prioritized review of downtown parking and its attendant challenges. After considerable research and consideration, the TMC broadened their approach, focusing on **getting people downtown, rather than just accommodating cars once they are there**. This expanded view of the issue greatly enhanced our pool of possible solutions.

**The Committee concluded that traffic and parking problems downtown are primarily the result of several factors, which, if addressed, could vastly improve the situation.**

1. With a few exceptions, parking downtown is unregulated. The natural tendency is for people to try and park close to their destination, even if it means sitting in traffic or circling for an extended time.
2. Access to downtown by anything other than private cars is limited. Bicycle accommodations are non-existent, despite proximity to many lodging options and the Shining Sea Bikeway, which draws hundreds of thousands of visitors a year. Public transport is limited and not well advertised.
3. Both of these factors are compounded by the fact that there is little or no information available to people in advance of their visit, or clear signage once in the vicinity, to lead them to more sensible access or parking options.

**The TMC therefore concludes that three basic approaches could have an enormous positive impact on summer traffic congestion and parking frustration in the downtown area. The Committee believes that if these approaches are implemented, the need for additional parking infrastructure is unlikely. All could be implemented quickly:**

1. *Better manage existing parking* by channeling different users into different areas.
2. *Improve the clarity, safety and convenience of accessing downtown through means other than private cars.* Connectivity of downtown to the Shining Sea Bikeway and other access points for cyclists and pedestrians is key if we are serious about reducing the number of cars downtown. The town's Complete Streets policy should be implemented in this area.
3. Finally, both require – and benefit from – *vastly improved public information, wayfinding and enforcement.*

**To realize the benefits of these approaches by Summer 2021, we recommend the following specific actions by the Select Board as soon as possible:**

1. Designate parking zones consistent with the recommendations of this report to better manage and improve parking turnover in prime downtown spaces.
2. Designate remote parking lots. Formalize the use of school parking areas when school is not in session. With TMC facilitation, engage with churches and other private entities in an attempt to formalize parking agreements.

3. Charge the DPW, with input from TMC (and Sign Committee?), to develop sign graphics, sizes, etc. for consistency and efficacy for different applications and audiences.
4. Install parking signage consistent with the report and expanded parking zones, establishing unambiguous parking regulation of the downtown.
5. Direct the chief of police to take necessary action for fair, consistent parking enforcement on a regular and predictable basis for improved parking management. Include enforcement of existing posted "No through truck traffic." Such action may require hiring seasonal parking enforcement personnel, to be funded from enforcement revenues.
6. Authorize purchase of additional technology to expedite parking enforcement.
7. Direct the installation of additional *wayfinding*\* signage throughout the downtown suitable for pedestrians, cyclists, CCRTA riders, and vehicles, including signs to municipal parking, points of interest and government services. Pedestrian-focused signs should indicate walking/biking time to the attraction.
8. Direct the DPW to erect wayfinding signage and install paint markings to directly link the Shining Sea Bikeway and Falmouth Station with the downtown to improve connectivity. Mileage or time should be included on signs.
9. Direct the IT department to develop a webpage with parking information consistent with report recommendations.
10. Engage merchants to improve delivery schedules and locations to be off Main St and adjacent streets during peak hours. Based on merchant feedback, consider establishing loading zones establishing/posting allowable delivery hours.
11. Send letter to business owners with recommended actions they can take to improve parking situation...(Encourage off-peak delivery times, not let employees park in prime spots, utilize their private parking, better signage for private parking, add bicycle racks).
12. Direct the Town Manager to develop incentives for employees to (voluntarily) use alternative transportation (CCRTA, ride sharing, bicycling and walking) or remote parking.
13. Install directional signs to direct heavy traffic to KLB (existing signs are too small).
14. Direct IT department to explore wayfinding apps used by truckers in particular to make sure through traffic is not directed via Main St.
15. Direct designation of additional handicap spaces so that spaces meet parking lot guidelines and are no farther than 500 feet apart on Main Street.
16. Direct the installation of additional bicycle racks in the downtown.
17. Direct installation of information signs listing CCRTA schedule and fares in at least 2 locations along Main Street. Consideration should be given to signs capable of electronic schedule updates, e.g. next trolley to Woods Hole in 6 minutes, next bus to Hyannis in 12 minutes.

18. Direct the Town Manager and Police Chief to develop an overnight parking permit system for restaurants to issue to patrons who should not be driving.

\*For purposes of this report, *wayfinding signage* refers to (and is used interchangeably with) *directional signage* (e.g., “5-min. walk to shops and restaurants” with arrow). *Wayfinding apps/technology* refers to Google Maps and other tech-based tools to guide drivers/walkers/cyclists.

This report presents the results of our research into the issue. It outlines specific steps the town can and must take if we are serious about addressing the intolerable situation with summer traffic and parking downtown. Most of these steps can be implemented quickly, in time for the 2021 summer season. We hope the Board chooses to support this approach, and play a leadership role in encouraging Falmouth residents and visitors alike to embrace the changes required.

*In appreciation for the opportunity to serve,*  
Members of the Transportation Management Committee:  
Ed Dewitt, Chair  
Alison Leschen, Vice-Chair  
Paul Dreyer, Planning Board Representative  
Paul Grunden, Commission on Disabilities Representative  
Ralph Herbst, at-large  
Chris McGuire, Bicycle and Pedestrian Committee Representative  
Jane Perry, at-large

## BACKGROUND

Falmouth Village is a classic “town center” offering residents and visitors a full range of uses and services. These include governmental services [e.g. library, post office, emergency services (Fire/Rescue, Police), elementary school, and Town Hall], retail shopping, art galleries, dining (breakfast, bakery, lunch and dinner), lodging, entertainment, professional services (accounting, insurance, real estate, dentistry, medical and legal), religious activities, indoor recreation and outdoor recreation. There is very little not available in the village center.

Yet this idyllic setting is marred by traffic congestion, particularly in the summer. Currently, most people access downtown with private vehicles, requiring that each party find a parking space. In high season, available spaces quickly fill up, which creates congestion and frustration for visitors, residents and workers alike while people circle for a spot. The situation is compounded by several factors. Parallel parking on core streets challenges many drivers, causing back-ups while they maneuver into a spot, or wait for the driver who pulled too close behind them to back out of the way. Lack of wayfinding signage and otherwise poor communication about peripheral parking sites leaves visitors with no guidance about alternatives to endless circling for a space. Public transport to downtown is limited to two fixed-route lines operated by the Cape Cod Regional Transit Authority (CCRTA), one of which is seasonal. Bicycle access is currently on streets that have no designated bike accommodations, which in general means that only experienced riders are comfortable getting there by bike.

The problem has been identified as one of “Downtown Parking.” But such labeling assumes that the current situation, where the vast majority of people access downtown in private vehicles and park within a short distance of their destination, should continue. The Transportation Management Committee (TMC) believes that this limited view leads to limited solutions. After researching and considering the issue, we instead chose to take a more expansive outlook.

## TMC VISION FOR THE DOWNTOWN

The TMC believes that a primary business district that is accessible, accommodating and welcoming to all with a variety of modes of travel both getting to and traveling around the business and government center of the community is essential. People should both want to come to the downtown and enjoy being there. Expanding our understanding of where and how parking can occur for different user groups, and broadening other means of access in a meaningful way could go a long way toward reducing demand for central parking and alleviating the accompanying traffic congestion. **By focusing on getting people downtown, rather than just accommodating cars once they are there**, we greatly expand our pool of possible solutions. **By better managing existing parking**, channeling different users into different areas, we believe the need for additional parking infrastructure is unlikely.

## **APPROACH**

To better understand the issues involved and the extent of the problem(s), and to begin to develop an approach to alleviating the situation, the Transportation Management Committee (TMC) interviewed or otherwise communicated with representatives from the Falmouth Police and Fire Rescue Departments, Department of Public Works (DPW), Town Planner, Chamber of Commerce, Falmouth Village Association, Downtown business owners, Falmouth AFCSME, Cape Cod Regional Transit Authority, Falmouth EDIC, Cape Cod Commission and Woods Hole Business Association. We also received email comments and Zoom meeting messages from a number of Falmouth residents. In addition, we drew heavily from the *Transportation Master Plan for Route 28/Main St.*, prepared for the Town of Falmouth by McMahon Associates in 2016. This is an excellent report with many sound recommendations. We encourage the Select Board to revisit it and begin to act on it. In addition, we are carrying out a survey to assess people's attitudes and experiences about visiting and parking downtown. The survey will be distributed widely, both to targeted groups and the general public. It will provide valuable information about going forward, as well as a baseline to measure efficacy of actions taken.

A summary of our findings and subsequent recommendations follow.

## **CURRENT SITUATION**

### Parking

In Falmouth, parking is principally regulated through the Zoning Bylaw, ch. 240 of the Code of Falmouth. Section 104 of the Zoning Bylaw waives most parking requirements for the downtown because of the “large amount of public parking spaces available, and further finding that in order to enhance the economic vitality of downtown Main Street” parking requirements might inhibit commercial and residential development.

Currently, parking is available curbside on Main Street (125 spaces) and a section of Katherine Lee Bates (KLB) Road, in municipal off-street lots between Main Street and KLB Road (about 200 spaces) as well as Town Hall Square (132 spaces), adjacent to Fire Rescue Headquarters, and privately owned parking (mostly at the rear of businesses along Main Street and Palmer Avenue). Primarily seasonal parking totaling about 160 spaces is available on school property (Mullen Hall and Lawrence Schools) when school is not in session, but this is not well known, advertised or signed. All told, there is a total of about 450 publicly available parking spaces in the downtown corridor (McMahon report). There is a parking lot on Depot Ave. across from the Falmouth Station, which is large and reportedly underutilized, at least in the evening. There are some additional paved parking areas not currently utilized for public parking including churches and employee-only lots. With the exception of a 30-minute parking zone near the Post Office, municipal parking is free, limited to three hours on Main Street, unlimited as to time in municipal lots with the exception of no overnight parking in Town Hall Square. There is a reserved area in front of Town Hall for Town Hall business that does not have a posted time limit. Handicap parking spaces are limited and may not be distributed efficiently.

Enforcement is the responsibility of the Police Department, which uses computerized equipment to track parking and violations. While the Police Chief reports that there is zero tolerance for parking violators, enforcement depends on staff availability (there was very little in the summer of 2020). Perception is that parking is largely unregulated. This can result in use of prime Main St. and downtown lot spaces being used by long-term parkers such as employees or even Steamship passengers, rather than the shorter-term users like shoppers and diners for whom they are intended. A new parking fee structure was recently proposed by the Chief of Police and approved by the Board of Selectmen. Its efficacy will rely on increased resources being allocated to enforcement, hopefully offset by increased revenue from fines.

There is at least some truck and private vehicle traffic that uses Main St. as a through street, perhaps simply following the signs for Rt. 28. These vehicles would be much better served by any of the several cross-town roads like Jones, KLB, or even Rt. 151 or Thomas Landers Rd., depending on their ultimate destination, and would reduce Main St. traffic. Last summer DPW posted signs at West Main Street

and Locust Street as well as North Main and Palmer Avenue prohibiting through truck traffic. It is unclear whether the signs have had the desired impact.

A web search for "Parking in downtown Falmouth, MA" yields little useful or specific information to guide visitors. It is likely that most people simply drive to Main St. and then start looking for parking. Between these two issues, there is ample opportunity, by increasing pre-visit information for visitors – perhaps online, and with improved wayfinding – to intercept people before their arrival and steer them to alternate routes, peripheral lots or alternative means of access.

#### Bicycle access

Studies have shown that 43% of adults in the US say they would be more likely to ride on roads if they were physically separated from cars. Largely because of the Shining Sea Bikeway, Falmouth attracts a large number of visitors who travel via bicycle. Currently there are no separated bike lanes leading downtown. Katherine Lee Bates Rd. has "sharrows" painted on the pavement, but these offer no physical and little psychological protection from motorized vehicles. Bicycling down Main St. itself is hazardous, with threats of distracted drivers and pedestrians, car doors opening, etc. Access from the Shining Sea Bikeway via a connector to Katherine Lee Bates Rd. is possible, though the current crosswalk over Rt. 28 is frequently ignored by motorists. Access from Depot Ave., which many bikers attempt, is even more haphazard and dangerous. Access along Rt. 28 from Teaticket is no better, with no bike accommodations and all the same dangers listed above. Once downtown, there is very limited bike parking, forcing the use of lamp and sign posts, sometimes impinging on sidewalks. None of this leads bikers to feel welcome downtown and limits access to the more experienced and determined bikers. This is unfortunate, as encouraging the broader public (many of whom live or are staying within 2 flat miles of downtown) to use bikes to access the area through appropriate infrastructure and design could go a long way toward alleviating traffic congestion. It could also enhance the visitor experience, as the journey becomes part of the adventure (and actual exercise), instead of an exercise in frustration sitting in traffic. Safely connecting the Shining Sea Bikeway with the downtown should be a very high priority for the Town.

#### Pedestrian access

In general, the downtown is a comfortable place to stroll. The single largest complaint the TMC heard is of poor signage and wayfinding. While there are a number of crosswalks on Main Street and Katherine Lee Bates Road, mid-block crossing does occur frequently. None of the crosswalks are enhanced with warning lights, audible signals or raised elevation. In the past 5 years there have been 2 vehicle pedestrian collisions in the downtown.

#### Public transport

CCRTA operates two fixed route services, The Sealine and the Woods Hole (WHOOSH) Trolley. The WHOOSH operates seasonally, from June to early September. Its route goes between Falmouth Mall and Plaza, down Rt 28 and Main

St, to Woods Hole and back. It travels twice an hour, but only between 10:15am and 7:15 pm, making it impractical for most employees and evening diners. The Sealine runs hourly (coordinated with the WHOOSH so there is every-20-minute service where the routes and hours of service overlap) from early morning until about 8:30 pm from the Hyannis Transportation Center to Woods Hole. Heavy summer traffic can cause delays to the schedule, though users can track buses on the NextBus app, downloadable from the CCRTA website. The ability to track and predict bus arrival times is key to making shuttle use to Main St. a viable option for downtown shoppers and lunch diners. If service could be extended into the evening hours, it would make it more feasible for restaurant dinner patrons. The relative lack of flexibility of hourly service in the off-season makes it unlikely that people who have private autos will choose the public transport option. All buses can accommodate 2 or 3 bicycles, and are wheelchair accessible, making them a viable option for mobility-impaired people to avoid parking in congested downtown, and still have vehicle-to-destination service.

In addition to these fixed route services, Dial-a-Ride Transportation (DART) is a low-cost door-to-door reservation service provided by CCRTA.

More effort should be made to make visitors aware of these options.

#### Seasonal variation

Parking demand increases rapidly beginning in April and begins to subside after mid-October. From mid-October until April or May there is little or no reported shortage of parking. From an aesthetic and welcoming standpoint this is important. Over-paving to meet seasonal demand would result in empty parking areas the rest of the year, creating a deserted feeling that adds nothing to the downtown experience. Though the seasonality makes use of school parking viable in the summer, there are periods of mismatch where parking demand is quite high, but school is still in session (May/June and early September).

#### Parking constituencies

TMC research revealed different constituencies for parking in the downtown. Each constituency has different needs and, most importantly, uses parking differently (especially parking duration). Moreover, constituencies can overlap and trips to downtown can be for multiple purposes and fall into more than one constituency.

1. Business operations – shopkeepers, restaurateurs, professionals and employees who work at various businesses, many of which operate 7 days a week in peak season. Parking/access is needed to match the workday, including late-night hours, and to accommodate leaving for lunch.
2. Delivery services – primarily trucks, including box trucks, and 18 wheelers that park for the purpose of delivering goods and supplies to businesses and, to a lesser extent, governmental offices, residents, churches and other entities. Generally, this constituency requires oversize spaces for a half hour or less.

3. Residential – residents who live in apartments and homes in the downtown that do not have private parking. Parking demand varies but requires access to overnight parking.
4. Governmental operations – staff and employees of the various government offices in the downtown including Town Hall, post office, library and schools. The majority, but not all, of government operations fall within business hours Monday through Friday. Parking is needed to match the workday. Overnight parking is also needed for some government vehicles.
5. Government service seekers – citizens who obtain in-person governmental services. Usually these are people parking less than an hour.
6. Business customers – citizens and visitors who patronize businesses. Time periods vary widely from a few minutes for take-out food pick-up to several hours for retail shoppers and restaurant patrons.
7. Overnight parking - The TMC identified three constituencies that require overnight parking in the downtown.
  - 1) Residents who have no access to private parking.
  - 2) Restaurant patrons who have been drinking and should not be driving.
  - 3) Government vehicles.
8. Disabled parking – individuals could fall into any of the above categories. There is a need here for convenient, ADA-compliant parking spaces, good, fully passable sidewalks to and within downtown, and audible signals at signaled pedestrian crossings.

Summary of additional testimony and information:

- In peak season, downtown can likely absorb more people/diners/shoppers, so enabling more access is desirable and consistent with supporting businesses in that area.
- There is no dedicated employee public parking. There are reports of employees going out every few hours to move their cars to avoid being ticketed. Communication from the head of the Town Hall employees union confirmed this, as well as that those who go out for lunch then have trouble finding a spot when they return.
- While Mullen-Hall lot is often well-used, there is underutilization of other nearby “peripheral” lots such as Lawrence School and churches. This is in part due to lack of knowledge/wayfinding/clarity of what’s allowed. It is also due to the fact that the town has not pursued formal agreements with these entities.
- There is no active discussion with churches about use of those lots for public parking when not needed for church purposes.
- Delivery trucks are one cause of congestion. Some of these are delivering to Main St. businesses; others are driving through, again likely because of lack of knowledge/wayfinding signage or apps to put them on more truck-appropriate roads. The town recently posted “No through truck traffic” signs on the outskirts of the downtown, but these are too small and it is unclear whether they have been effective.

- There are four marked handicap accessible parking spaces along Main Street.
- The majority of Town Hall employees park in the municipal lot in front of Town Hall.
- There are no written policies affecting Town Hall employee parking.
- There are no incentives for Town Hall employees to rideshare, use public transportation, walk or bicycle to work.

It is likely:

- Some congestion is caused by people circling for parking spaces, or driving slowly to “scout” for spots.
- Some congestion is caused by drivers having difficulty with parallel parking on Main Street. Some additional congestion is caused by drivers pulling too close behind a vehicle that intends to back into a parking space.
- Some downtown parking is used by people going to the Vineyard for the day or even overnight.

## PROPOSED SOLUTIONS

Our exploration of this topic has yielded a significant number of “low hanging fruit” approaches which we believe could go a long way toward improving access to and circulation through, downtown and in turn alleviating parking issues. None of these approaches involves acquiring or creating new parking, which we feel would be premature and likely unnecessary. We have divided the recommendations into Short- (by next summer), Mid- (1-2 years), and Long-Term (3+ years).

### SHORT-TERM (Fully ready for implementation beginning May 1, 2021)

**The TMC starts with the premise that two basic approaches could have an enormous positive impact on summer traffic congestion and parking frustration in the downtown area, and that both could be implemented quickly.** The first is better management of parking – in terms of who parks where. The second is improving the clarity, safety and convenience of accessing downtown through means other than private cars. Both require – and benefit from – vastly improved public information, wayfinding and enforcement. Connectivity of downtown to the Shining Sea Bikeway and other access points for cyclists and pedestrians is key if we are serious about reducing the number of cars downtown.

The TMC was asked to examine reported seasonal parking shortages and challenges in the downtown. Our recommendations are not perfect and are intended only to improve overall parking and access management. Some challenges like the geometric layout of Main Street are insurmountable – there is only so much that can be accomplished in a limited space. The Committee’s mandate is to make recommendations which this report does. No doubt there will be public support for some our recommendations and public dislike of others. The TMC has striven to fairly and effectively balance the interest of the various downtown constituencies. The Select Board ultimately will have to weigh our recommendations and decide whether or not to implement all or some. The TMC is confident that the situation while not solved, can be significantly improved. The TMC has looked at the downtown as an interconnected system of walkers, cyclists, drivers, and truckers. We think this is the proper approach for the Town to employ.

Our proposed changes in policy, parking zones and regulations are intended to be in effect only from May 1 to October 1 – peak tourist season. Four **Strategies**, each complete with **Action** items required to implement them, follow.

**Strategy 1:** In town-owned parking areas, designate different parking “zones” for different users and needs. Zones may change between business- and non-business hours.

**Assumptions:** Presumably the *primary goals* of any parking strategy are:

1. To encourage patronage of downtown businesses through ease of access.
2. To enable citizens to conduct (relatively quick) town/bank/professional business with ease of access.
3. To allow overnight parking for residents of downtown.
4. To provide clearly defined/designated, shift-length employee parking.
5. To allow convenient access to shops, businesses and Town Hall for disabled users.
6. To reduce the demand for parking by encouraging access to downtown through alternatives to private vehicles – biking, walking, public transport.

In addition, if we think of the different constituencies as having different parking needs, it naturally follows that they be channeled into different parking areas or “zones,” defined using the following considerations/assumptions:

1. If different constituencies have clearly defined parking areas, the confusion and congestion caused by everyone competing for the same spaces will decrease. This in turn will make coming downtown in summer more pleasant for visitors, and encourage, for example, local residents to get take-out or meet a friend for lunch.
2. Many visitors to downtown have multiple destinations, so a “park once, walk a little” strategy makes more sense than trying to move the car for every different destination.
3. Most non-mobility-impaired people are willing and able to walk 5-10 minutes from car to destination if their route is well defined and feels safe. Making the routes interesting/attractive can further induce people to park at these distances. (An obvious example of this is the walk from Lawrence School, past Shivericks Pond, a 5-min. walk to Main St.).

#### **Action 1 – Designate zones:**

1. *With the exception of the 30-minute area near the Post Office and handicap-accessible spaces, limit duration on Main Street to a maximum of one hour from 8 am to 6 pm. “Highest and best use” of parking along Main St. itself should be for shorter-term errands like picking up take-out, having a quick lunch, or going into a store for a specific item. This ensures high turnover of those spaces, which presumably brings more customers and makes people more willing to come downtown to accomplish these errands if they know it’s likely they can get a parking spot. Handicapped spots are an exception and should have a 3 hour time limit. Additional ADA spaces (at least one ADA space for every twenty-five regular spaces) may be needed to ensure easy access to all businesses for the mobility-impaired.  
After 6 pm, parking limit is 3 hrs. This allows evening restaurant and bar patrons to park there, since most retail businesses are closed by then.*
2. *Lots designated for certain businesses (Library lot on Shore St. Extension and the lot serving the businesses across the street – First Citizens Credit Union, Hannoush Jewelers, etc.) remain as such. Limit 1 hour.*

3. *Town Hall lot: Designate (26) current Town Hall business spaces as 1-hr. limit.* The current system cannot be enforced, as there is no time limit posted. *Leave 55 spaces as unlimited time, presumably for the 30 or so Town Hall employees that do not have other designated parking on Chancery Ln or behind Town Hall, as well as employees of other Town Hall Square businesses. Limit the other approximately 20 spaces to 2 hours, as in Tier 2, below. As a partial alternative, consider moving Chancery Ln town vehicle parking behind Town Hall. It is closer for employees, and it would free up Chancery Ln, which is close to Main St., for the public. Other numbers would need to be adjusted accordingly.*
4. *The next "tier" of parking, in the lots on Library Lane and on Katherine Lee Bates Rd. behind Eastman's, is for longer-term (2 hr) parking between 8 am and 6 pm, for restaurant patrons, shoppers or others exploring downtown, people needing to meet, say, with their attorney for longer than an hour. After 6 pm, limit in these lots is 3 hours.*
5. *School lots: Mullen Hall and Lawrence Schools, during certain seasons and hours.* Both of these lots are within a 5-min. walk of Main St. (Mullen Hall 2-3 mins). *Set 4-hour time limit in these lots.* The longer limit provides an incentive to use these lots. Clearly mark route to Main St. from Mullen-Hall School. Work with Shivericks Pond Trail group to improve walking route from Lawrence School to downtown, including clear markings, lighting, views of pond and perhaps public art to make the walk more enticing.
6. *Designated business employee parking:* The TMC encourages business owners who own rear/adjacent parking to use those spaces for their own and employee parking. In addition, those with rear entrances can encourage use by customers, particularly for take-out. If these spaces were fully utilized (currently they are very often empty), it could free up more prime public spaces on Main St. and in nearby lots. Employees of businesses without private parking should be encouraged/required to park at the schools (with the exception of those getting off shifts late at night for whom safety is a concern). Perhaps designated spaces requiring special permits could be allocated for employee vehicles so they can exceed the 4-hr limit in these lots without needing to move their car mid-shift.

**What's involved:**

1. Set new parking policies.
2. Formalize agreement with School Committee regarding use, hours and season for school lot use. Greatly improve wayfinding signage, the path from Lawrence School (in conjunction with Shivericks Pond Trail project), information available in advance online or otherwise to encourage use of these lots.
3. Greatly increase information, outreach and wayfinding signage. This could include a simple webpage on the Town site which displays parking options on a clickable map, with lot hours, time limits, walking time to Main St. or

CCRTA schedule. Particularly effective might be messaging like, "Average time spent circling for a Main St. parking spot – 10 mins. Walking time from Lawrence School – 5 minutes." The web page would come up when googling "parking in Falmouth (Village)." The same information would appear on signs at the lots themselves. This website could include other information as well about other means of accessing downtown (see below for more detail).

4. Hold public information sessions and meet with different constituencies to explain and work out new policies.
5. Maybe institute a fun public information campaign with a commercial like the Superbowl "Smaht Pahk" one. "Pahk smaht in Falmouth," featuring someone well-known in town with a Cape Cod accent! It could run on radio, FCTV, and on the web page.
6. Added enforcement. According to some literature on parking, fair, consistent and predictable enforcement is an effective tool for parking turnover and, based on fines, can be better than revenue neutral. This aspect will be crucial to making the zonation plan work.

**Expenses:**

1. New signage – developing a coordinated "look," determining appropriate sizes, printing and installing the signs.
2. Public outreach and education materials, including developing a webpage with parking information.
3. More or reallocated enforcement personnel (likely offset by increased revenue from fines).

**Action 2 – Develop system for overnight parking needs**

Overnight parking is needed by two primary constituencies: downtown residents, and bar/restaurant patrons incapable of safely driving home. Currently overnight (2 am to 5 am) parking is selectively enforced (tow zone) and not clearly posted. This situation can be exploited by Steamship Authority patrons avoiding the pay lots.

**What's Involved:**

An overnight parking (2 am to 5 am) ban should be strictly enforced in all public areas of the downtown except by permit. Because residents generally have a place to park and are less likely to avoid SSA lots, we recommend allowing overnight parking for any valid Falmouth parking permit (beach, transfer station, combo etc.) This reduces the cost for establishing and maintaining a new and separate permit system.

Each business that serves alcohol would be allowed to generate/create a one-night permit for any patron that has had too much to drink. The permits would be dated, sequentially numbered, capable of easily adhering to the driver's window, contain the name of the establishment and be visible from 10 feet away. The police department will make available an example of the permit. As

long as the vehicle is legally parked, it would not be towed for a minimum twenty-four hour period.

**Expense-** Signage and enforcement effort.

**Strategy 2:** Public/Private Partnerships

There are a number of privately owned and sometimes underutilized parking areas in, or directly adjacent to, the downtown. These include churches, banks and other businesses that have peak demands different from the bulk of Main Street.

**Action 1 – Work With “Parking Rich” Neighbors**

The Town should explore individual agreements with our downtown neighbors to test the feasibility of public parking when these lots are not needed for church or business activities.

**What’s involved**

Establishing a fair price and/or appropriate good will for such arrangements.

**Expense:**

Less than buying land or paving more land! Signage that can be used to indicate when parking is permitted. Inclusion of this information on web page.

**Strategy 3:** Shift focus to getting *people* – not just cars – downtown.

Encourage access to downtown via means other than private autos. Note: these are the short-term, quickly implementable aspects to this strategy. Mid-and long-term ones follow in those sections.

**Action 1 – Promote Alternatives:**

Many (able-bodied) people live or stay within an easily walk-able or bike-able distance from Main St. They can be encouraged to access downtown in this way through information provided by their hotels/inns/hosts and with signage.

**What’s involved:**

Working with lodging hosts and implementing a signage campaign like the following: An online toolkit, Walkyourcity.org, “helps communities increase their walkability by combining educational pedestrian signage with web-based campaign management and data collection, accessible to both citizens and city staff.” Simple, inexpensive, attractive signs (e.g., “It’s a 5-min. walk to borrow a book” with an arrow and QR code map) can raise awareness of just how much can be reached within an easy walk (Fig. 1). The same can be applied to bikers. Lenox, MA, as an example of another seasonal, tourist-driven economy, has implemented this approach.



Fig. 1: Examples of simple, inexpensive signs available through Walkyourcity.org that encourage people to walk or cycle instead of driving.

**Expenses:**

Signage.

**Action 2 – Promote Transit:**

If people knew about the shuttle (CCRTA) option, some would park at the mall or plaza and use CCRTA to get to Main St.

**What's involved:**

Work with Mall/Plaza owners to gain their official support for people parking there. Messaging could encourage people to patronize these shopping centers in addition to just parking there. Work with CCRTA to greatly increase awareness of this option. Improve signage at mall and plaza so it's immediately obvious where to park and catch bus/trolley. Have schedule posted there as well as online tracking app information.

**Expenses:**

Signage and other messaging (shared with CCRTA?).

**Action 3 – Focus on Largest Employer:**

The single largest employer in the downtown is the Town of Falmouth. Approximately 55 parking spaces are used by Town employees on any given day. While they can be accommodated in Town Hall Square, providing incentives for them to voluntarily park in slightly further lots could free up a significant number of prime spaces near Main St.

**What's involved:**

The Town currently offers employees no incentives to walk or bicycle to work, nor does it offer employees incentives to ride CCRTA buses and

trolleys, or to carpool, to work. Incentives can include such things as rideshare spaces at Town Hall, bonuses, discounts on health insurance, more flexible work hours, free or discounted transit passes or personal days off.

**Expense:**

Cost of the incentives. Some studies show that worker productivity can actually increase with such modest incentives. Cost of permit/sticker for vehicles.

**Action 4 – Improve Alternative Connectivity:**

The Shining Sea Bikeway comes close to downtown without inviting cyclists and walkers there. The result is that the tens of thousands of bike path users (recently installed counters on the bike path tallied **128,000 bikes and pedestrians between August and November!**) either don't know to, or are not comfortable, making the short trip to the downtown to shop and dine. This represents a huge potential influx of people who would patronize Main St. businesses without exacerbating the traffic/parking problem, something that should presumably be highly desirable and highly prioritized by the Town and Downtown Business Association. The same goes for people arriving by bus. It should be immediately clear to them (both when they arrive but also beforehand on the aforementioned website) that they can take the bus to Falmouth and easily access the downtown (and beach, for that matter).

The aforementioned webpage could be made broader to include "Accessing downtown Falmouth from the Shining Sea Bikeway or the Falmouth Station."

**What's involved:**

It must be clear to bike path users how to get downtown, and it must feel easy and safe to do so. The way from the bike path/Falmouth Station for bikes/pedestrians must be clearly marked and well-maintained, with several safety features added. At a recent meeting with Falmouth EDIC representatives, it became clear that they share this goal, and that such features dovetail perfectly with the Master Plan they are developing for Falmouth Station.

More specifically, the Town needs to improve signage from the bikepath/Falmouth Station to the downtown for both cyclists and pedestrians. The sidewalk from the Depot Ave.-bike path crossing, down Depot Ave. and up Locust St. to the crossing needs to be greatly improved so bikes and wheelchairs can use it. The crossing at Palmer Avenue needs to be better marked and a warning beacon/system installed. Ideally the speed limit on the stretch of Rt. 28 from Crabapples, past the Goodwill Park crossing (in the works), past the Locust St. crossing (site of current flashing light), should be lowered to 30, with flashing speed signs at the beginning from both ends warning of "heavy pedestrian/bike crossing – SLOW DOWN." Periodic police enforcement of this stretch and crossing is needed.

A clear message must reach motorists through multiple means that this area is not a highway to the ferry, but is a town center prioritized for pedestrians and bikes, and they must drive accordingly. Added travel time for motorists on that stretch driving 35 mph (current limit) vs. 30 mph is less than a minute, with possibly a few additional seconds delay if they need to stop at a crosswalk. This calculation can be used to counter the argument that we must “move cars along the highway,” or “people will miss their ferry.” Falmouth should be prioritizing increasing patronage of its businesses (by bike path and Falmouth Station users) rather than moving people away from Falmouth faster!

The speed limit on KLB needs to be set at 25 mph and clearly posted, preferably with a sign that flashes a car’s speed.

Incorporate information into a webpage. Possibly work with Peter Pan, CCRTA and other transport companies to include clickable links on their web pages to the Town webpage. Do the same on webpages highlighting the bike path. That way people planning a day on the bike path or arriving by bus will know ahead of time how easy it is to access Main St. and can incorporate lunch or bit of shopping into their plan.

Several recent MassDOT grant opportunities would have been a perfect fit for this project. The town should move forward on design – even rough, conceptual design – to be ready for such opportunities.

**Expense:**

Sidewalk improvement, signage, paint, crossing beacon and (3-4) flashing speed signs (but see above opportunities for state funding). Work on webpage.

**Action 5 – Bicycle Parking**

**What’s Involved:**

Add additional bicycle racks throughout the downtown that do not impede pedestrian flow.

**Expense:** Cost (and installation) of the racks. The Ped/Bikeways Committee has gotten CPA funding in the past for these. The Cape Cod Commission usually has a fund for bike racks that the Town might use.

**Strategy 4: Streamline Freight and Trucks**

**Action 1 – Manage Loading Zones**

Establish at least four 40-foot long loading zones on Main Street with effective operating hours of 8 am until 11 am. Other times require and allow trucks to

park on the 2 downtown side streets, Post Office Road, and Library Lane, to make deliveries.

**What's involved**

Work with Main Street merchants to identify optimum loading zone locations. Note: after 11 am the loading zones become regular parking places for Main Street business. This will require working with trucking/freight firms to educate them about the zones and times. Additional enforcement requirements/responsibility. This needs to be reevaluated after one year.

**Expense** – Paint and signage. Additional enforcement.

**Action 2** – Reduce Unnecessary Truck Traffic on Main St.

Truck traffic on Main St. equals congestion. Main Street has narrow travel lanes. Wide trucks often straddle the centerline, slowing traffic in both directions.

**What's involved**

Work with MassDOT to improve truck route signage and wayfinding to keep trucks off Main Street that don't need to be there. Stepped-up enforcement of the posted "No Through Truck" zones.

**Expense** - Signage and enforcement effort.

## Continuing Issues for Longer Term Evaluation and Recommendations

The TMC's work is far from done. The challenges are multi-dimensional and require continuous review and reevaluation. Tackling congestion and parking downtown is a multi-year undertaking.

1. Largely due to dimensional limitations, Main Street poses a host of transportation challenges. Among those challenges are:
  - a. Emergency vehicle response is frequently impeded because of traffic congestion and the lack of space to pull over.
  - b. Parallel parking is least efficient parking method both in terms of space allocated per spot and time needed to park. Consider alternatives to parallel parking on Main Street.
  - c. Crosswalk visibility is impaired by parked vehicles. People in crosswalks at night can be difficult to detect. Consider ways to make pedestrian crossings as visible as possible
  - d. There is limited space for adding dedicated bicycle lanes on Main Street. Falmouth needs to embrace its identity as a bicycling destination and make cycling to and in the downtown both inviting and safe.
  
2. Connectivity with the downtown. How the downtown connects with other Town assets controls to a large degree how people arrive and move around the downtown. The town needs to consider the following:
  - a. The addition of bicycle lanes and paths leading to, and in, the downtown (note challenge above).
  - b. The lack of safe walking routes and bike paths between schools and the public library or the downtown. The Shivericks Pond Trail is a great addition, but there is a long way to go.
  - c. The connection of the downtown with the harbor and beaches needs to be improved for pedestrians and cyclists.
  - d. Improvement of sidewalk condition and continuity, maintenance and safety, including addressing the placement of utility poles in the middle of sidewalks.
  
3. Continue working with the CCRTA to enhance service in and to the downtown, as well as public awareness of this service.
  - a. Explore ways to make riding the WHOOSH a tourist "must" experience.
  - b. Work with employers to make the CCRTA an attractive way to commute to work.
  
4. Involve the public in transportation decision making,

- a. In recognition that making change is as much a social challenge as an engineering challenge, conduct regular public involvement and listening sessions. Use surveys to evaluate success and failure.
- b. Try to match up people from other comparable towns which have made changes we are considering with Falmouth people in similar positions (e.g. Fire Chief to Fire Chief, business owner to business owner, Town Hall employee to Town Hall employee) to discuss what the changes have really been like, hopefully alleviating concerns.
- c. Recognize and quantify the public's need for services in the downtown. Considering the parking needed to accommodate Town Hall employees, and the threat of sea level rise to the existing facility, it is likely appropriate to begin discussing if, when and to where Town Hall should be relocated.

5. Regulatory Framework

- a. The Zoning Bylaw section on parking in the B-1 district (240-102) should be reevaluated by the Planning Board. The TMC finds the underlying assumptions are no longer valid.
- b. Parking regulation and site plan review should both be reevaluated to promote walking and cycling. Parking must include needs of the various constituencies the TMC identified for the downtown.
- c. Standards for on-street parking should be incorporated into the Town's planning and regulatory framework.

6. Effectively Use Technology

Parking apps on Smartphones, webpage on town website. While an informational webpage should be fairly straightforward to implement before summer 2021, further exploration of real-time parking apps and other technologies is needed for the future.

## #4. Charter Review Committee Interim Final Report

#5. Discussion with Beach Committee on proposal to expand membership, and status report on preparations for upcoming beach season

A Waterways Committee of seven (7) members shall be appointed. Six (6) members shall be appointed by the Board of Selectmen, one (1) member shall be appointed by the Board of Health. The Harbormaster shall serve as a non-voting ex-officio member.

**§ C7-12. Beach Committee.**

- A. A Beach Committee of five (5) members shall be appointed.
- B. The Committee shall be responsible for recommending policies to the Board of Selectmen regarding the use and maintenance of all public town beaches.

**§ C7-13. Human Services Committee.**

- A. A Human Services Committee of nine (9) members shall be appointed.
- B. The Committee shall be responsible for recommending policies to the Board of Selectmen relating to human services provided by the town.

**§ C7-14. Zoning Board of Appeals. [Amended AFTM 11-13-2008, Art. 8, approved 2-11-2008]**

A Zoning Board of Appeals of five (5) members and two (2) associate members shall be appointed.

**§ C7-15. Historical District Commission.**

A Historical District Commission shall be appointed as now provided by the provisions of the applicable special act.

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**ARTICLE VIII, Financial Provisions and Procedures**

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**§ C8-1. Financial planning.**

- A. The Town Manager shall develop and annually revise a long-range general financial plan for the town. The plan shall project anticipated revenues from all sources, provide projections relating to the town's future debt obligations and identify anticipated municipal problems

Memorandum

March 4, 2021

To: Select Board  
From: Maggie Clayton, Acting Beach Superintendent

Cc: Julian Suso, Town Manager

RE: Select Board Agenda, March 8, 2021, Business Item #5  
Status report on preparations for upcoming beach season

In terms of readiness for the pending season, the Beach Department is in the process of addressing the needs of all ten staffed sites. Regular maintenance that is required prior to opening happens with cooperation from the Department of Public Works and Marine & Environmental Services.

Special projects including, but not limited to, fence repairs at Megansett and Old Silver Beach are slated for completion this spring, as is the implementation of safety precautions at Menauhant West where erosion has uncovered old bridge and road structures (concrete and wooden), including rusty rebar, exposed nails, and broken up asphalt. Three new 12" x 53" regulatory spars with reflective bands have been purchased to add to the Beach Department's buoy inventory and better mark our designated swim areas.

I will be in attendance at the Select Board meeting to answer questions.

Respectfully submitted,

Maggie Clayton  
Acting Beach Superintendent

- #6. Veterans Council Committee
  - Discuss and vote update to charge

## Diane Davidson

---

**From:** Frank Duffy  
**Sent:** Wednesday, February 17, 2021 2:57 PM  
**To:** Diane Davidson  
**Cc:** Irie Mullin  
**Subject:** RE: Committee Membership Changes

Diane: The Golf Advisory Committee is an advisory board appointed by the Select Board. It is an ad hoc governmental body subject to sec. C3-6C of the Falmouth Home Rule Charter. The Select Board determines its membership and appoints its members. The Select Board should vote to remove a member of the Finance Committee and may replace that member with another at large member.

The Veterans Council Committee is an unpaid advisory board appointed by the Select Board. G.L. Ch. 115, s. 12. It is also a sec. C3-6C ad hoc governmental body. There is no procedure in the statute so appointments are at the board's discretion. The board may wish to amend its policy and add Joe Q Veteran Coffee Break, Inc. as a representative veterans organization and appoint a member nominated by that organization.

---

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:** Diane Davidson <diane.davidson@falmouthma.gov>  
**Sent:** Wednesday, February 17, 2021 10:38 AM  
**To:** Frank Duffy <frank.duffy@falmouthma.gov>  
**Subject:** Committee Membership Changes

Hi Frank,

The Golf Advisory Committee and the Veterans Council Committee are in need of changes to the membership of their committees.

1. Golf Advisory Committee: The Finance Committee member needs to be removed, since Fin Com members cannot serve on other committees.
  - a. Replace the Finance Committee with an at-large position?

2. Veterans Council Committee: The American Legion Post 188 in Sandwich: their member reached his term limit and they did not have another member to recommend for appointment. Joe Q Veteran Coffee Break Inc. has nominated one of its members to serve on the committee.
  - a. Add Joe Q Veteran Coffee Break Inc. member to the list?

Can both of these changes be made by a vote of the Select Board?

Thank you,

Diane

*Diane S. Davidson  
Office Manager/Licensing  
Office of the Town Manager and Select Board  
Town of Falmouth  
59 Town Hall Square  
Falmouth, MA 02540  
[diane.davidson@falmouthma.gov](mailto:diane.davidson@falmouthma.gov)  
(508) 495-7321*

Replace American Legion with Joe R Veteran coffee break, Inc.

Falmouth Board of Selectmen  
Veterans Council Policy

The Veterans Council is established pursuant to G.L. c. 115, s. 12 and consists of five to 15 members at the discretion of the Board of Selectmen. The Board of Selectmen is the appointing authority for the Council. The statute provides no procedure for appointments.

Over the years, the Board of Selectmen has deferred to various veterans organizations to nominate members of the Council. These organizations are the Veterans of Foreign Wars (VFW), American Legion (Legion), AMVETS, Disabled American Veterans (DAV), the Elks Lodge and the Military Support Group. The statute does not require that a member of the Council be a veteran. It has been the practice of the Board of Selectmen to appoint members of the Council nominated by these organizations and not to solicit applications for membership from the community-at-large.

The Falmouth Home Rule Charter contains sections C7 – 1A and C7 - 1B. These sections apply to Committees established or continued by the Charter. As a statutory committee, the Veterans Council is not specifically governed by the Charter. Section C7 – 1A requires the Board of Selectmen to publicize vacancies on committees to solicit application and promote diversity on appointed committees. Section C7 – 1B authorizes the Board of Selectmen to consult with committees to obtain the names of persons willing to serve.

In an effort to reconcile past practices with the spirit and intent of the Falmouth Home Rule Charter, the Board of Selectmen adopts this policy. The Veterans Council shall have nine members at the discretion of the Board of Selectmen appointed to one-year terms. Whenever there is a vacancy on the Veterans Council, the Board of Selectmen will (a) publish the vacancy in accordance with section C7 – 1A of the Charter and (b) solicit nominations from the veterans organization. Each of the above mentioned veterans' organizations may nominate one member of the council to serve at any time. Candidates nominated by a veteran's organization will be appointed unless the Board of Selectmen specifically disapproves of a nominee for good cause, under which conditions the nominating

organization will be approached for another nomination. Thereafter, the Board of Selectmen will appoint the remaining 3 members of the Council in the same manner it appoints members of other committees.

Preference shall be given to those with a personal interest in the affairs of veterans, such as a Gold Star Parent.

## Diane Davidson

---

**From:** Julie Cadogan  
**Sent:** Tuesday, January 19, 2021 11:14 AM  
**To:** Nancy Taylor  
**Cc:** Diane Davidson  
**Subject:** Joe Q Veteran Coffee Break, Inc.  
**Attachments:** 20210119104111595.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Nancy: Attached please find the Joe Q Veteran Coffee Break, Inc. organization's Power Point presentation, given by Carissa April and Allan Wilson, at the January 13<sup>th</sup> Veterans' Council virtual meeting. Also attached is a letter of nomination from the Joe Q Veteran Coffee Break organization requesting appointment by the Selectboard of Carissa April, as their representative, to the vacant Veterans' Council seat.

The Veterans' Council respectfully requests the matter be put on the Selectboard's agenda as soon as there is availability in order to move forward with the appointment. I have copied this email, along with the above-referenced attachments, to Diane Davidson for purposes of scheduling.

If you have any questions or need anything further, please feel free to email or call me. My number is 508-495-7453. Thank you very much for your attendance at the Veterans' Council meeting and for your help with this matter. The Council appreciates your concern for our veterans.

Julie Cadogan



**FALMOUTH VETERANS' COUNCIL  
TOWN OF FALMOUTH**

59 TOWN HALL SQUARE, FALMOUTH, MA. 02540  
(508) 495-7450 FAX (508) 495-7451

**January 13, 2021**

**Subject: Veterans' Council Meeting**

**Time: 4:00 p.m. - Place: Via Zoom**

**In Attendance: Chairman Jim Sawyer, Member Kevin Casey, Member Randy Collette, Member Rob Foos, Member Carole Kenney, Member Ed Van Keuren, Director Don Lincoln, Julie Cadogan**

**Absent: Member Ahmed Mustafa, Member Louis Souza**

**Meeting was called to order at 4:00 p.m.**

- 1. Old Business: Jim Sawyer was voted in as Chairman of the Veterans' Council in December via email. The Council thanked and congratulated Jim.**
- 2. Chairman Sawyer asked for, and Randy Collette made, a motion to accept the American Legion's resignation from the Falmouth Veterans' Council. Kevin Casey seconded. All in favor, none opposed. Motion carried (6-0).**
- 3. New Business:**

**A presentation was made by Allan Wilson, President and Carissa April, Vice President of the Joe Q Veteran Coffee Break, Inc. organization. Mr. Wilson spoke about the Board of Directors and Advisory Council members. Ms. April displayed a power point presentation that explained the vision, mission, core values and history of the**

organization. As shown in the presentation, the mission of the organization is "to build an all-inclusive Veteran community that promotes fellowship where Veterans will be comfortable seeking support and informational services and to develop the services today's Veterans and their families need: access and referral to VA programs; educational and job advancement opportunities; and initiatives to promote health and wellness."

After the conclusion of the presentation, Selectperson Nancy Taylor asked Allan Wilson if veterans have access to mental health services in Falmouth. Mr. Wilson explained that they do and discussed the organizations' plans to have working relationships with Falmouth Human Services and addiction/counseling services.

Member Van Keuren made a motion to accept the Joe Q Veteran Coffee Break, Inc. organization to fill the vacant seat on the Falmouth Veterans' Council, Member Collette seconded. The Council discussed the merits of having a representative of the organization on the Council and then voted unanimously in favor of the motion. All in favor, none opposed. Motion passed (6-0).

Member Foos raised the question of the possibility of a conflict as 3 of the Council members are also members of the Joe Q Veteran Coffee Break, Inc. organization. Member Collette explained that it is not unusual for members of the Veterans' Council to also be

Member Van Keuren said he will ask the Joe Q organization to choose a representative for the Veterans' Council seat and have them get on the Selectmen's agenda to be appointed. Member Kenney asked if it was the proper protocol for the Veterans' Council to choose who they want to fill the vacancy or if the Selectmen are supposed to do that. Director Lincoln asked Selectperson Taylor for advice on that matter. Selectperson Taylor requested the Council send her an email regarding the

matter which she will bring to the Town Manager as well as the Chair of the Board of Selectmen and request it be put on their agenda.

4. Member Van Keuren discussed former Veterans' Council Member Robert Teixeira's dedication and contributions over the years to the Veterans' Council and noted, in particular, Mr. Teixeira's work in raising money by collecting vast amounts of bottles and cans for redemption and using those funds to purchase and donate Stop and Shop food cards, numbering in the thousands of dollars. Discussion ensued about appropriate ways to recognize Mr. Teixeira's service and contributions. Member Foos stated that he felt that any Veterans' Council member who serves to their term limit expires, which doesn't happen very often, be specially recognized and volunteered to look into the best way to do that. The Council will decide at a future meeting how best to present that type of recognition to Mr. Teixeira.

Selectperson Taylor requested she be included in any email reminder of upcoming Veterans' Council meetings. Julie will take care of that.

Member Foos made a motion to adjourn the meeting, Member Collette seconded. All in favor, none opposed. Motion carried (6-0).

**Meeting adjourned at 5:30 p.m.**

A handwritten signature in blue ink that reads "James Sawyer" followed by a circled "P" or similar mark.

**JAMES SAWYER, CHAIRMAN  
Falmouth Veterans' Council**



Information Briefing December 2020

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

*More than meeting for coffee!*

# Board of Directors



*Allan Wilson*, founding JQVCB member, worked closely with Joe Quintiliani from 2016 organizing and promoting monthly Veteran coffee breaks & presentations, service disabled US Army and ANG Vietnam era Veteran

**President**



*Carissa April*, retired Commander, USCG after 23 years active duty service; serves in volunteer capacity for Scout Troop 40 Falmouth; serves as Board member, Friends of Nobska Light; active Volunteer in Falmouth Public Schools

**Vice President**



*Carole Kenney*, blue-star mother (active-duty son 20+ USAF) and family legacy of military service; President, Falmouth Military Support Group, serves on Falmouth Veterans Council, founding member Cape Cod Veterans and Family Collaborative

**Clerk**



*Ed VanKeuren*, retired Colonel after 30+ years in the USAF & ANG; serves on Falmouth Veterans Council and Zoning Board of Appeals; Officer and Veterans Chairman for the Elks Lodge in Falmouth

**Treasurer**



*Lupita Lopes*, US Army, retired 30 years of service; career as medical nurse including Cape hospitals, Nursing homes, and Veterans Administration Hyannis clinic



*Kathleen Jespersen*, founder and President of Falmouth Together We Can; retired FHS English teacher; married to retired USCG Veteran



*John Dillon*, served in USN and USN Reserves for 17 years; accomplished building contractor with a long history of community involvement and volunteer service to many organizations



*Randy Collette*, US Army service, Bronze Star with Combat Distinction "V"; serves on Falmouth Veterans Council, practicing attorney at law; Falmouth Beach Committee Lifeguard of the Year recipient, 2000

# Advisory Council

...with a mission  
...efforts and actions  
...ambassadors of  
...Veteran Coffee Break  
...establishes and/or maintains contact  
...with veterans & their families through  
...outreach  
...inspire & inspire veterans  
...volunteer & provide  
...from key  
...efforts

Joe Q. Veteran Coffee Break



Kate Prohett, Chair, local business owner and former elementary school teacher; father and grandfather both veterans of US Army and USCG respectively; serves on the Board of Falmouth Together We Can



Renee Vorhees, research and archives librarian and grant writer at West Falmouth Library, father and husband both veterans of USN and US Army respectively, active volunteer in Falmouth community



Diane Popovich, served 8 years in the USAF and 12 years in the USCG, retired with 20 years of service, daughter of career USAF service member; active volunteer in Falmouth community



Riley Doyle, a Falmouth native, served 4 years in the US Army including one year in Iraq, a Licensed Alcohol and Drug counselor and Certified Crisis Prevention Instructor; father and grandfather also both served in the US Army



## Joe Quintiliani 1948 – 2018



Former USCG Master Diver, who along with Allan Wilson, initiated the Veterans Coffee Break in 2016 in order to bring important information to Veterans in the Falmouth area. In recognition of his selfless service to the community, the Joe Q Veteran Coffee Break was named in his honor.

# History

Joe Q. Veteran Coffee Break



## Falmouth Town Meeting November 2019

- ✓ Joe Q Veteran Coffee Break presented the vision for an all-inclusive Veteran community, delivering services to area Veterans and providing a Veterans Center facility by repurposing the former Senior Center on Dillingham Ave. in Falmouth
- ✓ Article passed

## Town Meeting August 2020

- ✓ Article passed regarding rezoning building at Dillingham Ave. to allow for use as a Veterans Center
- ✓ Article passed regarding leasing building for use as a Veterans Center

History  
cont'd

VISION

MISSION

*Improve quality of life for those that served  
by providing the support and information  
today's Veterans  
and their families need.*

Joe Q Veteran Coffee Break's mission is to build an all-inclusive Veteran community that promotes fellowship where Veterans will be comfortable seeking support and informational services and to develop the services today's Veterans and their families need: access and referral to VA programs; educational and job advancement opportunities; and, initiatives to promote health and wellness.

## Core values & Aspirations

*To recognize the contributions of Joe Quintiliani and his vision of a forum for veterans:*

- ✓ to interact, find information, and be recognized for their service
- ✓ to be welcoming and inclusive of all people, whatever race, color, sex, gender identity, disability, religion, marital status, national origin, age, sexual orientation, or any other protected class
- ✓ to be an “Umbrella Group” ...a coalition comprised of veterans, community organizations and businesses to support veteran causes
- ✓ to provide critical and needed information about Veteran’s Administration benefits, to include registration, medical benefits, housing, transportation and health & wellness programs
- ✓ to hold events bringing Veterans, their families, and friends of the veteran community together
- ✓ build-out and maintain a safe, comfortable, substance-free meeting place for fellowship & delivery of services in Falmouth, MA

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# Committees

- ▶ **Fund Raising & Public Relations**
  - ▶ **Grant Research & Writing**
- ▶ **Education Programming**
- ▶ **Health & Wellness Programming**
- ▶ **Events & Activities**

# Timeline of Documentation for the Establishment of Joe Q Veteran Coffee Break, Inc.



<u>APPROVED BY</u>	<u>DOCUMENT</u>	<u>APPROVAL DATE</u>
Board of Directors	Bylaws of the Corp.	March 3, 2020
MA Secretary of State	Articles of Organization I.D.00143023	March 11, 2020
State of MA	Vision, Mission, Core Values	April 4, 2020
Federal -IRS	501 (c) 3 Determination Letter E.I.N. 84-5135668	May 14, 2020
State of MA	Certificate of Good Standing I.D. 517-086-528	June 6, 2020
State of MA	Certificate of Sale Tax Exemption I.D. 197291189	June 8, 2020
State of MA- Atty. Gen	Certificate for Solicitation #065912	August 28, 2020

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## **2020 Accomplishments**

- ✓ **Built database of past donors, supporters & area non-profits**
- ✓ **Created Facebook page & Instagram feed for Social Media outreach**
- ✓ **Created JQVCB logos, website & online donation capability**
- ✓ **Committees began work to identify opportunities, preliminary lists of programming & training to offer**
- ✓ **Launched a survey of Veteran community stakeholders to determine the services and programs most needed by area veterans and their family members, over 150 responses**
- ✓ **Met our first-ever Giving Tuesday goal of \$2,000**

# Priorities and Future Actions



- ▶ Build a Veteran community effort to support the *establishment of a space in Falmouth for operation as a Veterans Center*
- ▶ Analyze survey findings as part of needs assessment
- ▶ Work to have Joe Q Veteran Coffee Break, Inc. recognized as a Veteran organization in the state of Massachusetts
- ▶ Build and implement a Fund Raising and Public Relations effort to raise funds for future programs and increase the awareness of Joe Q mission and vision in the community
  - ▶ *Host first ever joint JQVCB & Rotary Club golf tournament June 14, 2021 @ Pocasset Country Club*

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## **Priorities and Future Actions**

- ▶ Develop and implement programs and initiatives in Education and Job Opportunities, Health & Wellness, and Fellowship in collaborative effort with local community organizations and government departments
- ▶ Continue to identify and attract individuals with high integrity & character, passion to help veterans and skills to promote and implement programs to provide information and services to Veterans and their family members.



THANK YOU  
for your interest & support

PLEASE VISIT OUR WEBSITE

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

AND PLEASE TAKE THE SURVEY THERE, TOO!

*More than meeting for coffee!*

#6. Veterans Council Committee

- Vote to affirm appointment of Joe Q Veteran Coffee Break, Inc. representative – Carissa April



January 19 ,2021

Chairman James Sawyer  
Falmouth Veteran Council  
59 Town Hall Square  
Falmouth, MA 02540

Dear Chairman Sawyer,

Joe Q Veteran Coffee Break Inc., a recently formed veteran nonprofit located in Falmouth, Ma, would like to nominate former U.S. Coast Guard Commander Carissa April to be the Joe Q Veteran Coffee Break Inc. representative on the Falmouth Veteran Council effective immediately until reappointment in June of 2021.

Carissa has had outstanding career in the United States Coast Guard retiring as a Commander after 23 years of service to her country. She is a leader in the community serving as the Vice President and member of the Joe Q Veteran Coffee Break Inc. board of directors. Carissa is also on the board of Friends of Nobska Light and serves as a volunteer with the Scout Troop 40 in Falmouth and Falmouth Public Schools.

Carissa has been a leader in the effort for Joe Q Veteran Coffee Break Inc. to become a registered nonprofit with the IRS and with the Massachusetts Attorney General's Office. She has excellent personal communication and social media skills.

Carissa is highly recommended and will be able to provide insight, knowledge, and energy to the Falmouth Veteran Council.

The entire board of directors and advisory council endorses Carissa to be the Joe Q Veteran Coffee Break Inc. representative and look forward to working with the Veteran Council to recognize and support veterans living in the town of Falmouth.

Thank you for this opportunity.

Sincerely,

Allan Wilson  
President  
Joe Q Veteran Coffee Break Inc.



**Affirm appointments**

**Committee Designees:**

Veterans Council Committee Joe Q Veteran Coffee Break, Inc.	Carissa April	6/30/21
--	---------------	---------

**VETERANS' COUNCIL COMMITTEE – 7/1/20 – 6/30/21**

<b>Organization</b>	<b>Name</b>	<b>Term Until</b>
Amvets	James Sawyer	6/30/21
Disabled American Veterans	Louis Souza	6/30/21
Elks Lodge	Edward T. Van Keuren	6/30/21
VFW	Ahmed Mustafa	6/30/21
Falmouth Military Support Group	Carole Kenney	6/30/21
<del>American Legion</del>		
Joe Q Veteran Coffee Break, Inc.	Carissa April	6/30/21
At-Large	Robert Foos	6/30/21
At-Large	Randy Collette	6/30/21
At-Large	Kevin E. Casey	6/30/21

#7. Golf Advisory Committee

- Discuss and vote update to charge

## Diane Davidson

---

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**Sent:** Wednesday, February 17, 2021 2:57 PM  
**To:** Diane Davidson  
**Cc:** Irie Mullin  
**Subject:** RE: Committee Membership Changes

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---

Frank K. Duffy, Town Counsel  
Town of Falmouth  
157 Locust Street  
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  - a. Add Joe Q Veteran Coffee Break Inc. member to the list?

Can both of these changes be made by a vote of the Select Board?

Thank you,

Diane

*Diane S. Davidson  
Office Manager/Licensing  
Office of the Town Manager and Select Board  
Town of Falmouth  
59 Town Hall Square  
Falmouth, MA 02540  
[diane.davidson@falmouthma.gov](mailto:diane.davidson@falmouthma.gov)  
(508) 495-7321*



# TOWN OF FALMOUTH

Office of the Town Manager & Selectmen

59 Town Hall Square, Falmouth, Massachusetts 02540

Telephone (508) 495-7320

Fax (508) 457-2573

## Falmouth Country Club Golf Advisory Committee

Remove Finance  
Committee Rep.  
and replace with  
At-Large

The Golf Advisory Committee shall be established to advise the Board of Selectmen and the Town Administrator on annual activities and long-term goals of Golf Facilities Operations of Falmouth Country Club. The Committee of seven (7) members will be composed of an active representative of the Board of Selectmen, **Finance Committee**, Recreation Committee, The 300 Committee, The Falmouth Chamber of Commerce and two (2) members-at-large to be appointed by the Board of Selectmen for three-year staggered terms. Members may serve a maximum of two terms.

The goals established for Falmouth Country Club are:

1. To provide an open and accessible recreational amenity to our citizens and visitors;
2. To maintain and improve the property as a long-term physical asset for the Town of Falmouth;
3. To maintain environmentally-conscious Best Management Practices; and
4. To maintain and improve the financial viability of the property.

These goals and the Lease Management Firm's plan to meet these goals are more fully articulated in the lease agreement and related documents.

The Golf Advisory Committee FCC/GAC will assist the Town in developing long-term financial and operation and maintenance goals for Falmouth Country Club and will not be involved in the day-to-day operations of the facility. To oversee the success of the Lease/Golf Facility Operator in meeting the articulated goals of the Town the committee shall:

- Annually hold a public meeting to solicit player and public input to measure customer service
- Review Financial Performance
- Review Annual Operation and Maintenance Plans
- Review and Make Recommendations for Capital Improvements

The Committee shall annually report to the Board of Selectmen and make recommendations on improvements that can be made to achieve the Goals of the Town.

Approved: 1/10/05

vdb

## Diane Davidson

---

**From:** Joe Olenick  
**Sent:** Friday, December 4, 2020 10:15 AM  
**To:** Diane Davidson  
**Subject:** Golf Committee

Hi Diane, At yesterdays meeting of the Golf Committee they voted a new Chairman-Carey Murphy, and a new Vice Chairman-Chris Inoue. As Keith Schwegel must step down as he is on the Finance Committee, which will leave an open seat if I am correct. Please let me know if you have any questions. Thanks Joe

Joe Olenick  
Recreation Director  
Falmouth Recreation Department  
790 Main Street  
Falmouth Ma. 02540  
joe.olenick@falmouthma.gov  
508-457-2567 x216

#7. Golf Advisory Committee

- Interview, vote and appoint committee member – Brian Arthur

Golf Advisory Committee

1 vacancy:

- Term until 6/30/23

1 applicant:

- Brian Arthur



TOWN OF FALMOUTH

BOARD, COMMITTEE OR COMMISSION APPLICATION FORM

If you are interested in serving the Town of Falmouth in any capacity, please fill out this form and mail it to: The Board of Selectmen, Falmouth Town Hall, 59 Town Hall Square, Falmouth, MA 02540. Information received will be available to all Town Boards and Officials, although the filling out of this form does not assure appointment. If selected for an interview, you may wish to submit a resume or additional information. This form and a listing of all boards and committees can be found on the Falmouth website: www.falmouthmass.us.

Name: Brian Arthur

Address: 40 Loren Rd. Village: N. Falmouth ZIP: 02556

Mailing Address: 40 Loren Rd. Village: N. Falmouth ZIP: 02556

Telephone: [redacted] Email: [redacted]

How long have you been a Resident 36 yrs. (date: 2013-01) / Taxpayer 20 yrs. (date: 1974-2003)

Amount of time you are available to give: < 20 hrs./wk.

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

- 1. Golf Committee
2.
3.

Seeking: Permanent Position [checked] Alternate Position [checked]

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

Relevant affiliation and work and personal experiences 20+ years of golf industry experience.

Over 12 years of experience managing golf operations. Currently serve as Club Manager at the US Coast Guard's Falcon Golf Club; serve as Chairman for the PGA Tour's The Northern Trust, TPC-Boston; Managed operations for industry leaders including Arnold Palmer Golf Management, Troon Golf Management, IMG, Tiger Woods Foundation.

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



## #8. Vote April 2021 Town Meeting Warrant Article Recommendations



## APRIL 2021 ANNUAL TOWN MEETING

Selectmen Announce Annual Town Meeting..... Monday, December 7, 2020

Close Warrant.....Friday, January 15, 2021

Selectmen Vote Articles & Execute Warrant .....Monday, February 1, 2021

Publish Articles Only ..... Friday, February 12, 2021

Presentation on Petition Articles.....Monday, February 22, 2021

Selectmen Vote Recommendations ..... Monday, March 8, 2021

Publish Warrant with Recommendations and Mail Warrant Booklets.....Friday, March 26, 2021

Town Meeting .....Monday, April 12, 2021

## April 2020 Annual Town Meeting Index

Article	Recomm
1 Choose Town Officers	Fincom
2 Hear Reports from Committees and Town Officers	Fincom
3 Fix Salaries of Elected Officials	Fincom
4 FY2022 Operating Budget	Fincom
5 Fund - Capital Improvement Stabilization Fund	Fincom
6 Fund - Other Post Employment Benefits Trust Fund	Fincom
7 Fund - Wage Settlements	Fincom
8 FY2021 Budget Transfers	Fincom
9 FY2021 Budget Appropriations	Fincom
10 Authorize Revolving Funds	Fincom
11 Fund - Project Management, Design and Construction - New Fire Station	Fincom
12 Fund - Police Department Renovation	Fincom
13 Fund - COVID Related Expenses	Fincom
14 Fund - Lease for Downtown Parking	Fincom
15 Fund - Online Permitting Software	Fincom
16 Fund - Completion of Recodification of the Zoning Bylaw	Fincom
17 Amend - The Code of Falmouth; Article VII, Ch 65, s. 16, Promulgation of Regulations	SB
18 Amend - Zoning Bylaw Article XXXIX - Site Plan Review, §240-192 - Applicability	PB
19 Amend - Zoning Bylaw Article XXXIX - Site Plan Review, §240-198 - Lapse of Decision	PB
20 Amend - Official Zoning Map, Remove Text Box of Footnotes 1-8; Add Reference to Zoning Overlay Districts	PB
21 Petition: Amend Zoning Bylaw Article XLVIII Site Plan Review & Operation Standards; Sections 240-254B, 240-254D	PB
22 Petition: Amend Official Zoning Map to Incl Add'l Parcels in the Large-Scale Ground-Mounted Solar Overlay District	PB
23 Accept Winthrop Drive (East Side) As Public Way	SB
24 Purchase or Take by Eminent Domain - Permanent Easement at 241 Scranton Avenue	Fincom
25 Purchase or Take by Eminent Domain - 20 Village Common Drive Easements	Fincom
26 Purchase or Take by Eminent Domain - 28 Village Common Drive Easements	Fincom
27 Purchase or Take by Eminent Domain - St. Marks Road Easements - Abutting	Fincom
28 Purchase or Take by Eminent Domain - Seabrook Drive - Permanent Easement	Fincom
29 Petition: Accept General Laws Chapter 90, Section 18B	SB
30 Petition: Change "Christopher Columbus Day" to "Indigenous Peoples Day"	SB
31 Petition: Create a Domestic Partnership Bylaw for the Town of Falmouth	SB
32 Petition: Acknowledgement of Mashpee Wampanoag Tribe at All Public Meetings	SB
33 Petition: Create Select Board Taskforce on Sustainable Living for Falmouth's Workforce Families and; Fund Early Education & Childcare Support Voucher Program	SB Fincom
34 CPC: Fund Rehabilitation - Bell Town Tennis Courts	Fincom
35 CPC: Purchase or Take by Eminent Domain - All or Portion of Conservation Restriction at Millstone Rd	Fincom
36 CPC: Fund Falmouth Affordable Housing	Fincom
37 CPC: Fund Administrative Expenses	Fincom
38 CPC: Fund Budgeted Reserve	Fincom
39 CPC: Fund Historic Preservation Reserve	Fincom
40 CPC: Fund Capital Improvements to Guv Fuller Field	Fincom

## Select Board Article Explanations

**ARTICLE 17:** To see if the Town will vote to adopt a bylaw and amend the Code of Falmouth by adding Article VII, Ch. 65, s. 16, Promulgation of Regulations, as follows:

### ARTICLE VII

#### Promulgation of Regulations

S. 65-16. Authority to promulgate regulations.

A. Background. The Falmouth Home Rule Charter as amended by Article 28 of the November, 2019 Annual Town Meeting and affirmed by vote of the Town on Question Seven on the ballot of the May, 2020 Annual Town Election added Article III, Sec. C3-7H which provides as follows: H. The Board shall have the power and authority, after public hearing and publication, to adopt rules and regulations for the conducting of town business, the use of town real and personal property and other matters within its jurisdiction and set the penalties for violations thereof.

B. A rule or regulation may be initiated by vote of the Select Board acting on its own initiative or by request or recommendation of the Town Manager, a department head, a duly organized governmental body of the Town or by petition filed with the Town Clerk bearing the verified signatures of at least ten (10) registered voters of the Town.

C. ~~Should the~~ Select Board choose to pursue the proposed rule or regulation, it shall submit the proposed rule or regulation to the department head of any department or chairperson of any governmental body affected by the proposed rule or regulation for comment and recommendation to be returned within thirty (30) days and the Select Board may submit the proposed rule or regulation to the Town Counsel for legal analysis, comment and recommended language or conditions.

D. The Select Board shall hold a public hearing on the proposed rule or regulation and notice of the hearing shall be published in a newspaper of general circulation in the town and noticed on the town's website at least fourteen (14) days before the first day of the scheduled hearing. The notice of hearing shall inform the public that the text of the proposed rule or regulation may be read and examined on the town's website or at the Town Clerk's office during regular business hours. The board may amend the proposed rule or regulation to conform to comments or recommendations received. The public hearing may be continued from time to time at the discretion of the board.

E. The Select Board shall vote to adopt on the disposition of the proposed rule or regulation at an open meeting of the board and the rule or regulation so adopted shall take effect upon its adoption and filing a copy of the vote with the Town Clerk.

Or do or take any other action on this matter. On request of the Select Board.

**RECOMMENDATION:** That the Town vote Article 17 as Recommended. (Recommendation to include above edits)

**EXPLANATION:** A recent charter change clarified the authority of the Select Board to adopt rules and regulations on matters within the Board's jurisdiction. This article establishes a procedure to be followed by the Board when reviewing and adopting such rules and regulations.

**ARTICLE 23:** To see if the Town will vote to accept the doings of the Select Board in the laying out of Winthrop Drive (east side) from Seacoasts Shores Blvd. to Edgewater Drive East a distance of 726 ft. and width of 40 ft. according to plans on file with the Town Clerk for taking as a public way under the Betterment Act, or do or take any other action on the matter. On request of the Select Board.

**RECOMMENDATION:** That the Town vote Article 23 as printed.

**EXPLANATION:** This section of Winthrop Drive is next on the list of private ways for which the Town has received a completed application for acceptance as a public way. The estimated cost to pave this dirt roadway and bring it up to Town standards is \$265,000 which represents a cost of approximately \$15,600 per abutter.

**ARTICLE 29:** To see if the Town will vote to accept the provision of General Laws Chapter 90 Section 18B allowing the Board of Selectmen or Traffic Advisory Committee in the interest of public safety to establish designated Safety Zones at or near any way in Town which is not a state highway as a safety zone posted as having a speed limit of 20 miles per hour. On petition of the Quissett Association Inc.

**RECOMMENDATION:**

**EXPLANATION:** This article would authorize the Select Board to establish designated Safety Zones with a speed limit of 20 miles per hour on roadways under Town jurisdiction without further approval of Massachusetts Highway Department. For roadways under state jurisdiction, state approval would be required before a Safety Zone could be established. The statute does not allow for a Traffic Advisory Committee to establish a Safety Zone.

#9. Review and Vote to approve minutes of meetings: Public Session –  
December 7, 2020 and December 21, 2020

**TOWN OF FALMOUTH**  
**SELECT BOARD**  
**Meeting Minutes**  
**Open Session**  
**MONDAY, DECEMBER 7, 2020**  
**SELECT BOARD 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 December 7, 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.*

Present: Megan English Braga, Chair; Doug Brown, Co-Chair; Doug Jones; Sam Patterson; Nancy Taylor.

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

1. **Call to Order by Chair English Braga at 6:45 p.m. Chair English Braga called the open session to order at 6:00 p.m. and motioned to convene the executive session under M.G.L. c.30A s.21(a)(3) – Vote to affirm Memorandum of Agreement with New England Police Benevolent Association (NEPBA), Local 165 (Lieutenants) because to not go into executive session could prejudice ongoing negotiations. Mr. Jones seconded the motion. It was followed by a unanimous roll call vote in Open Session to go into Executive Session for the purpose of discussing the above-listed items, and to return to Open Session after discussion. Roll Call Vote: Chair English Braga aye; Doug Brown, aye; Doug Jones, aye; Sam Patterson, aye; Nancy Taylor, aye.**
2. Chair English Braga reconvened the open session at approximately 7pm.
3. Pledge of Allegiance
4. Recognition

Mr. Brown recognized the people who served on the ships attached at Pearl Harbor.

5. Announcements

Mr. Patterson noted this Friday at 7:30 is the Cape Cod & Islands Selectmen's Meeting.

Mr. Brown said tomorrow the COVID-19 test center at the Fairgrounds will be open, \$160 cost, insurance pays for it, possibly reduced cost for uninsured. Mr. Suso noted the opening will be in the days following. Representative Fernandes will attend the next Select Board Meeting with more information. A physician's referral will not be required.

6. Public comment-none.

7. Vote to affirm appointment of Fire Chief

Mr. Suso requested the affirmation of Tim Smith, a 30-year employee and Deputy Chief since 2012 to Fire Chief.

Mr. Smith appreciated the support of Mr. Suso and the opportunity for him to lead this department, he is humbled by having this opportunity to work in this capacity, he looks forward to serving the citizens in this community.

**Mr. Jones motion to affirm the appointment. Second Mr. Brown. Roll Call Vote: Ms. Taylor, aye; Mr. Jones, aye; Mr. Patterson, aye; Mr. Brown, aye; Chair English Braga, aye.**

## SUMMARY OF ACTIONS

1. Administrative Orders

- a. Acting as Trustees of the Falmouth Affordable Housing Fund, vote to extend the deadline for execution of a grant agreement with Megansett Crossing, LLC for affordable rental units located at 676, 688 and 702 North Falmouth Highway

Mr. Johnson-Staub explained that two years ago the Select Board, acting as trustees of the fund, awarded \$60,000 to Megansett Crossing, LLC for ten units of rental housing. At the time it was good for ten years. Carla Feroni, Housing Coordinator, along with Mr. Johnson-Staub, and the working group looked at the application, understands the good and valid reasons they could not complete this project in two years, and it appears things are on track to move forward. The working group recommended the extension to Mr. Suso and Mr. Suso recommends the Select Board extend the commitment of funds to 270 days. This is a forgivable loan, if the developer meets all obligations, the loan does not ever need to be paid back.

Michael Galasso noted \$938,000 from MA Housing. The 270-day extension should be sufficient, goal is to begin construction this spring.

Mr. Patterson said that this is common and review at the State level frequently pushes these projects out.

**Mr. Brown motion the Select Board, acting as Trustees of the Falmouth Affordable Housing Fund, hereby extend the award of \$650,000 from the Falmouth Affordable Housing Fund to Megansett Crossing LLC, for 270 days until August 28, 2021, to develop ten 80%-100% affordable rental apartments located at 676, 688, and 702 North Falmouth Highway as described in an application submitted November 2, 2018 and subject to the terms and commitment letter issued on July 21, 2020, by the Town Manager; and that the Town Manager be authorized to sign a letter to effect said extension. Second Mr. Patterson. Roll Call Vote: Ms. Taylor, aye; Mr. Jones, aye; Mr. Patterson, aye; Mr. Brown, aye; Chair English Braga, aye.**

- b. Vote to accept donation from Dan Ward of 200,000 mature oysters

This is recommended by the Shellfish Warden.

**Mr. Jones motion to accept the donation. Second Mr. Brown. Roll Call Vote: Ms. Taylor, aye; Mr. Jones, aye; Mr. Patterson, aye; Mr. Brown, aye; Chair English Braga, aye.**

- c. Vote to reduce aquaculture rental fees to \$18/1,000 combined total for rental of upwellers, field gear, floating bags, work floats and gear storage for first year oysters for one season only  
Recommendation of shellfish warden.

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

- d. Update Select Board policies on Liaisons and Committee Appointments

Mr. Johnson-Staub noted these policy updates precipitated by work Judy Fenwick and Mr. Brown did in updating the committee handbook. Mr. Johnson-Staub explained the updates, including clarifying the application practice.

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

- e. Extension of working deadline for Coastal Resiliency Action Committee activities and final report to June 30, 2021

Charlie McCaffrey asked for an extension, there is significant work being done, Covid-19 has made this challenging, the feeling was they needed more time.

Mr. Brown noted they are doing a lot of work and have a long way to go.

**Mr. Brown motion to extend the deadline. Second Mr. Patterson. Roll Call Vote: Ms. Taylor, aye; Mr. Jones, aye; Mr. Patterson, aye; Mr. Brown, aye; Chair English Braga, aye.**

## **PUBLIC HEARINGS**

1. Fee Hearing – Proposed fee changes for 2021 – Inspectional Services, proposed change of solar and alternative energy fees, continued from 11/9/20 and 11/23/20

Chair English Braga read the hearing notice.

Fees were reviewed.

Mr. Brown asked about the number of visits and time involved in electrical inspections.

Mr. Palmer and Will Sinclair were present.

According to Mr. Sinclair, Wire Inspector, the fees that have a big difference between commercial and residential are solar fees. \$100 solar fee or \$175 for commercial application. Commercial application \$175 plus \$25 per room. He and Mr. Palmer were asked about the fee of a large scale solar array canopy and had difficulty determining the fee. Each of the 47 structures were priced as such to come up with a fair game plan on today's fee schedule. The number of inspections at that installation will be quite high. Multiple inspections, underground application may be the biggest to estimate, because they do not like to leave trenches open overnight, so the dig is done and then he conducts the inspection on the same day. There are about 47 individual trench inspections, then the actual structure goes up, and there are 47 estimated structures, he will have a grounding inspection of each, depending how quickly they install, he may be able to inspect multiple in a day. Equipment inspections are also done.

Mr. Sinclair was conservative on his estimate of inspections. A solar system is going in at Blacksmith Shop Rd., he has inspected 1 trench 5 times so far, 1/3 of the structures were damaged during a storm, they have to be dug out and reinstalled. On this type of large scale, whether it is 47 inspections or more. Some inspections could be grouped together. The Town wants to encourage alternative energy, also want to be fair and competitive with the industry.

Mr. Patterson asked to what extent are these fees able to be scaled? Can we charge less for consolidating inspections? Mr. Sinclair said the proposed 7 megawatt system is valued at \$6 million. Proposed fee

structure provided, there is no set fee structure in Towns around here, he suggests a beneficial carrot to a developer might be for the Select Board to cap the fee.

Mr. Palmer suggested an alternative system of a standard fee and then an inspection fee for each visit, since it is unknown how many inspections will be needed, possibly \$50 per inspection. Mr. Jones noted that makes it more difficult to budget cost. Mr. Patterson noted it gives the developer incentive. Mr. Palmer said that a builder may build a home and has to have multiple inspections beyond what they typically do, to accommodate that they are charged \$50 per inspection above and beyond what they typically do. Most contractors know and understand that and work it into their budget. The Town will not be losing money with a \$20,000 cap.

Chair English Braga noted that if it needs to be revisited, the Select Board can do so.

**Mr. Brown motion approval of the proposed fee cap of \$20,000. Second Mr. Patterson. Roll Call Vote: Ms. Taylor, aye; Mr. Jones, aye; Mr. Patterson, aye; Mr. Brown, aye; Chair English Braga, aye.**

## 2. Tax Classification Hearing

Chair English Braga read the hearing notice.

Tricia Favulli, Board of Assessors, cities and towns are certified to assess property at full and cash value. Adopting a factor of 1 determines the share of the tax levy carried by each class. Reviewed split tax rate up to 150% of their adjusted share, an increase to the commercial property rate decreases the residential rate.

Small Business Exemption would buffer the impact of the split tax rate on small businesses, about half businesses in Falmouth qualify.

Open Space Discount: enforceable deed restriction in place on open space. Most current subdivisions no longer have those restrictions in place.

Residential Exemption: up to 20% of average property value of all domiciles, residential tax rate would raise to \$9.09, shifting burden to other properties. Effects of the shift based on median price \$435,200, a single tax rate is \$3,699. Historical value for the Town offered over the last several years, there was an actual decrease in the tax rate. Able to gain another million dollars in growth based on the new construction.

**Mr. Jones motion to continue to tax all taxes at same rate by adopting a factor of one. Second Ms. Taylor. Roll Call Vote: Ms. Taylor, aye; Mr. Jones, aye; Mr. Patterson, aye; Mr. Brown, aye; Chair English Braga, aye.**

Mr. Jones noted the larger commercial tax if shifted, results in a small decrease on residential. It would put burden on commercial taxes. Looking at small businesses and balancing, given the way the economy is, it is not an economy to look at adding additional tax to businesses.

Mr. Patterson wondered the percentage of people buying property, they do not really live here. He would like a break for those living here who are living on the salaries available.

Ms. Mullen said that when deciding to shift the rate and not have a factor of one, you are not saving any money for the Town. Whenever voting split tax rate or burden, it always shifts the burden to another class of people. With the \$100,000 exemption to create affordability for people to live here, it is a minimal amount to save and the rate is shifted.

Mr. Jones asked what other tax rates are in other Towns. Lower Cape has lower tax rate, Sandwich is higher, Barnstable/Mashpee have higher rate.

Chair English Braga noted it would be interesting down the road for people in Falmouth to get a sense of how we compare with some neighbors. Also need to look at the services provided.

## 3. Flow Neutral Bylaw – Evaluation of Request for Variance – The Blended Berry, LLC – 56 Davis Straits, Falmouth (Parcel 39 21 006 000)

Chair English Braga read the hearing notice.

Sara and Jordan Thompson.

Mr. Brown would like to revisit the policy of requiring applicants to hire an engineer and design a system that is not going to be used. Mr. Patterson agreed. Chair English Braga noted a policy discussion at a later date.

According to Amy Lowell, Wastewater Superintendent, there are a lot of things they would like to reexamine in the FNB, they are not required to design a system, the original idea was to prevent the sewer allowing growth that would have been limited by Title V before sewer was brought to an area. This is an odd example to bring to the Select Board for a hearing; single use on a parcel that has multiple uses. She has asked the Water Quality Management Committee Working Group to talk about improving the FNB.

Findings:

Board of Health notification that they satisfied the requirements for Title V program. Amy Lowell has confirmed that there is capacity at the plant. This business is looking to be open year round.

**Mr. Patterson motion to close the hearing. Second Ms. Taylor. Roll Call Vote: Ms. Taylor, aye; Mr. Jones, aye; Mr. Patterson, aye; Mr. Brown, aye; Chair English Braga, aye.**

**Mr. Brown motion approval to grant the waiver. Second Mr. Patterson. Roll Call Vote: Ms. Taylor, aye; Mr. Jones, aye; Mr. Patterson, aye; Mr. Brown, aye; Chair English Braga, aye.**

Public comment-none.

4. Wetlands/Dock Hearing – Warren Family Irrevocable Trust – Construction and maintenance of fixed timber pier, ramp, float, pipe piles, dug-in stone steps with lighting for existing path in and over the waters of Siders Pond, located at 132 Siders Pond Road, Falmouth

Chair English Braga read the hearing notice.

Tim Santos, Holmes and McGrath, reviewed the plan via shared screen. The Conservation Commission issued order of conditions.

These hearings tonight are separate docks, exactly the same conditions and project.

Mr. Jones lives three doors down. There are other docks in the area.

There is a restriction on motors; no ponds allow motorized vessels. Mr. Jones would like to include it as a condition.

There is not a mooring field associated with this project.

Mr. Santos said there is no impact on the shoreline.

Public Comment: none.

Findings:

There is a restriction on motors; no ponds allow motorized vessels,  
there are other docks in the area,  
not a navigational hazard,  
does not impede/disrupt water flow, and  
consistent with the neighborhood.

**Mr. Patterson motion to close the hearing. Second Ms. Taylor. Roll Call Vote: Ms. Taylor, aye; Mr. Jones, aye; Mr. Patterson, aye; Mr. Brown, aye; Chair English Braga, aye.**

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

5. Wetlands/Dock Hearing – James P. & Jean F. Bourdon – Installation of composite dock, timber pier, ramp, tee float and installation of dug-in stone steps with lighting in and over the waters of Siders Pond, located at 124 Siders Pond Road, Falmouth

Chair English Braga read the hearing notice.

Chair English Braga recused herself from the vote because she has done work with the applicants.

Tim Santos, Holmes and McGrath, reviewed the design via shared screen. The Conservation Commission has issued an order of conditions.

Mr. Jones lives three doors from the house.

Mr. Santos said when applicant purchased the property, they went through the Conservation Commission to permit the house and along the bank an invasive species removal plan that will be replanted.

**Mr. Patterson motion to close the hearing. Second Ms. Taylor. Roll Call Vote: Ms. Taylor, aye; Mr. Jones, aye; Mr. Patterson, aye; Mr. Brown, aye; Chair English Braga, aye.**

Findings:

There is a restriction on motors; no ponds allow motorized vessels, there are other docks in the area, not a navigational hazard, does not impeded/disrupt water flow, and consistent with the neighborhood. Abutters were notified and notice published twice.

Public Comment: none.

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

#### 7:45 p.m. BUSINESS

1. Application for new Common Victualler License – The Blended Berry, LLC located at 56 Davis Straits, Falmouth  
**Mr. Jones motion approval. Second Mr. Patterson. Roll Call Vote: Ms. Taylor, aye; Mr. Jones, aye; Mr. Patterson, aye; Mr. Brown, aye; Chair English Braga, aye.**
2. Discussion/update on COVID-19 issues

Scott McGann, Health Agent, reviewed the weekly case trend, averaging 28-35 cases per week leading up to Thanksgiving, since Friday we have had 29 cases. 465 cases. We have gone into the yellow. Falmouth is 14% of the county population. Today's dashboard was reviewed, not a lot of cases today. Positivity rate 5.4%, death rate is in the 20-30 range.

Testing was reviewed, a drive through testing site at the Barnstable Fair Grounds is beginning next week, uninsured will be about \$60 range for cost, need to get a reservation. Staffed until the money runs out. Open to any Cape Cod resident.

Within this week, vaccines will go to the places with highest infection rates like MGH, then trickle around. Then long term care and first responders. He can probably do 500 per day out of the recreation center. If a larger venue is needed, they could do it at the fairgrounds. Vaccines should start flowing at some point. Having issues statewide of contacting people who are positive. Contact tracing is being done, people have not been as forthcoming as those earlier in the pandemic.

Mr. Patterson said during the Cape Cod Reopening Task Force meeting, it was said that most transmissions are taking place in family households. How are those needing the second vaccine dose contacted? How is it established to travel if vaccinated?

Mr. McGann said that it is clear in the data that the positives have been more remote children than those attending school in person. Controlled environment is working. Household has been the main issue, smaller gatherings more so than before that are causing it. There are software programs that can help. A national registry of who was vaccinated has not been mentioned to him.

Keep separate and having a decent mask will help to bring numbers down. Public gatherings do not seem to be the spreading events. Simplify your life, think of how life was in April when everything was shut down, essentially is now open. A good mask makes a difference, when in tight spaces a mask with a filter is recommended.

Cost of the vaccine per person is unknown, the money part has not been the focus.

3. Report – Edward Marks Building Advisory Committee

Ed Haddad and Barbara Weyand made a presentation via shared screen. Mission includes historic preservation of the building exterior, interior renovation, cost of restoration and preservation, etc. Committee members were reviewed. The 2020 work and plan before Covid 19 has changed, the current mission for 2021 includes HVAC Proposals, complete historic structure report, and develop a restoration plan for the exterior, including funding. There is opportunity for safe reconstruction and renovation. Ms. Weyand asked the Select Board to consider, at each stage they need to go out for money, find the money, be granted the money, award of the money, and the monies received. They will require a dedicated project manager at some juncture. There is an opportunity for the Town to strategically invest for the next century. Asking the Select Board to revisit pushing completion of their mission out. They are chartered for seven members and have six; much talent on construction side it would be ideal if they could find someone who is coming at it from the history and preservation side of it.

Ed Haddad noted that first step is the historic structure report, which is valuable because it is a road map for what will be done going forward. In order to get that, the RFP for that needs to be issued, which needs to be reviewed and issued.

Action items, getting the RFP out and advertising for another member in the field of historic restoration.

They can develop a job description for the seventh member.

Mr. Patterson and Mr. Brown noted more time will be needed given the conditions that exist.

Mr. Brown noted they have in house capability without the need to request or set aside additional funding for a minor remodeling job. They need a person in Town Hall that is Cory Pacheco's replacement.

Mr. Suso noted this is a limited project, doing the design. Ms. Weyland said that the limited project is re: Human Services office, however their mission is to look at the whole building, including productive use of the second floor.

Mr. Suso is aware of the request and will work with designer to appropriately incorporate an exterior system for running utilities.

**Mr. Patterson motion to extend the deadline to the end of 2021.** Mr. Suso noted that this vote is not on tonight's agenda. Mr. Patterson requested this go on the next Select Board meeting agenda.

4. Update on a) fire stations – Hatchville and West Falmouth and b) the new replacement fire truck in capital spending plan

Mr. Suso provided the Select Board a report and reviewed same. FFD Chief Tim Smith joined the meeting.

New Fire Station location is recommended to be in the north central area, Hatchville, based on three years of FFD run data. The location near the Sandwich Rd. Fields, property acquired in 2002.

The packet includes West Falmouth Fire Station summary staffing sheets for October and November; in the nighttime shifts at West Falmouth Station, 65% of those shifts were staffed and 60% of night shifts in November were staffed.

Mr. Suso noted that closing of the West Falmouth Fire Station has not been determined, only after construction of the new fifth station would steps be taken to address the West Falmouth Fire Station.

Chief Smith commented on the run data, more consistency with staffing of nighttime shifts, days has been a challenge. Still have issues with staffing levels due to existing vacancies, these are the times of the year they see more time off requests, long term personnel issues, and that adds to the staffing levels being where they are at. They are in process of hiring of six individuals who will attend the academy. Interviews are being conducted to fill the nine vacancies, eight of which funded through the override. Then they will need to wait for academy time, the increased staffing numbers will affect the staffing at Station 4 in West Falmouth. He remains optimistic regarding hiring of personnel. All told, the FFD will be at a 72-74 person level when done with the hiring process, including the two additional persons in January and hope to use a refreshed list. At this time they are short because the eight are being hired; have nine openings now, after January they will have two additional positions that can be filled. Unknown when they will have enough personnel to more regularly staff the West Falmouth Fire Station.

Mr. Brown noted that the new location for the fire station would only be fair if it went to Hatchville rather than the shared station, recently Mr. Jones mentioned building the two stations at the same time.

Mr. Suso affirmed that the McGrath Report identified the North Falmouth station as functional and effective with high level of service, unlike the West Falmouth station which is well beyond it's useable life. Chief Smith said adding full time staffing to North Falmouth station will provide an enhanced level of service from the North station. The existing North station was close to the optimum placement based on the actual run down.

Mr. Brown said that North Falmouth Station and Hatchville station far away from West Falmouth Station. West Falmouth station is close to an optimal location.

Mr. Suso noted the McGrath report said that West Falmouth station was the only one not located appropriately; ill located to provide Town wide service equally.

Mr. Jones noted if they build a new station in Hatchville, West Falmouth will be closed. Mr. Brown does not see how a Hatchville station helps the people in West Falmouth and he does not believe this is a good plan.

Mr. Suso noted all ambulance service in West Falmouth comes from North Falmouth; all that is run is a fire truck, not paramedic level rescue service with a rescue squad.

Chief Smith explained ambulances have basic medical equipment and can provide first responder duties, when used they have advanced life support with paramedic level services. Even now with ambulance out in East Falmouth Station, the engine that is there now and staffed can respond and provide care. In West Falmouth, when staffed, the truck can provide care and awaits an ambulance, it is waiting for an ambulance from another station. As staffing is improved, that station will be staffed until the disposition of North Falmouth is made.

Ms. Taylor noted fire fighters are responding to higher number of medical emergencies than fire, why not have a rescue vehicle at West Falmouth? If the truck currently at West Falmouth were to go, what would we replace it with?

Chief Smith said if the truck went out of service, he would have no apparatus for that station. He would only want a fire engine in West Falmouth because of safety of the firefighters.

Chair English Braga asked those commenting in the chat identify their name.

Mr. Brown read a comment from unknown person in chat, why not a smaller vehicle.

Chief Smith noted current apparatus is standardized, customized, and serves personnel well because of increased safety features and all resources needed on scene. Each truck is similar in design. Trying to design a fire truck for a fire station limits them in the future; a smaller truck designed for the station would limit the FFD with that vehicle. If smaller and not as customized it may not have the lifespan-designed for specific needs like narrow roads or rural settings. They have followed the same design pattern since 2009 and continue on that process because it serves the community. Trucks they have now are smaller than the

larger customized trucks, ensure they are more accommodated in the stations. Safety component of these larger apparatus have roll bar, more safety for personnel, more impact resistant structures, seating, part of the design is a higher safety factor not available in the smaller vehicles Mr. Brown talks about.

Adding to the West Falmouth Fire Station building is beyond Chief's expertise. Mr. Suso noted that in last 5 years, the West Falmouth Station floor was lowered and raised the door tolerances to accommodate the last two fire trucks housed there. To go beyond that would present very costly challenges, a redesign configuration for that station has not been done.

Todd Taylor and Maureen Harlow Hawks asked to speak on this matter.

Mr. Taylor read a statement, lifelong resident of Falmouth and served as Firefighter in Falmouth, assigned to West Falmouth Station for many years. Critical rapid response, fires are hotter and faster, cardiac incident for lifesaving equipment, and most days the station is closed. Rapid response to emergencies is a thing of the past. No arrival of fire resources 3-5 minutes or emt/equipment to promote lifesaving. Recently there was an incident that resulted in a response of nine minutes for someone with a head wound within eyesight of the victim. It's cold outside, season that results in more serious fires, but the station remains closed. Asked why there are no fire resources anymore. There is a lack of planning for apparatus for the village, in the years he worked there they retired an old engine, replaced with a pickup truck. Then an old used engine that lasted a couple years; now a 25 year old engine as a frontline fire truck. The will of residents is for the West Falmouth Station to remain open until the new North West Station is built.

Mr. Suso said answers to all those questions have been discussed and chronicled at public meetings held, along with joint meeting with the Finance Committee, every action the Town has taken has been fully consistent with the representations made by the Select Board in the meetings. Negotiated with fire union to provide volunteer overtime coverage until the new fifth replacement fire station is constructed. This is well documented and has been discussed in the past. We are proceeding as represented many months ago and as residents were good to approve the first permanent override to hire eight firefighters; the process is under way, hope to have those firefighters in place by mid 2021 and staffing is only temporary, not the permanent solution that the override is providing.

Mr. Brown does not think voluntary staffing has been working; 50% staffing is not what he envisioned. How far do we go before going to a better plan.

Ms. Taylor asked is it possible to relook at staffing pattern so West Falmouth can be staffed until Hatchville station is built. What they have tried is not working and the West Falmouth residents are unwilling to accept 50% staff.

Mr. Jones noted response times across the town in October and November, reducing the Town wide response times and District 4 response times are lower than two others. Required to have two people at each station.

Chair English Braga, massive amount of Town was short changed over time, now trying to make it equitable to all areas, they are looking at the staffing pattern and staff at the level but with permanent folks without reducing at other stations.

Chief noted staffing model changed July 1, 2020 and have improvements with additional personnel at Headquarters and East Falmouth. Also agreement with the union no less than two will be on the apparatus, staffing is based on fourteen person minimum, anything beyond that they can deploy additional personnel. The Town has agreed to use volunteer overtime to staff West Falmouth Station, at any given time all personnel could be out on simultaneous calls and other vehicles/apparatus covers, also in East Falmouth. This happens regularly, trying to move personnel based on call volume and are managing it the best they can. In time with additional staffing, they will be able to staff West Falmouth Station. The issue is staffing and where to put them. Testing for new personnel for a fresh list was in abeyance due to Covid-19, they continued to address civil service for a list, they will be interviewing personnel to fill the vacancies.

Maureen Harlow Hawkes read a statement. Adding onto the station, the Town visited that prior to Mr. Suso, it can be added onto, getting smaller apparatus is possible. Not able to keep people in Falmouth to stay, many in the FFD do not stay and we should investigate why we are losing these people. We have six openings from retirements and resigning, already asked for eight, she would like to look into that, too. People spoke at FHS in January, supported passing the override, Town Meeting Members affirmed the

decision at the Spring Town Meeting. Concerned shifts covering the station has been mostly nonexistent since Thanksgiving. Redeployment plan has not been a success. How will they fulfill the article at Spring Town Meeting vote? Will staffing improve? The West Falmouth Village Association made presentation and had two questions that they would like answers to, 1. When the eight firefighters are hired, will minimum staffing be increased from 14 to 16? If not, than how does staffing result in 100% staffing? 2. New engine in capital budget will not fit in West Falmouth Station, what are the plans to ensure apparatus is in the station? If the truck there goes down, the station will be closed. Currently no spare apparatus to cover the one in the station. Fast responding trucks are becoming popular, they would like to keep the West Falmouth Station open or build the two new stations simultaneously. She requested a special forum meeting for answers and does not want West Falmouth Station shuttered until the North West station is open. If not proper staffing, they may ask for their tax money back.

Paul Sellers commented that his research contradicts the issues that Chief Smith was saying about the trucks. Mini pumper would provide the dual service the Chief speaks about.

Steven Cohen, understands Chief's rationale for standardization, but need a plan to continue operating West Falmouth Station.

Rob Bowerman does not believe these concerns have been adequately expressed.

Mr. Brown believes we should be shopping for something small in the interim for something for West Falmouth Station.

Chair English Braga asked about the numbers, maybe Jennifer Mullen can provide information regarding what happens with proposition 2.5 money-are the funds available for the purchase of a smaller pumper in addition to what they purchase for the regular fleet.

Mr. Suso can have Ms. Mullen answer that at a future meeting and made it clear they did not anticipate the eight additional firefighters being able to function until the middle of the coming year.

Mr. Johnson-Staub stated the override was for firefighter wages and benefit, not for purchase of capital equipment, it is not consistent with the override to use the override funds for capital purchases.

Ms. Taylor asked if trucks deployed from and going to is tracked?

According to Chief Smith, the current data is based on the information from the Communication Center. They know the apparatus going where, but looking at the average provided to them from the data tracked by the Communication Center. If North Station is on a call, times will vary when covered from another station. They have had an apparatus replacement plan for two decades; they have consistently made the requests; last purchase for apparatus was in 2018. Even though they go back to 2009, only difference is age. The engine in West Falmouth Station was purchased in 1996 and is 25 years old, trying to purchase additional engine to reduce the activity of the engine in West Falmouth Station by rotating apparatus around. Regularly adding engines in the capital budget, if they are successful, next timeframe for capital request in in 2025.

Mr. Taylor said when firefighters are hired, it is imperative the amount of staffing needs to be changed from 14 to 16 in order to keep the West Falmouth Station open.

Chief Smith noted the mechanic division does a phenomenal job in keeping apparatus going, that truck is older than most, however anything beyond twenty years but if they have good maintenance and can continue to have regular inspections, that truck can be used but having a reserve engine to relieve other apparatus is something this current request is trying to do. To change 14 to 16, moving it to sixteen would require discussions between the Town and union. They can do it now on a voluntary basis, but an agreement needs to be done through the union. Chief noted anything you buy used you get what you get, there are no warranties. The new vehicles have significant warranties and manufacture assistance. Anything used, you are buying someone else's problem, may not have the safety features, the last one was going to cost the Town more time. He cautions going down the road again of purchasing used vehicles.

Mr. Brown noted that the money for the override going into general fund because no one has been hired.

Mr. Jones said the money not in effect until 1/1/21.

There is a 14 firefighter minimum at start of the shift, if there is one additional firefighter, that one will be deployed to North Falmouth Station. If there are two additional firefighters, they will be deployed to West Falmouth Station.

5. Committee re-appointments

**Mr. Jones motion to appoint Jim McLoughlin to the Cape Cod Joint Transportation Committee for a term ending 6/30/23. Second Mr. Patterson. Roll Call Vote: Ms. Taylor, aye; Mr. Jones, aye; Mr. Patterson, aye; Mr. Brown, aye.**

**Mr. Jones motion to appoint Ray Jack to the Cape Cod Water Protection Collaborative for a term mending 6/30/22; Upper Cape Regional Transfer Station for a term ending 6/30/21; Upper Cape Water Supply Collaborative for a term ending 6/30/22. Second Mr. Patterson. Roll Call Vote: Ms. Taylor, aye; Mr. Jones, aye; Mr. Patterson, aye; Mr. Brown, aye.**

**Mr. Jones motion to appoint Carla Feroni to the Barnstable County HOME Consortium Advisory Council for a term ending 1/1/24. Second Mr. Patterson. Roll Call Vote: Ms. Taylor, aye; Mr. Jones, aye; Mr. Patterson, aye; Mr. Brown, aye.**

**Mr. Jones motion to affirm appointment of Ahmed Mustafa to the Veteran's Counsel Committee, Veterans of Foreign Wars (VFW) representative to a term ending 6/30/21. Second Mr. Patterson. Roll Call Vote: Ms. Taylor, aye; Mr. Jones, aye; Mr. Patterson, aye; Mr. Brown, aye.**

6. Announce April 2021 Annual Town Meeting Schedule

Warrant close 1/15/21.  
Vote articles 2/8/21.  
Publish Articles 2/12/21  
Presentation of petitioner articles 2/22/21  
Vote recommendations 3/8/21.  
Publish warrant and mail booklets 3/26/21.  
Town Meeting to be held on 4/12/21

Mr. Jones reminded all that virtual zoom town meeting in January is being planned. Is there a possibly to create stations at Town Hall or Library for Town Meeting Members who do not have computers at home?

Mr. Suso said that Town Meeting Members will be polled to find out who may fall into that situation, then alternatives will be developed, including consideration of a phone option.

**Mr. Patterson motion to adopt the April 2021 schedule as proposed. Second Ms. Taylor. Roll Call Vote: Ms. Taylor, aye; Mr. Jones, aye; Mr. Patterson, aye; Mr. Brown, aye.**

7. Approve 2021 Annual License Renewals:

JS will check on E End Tap app status

ALL ALCOHOL RESTAURANT

99 Restaurant, 30 Davis Straits  
C Salt, 75 Davis Straits  
Estia, 117 Main Street  
Glass Onion, 37 North Main Street  
La Cucina sul Mare, 237 Main Street

ALL ALCOHOL CLUB

Cape Verdean Club, 126 Sandwich Road  
Falmouth Rod & Gun Club, 203 Carriage Shop Road  
Midway Trap & Skeet Club, 284 Old Meeting House Road  
Portuguese American Club, 55 Ashumet Road

ALL ALCOHOL INNHOLDER

Falmouth Holiday Inn, 291 Jones Road

ALL ALCOHOL PACKAGE STORE

Old Barn Package Store, 20 Luscombe Avenue  
RJ's Variety & Liquor, 174 Sandwich Road  
West Falmouth Market, 623 West Falmouth Highway

WINE AND MALT RESTAURANT

Falmouth Cinema Pub, 137 Teaticket Highway  
Silver Beach Pizza & Seafood, 557 North Falmouth Highway  
Steve's Pizza, 374 Main Street

WINE AND MALT PACKAGE STORE

Ocean State Job Lot, 50 Teaticket Highway  
Windfall Market, 77 Scranton Avenue

COMMON VICTUALLER

99 Restaurant, 30 Davis Straits

Betsy's Diner, 457 Main Street  
C Salt, 75 Davis Straits  
Coffee Obsession, 38 Water Street  
Coffee Obsession, 110 Palmer Avenue  
Dunkin Donuts, 363 East Falmouth Highway  
Dunkin Donuts, 4 Sandwich Road  
Dunkin Donuts, 634 Holly Park Road  
Dunkin Donuts, 614 Main Street  
Dunkin Donuts, 1184 Sandwich Road

Estia, 117 Main Street  
Falmouth Cinema Pub, 137 Teaticket Highway  
Glass Onion, 37 North Main Street  
La Cucina sul Mare, 237 Main Street  
Lobos House of Pizza, 338 East Falmouth Highway  
Peel Pizza, 31 Teaticket Highway  
Prime Time House of Pizza, 286 Old Main Road  
Portuguese American Club, 55 Ashumet Road  
Silver Beach Pizza & Seafood, 557 North Falmouth Highway  
Subway, 137 Teaticket Highway  
Subway, 236 Teaticket Highway  
Talk of the Town Diner, 362 North Falmouth Highway  
The Stand, 75 County Road

**Mr. Brown motion approval. Second Mr. Patterson. Roll Call Vote: Ms. Taylor, aye; Mr. Jones, aye; Mr. Patterson, aye; Mr. Brown, aye.**  
INNHOLDER  
Falmouth Holiday Inn, 291 Jones Road

ENTERTAINMENT

Cape Verdean Club, 126 Sandwich Road  
La Cucina sul Mare, 237 Main Street  
Portuguese American Club, 55 Ashumet Road

SUNDAY ENTERTAINMENT

La Cucina sul Mare, 237 Main Street

AUTOMATIC AMUSEMENTS

Falmouth Cinema Pub, 137 Teaticket Highway

THEATER LICENSE

Falmouth Cinema Pub, 137 Teaticket Highway

CLASS II USED CARS

Excel Auto Repair, 94 East Falmouth Highway  
Executive Auto, 118 East Falmouth Highway  
Costa's Auto Body, 222 Carriage Shop Road  
Falmouth Motorcar, 716 Teaticket Highway  
Route 28 Auto Center, 550 East Falmouth Highway

VEHICLES FOR HIRE

All Seasons Taxi, 45 Simpsons Lane  
Falmouth Taxi, 424 East Falmouth Highway

**Mr. Brown motion approval. Second Mr. Patterson. Roll Call Vote: Ms. Taylor, aye; Mr. Jones, aye; Mr. Patterson, aye; Mr. Brown, aye.**

8. Minutes of Meetings:

- a. Public Session –  
November 23, 2020

**Mr. Patterson motion approval and release for public access. Second Mr. Jones. Roll Call Vote: Ms. Taylor, aye; Mr. Jones, aye; Mr. Patterson, aye; Mr. Brown, aye.**

- b. Executive Session –  
November 23, 2020

**Mr. Patterson motion approval of executive sessions 1, 2, and 3 with edits and not release for public access. Second Mr. Jones as edited. Roll Call Vote: Ms. Taylor, aye; Mr. Jones, aye; Mr. Patterson, aye; Mr. Brown, aye.**

Executive Session 4

**Mr. Patterson motion approval with edits and not release for public access. Second Mr. Jones as edited. Roll Call Vote: Ms. Taylor, aye; Mr. Jones, aye; Mr. Patterson, aye; Mr. Brown, aye.**

9. Individual Select Board Member's Reports-none.

10. Town Manager's Report

Mr. Suso noted the install of the downtown and common Christmas holiday and lighting displays. Work continues for upcoming budget for Town operations.

Preparation of virtual 1/25/21 reconvening of town Meeting.

The Select Board may be having joint meeting with Planning Board 12/21/21.

The Select Board's first meeting in January will be 1/4/21 for the budget presentation.

**Mr. Jones motion to adjourn at approximately 11:13pm. Second Mr. Patterson. Roll Call Vote: Ms. Taylor, aye; Mr. Jones, aye; Mr. Patterson, aye; Mr. Brown, aye.**

Respectfully Submitted,

Jennifer Chaves  
Recording Secretary

DRAFT

## #11. Town Manager's Report

## REPORT

TO: Select Board

FROM: Julian M. Suso

*Jim Suso*

DATE: March 5, 2021

- The Board will convene in virtual session at 7PM on Monday, March 8 for the first of three scheduled Board meetings in March.
- Under Summary of Actions, I am asking the Board to authorize my entering into an agreement with a qualified consultant for engineering and environmental services related to the Mayflower Wind initiative. At present, I am reviewing two potential consultants for this work, the cost of which will be reimbursed by Mayflower Wind.
- Scott McGann will provide his update on Covid-19; we will plan to review/discuss the Governor's current guidance on outdoor special events.
- Peter McConarty will provide a timely update on the Rt. 28 reconstruction project, particularly focusing on the Teaticket area (area 2) and area 3.
- The Transportation Management Committee will present their 22-page recently-completed Report on "Improving Access to Downtown."
- In response to Paul Miskovsky's inquiry at your last meeting, we understand that the Charter specifies a five-member Beach Committee so no current action on the request to expand this membership is possible. Under "Beaches" we will also provide a status report on preparations for the upcoming beach season.
- You have multiple Committee updates and housekeeping actions related to two of those.
- The Board will be voting your respective Warrant Article recommendations for the upcoming April 12 virtual Town Meeting.
- I was pleased to attend and, with Building Commissioner Rod Palmer, participate in a meeting of the Zoning Board of Appeals on Thursday evening during which we reviewed/discussed collaborative processes to facilitate enforcement.
- I attended the weekly meeting of the Finance Committee on Tuesday evening as they continued their budget and warrant article deliberations.
- The Board's next meeting is a scheduled Joint Session with the School Committee set for Monday, March 15 at 7:00PM.
- The Board's next regular business meeting is set for Monday, March 22.