

**TOWN OF FALMOUTH**  
**BOARD OF SELECTMEN**  
**Meeting Minutes**  
**MONDAY, JANUARY 7, 2019**  
**SELECTMEN'S MEETING ROOM**  
**TOWN HALL**  
**59 Town Hall Square, Falmouth, MA 02540**

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

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

1. Call to Order at 7 pm by Chair Moran.
2. Pledge of Allegiance
3. Proclamation-none
4. Recognition  
Ms. English Braga read a letter from Francis McCarthy regarding repair of damage from last year's storm on the North Falmouth Library property and thanked for the display on the village green.
5. Announcements  
No one present requested to record the meeting.  
The BOS will send to information on the committee purposes and what they do along with BOS liaisons to the Chairs.
6. Public Comment  
Michael Heylin, Cliffwood Lane, commented on the Town charter, 5-3 subsection b4 says the Town Manager's duty is to inform the BOS on all departmental...to this end shall submit updates to the BOS. Mr. Heylin hopes someone on the BOS will open a review process on the Town Manager's role according to this charter item. If this meeting occurred in August and no was held discussion until the email sent in November, that is a huge issue. This needle exchange will cost the taxpayers of the town, lawsuits, property values down.

Marc Finneran, Precinct 6, reminded all that we have meeting Saturday morning 9 am at FHS auditorium and chance to be heard regarding the needle exchange. Open Meeting Law violations will be pursued through the State.

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

1. Administrative Orders
  - a. Vote to support application to DCR, 2019 Mass Trails Grants Program, for funding to build the parking area at the Gateway to the Coonamessett Greenway Heritage Trail  
Mr. Suso noted the multiple phases and the BOS is asked to support application for continued outside assistance.

Betsy Gladfelter, Conservation Commission, stated this is part of a project working with The 300 Committee to develop this trail. This is money requested from DCR to develop the major parking area with access to a river overlook and trails, including a wheelchair accessible trail, the entire perimeter trail will be stone dust base. Goal is to make it accessible for all ages and all abilities.

**Mr. Jones motion to support the application. Second Mr. Brown. Vote: Yes-5. No-0.**

**7:20 p.m. BUSINESS**

1. Presentation of Proposed Fiscal Year 2020 Budget

Mr. Suso noted this process is pursuant to the Town Charter prior to January 1 of each year, in early-mid January the BOS is tasked with reviewing the proposed budget and transmitting to the Finance Committee. All staff were thanked for their work on this budget.

Jennifer Petit, Finance Director, made a PowerPoint presentation summarizing the budget. Thanked all for participation in the budget.

The Reserve Fund Balance Policy was reviewed, the Town has reached and maintained this policy. Re-allocating stabilization funds to the other post-employment benefit trust and workers compensation trust account. Looking to maintain reserves. Stabilization Fund balances were reviewed.

Revenues and expenses were described and reviewed, they help sustain operations during tough times. 74% of the revenue are property taxes, no override in a number of years.

Estimated Local Receipts were reviewed and have been strong over the last year. Increased \$1.2 million due to offset of water and wastewater debt. The remaining \$1.4 million increase due to strong estimated receipt growth and additional funds from Community Host Agreement. We did not estimate receipts from the short term rental legislation. There are decisions the Town needs to be making, including the 4% from this legislation as of July 1. This will help keep a strong free cash.

Chair Moran noted separate agenda item soon regarding the short term rental legislation.

In the 5 year strategic plan, they are not proposing water enterprise fund for 2020, need to migrate off top gun for water billing and purchase another system so that we can segregate the revenues. Top Gun is the basis that we have done billing and accounting records.

Other Available Funds were reviewed including parking meters, embarkation fees, wetlands and waterways, energy receipts, and golf revenues.

Appropriation Policy, the increases are consistent with the BOS strategic plan, able to allocate money into our reserve accounts and we consistently fund that with reoccurring revenue.

Budget increases have occurred in health insurance, retirement assessment, school department budget, and the Upper Cape Vocational High School school support. Four additional police officers, 2 additional firefighters, 2 full time parks employees, Program Coordinator for the Senior Center, additional 2 positions for the Recreation Department summer camp, additional seasonal animal control, and adjusted wage schedule for seasonal employees.

Debt Policy was reviewed. Transfer of \$600,000 from debt stabilization fund to maintain the 2.5%.

Patricia Favulli noted the betterment debt will allow them to assume the betterment, but the bigger banks do not allow assumption of a betterment. About three quarters of the betterment payoffs were due to property sales.

Capital Facilities Plan reviewed.

Fiscal Year operating budget was reviewed, education is the School Department and Upper Cape Tech.

Funding Reserves, over \$1 million to the Capital Stabilization. Stabilization Fund reached its goal.

Non-voted appropriations include state assessments and allowance for abatements.

New positions result in an increase in service to the community, experiencing significant fixed cost increases, and the budget allows for flexibility.

We have funds set aside for emergencies in the general stabilization fund, maintenance is built into the operating budget.

Chapter 90 funds for road and infrastructure, are not being allocated as much as in past years. The funding is there, but we do not have the manpower to keep up with the funding. The yearly bid list involves lots of administrative work when using Chapter 90 money, so always want to make sure it's being maintained and the proper paperwork is done.

Tabulation funds: Town Meeting Articles where funded. FY20 lists the old numbers, Ms. Petit provided new sheets to the BOS. It does not affect the bottom line.

Debt exclusion for new athletic field has been done, but in the packet it notes it will be done, that error will be fixed. The field bids opened last Thursday and construction meeting on 1/23/19. Mr. Patterson noted the School Committee meeting is tomorrow night and will approve selection of a contractor. Outstanding items are the locker room facilities that are yet to be worked out.

Ms. Petit noted liability is about \$123 million now. Requirement to put the liability on financial statements, such as the retiree health insurance. There is not a funding requirement, however other communities fund it and it is good for your bond rating. The \$500,000 per year is reasonable, can be invested differently because it is for long term, it looks good to bond holders and good for bond rating. It can be changed at some point. We have identified a reoccurring revenue source to fund this liability. Those funds may be used for all health insurance in trust fund and gaining more market value so easier to fund the health insurance.

Mr. Johnson-Staub explained that the 5% increase in health insurance is a big win, however this will continue to go up and more retirees living longer, there is some value to dedicating more than we need this year because if it spikes over 10 year period, that fund could be used to mitigate expenses in the future for current employees and retirees.

Mr. Brown noted private roads in Falmouth have a ten year waiting period and will likely balloon soon, what would be the mechanism to start a fund to accommodate those requests. According to Ms. Petit., there is a fund that accommodates the requests. There had been a moratorium on the taking of private roads. The process to have a road taken involves manpower and a bid process. Chair Moran suggested planning a separate agenda item to discuss this topic.

Ms. English Braga noted the water rate increase is coming back, last Town Meeting discussion about disparities in the rates for those on the new sewer system, she hopes to address this. Ms. Petit noted an email was sent out this meeting at 9 am is being held to talk about the sewer rate. She would like a public discussion on this.

Ms. English Braga pointed out this increase in personnel and services is a need that the BOS has been hearing from the community.

Ms. Petit noted they will monitor the senior center construction, may be coming back in November for fixed cost increases being looked at again in November. Chair Moran asked to have a presentation beforehand on the status of the construction.

Mr. Suso noted the BOS meets next week, on agenda is the option to vote the budget and transmit to the Finance Committee.

Mr. Jones asked the FPD how quickly the 4 additional officer positions can be filled. Chief Dunne noted that it takes about a year total for one position. They are filling two positions. When calling called for the Civil Service list they had enough names on the list, but not enough people came in to sign the list. After the second list they got enough names and are doing background checks to hire off this list. After that, they will be waiting for new exam in April, results are expected in the fall. They are taking lateral transfers from other civil service police departments.

Falmouth Fire Department Chief Small noted that they would have difficulty hiring, he has 9 unfilled positions, challenging for hiring those many.

Parks Dept, 6% increase with great interest to increase personnel along with the Recreation Department.

Wastewater increase with LPSSA.

Senior Center increase and opening new building and have more people in there.

Mr. Suso reminded the BOS FFD positions include 3 additional not funded previously. Reasonable attempts have been made to respond to the need.

Finance Committee Chair Keith Schwegel noted they will meet every Wednesday beginning next week except for a few Tuesdays at 7 pm. The public is welcome.

2. Presentation on the Cape Cod Commission Regional Transportation Plan – Su Moran, Falmouth Representative on the Assembly of Delegates

Chair Moran made a PowerPoint presentation and reviewed the county needs and resources.

The assembly began talking last year about provision changes.

Ms. Petit reported that Falmouth's assessment for county services is about \$900,000.

County services were reviewed including water analysis, soil analysis, food pantry, ground water, research and grant services. Septic system loan program. All are encouraged to look at the website to see if there's a need that could be provided for.

Bridge fix coalition, there is talk of a long term plan to put this in place.

The EDIC is currently reviewing the Cape Cod Commission's regional policy plan in areas including coastal resiliency and wetlands. Kristy Senatori presented an overview of the plan, more information can be found on the county website.

Transportation and development in Falmouth is booming. Cape Cod Regional Transit Authority (CCRTA) will include Falmouth District Court and Falmouth Hospital in its Hyannis-Woods Hole run.

Mr. Patterson asked about internet services critical for neighborhoods, this is an area where our delegation and the Cape Cod Commission should be looking at expanding internet services. Chair Moran noted it is a topic of conversation for the Assembly of Delegates. The EDIC in Falmouth got part of state funding and more funds are expected. The EDIC meeting tomorrow will be part of discussing what role the EDIC will take. Municipal broadband could be discussed, should the county do it because it could be more cost effective. The EDIC project covers just a piece of Main Street. Concept for services would be to cover all of the cape.

Ms. English Braga is happy to hear the transportation will include the court and hospital. The connectivity to the internet, Falmouth is well situated to attract new economic growth. Low tax rate, affordability, excellent schools, missing the tech piece. Revitalize and diversify our economy.

Mr. Patterson noted survey a Town can take called the Dukakis Center EDSAT, when you look at what attracts business, we satisfy most, but the technology piece is missing.

Mr. Brown noted maybe other areas could be privately funded for technology.

Mr. Suso noted that late this afternoon, he received an email from Ray Jack regarding the Cape Cod Regional Policy Plan relating to water and wastewater issue. Into the plan is a proposal that the Cape Cod Commission impose a nitrogen offset for developments of regional impact not located on the sewer system. A 30 unit subdivision would be \$1.2 million in fees if in regional impact area and funds directly to the Cape Cod Commission. Mr. Jack suggested that to the extent that it is appropriate, those funds perhaps should go to the funds. The comment period ends 1/13/19, Mr. Suso would like to comment on this based on the information Mr. Jack provided and suggest the towns share in that because solutions to wastewater lie with the towns. This would impact developments in Falmouth and if funds go elsewhere would not allow us to effectively deal with water quality.

Chair Moran appreciated Mr. Suso's suggestion this be taken up by the BOS.

**Mr. Jones motion to authorize the Town Manager comment in such a manner that funds collected by the Cape Cod Commission should be shared with the municipality. Second Mr. Patterson. Vote: Yes-5. No-0.**

3. Discussion on coordination of efforts/update on development projects that affect traffic  
Mr. Suso provided background information on the manner in which staff internally cooperate and collaborate on key development issues coming before the Town. Staff working group from Planning,

Zoning, Housing, Engineering, and Health meet monthly to facilitate coordination between town staff members. Discuss status of land use, development related projects, and in anticipation of the more formal review process. The Town Manager and Assistant Manager collaborate efforts to share information and reduce red tape and duplication between departments. Mr. Johnson Staub routinely chairs the group. Very effective group and will continue, expand appropriately in enhancing the efficiency of the development process.

Chair Moran asked that in the past there was a Transportation Committee as a town board, she wondered if the BOS might see an upside to reinstating such a committee. This might make sense to look at transportation to facilitate development. Examples include Woods Hole terminal, hospital, we are limited to how we can move people.

Ms. English Braga noted there are many projects going on and in the works, getting sense of how traffic can flow, what can be done, maybe something worth considering. May want to look at the previous scope, if appropriate, and why it fell apart. There is not a designated group to work on parking around beaches, shining sea, downtown activities and assessing how to address the overall shortage of parking during peak season. We have no centralized group of people looking at transportation.

Mr. Jones noted way finding, something the committee could come up with regarding truck traffic, private road takings, signs controlling speed (private), and transit.

Mr. Patterson noted the Cape Cod Regional Transportation Authority is looking at the Whoosh service meeting coming up and they are trying to reach out to the Town and figure out if there is a better shuttle service for Falmouth.

Chair Moran asked the Town Manager to coordinate with Town Counsel regarding how the goals the BOS and transportation may go together.

Mr. Brown noted intersections that could be improved might be taken up as well including Sandwich Road.

4. Minutes of Meetings:

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San Patterson first line p. 2 Doug Brown worked with David Rogers in the past and does not affect the ability to vote on this.

**Chair Moran motion approval with edits. Second Mr. Patterson. Vote: Yes-5. No-0.**

5. Individual Selectmen's Reports

Mr. Brown met with group with the needle exchange today and they are receptive to another location for the exchange. They are willing to work with the neighbors and show what good neighbors they can be, they explained that at the end of March the needle exchange will be one day per week, a few weeks later 2 days per week, and during the summer 3 days per week and always ending at 3 pm. They are not planning to attend the BOH meeting Saturday at the FHS. Mr. Brown will attend the meeting.

Mr. Brown would like to add an agenda item to talk about parking.

Mr. Patterson:

CCRC advisory meeting in December.

Attended two FHS Field Advisory Committee meetings.

Will attend the School Committee meeting tomorrow.

Attending an Eagle Court of Honor Saturday.

Ms. English Braga:

Future bikeways item and another more time sensitive. Bikeways had their meeting, she could not attend, there is an upcoming 2/1/19 deadline for MA trails funding, bikeways would like to send a letter of support to Bourne's application and asked if the BOS can share in that. Could this be added to the next agenda so it can be done before the 2/1/19 deadline. Chair Moran would like this on the next meeting agenda. Need to get the background from Bourne Town Manager about the status before the meeting. Mr. Suso noted difficulty will be determining what they are proposing, confusing if a stand-alone committee contacts a

state funding agency, it can be confusing whether that is the town policy. Any particular committee should not send something out on letterhead and leave the BOS out of the loop. Mr. Johnson Staub noted that the BOS is the chief policy setting board of the Town, if the state agency is going to hear on a policy matter, the committee should make the recommendation and the BOS should send the recommendation. It is critical that the Town know exactly what Bourne was proposing. Ms. English Braga noted the goal is it may avail funding opportunities for Falmouth's last mile.

Mr. Jones:

Dealing with Shining Sea Bikeway by Trunk River, much has washed away in the storm a month ago. Needs to be addressed.

Estia has no light at the crossing, it is now hooked up. This is an example of saying something and it being addressed.

6. Town Manager's Report

Mr. Suso attended the 1/3/19 Senior Center meeting and reviewed those in attendance. Meeting with the Building Committee on 1/22/19. Progress continues on the senior center project.

Mr. Suso explained an item come up late today, time sensitive. Jeremiah Pearson inspected a tree on the Main Street portion of the library lawn adjacent to the sidewalk and near the Veteran's area, it is heavily diseased and in danger of toppling. Town counsel noted no shade tree hearing and Mr. Suso is giving Mr. Pearson the approval to remove it. They will continue to maintain the planted corridor.

7. Review and/or Discuss Correspondence Received

**Ms. English Braga motion to adjourn at 8:51 pm. Second Mr. Patterson. Vote: Yes-5. No-0.**

Respectfully Submitted,

Jennifer Chaves  
Recording Secretary