

**TOWN OF FALMOUTH**  
**SELECT BOARD**  
**Open Session Workshop Minutes**  
**SATURDAY, MARCH 2, 2024 – 9:00 A.M.**  
**SELECT BOARD MEETING ROOM TOWN HALL**  
**59 TOWN HALL SQUARE, FALMOUTH, MA 02540**

*The Select Board may discuss and vote appropriate action on any item listed on this Agenda unless a different disposition is noted. At the discretion of the Chair, agenda items may be taken out of order.*

**Present:** Nancy Robbins Taylor; Chair, Edwin (Scott) Zylinski II; Douglas C. Brown; Robert P. Mascali; Onjale Scott Price

**Others present:** Mike Renshaw, Town Manager; Peter Johnson-Staub, Assistant Town Manager; Kim Fish, Housing Coordinator; Susan Lumpkin, Human Resources Director; DPW Director Peter McConarty; Police Chief Lourie

**9:00 a.m. - OPEN SESSION WORKSHOP**

Call to Order: By Chair Nancy Robbins Taylor at 9:03 a.m.

Pledge of Allegiance: Led by Select Board

Affordable Housing Policy Review and Updates

Kim Fish presented information on the Falmouth Affordable Housing Fund. Assistant Town Manager Johnson-Staub stated that staff encourages informal dialogue with potential applicants prior to a full submittal, and after to an application for funding is submitted, to help shape the project and identify concerns.

Ms. Fish reviewed the proposed minor changes made to the Affordable Housing Policy documents. There was discussion regarding local preference and how this is utilized in terms of the Fair Housing Act. Assistant Town Manager Johnson-Staub stated that the history of zoning is connected with racism. Part of the State initiative for the Fair Housing Act is to open up opportunities to those who were previously relegated to certain areas. Mr. Zylinski stated that this should be brought up to developers.

Ms. Fish presented information on the Local Initiative Program.

Staffing/Human Resources Update

Susan Lumpkin, Human Resources Director, stated that a Vision and Mission Statement for the Department has been drafted. The Vision statement is that the Town of Falmouth Human Resources Department enhances Town operations by hiring exceptional staff; supporting their professional development; and advancing a healthy, safe, and inclusive culture that inspires our diverse and talented workforce to provide optimal contributions to the Falmouth community. To

follow along with that, the Mission Statements is to advance the Select Board's Strategic Plan and each Town Departments operations through recruiting, developing, and supporting the Town's most valuable resource: our people.

#### Discuss Board Agenda Packet Workflow and Earlier Distribution of Packet

Mr. Mascali explained that he is concerned that the Board is not able to thoroughly review agenda information before Board meetings. Barnstable recently implemented a procedure to advance the date for agendas and packets to be available for ease of members and better transparency. He suggested a preliminary agenda that may indicate what is coming up. Chair Robbins Taylor noted that this could be confusing, as agenda items tend to change prior to a meeting. Ms. Scott Price suggested adding certain items to OneDrive for the Board to review prior to a meeting.

Town Manager Renshaw explained that all packet information is due Wednesday at noon, prior to a Board meeting. He proposed that this could then be posted on Thursday.

*The Board took a brief recess until 11:04am.*

#### Review and Discuss Capital Project Tracker Tool

Town Manager Renshaw reviewed the Capital Project Tracker Tool with the Board. The proposal is to bring the information sheets for each capital project to the Board for presentation quarterly. This information will also be available on the website.

#### Discuss Private Road Maintenance Current Practice & Policy

DPW Director Peter McConarty presented information to the board regarding the private road maintenance current practice and policy. He explained that there are 228 miles of paved Town and County Road roadways maintained by the Town. 39% of the paved Town and County public roads require major or minor rehabilitation. In addition, there are 3.21 miles of gravel roadways maintained by the Town. There are 114.20 miles of paved private road roadways in Town. 54% of the paved Town and County private roads require major or minor rehabilitation. In addition, there are 37 miles of private gravel roadways maintained by the Town.

Town Manager Renshaw stated that he would like the Board to consider allowing staff to pursue a policy that would begin to exclude the non-bus route, non-ambulatory, unpaved private roads, so that the Town crews are not spending hours on the maintenance for these areas. Mr. Zylinski stated that this will require clear language as to why this change of practice is proposed. Chair Robbins Taylor stated that currently the Town has an overburdened DPW staff and resources, for performing free work that the Town does not need to do on these roads. Mr. Brown stated that he believes the Town first needs to offer a program before removing this service for these residents. Town Manager Renshaw stated that staff would return to the Board with a draft action plan.

#### **LUNCH BREAK (30 MINUTES)**

*The Board recessed for lunch until 12:30pm.*

#### Steamship Authority Long Range Planning Update and Initiatives

Mr. Brown reviewed data for the Steamship Authority. There was another record number of trucks this year, with 61,515 freight trucks total carried in 2023. This totals more than 200 trucks each weekday throughout the year. The Vineyard-related truck volume was up last year by 3.9% from 2022 to 2023, on top of a 5.4% increase from 2021-2022. These numbers fail to reflect a shift to larger and heavier trucks on the Falmouth/Vineyard ferries. In looking at the history of traffic from 1960 to now, the traffic doubles every 18 years. 18 years from now, if that trend continues, this could lead to potentially 121,000 truck trips. The Steamship Authority has done a great job of bringing people back and forth, but the Town may rely on them too much for long range. The Authority recently hired a consultant for strategic planning. He suggested that the Board petition the Cape Cod Commission for action to make the Authority part of the regional MBTA or Mass DOT and continue for long range planning.

The Board agreed that it would like to see a letter drafted by administration to connect with other local towns on this item for review.

#### Discuss Bikeway self-propelled Budd Rail Diesel Car concept

Mr. Brown showed an example of a Budd Rail Diesel Car that is approximately 80' long and currently for sale. This is a self-propelled diesel train with a driver control at each end, so it would not have to turn around. He spoke with the MBTA Director who advised him that trains have National Railway Safety Standards. If the tracks are not torn up, the intention would be for the train to run from the terminal in North Falmouth to the terminal in Buzzards Bay, or approximately 6 1/2 miles. In the future, it would be nice for the train to be electrified, with a charging station in North Falmouth. This would be an hourly service with maybe a \$1 charge to ride. This would bring cyclists from one point to the next, so they can continue to use the bikeway. Cape Cod Central Railroad would likely operate and maintain the train. The Bikeways Committee was not supportive of this idea, as they would like the tracks torn up for other purposes.

The Board asked the Town Manager to reach out to Bourne to determine if there is any interest in this project. Feedback will then be reviewed by the Board.

#### Discuss Status of Police Station Habitability Repairs and Possible Site Locations for New Facility

Town Manager Renshaw reviewed the rehabilitation efforts that are underway at the Police Station. He noted that \$200,000 was approved at Town Meeting for a feasibility study. An owner's project manager (OPM) and architect will be needed for this project. The OPM will need to be selected before the architect.

Police Chief Lourie stated that he wants this facility to meet the needs of everyone on the staff and the community.

The Board reviewed a few potential site locations for a new facility. Staff agreed to bring additional information regarding the feasibility study and a potential OPM to the Board for review.

#### Discuss Establishment of Entertainment Guidelines/Regulations and Policy Considerations

Town Manager Renshaw explained that staff has received some complaints with regards to entertainment venues in Town. The Board can consider certain policy matters in order to address these concerns. This could include reviewing the Noise Bylaw for a nuisance decibel level. There was agreement that Town Counsel should draft language placing the onus of obtaining the abutters list and notifying those abutters by mail on the applicants for entertainment events.

#### Review and Discuss Town Mission and Vision Statements and Core Values

Town Manager Renshaw explained that Department Heads have been working to draft core values. The Town of Falmouth does not currently have an overarching mission and vision statement, endorsed by the Select Board.

The draft Town of Falmouth Mission Statement was presented as: “The Town of Falmouth’s mission is to officially maintain and improve upon our facilities, infrastructure, and customer service to allow our citizens, businesses, employees, and visitors the opportunity to live, work, and play tomorrow and for future generations.”

Chair Robbins Taylor suggested that the statement be changed to list customer service first, then infrastructure, and facilities.

There was some discussion regarding making the statement more concise and efficient. Town Manager Renshaw stated that staff would continue to work on this draft and bring it back to the Board for further review.

Town Manager Renshaw stated that the draft Vision Statement is: “to be the premiere Cape community providing the most responsive and highest quality services for our residents, businesses, and visitors.” He stated that staff would continue to work on this draft statement.

The Board reviewed the proposed Core Values.

“We believe that honesty and integrity are the backbone of our credibility, ensuring our words and actions always align with the truth and the quiet strength of unwavering principles to guide our actions even when no one is watching.”

“We create windows through which trust is built allowing the community clear insight into our actions and decisions in order to foster accountability and public confidence.”

“We value the art of genuine listening ensuring every word spoken or unspoken bridges understanding and fosters respect allowing all voices to be heard.”

“We are committed to excellence where expertise meets empathy, ensuring user interaction reflects our dedication to service and respect for all.”

“We are committed to a culture of mutual support and a harmony of diverse skills where each voice is valued, contributing to a unified mission beyond individual capacities.”

**Motion by Mr. Brown to adopt the Core Values, as presented.**

**Second: Mr. Zylinski**

**Vote: Yes – 3 No – 2**

**ADJOURN**

**Motion by Ms. Scott Price: To adjourn at 2:20pm. Second: Mr. Mascali**

**Vote: Yes – 5 No - 0**

Respectfully submitted,  
Kristan Patenaude, Recording Secretary