



**AGENDA**  
**BOARD OF SELECTMEN**  
**MONDAY, NOVEMBER 7, 2022**  
**WAQUOIT MEETING ROOM**  
**MASHPEE TOWN HALL**  
**16 GREAT NECK ROAD NORTH**  
**MASHPEE, MA 02649**

**\*Broadcast Live on Local Cable Channel 18\***

**\*Streamed Live on the Town of Mashpee Website: <https://www.mashpeema.gov/channel-18>\***

**6 p.m. – Convene Meeting in Open Session**

**\*PRESENTATION OF NEW TOWN SEAL PLAQUE\***

**CONVENE JOINT MEETING WITH THE AFFORDABLE HOUSING TRUST**

**PLEDGE OF ALLEGIANCE**

**MOMENT OF SILENCE**

**NEW BUSINESS – AFFORDABLE HOUSING TRUST**

- ❖ *Discussion and Approval of Submission of an Application to the Community Preservation Act Committee for the May 1, 2023 Town Meeting for Procurement of Funds for Future Affordable Housing Trust Projects*
- ❖ *Discussion and Approval of a Issuing a Request for Proposals with Regard to the 209 Old Barnstable Road Affordable Housing Project*
- ❖ *Discussion and Approval of Adoption of a Policy Stating Local Preference shall be a Priority for Every Affordable Housing Project in Mashpee and Further, Staff is Authorized to Fulfill those Requirements Early in the Procurement and Subsequent Permitting Processes*

**ADJOURNMENT OF THE AFFORDABLE HOUSING TRUST**

**MINUTES**

Approval of the Monday, October 17, 2022 Regular Session Minutes

**APPOINTMENTS & HEARINGS**

- Public Comment
- 6:35 pm – Pole and Conduit Hearing: 83 Red Brook Road: *Eversource Petition #8725164*
- Discussion and Approval of 83 Red Brook Road: *Eversource Petition #8725164*
- 6:40 pm – Public Hearing: Proposed Parking Ban on Bowdoin Road
- Discussion and Approval of Parking Ban on Bowdoin Road
- *DPW Director Catherine Laurent: Discussion and Approval of the Following:*
  - Extension of the Intermunicipal Agreement with the Towns of Falmouth, Sandwich and Bourne for the Upper Cape Regional Transfer Station (UCRTS) and Extension of Contract with Cavossa Disposal Corporation for the UCRTS
  - License Agreement for Robert B. Our. Inc. for an Office Trailer at the Transfer Station
- Presentation on Proposed Residential Tax Exemption, Setting of the FY 2023 Tax Rate, Future Budgeting: *Finance Director Dawn Thayer, Treasurer/Tax Collector Craig Mayen, Assessor Joe Gibbons*
- Discussion and Approval of the Following Resignations and Appointments:  
Appointments:
  - Affordable Housing Committee: Candidates:  
*Gary Shuman, Arden Russell* (Term Expires June 30, 2023)
  - Council on Aging: *Sherry Norman* (Term Expires June 30, 2024)
  - Human Services Committee: *Sam MacDonald* (Term Expires June 30, 2023)
  - Mashpee Community Garden Advisory Committee: *Kirsten Nordstrom* (Term Expires June 30, 2023)Resignations:
  - Council on Aging: *Eugenia "Jean" Nousse* (Term Expires June 30, 2024)
  - Capital Improvement Program (CIP) Committee: *Charles "Chuck" Gasior* (Term Expires June 30, 2023)

**BOARD OF SELECTMEN AGENDA NOVEMBER 7, 2022 (CON'T)**

**COMMUNICATIONS & CORRESPONDENCE**

**NEW BUSINESS**

**ADDITIONAL TOPICS**

(This space is reserved for topics that the Chair did not reasonably anticipate would be discussed)

**LIAISON REPORTS**

2022-2023 Liaison Assignments until May 2023: *Chair David Weeden*

**TOWN MANAGER UPDATES**

**EXECUTIVE SESSION**

Discuss Strategy Regarding Negotiations with Nonunion Personnel (Personnel Administration Plan) and the Following Collective Bargaining Units, where an Open Meeting May have a Detrimental Effect on the Bargaining Position of the Town:

- Mashpee Permanent Fire Fighters Association, International Association of Fire Fighters (IAFF) Local 2519;
- MASS. C.O.P., Local 324, Unit A – Patrol Officers and Detectives;
- MASS. C.O.P., Local 320, Unit B – Sergeants;
- MASS. C.O.P., Local 477, Unit C – Police Lieutenants
- Laborer's International Union of North America (LIUNA), MASS Public Employee's Local 1249, Administrator's Unit A – Administrators;
- Laborer's International Union of North America (LIUNA), MASS Public Employee's Local 1249, Administrator's Unit B – Administrators;
- Service Employees International Union (SEIU), AFL-CIO Local 888, Public Works Unit A;
- Service Employees International Union (SEIU), AFL-CIO Local 888, Public Works Unit B;
- Service Employees International Union (SEIU), Local 888, Clerical/Library/Dispatchers Chapter

**ADJOURNMENT**

MASHPEE TOWN CLERK  
NOV 8 '22 PM3:11



**AGENDA**  
**AFFORDABLE HOUSING TRUST**  
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**CONVENE JOINT MEETING WITH THE BOARD OF SELECTMEN**

**PLEDGE OF ALLEGIANCE**

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**AFFORDABLE HOUSING TRUST**

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- ❖ *Discussion and Approval of a Issuing a Request for Proposals with Regard to the 209 Old Barnstable Road Affordable Housing Project*
- ❖ *Discussion and Approval of Adoption of a Policy Stating Local Preference shall be a Priority for Every Affordable Housing Project in Mashpee and Further, Staff is Authorized to Fulfill those Requirements Early in the Procurement and Subsequent Permitting Processes*

**ADJOURNMENT**

MASHPEE TOWN CLERK  
NOV 3 '22 PM 3:11

## COMMUNITY PRESERVATION FUNDING APPLICATION

### Town of Mashpee

#### Project Description:

Answer the following questions in the order listed. Be brief, but complete and include any supporting materials.

1.     **Goals:** What are the goals of the proposed project?

The goal of this project is to allow for a more efficient procedure to enable the acquisition of land and subsequent development of affordable housing projects in the Town of Mashpee as well as enhance the potential for converting existing homes to affordable units by re-funding the Affordable Housing Trust. In short, the primary goal is to facilitate the production of needed affordable housing units. The Affordable Housing Trust is the authority who may purchase, hold, and make decisions regarding development of affordable units. This proposal is to request that the Community Preservation Committee grant at a minimum \$150,000 of this funding round's 10% set aside to the Affordable Housing Trust as well as an additional \$150,000 in unencumbered reserve funds for a total funding request of \$300,000.

2.     **Community Need:** Why is this project needed? How does it reflect the criteria as defined by the CPC Committee?

Given the significance of the housing affordability and attainability problem in Mashpee and on Cape Cod, it is crucial that Mashpee's decision makers are best equipped to take advantage of affordable housing opportunities as they arise. Access to stable, attainable, and affordable housing is shrinking across income levels. Those lower income households earning less than 80% of average median income continue to be the most impacted by the state of Cape Cod's housing marketplace but also moderate income earners above 80%, 100%, and above 120% of AMI are experiencing difficulties retaining and/or securing stable housing.

The community would greatly benefit from a more efficient process where the Trust could take action on opportunities as they arise such as the acquisition of foreclosed properties to be converted to an affordable units, the acquisition of substandard (undersized) lots for donation to nonprofit developers like Habitat For Humanity, and further to enhance local commitments in support of affordable housing projects completed by private-sector and nonprofit real estate developers. Currently the Town is not in an advantageous position to capitalize on these conceptual opportunities because the Trust is not currently funded. The \$300,000 previously allocated has been committed towards the wastewater treatment system at LeClair Village (950 Falmouth Road).

It should be a priority to create systems that allow the municipality to more proactively care for its housing stock. Currently, only 5.2% of Mashpee dwelling units reside on the Subsidized Housing Inventory. Granting an additional \$300,000 to the Affordable Housing Trust empower the trust to more readily achieve its mission and is the most efficient way to care for Mashpee's stock of affordable housing.

3. **Community Support:** What is the nature and level of support for this project? Include letters of support and any petitions.

This application is supported by the Planning Board. See attached letters of support.

4. **Timeline:** What is the proposed schedule for project implementation, including a timeline for all milestones?

Real milestones shall be determined by projects in the pipeline in the future. The priority is to make these funds available to the entity empowered to negotiate with developers and execute real estate transactions.

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

Short term success is freeing up CPA monies for the entity empowered to make decisions regarding affordable housing. Long-term success will be measured by the progress generated towards the 10% minimum housing units listed on the SHI over time.

6. **Experience/Credentials:** How will the experience of the applicants(s) contribute to the success of this project?

Town employees, members of Board and Committees, and community partners with experience in real estate, development, and affordable housing are in place to ensure these funds are used efficiently and beneficially towards the goal of increasing the availability of affordable housing for every future generation.

7. **Budget:** What is the total budget for the project and how will CPA funds be spent?

\$300,000 for transactions the Trust is empowered to engage in towards the benefit of the affordable housing landscape in Mashpee.

8. **Other Funding:** What additional funding sources are available, committed, or under consideration for this project? Include copies of commitment letters, if available, and describe any other attempts to secure funding for this project.

No other funding sources are proposed for this project at this phase.

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Planning Department  
Mashpee Town Hall  
16 Great Neck Road North  
Mashpee, MA 02649

## MEMORANDUM

TO: David Weeden, Chair  
Honorable Members of the Select Board  
FROM: Evan R. Lehrer, Town Planner  
DATE: November 3, 2022  
RE: 209 Old Barnstable Road Affordable Housing

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209 Old Barnstable Road was identified by a subcommittee established by the Board of Selectmen tasked with assessing municipally owned lands that did not have designated uses in what has been referred to as the 'Land Disposition Project' as a priority parcel for affordable housing development.

In August of 2013, the Town procured Horsley Witten for a comprehensive site feasibility analysis and conceptual schematic design for the development of affordable housing at a 3.8 acre town owned parcel located at 209 Old Barnstable Road. The Study evaluated the potential for developing affordable housing at the property.

The feasibility study found that 209 Old Barnstable Road would be suitable for up to 48 bedrooms of affordable housing and proposed design schemes showing 24 two-bedroom units in a singular building or multiple buildings. Some mitigation for Eastern Box Turtle habitat would be required to achieve the densities proposed as described in the feasibility study (attached).

At the October 2017 annual Town Meeting, the Town voted to authorize the transfer of this property to the Affordable Housing Trust for development of affordable housing consistent with the findings of the feasibility study.

After the Town Meeting voted to set aside this parcel for affordable housing and the prospect of the site development became closer to reality, opposition to the project appeared in the neighborhood adjacent to the site, particular those on Snead Drive and the project was shelved.

It is the position of the Planning Department that the Town must continue to bring about affordable housing utilizing the resources and opportunities that it has at its disposal while 108 Commercial Street's title status is being further examined and settled in Land Court. 209 Old Barnstable Road is in a position to procure a developer for the site and thus is the logical selection to pivot focus to until 108 Commercial is ready to proceed with its own feasibility study.

209 Old Barnstable Road is located only 0.1 miles to Quashnet School and 0.3 miles to KC Coombs School. Further this site is relatively and reasonably connected to the resources and amenities provided in and around Mashpee Commons (shopping, banking, transit, etc.). And of course, the site has already

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been determined as feasible to sustain the needed affordable rental housing the region lacks and has been set aside by Town Meeting for that purpose. The Town is in a position to procure a developer for the site.

Given the growing need for affordable rental housing and the suitability and readiness of this particular site, as well as in consideration of concerns from abutting neighborhoods, I request that the Trust authorize staff do the following:

1. Develop a neighborhood action plan to involve concerned neighbors in the procurement process to include but not be limited to:
  - a. At least one public forum to understand neighborhood concerns and build in solutions or mitigation measures to those concerns, where legitimate and practical, into the RFP itself.
2. To issue an RFP to procure a qualified affordable housing developer following the neighborhood forums and comment period
3. To establish a 209 Old Barnstable Road RFP Review Committee to include at least the Town Manager or Designee, Town Planner, Conservation Agent and at least one member from the Affordable Housing Committee and Affordable Housing Trust, as well as two (2) neighborhood representatives to be selected after advertising a request for expressions of interest.
4. To recommend to the Trust the most advantageous proposal after reviewing and scoring proposals consistent with the requirements of MGL Chapter 30B.

# REQUEST FOR PROPOSALS

To select a developer to design, construct, and manage new affordable, rental housing units on approximately 3.8 acres of land located at 209 Old Barnstable Rd., Mashpee, MA (the "Property").

**Interested parties should take special notice of the following important dates:**

Pre-Proposal Meeting/Site Tour:

Proposal Submission Deadline: \_\_\_\_\_

## **I. Invitation to Bid**

The Mashpee Affordable Housing Trust (the "Trust"), through its Chief Procurement Officer, is seeking proposals from qualified developers for the development of up to 48 bedrooms of affordable rental housing on the Property located at the intersection of Old Barnstable Road and Lowell Road in the Town of Mashpee (Latitude: 41°37'36", Longitude: -70°29'45")

The Town acquired the land on December 12, 1941 by Treasurer's Deed to the Municipality recorded at the Barnstable County Registry of Deeds in Book 857, Page 525. The Town had voted at the May 1, 2017 Annual Town Meeting (Article 29) to make the land available for affordable housing.

The Town intends to enter into a Land Disposition Agreement with a qualified developer selected through a process described in detail in this Request for Proposals (the "209 RFP"). The Trust will transfer control of the property to the successful developer through a long-term ground lease with appropriate restrictions intended to assure the Property will continue to be used and operated as affordable housing for the foreseeable future.

The purpose of the 209 RFP is to select a developer with demonstrated experience and capacity to carry out the Project on budget and on time and in a manner that best addresses the needs and goals of the community as described in this RFP, the Mashpee Housing Production Plan (HPP) and Local Comprehensive Plan (LCP). The Trust will select most advantageous proposal from a responsive and responsible proposer, taking into consideration all evaluation criteria set forth Attachment A of the 209 RFP



## **II. Proposal Submission and Selection Process**

The award of this contract is subject to the Uniform Procurement Act. M.G.L. c. 30B (the "Act"). Therefore, the provisions of M.G.L. c. 30B are incorporated herein by reference. The Town of Mashpee's Chief Procurement Officer is Town Manager Rodney Collins. Proposals from interested applicants must be received by the Town of Mashpee at the address noted below before 2:00 PM, XX/XX/XXXX. All proposals must include a clearly marked original proposal plus X copies, including an electronic copy on a CD, flash drive, or other commonly accessible storage device, and be submitted to the Chief Procurement Officer as follows:

**Office of the Town Manager  
Town of Mashpee  
16 Great Neck Road North  
Mashpee, MA 02649**

### **A. Proposal Transmittal Requirements**

Proposals submitted after the above designated time will not be accepted. Proposals should be marked "209 Old Barnstable Road Affordable Housing Proposal" and must include all required documents, completed and signed by a duly authorized signatory, including the following to be considered a complete proposal:

1. Cover Page - The cover page must be labeled "950 Falmouth Road Affordable Housing Proposal" and specify the development entity, contact person and all contact information (this should be the person who will be the primary contact person)
2. Required Copies - One clearly marked and adequately bound original and fifteen (15) copies of the proposal with all required attachments.
3. Required Electronic Copy. An electronic version of the complete proposal submission must be included on a commonly accessible storage device such as a CD or Flash drive.

**The Trust reserves the right to reject any or all proposals or to cancel this Request for Proposals if, in its sole judgment, it determines such action to be in the best interest of the Town of Mashpee**

All inquiries should be made via e-mail and directed to: Evan Lehrer, Town Planner, at [elehrer@mashpeema.gov](mailto:elehrer@mashpeema.gov) and also to [bids@mashpeema.gov](mailto:bids@mashpeema.gov) ], no later than XX/XX/XXXX. Inquiries should have a subject line entitled: 209 Old Barnstable RFP Inquiry. Any inquiries after such date will not be accepted. All inquiries for which a response is provided, together with the responses, will be shared with all proposers. Proposals will be opened publicly at **2 pm on XXXXX, XXXX at the Office of the Town Manager, Town Hall, 16 Great Neck Road North, Mashpee, MA 02649**. A proposer may correct, modify or withdraw a proposal by written notice received prior to the time set for opening of proposals. After the opening, a proposer may not change any provision of the proposal.

## **B. Proposers' Responsibility for Due Diligence**

Each responsive proposal will be evaluated first for compliance with the threshold criteria, and if it meets those criteria then according to the criteria set forth in Attachment A 'Comparative Evaluation Criteria'. The Trust makes no representations or warranties, express or implied as to the accuracy or completeness of the information provided in this RFP. This RFP, including all attachments and supplements, is made subject to errors, omissions, prior sale, lease or financing and withdrawal without prior notice, and changes to, additional, and different interpretations of laws and regulations. Proposers should undertake their own review and analyses concerning physical conditions, environmental conditions, applicable zoning, required permits and approvals, and other development and legal considerations.

## **III. Site Tour and Briefing**

Interested proposers are encouraged to attend a voluntary briefing session on XX/XX/XXXX at XX:XX at Mashpee Town Hall, followed by a site visit, weather permitting.

## **IV. Development Objectives**

The Trust is seeking a developer to build no more than 48 bedrooms of rental housing units on the site. Energy efficiency and maintainability of the building(s) are desirable features. The bedroom mix should be based on the site's capacity, good site planning and landscaping considerations, and the market and financial feasibility of an affordable rental project. The Trust is interested in exploring the concept of a Cottage Court for this particular site given the surrounding residential land uses and densities.

### **A. Affordability**

At a minimum 25% of the units must be restricted to persons earning, at a maximum, 80% of area median income. In addition, the affordability requirements for the property must align with the requirements applicable for inclusion of the units in the State Subsidized Housing Inventory (the "SHI"). The Trust is interested in furthering the affordability of the Project by providing housing opportunities for a mix of household incomes from extremely low income, less than 30% AMI ("ELI"), to moderate income (80 to 120% AMI) to the extent this can be accomplished without a significant increase in risk to the long-term feasibility of the project. Given the state of the Cape Cod economy and labor force the Trust is significantly interested in providing workforce housing restricted at levels above 100% AMI and perhaps up to 150% AMI. Nothing in this RFP, however, will preclude consideration of proposals solely because some of the units may be available for higher income households, or because the financing may limit incomes on all units to less than 60% AMI. The proposer should include a clear analysis as to the levels of affordability proposed and the reasoning behind the proposed unit and income mix. The Trust is seeking affordability by design in addition to affordability by restriction

### **B. Unit Type**

The development should reflect the Mashpee community and provide housing for low to moderate income households. For this reason the Trust is interested in the inclusion of units that are intentionally designed as 'universally accessible,' providing single-floor living, which could appeal to people for a variety of reasons

### **C. Building Design and Aesthetics**

The development's architecture should reflect the local design vernacular and be a stellar example of superior design; both interior and exterior. Proposers are encouraged to use the Cape Cod Commission's Design Manual, "Designing the Future to Honor the Past" located on its website at:

<http://www.capecodcommission.org/resources/regulatory/DesignManual.pdf> .

Other design guidelines, as well as 'Sustainable/Landscape Design Guidance', are resources available on the Cape Cod Commission website at:

<http://www.capecodcommission.org/index.php?id=462> .

The Trust has made a decision to be as non-prescriptive as possible regarding the design requirements other than that of a general building typology: Cottage Court, so that proposers will be creative with building design, site layout and landscaping. The Trust is looking for creative use of the land and creative space design for the units. The final appearance of the proposed development should be harmonious with existing norms for attached and/or detached dwellings in the Town of Mashpee. Proposers are encouraged to use their creativity and experience in the choice of materials and methods of construction so as to minimize regular maintenance costs and promote energy efficiency and a healthy building interior. The overall project design will be analyzed and judged under the Comparable Evaluation Criteria presented in Attachment A.

### **D. Energy Efficiency**

The Trust is looking for proposals that include building and site designs that increase the tenants' energy and water savings and limit the project's environmental impact. Details regarding sustainable design features should be incorporated into the project description based on LEED v4 HOMES or Enterprise Green Communities 2015 certification criteria. The Town has adopted the so-called "stretch code" and expects proposers to abide by its regulations.

### **E. Site**

This Property has Town water and private septic. Due to the environmental sensitivity of the Cape's single-source aquifer, the Trust encourages the proposed septic system be a nitrogen reducing system with effluent at no more than 5 milligrams/liter of nitrogen. The site design must maintain and augment the natural buffer to the neighboring residential developments.

NHESP HABITAT CONSIDERATIONS

### **F. Project Permitting**

Proposals should include a description of the permitting process that the developer plans to use. The Trust anticipates permitting will be through M.G.L. Chapter 40B

## **V. Property Description**

- A. Deed** - Please note Attachment C: Recorded Quitclaim Deed for conveying the property to the Mashpee Affordable Housing Trust
- B. Zoning** - The property is currently zoned Residential-5 (R-5). This allows one single family home per 80,000 sq. ft.

### C. Available Site Utilities

- |    |             |                      |
|----|-------------|----------------------|
| 1. | Water       | <i>Public</i>        |
| 2. | Wastewater  | <i>Private</i>       |
| 3. | Electric    | <i>Eversource</i>    |
| 4. | Natural Gas | <i>National Grid</i> |

## VI. Proposal Submission Requirements

### A. The Developer

The proposal must include a description of the development team, the individuals and organizations to be involved in the development, in particular the project manager, and their experience. The development team may include, without limitation, the developer, property manager, architect, contractor, engineers, consultants, lenders and investors, as well as attorneys for the developer who specialize in affordable housing transactions. Proposals must include:

1. The name, address, e-mail address, and telephone number of the proposer, the name of any representative authorized to act on his/her behalf, the name and contact information of the contact to which all correspondence should be addressed, and the names and primary responsibilities of each individual on the development team.
2. If the proposer is not an individual doing business under his/her name, a description of the firm and status of the organization (e.g. whether a for profit, not-for-profit or charitable institution, a general or limited partnership, a corporation, LLC, LLP, business association, or joint venture) and the jurisdictions in which it is registered to do business. If the proposer is a non-profit entity, please include a list of the organization's Board of Directors and areas of expertise they represent.
3. The nature of the entity leasing the Property and the borrower and guarantors of debt, if any.
4. Identification of all principals, partners, co-venturers and sub-developers participating in the transaction, and the nature and share of participants' ownership in the project.
5. Discussion of whether the property developer will also be the property manager and if this is not the case, the legal and financial relationship between the entities. If the developer will not be the property manager, the proposer shall describe the process for securing property management services.
6. Identification of the development team, such as architects, engineers, landscape designers, contractor, development consultants and attorneys. Background information, including firm qualifications and resumes for principals and employees expected to be assigned to the project, should be provided.
7. A summary of the developer's and the development team's experience, both collectively and individually, and with similar projects. Particular attention should be given to demonstrate experience with projects of a similar scale and complexity of site conditions, design and financing, as well as location. Proposers should demonstrate the ability to perform as proposed and to complete the project competently, on time and in a manner that exhibits excellent budgetary control over all related project matters, including the ability to pursue and carry out design, permitting, financing, construction, and marketing/unit absorption.

The following format should be used to submit the information required in paragraph 7 above by providing the following information for all reference projects to the extent such information is applicable:

- a.* Project name and location, total number of units and final cost/unit.
- b.* Brief description of the project, including unit mix and project scope.
- c.* Income mix of the households served.
- d.* Identification of the first mortgagee and all public lenders and grantees involved in the project & the amount of funding each contributed.
- e.* If a Ch. 40B project, date & agency issuing the site eligibility letter,
- f.* Date ZBA granted zoning permission. If zoning was challenged in court, give date of final court resolution.
- g.* Date the construction loan and associated documents were executed, i.e. date of the construction closing.
- h.* Date architect certified the project as substantially complete.
- i.* Date the project achieved full occupancy. If the project was a LIHTC project, give the identity of the investor and the date investor made its equity payment associated with full occupancy.
- j.* Total development cost (TDC) approved by all project lenders at the construction closing, the date permanent financing commenced and the final TDC as confirmed by a certified public accountant at that time. Please provide explanations for any increase in TDC that exceeds 10%. o If the referenced project involves individuals who will be key members of the development team in this Project, please identify them by name and briefly describe the role they played in the referenced project and the role they will assume in this Project.
- k.* Narrative explaining why your experience is relevant to the Mashpee Affordable Housing project.
- l.* Description of the organizational structure of the development team and a plan for submitting periodic reports to update the Trust.
- m.* Information regarding any legal or administrative actions past, pending or threatened that relate, or could relate to the conduct of the proposer, its principals or any affiliates.
- n.* Confirmation that no local, state or federal taxes are due and outstanding for the development team or any constituent thereof.
- o.* Provision of references for 3 completed projects, with contact names, title and current telephone numbers, who can provide information to the Trust concerning the proposer's experience with similar projects

#### **B. Development Concept**

The proposal must include a detailed description of the development concept for the property and its improvements, including but not limited to:

1. Number and size of units (square footage and number of bedrooms) and affordability levels. Include narrative as to why/how the mix of bedroom sizes and affordability was determined to ensure project financial feasibility and appropriateness for the marketplace.
2. Preliminary site design.
3. Discussion of the physical plan and architectural character of the Project and the various programmatic and physical elements of the development, including energy savings, green design elements of each building and site designs.

4. Construction staging plan and discussion of construction impacts. Recognizing that one of the abutting properties is a time share resort, please describe how the Project will be managed to limit the impact on the neighbors with respect to noise and traffic during the construction period.
5. Project financing – provide a sources and uses pro forma (see comparative evaluation criteria), a first year operating pro forma, and describe previous success in securing funding comparable to funding that is essential to the success of this Project.
6. Describe in detail what, if any, local, state or federal subsidy money will be sought to create affordability and the timeline for securing those sources.
7. Lender letters of interest (mentioned in the comparative evaluation criteria)

**C. Conceptual Design Drawings**

The proposal must include 11 x 17 copies of the following at a minimum:

1. Site plan that describes parking layout and numbers of parking spaces, building footprints, septic system location, and any outdoor amenities.
2. Landscape plan with sufficient detail on how the plan addresses limiting the Project impact on the adjacent properties.
3. Floor plans for each level.
4. Elevations with material indications.
5. Typical unit plans.

**D. Management & Tenant Selection Process**

1. Description of the target market, e.g., pricing and the strategy for marketing and lottery process
2. The proposal must include a plan for the ongoing management of the development. In addition, if the proposer is including a property manager as part of its team, all relevant information as outlined under 'The Developer' above should be included as well as details of any projects where the proposer and manager have worked together before.
3. Lottery for affordable units. To ensure a fair and equitable selection process for the affordable units, a lottery shall be conducted for all of the affordable units. Proposals may include an experienced lottery agent as part of the development team. A marketing/lottery plan shall be required as part of the approval of the units for inclusion on the Subsidized Housing Inventory, and prior to building permit issuance. In its proposal, the proposer shall identify any other lotteries it has been involved in, its role, and the outcomes.

**E. Federal and State Marketing and Tenant Selection Requirements**

The Trust is committed to ensure the tenant selection includes a set aside of units for local preference and further a set aside for members of the Mashpee Wampanoag Tribe. At a minimum the selected developer or their Agent shall demonstrate, prior to the Trust endorsing a Land Disposition Agreement:

1. A clear understanding of fair housing requirements/laws;
2. A clear understanding of local preference opportunities and requirements, and how the lottery will address these requirements;

3. Ability and commitment to utilize appropriate state standards to determine program and unit eligibility – i.e. qualified tenants;
4. Establishment of clear criteria for tenant selection and a fair and unbiased selection process;
5. Responsibility for selecting properly qualified tenants; and
6. Ability and commitment to maintain all necessary reports and certifications required under state and federal law.

#### **F. Implementation Plan and Timetable**

The proposed development should be completed within three years of receipt of all financing commitments and permitting and the execution of the land lease. The proposal must include a description of how the development concept will be implemented, including but not limited to:

1. Detailed development schedule for all elements of the plan, including key milestones, financing benchmarks, zoning approvals and compliance, and projected construction completion and occupancy timeframes
2. Outline of required land use, environmental, operational and other governmental or regulatory approvals, including zoning, development and environmental permits. The proposer should provide a schedule for securing approvals as part of the proposal. The proposer should note what zoning variances, special permits or modifications/waivers, if any, are required as part of the development plan.

#### **G. Qualifications, Experience and Capacity to Complete the Project**

In addition to the proposal requirements described above, each proposer will be judged for its ability to carry out the Project successfully in all respects, including all development, construction and occupancy activities, using the evaluation criteria and process delineated in the following Part VII, Developer Selection Criteria. The following information will be reviewed and carefully considered in evaluating each proposer's ability to successfully carry out the Project to completion:

##### **1. Developer Experience and Capacity (this applies to the development team)**

- a. **Development Experience** - Extent to which the developer's experience exceeds the minimum criteria; the developer's prior track record in the construction of housing of a similar scale and type, in particular addressing the environmental and other issues found in a rural setting, and the experience of the development team with regard to affordable housing development.
- b. **Development Capacity and Performance** - Review of performance history of all other real estate owned and any bankruptcy within the past ten years by any member of the development team;
- c. **Financing** - Evidence of ability to secure financing as evidenced by letter(s) from prospective lender(s), and banking references

- d. **Staffing Plan** - The proposer demonstrates the capacity to take on the work within 90 days of award without any substantial change to its regular operations
- e. **Project time line** - Proposer's demonstrated ability to complete projects on time and within budget
- f. **Energy Efficiency and Universal Design** - Extent to which the proposer can demonstrate its experience developing energy efficient affordable housing dependent on renewable energy sources, and to create units that are adaptable for diverse household types and be accessible by individuals with mobility impairments.
- g. **Cape Cod Environmental Issues** - Past experience of the development team in addressing the water pollution concerns in Mashpee and the Cape Cod region, as well as experience in other areas with similar concerns. This includes, in particular, the ability of the proposer to reduce nitrogen in the waste water system to levels lower than standards acceptable under state law and the Mashpee Bylaws.

## 2. **Developer and Management Experience**

- a. **Management approach** - A high quality management team in all Project related aspects
- b. **Marketing** - Experience in lottery and marketing for affordable housing, or a commitment to add a member to the team with this experience.
- c. **Financial Feasibility** - Extent to which the Project is feasible financially and proposed resources are attainable.
  - i. **Note:** The Town is committed to the success of the Project and intends to contribute funding as may be awarded through local funding such as through the Community Preservation Act, and State and Federal Funding Sources, although funding under these programs cannot be assured. This information is provided solely for the purposes of identifying possible supplemental funding sources for the Project; nothing herein shall be deemed to be a commitment or assurance of the availability of any such funding for the Project by the Town. It remains the responsibility of each proposer to establish the financial viability of its proposal.
- d. **Affordability** - Extent to which the project meets the affordability requirements and goals as described above. •
- e. **Feasibility of proposed project** - Analysis of development and operating budget, environmental, permitting issues, construction estimates, soft costs.



- f. Reasonable and realistic Sources and Uses – Extent to which proposed budgets are based on current cost and market conditions.
- g. Analysis of operating budget - Appropriateness for target population, reasonableness of management, administrative costs, maintenance and utility costs.

### **3. Development Objectives and Concept**

A proposal, addressing the objectives and concepts described above reflecting full knowledge and understanding of any project constraints, and including the following elements:

- a. Site and unit design - Superior design approach reflecting identified housing needs that creates density within the context of its surroundings, reflects the local historical design vernacular, provides a sense of community while maintaining individual tenant privacy, incorporates universal design and visitability, provides adequate parking, provides adequate recreation and community space, and limits the impact on the site to the greatest extent possible
- b. Green design elements - An energy saving design with green and sustainable materials, methods and systems based on LEED v4 HOMES or Enterprise Green Communities 2015 criteria.

### **4. Reference Checks**

## **VII. Developer Selection Criteria**

Only proposals submitted by 2:00 pm on XXX XX, XXXX will be evaluated by the Affordable Housing Committee (the “Review Committee”) for conformance with the below stated minimum criteria. Those proposals that meet the minimum criteria will then be considered and scored under the Comparative Evaluation Criteria described in “Attachment A” enclosed herein. Proposers may be invited to present their proposal to the Review Committee. The presentation will NOT be scored. The Trust reserves the right to select the proposal that best meets the needs of the community, and that may not be the proposal that achieves the highest score.

### **A. Minimum Threshold Criteria**

The following are minimum criteria for proposal consideration. Proposals that do not clearly and fully convey compliance with these minimum criteria will not be considered

1. Complete conformance with section VI submission requirements stated above
2. Proposer must have a minimum of 5 years’ experience in the development of affordable multifamily rental housing using financing that included public grants and loans.
3. Proposer must show a successful track record of projects of similar scope with three (3) supporting references for each project; if this record consists of more than five (5) projects, use only the most recent five (5) projects.
4. The proposer must be able to execute a development agreement (see Attachment G) within 90 days of selection followed by a diligent pursuit of all essential development activities necessary to successfully complete the Project. The proposal must show sufficient staff resources and availability to perform these essential services in an efficient and timely manner.
5. Complete and sign the required forms below (see Attachments):

- a. Certificate of non-collusion (Attachment H)
- b. Tax compliance (Attachment I)
- c. Disclosure of beneficial interests form as required by M.G.L. c. 7C, section 38 (formerly c. 7, section 40J) (Attachment J)

**B. Comparative Evaluation Criteria**

Projects meeting the minimum threshold criteria above will then be judged and scored based on the additional Comparative Evaluation Criteria further explained and outlined in Attachment A.

**VIII. Selection Process**

The Trust acting in accordance with the evaluation process set forth herein will review and evaluate all proposals that have been received by the submission deadline based on the criteria outlined herein. Evaluation of the proposals will be based on the information provided in the proposers' submissions in accordance with the submission requirements of this 209 RFP and any interviews, references, and additional information requested and gathered by the Trust. The Trust then will select the developer it has determined, in its sole judgment, to have submitted the most advantageous proposal. The Trust reserves the right to select the proposal that best meets the needs of the community and that may not be the proposal achieving the highest score.

The Trust will notify all proposers in writing of its decision.

**IX. Post Selection**

**A. Development Agreement**

It is the intent of the Trust to enter into a Development Agreement with the selected proposer within 90 days of selection and then to lease the land with deed restrictions after certain benchmarks have been met. The land lease, with restrictions, shall be recorded at the Barnstable County Registry of Deeds.

The Development Agreement will be finalized after the selection process. A draft Development Agreement can be found at Attachment G.

**B. Chapter 30B Real Property Dispositions to Promote Public Purpose Requirements**

The name of the selected proposer and the amount of the transaction will be submitted for publication in the state's Central Register

**X. Attachments**

- A. Comparative Evaluation Criteria
- B. Locus Map
- C. Affordable Housing Trust Quitclaim Deed and Town Meeting Votes
- D. Feasibility Study
- E. HPP
- F. Development Agreement Draft
- G. Certificate of Non-Collusion
- H. Tax Compliance Certificate
- I. Disclosure of Beneficial Interest Form as required by M.G.L. c. 7C, section 38 (formerly c. 7, section 40J)

Evan Lehrer  
Town Planner  
(508) 539-1414  
elehrer@mashpee.ma.gov



Planning Department  
Mashpee Town Hall  
16 Great Neck Road North  
Mashpee, MA 02649

## MEMORANDUM

TO: David Weeden, Chair  
Honorable Members of the Select Board  
FROM: Evan R. Lehrer, Town Planner  
DATE: November 3, 2022  
RE: Local Preference Policy and Local Preference for LeClair Village

---

Local preference for the tenant selection for the affordable housing project referred to as LeClair Village has always been contemplated however Department of Housing and Community Development (DHCD) guidance requires that the Town provide the developer with supporting documentation that demonstrates the need for local preference in tenant selection.

The Town has not yet provided such supporting documentation to HAC/POAH for LeClair Village.

To ensure Mashpee residents in need of the affordable units to be created have preference in the tenant selection, staff requests authorization from the Trust to prepare the required supporting documentation to demonstrate the need for such a local preference and provide direction for what that preference should be.

There are DHCD allowed preference categories that are as follows:

- Current residents
- Municipal Employees
- Employees of Local Businesses
- Households with children attending Mashpee schools

The Planning Department has maintained communication with the Mashpee Wampanoag Housing Commission. In addition to a local preference for current residents we hope to work with DHCD to establish a preference for Mashpee Wampanoag Tribal citizens whether they currently reside in Mashpee or not. So in addition to authorizing local preference for current residents we request defining within the preference categories priority for Wampanoag residents and non-residents so that those tribal citizens who have had to leave Mashpee may have an opportunity to come home.

Lastly, given that the Town must demonstrate the need for the local preference for every project that is subject to a tenant selection process, I request the Trust adopt a policy stating that local preference shall be a priority for every affordable housing project in Mashpee and that staff is authorized to fulfill those requirements earlier in the procurement and subsequent permitting processes.



**AGENDA  
BOARD OF SELECTMEN  
MONDAY, OCTOBER 17, 2022  
MASHPEE HIGH SCHOOL  
HEALTH CAREERS LEARNING CENTER  
500 OLD BARNSTABLE ROAD  
MASHPEE, MA 02649**

**6 p.m. – Convene Meeting in Open Session**

**PLEDGE OF ALLEGIANCE**

**MOMENT OF SILENCE**

**MINUTES**

Approval of the Monday, October 3, 2022 Regular Session Minutes

**NEW BUSINESS**

Discussion and Approval of Designating a Select Board Member/Liaison to the Harbor Management Committee

Review of Annual Town Meeting Warrant, Motions and Possible Amendments to Motions with the Finance Committee, Town Counsel and the Town Moderator

**ADDITIONAL TOPICS**

(This space is reserved for topics that the Chair did not reasonably anticipate would be discussed)

**ADJOURNMENT**

Mashpee Select Board  
Minutes  
October 17, 2022

---

Present: Selectman David W. Weeden, Selectman John J. Cotton, Selectman Thomas F. O'Hara,  
Selectman Carol A. Sherman, Selectman Michaela A. Wyman-Colombo  
Town Manager Rodney C. Collins  
Assistant Town Manager Wayne E. Taylor

Attendees: Town Counsel Patrick J. Costello  
Town Moderator John Miller

Meeting Called to Order by Chairman Weeden at 6:00 p.m.  
Mashpee High School, Health Careers Learning Center

## MINUTES

### Monday, October 3, 2022 Regular Session Minutes:

**Motion made by Selectman Sherman to approve the Regular Session minutes of Monday, October 3, 2022 as presented.**

**Motion seconded by Selectman Cotton.**

**VOTE: 4-0-1.**

#### **Roll Call Vote:**

<b>Selectman Weeden, yes</b>	<b>Selectman Cotton, yes</b>	<b>Selectman O'Hara, yes</b>
<b>Selectman Sherman, yes</b>	<b>Selectman Wyman-Colombo, abstained</b>	
<b>Opposed, none</b>		

## NEW BUSINESS

### Discussion and Approval of Designating a Select Board Member/Liaison to the Harbor Management Committee:

At their last meeting the Select Board reinstated the Harbor Management Committee. The formulation of this committee requires a representative of the Select Board to serve as liaison.

**Motion made by Selectman Sherman to appoint Selectman Michaela Wyman-Colombo to the Harbor Management Committee to serve as Select Board member/liaison.**

**Motion seconded by Selectman Cotton.**

**VOTE: Unanimous. 5-0.**

#### **Roll Call Vote:**

<b>Selectman Weeden, yes</b>	<b>Selectman Cotton, yes</b>	<b>Selectman O'Hara, yes</b>
<b>Selectman Sherman, yes</b>	<b>Selectman Wyman-Colombo, yes</b>	
<b>Opposed, none</b>		

Mashpee Select Board-Finance Committee  
Minutes  
October 17, 2022

---

Review of Annual Town Meeting Warrant, Motions and Possible Amendments to Motions with the Finance Committee, Town Counsel and the Town Moderator:

Prior to the onset of the October 17, 2022 Town Meeting, the Mashpee Finance Committee met with the Select Board in joint convention to review motions and possible amendments to the warrant.

**Finance Committee members in attendance:**

**Jeffrey Pettengill, A. Gregory McKelvey, Darlene Furbush, Geoffrey Gorman, Jamie Schuh, Richard Weiner (Lee Smith – absent)**

**Chairman Pettingill Called to Order the meeting of the Finance Committee at 6:00 p.m.**

Town Counsel Patrick J. Costello and the Town Moderator John Miller were in attendance for discussion purposes.

Town Manager Rodney C. Collins indicated there is (1) Town Meeting Article that is suggested to be indefinitely postponed. Article #14 is proposed to prohibit the use of motorboats within Santuit Pond to limit potential disturbance and the resuspension of sediment into the water column to preserve water quality in pond that would support other forms of recreation and be protective of public health and safety.

Ashley Fisher, Director of Natural Resources indicated if the article fails on Town Meeting floor it would require three years to resubmit the article. This is an important article to protect the pond. It is necessary to ensure there is adequate information and education on the impact of the horsepower.

Santuit Pond is less than 10' deep and it cannot support motors of excessive horsepower. The change in the Bylaw is intended to restrict boat use to 5-10 hp to minimize turbidity and protect water quality. It is recommended the article be deferred to the May 2023 Town Meeting.

**Motion made by Selectman Sherman to Indefinitely Postpone Article 14 as recommended.**

**Motion seconded by Selectman O'Hara.**

**VOTE: Unanimous. 5-0.**

**Roll Call Vote:**

**Selectman Weeden, yes**

**Selectman Cotton, yes**

**Selectman O'Hara, yes**

**Selectman Sherman, yes**

**Selectman Wyman-Colombo, yes**

**Opposed, none**

Mashpee Select Board-Finance Committee  
Minutes  
October 17, 2022

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## **ADJOURNMENT**

**Motion made by Selectman Sherman to adjourn at 6:09 p.m.**

**Motion seconded by Selectman O'Hara.**

**VOTE: Unanimous. 5-0.**

**Roll Call Vote:**

<b>Selectman Weeden, yes</b>	<b>Selectman Cotton, yes</b>	<b>Selectman O'Hara, yes</b>
<b>Selectman Sherman, yes</b>	<b>Selectman Wyman-Colombo, yes</b>	
<b>Opposed, none</b>		

**Motion made by Ms. Furbush to adjourn the Finance Committee at 6:09 p.m.**

**Motion seconded by Mr. McKelvey.**

**VOTE: Unanimous. 6-0.**

**Roll Call Vote:**

<b>Mr. Pettengill, yes</b>	<b>Mr. McKelvey, yes</b>	<b>Ms. Furbush, yes</b>
<b>Mr. Gorman, yes</b>	<b>Ms. Schuh, yes</b>	<b>Mr. Weiner, yes</b>
<b>Ms. Smith, absent</b>	<b>Opposed, none</b>	

Respectfully submitted,

Kathleen M. Soares  
Secretary to the Select Board



# TOWN OF MASHPEE

## OFFICE OF THE SELECT BOARD

16 Great Neck Road North  
Mashpee, Massachusetts 02649  
Telephone – (508) 539-1401  
[bos@marshpeema.gov](mailto:bos@marshpeema.gov)

### MEMORANDUM

Date: November 11, 2022

To: Rodney C. Collins, Town Manager and  
Honorable Members of the Board of Selectmen

From: Stephanie A. Coleman, Administrative Secretary

Re: Pole Hearing – Nstar Electric, Company dba Eversource Energy Petition/ WO #8725164

---

#### Description

Discussion and adoption of the Work Order for underground cable and conduit locations on Red Brook Road.

#### Background

The Town of Mashpee Select Board will conduct a pole hearing at on Petition #8725164 dated October 5, 2022, from NSTAR Electric dba Eversource Energy proposing to install approximately 43' (feet) of conduit under the public road on Red Brook Road. The proposed location is necessary to provide electric service to #83 Red Brook Road.

Said hearing will take place at 6:35 pm on Monday, November 7, 2022 in the Waquoit Meeting Room at Mashpee Town Hall, 16 Great Neck Road North, Mashpee, MA 02649.



**PETITION FOR  
UNDERGROUND CABLE AND CONDUIT LOCATIONS  
WO#8725164**

**October 5, 2022**

**Barnstable County, Massachusetts  
To the Select Board of Mashpee, Massachusetts.**

**NSTAR ELECTRIC COMPANY d/b/a EVERSOURCE ENERGY**

**request permission to locate underground cables, conduits and manholes, including the necessary sustaining and protecting fixtures, in, under, along and across the following public way or ways:**

**Red Brook Road, Mashpee  
To install approximately 43' (feet) of conduit and cable under town road starting at existing pole 125/42.**

**Wherefore it prays that after due notice and hearing as provided by law, it be granted a location for and permission to install and maintain underground cables, conduits, and manholes, together with such sustaining and protecting fixtures as it may find necessary, said underground cables, conduits, and manholes to be installed in accordance with the plan files herewith marked Plan No. 8725164 Dated October 5, 2022**

**NSTAR ELECTRIC COMPANY  
d/b/a EVERSOURCE ENERGY**

**By Jessica Elder**

**Right of Way Agent  
Jessica S. Elder**

**FORM OF ORDER FOR**

**UNDERGROUND CABLE AND CONDUIT LOCATIONS  
WO#8725164**

**SELECT BOARD FOR THE TOWN OF MASHPEE, MASSACHUSETTS.**

Notice having been given and a public hearing held, as provided by law,  
**IT IS HEREBY ORDERED:** that the NSTAR ELECTRIC COMPANY d/b/a EVERSOURCE ENERGY be and it is hereby granted a location for and permission to install and maintain underground cables, conduits and manholes, together with such sustaining and protecting fixtures as said Company may deem necessary, in, under, along and across the public way or ways hereinafter referred to, as requested in petition of said Company dated the 5<sup>th</sup> day of October 2022.

All construction under this order shall be in accordance with the following conditions:

Cables, conduits, and manholes shall be installed substantially at the point indicated upon the plan marked Plan No.8725164 Dated October 5, 2022 filed with said petition. The following are the public ways or parts of ways under, along and across which the cables above referred to may be installed under this order.

Red Brook Road, Mashpee

To install approximately 43' (feet) of conduit and cable under town road starting at existing pole 125/42.

This work is necessary to provide electric service to #83 Red Brook Road.

I hereby certify that the foregoing order was adopted at a meeting of the Select Board of the Town of Mashpee, Massachusetts held on the \_\_\_\_\_ day of \_\_\_\_\_ 2022.

\_\_\_\_\_  
Clerk of Select Board

\_\_\_\_\_, Massachusetts \_\_\_\_\_ 2022.

Received and entered in the records of location orders of the Town of Mashpee  
Book \_\_\_\_\_ Page \_\_\_\_\_.

Attest:

\_\_\_\_\_  
Town Clerk

We hereby certify that on \_\_\_\_\_ 2022, at \_\_\_\_\_ o'clock,  
\_\_\_\_\_ M. at \_\_\_\_\_ a public hearing was held on the  
petition of the \_\_\_\_\_

NSTAR ELECTRIC COMPANY d/b/a EVERSOURCE ENERGY

for permission to install and maintain the underground cables, conduits, manholes and fixtures described in the order herewith recorded, and that we mailed at least seven days before said hearing a written notice of the time and place of said hearing to each of the owners of real estate (as determined by the last preceding assessment for taxation) along the ways or parts of ways upon which the Company is permitted to install underground cables, conduits, manholes and fixtures under said order. And that thereupon said order was duly adopted.

Select Board for the Town of  
Mashpee, Massachusetts

#### CERTIFICATE

I hereby certify that the foregoing is a true copy of a location order and certificate of hearing with notice adopted by the Select Board of the Town of Mashpee, Massachusetts, on the \_\_\_\_\_ day of \_\_\_\_\_ 2022, and recorded with the records of location orders of said Town, Book \_\_\_\_\_, Page \_\_\_\_\_.

This certified copy is made under the provisions of Chapter 166 of General Laws and any additions thereto or amendments thereof.

Attest:

\_\_\_\_\_  
Town Clerk.

Plan to accompany petition of EVERSOURCE ENERGY to install 43'± of 1-3" conduit from Pole 125/42 across the public way to provide service to #83 Red Brook Road.

104-22-0  
101 RED BROOK ROAD  
N/F  
MASHPEE TOWN OF

APPROX. R.P.

104-3-0  
85 RED BROOK ROAD  
N/F  
ESTRELLA, MIRIAM R ESTATE OF  
SUSAN R BULGAR EXECUTRIX

APPROX. PT.  
OF PICKUP

110-61-0  
79 RED BROOK ROAD  
N/F  
ORES, JOSEPH P & DENISE

APPROX. R.P.

APPROX. EDGE OF PAVEMENT(EOP)

R.O.W.

EOP

RED BROOK RD

EOP

APPROX. RIGHT OF WAY(R.O.W.)

EOP  
R.O.W.

125/42  
APPROX. 347'± TO  
BRIAN'S ROAD

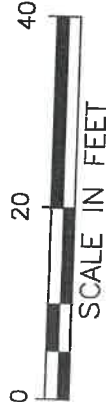
110-62-0  
86 RED BROOK ROAD  
N/F  
STARUCH, THOMAS & JEAN

GRAVEL DRIVE

PROPOSED 1-3"  
CONDUIT  
TL=43'±

**LEGEND**

- Proposed Handhole
- Existing Handhole
- Proposed Conduit
- Existing Pole
- Pole with Riser



SCALE IN FEET

BY YOUR USE OF THE INFORMATION CONTAINED IN THIS MAP, YOU AGREE THAT NO WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, IS GIVEN WITH RESPECT TO THE INFORMATION. NEITHER NSTAR ELECTRIC COMPANY, NSTAR GAS COMPANY NOR ITS VARIOUS AFFILIATES, OFFICERS, DIRECTORS, SHAREHOLDERS, EMPLOYEES OR AGENTS (COLLECTIVELY THE "NSTAR ENTITIES") SHALL BE LIABLE FOR ANY LOSS OR INJURY CAUSED IN WHOLE OR IN PART BY USE OF THIS INFORMATION OR IN RELIANCE THEREON. THE MAXIMUM EXEMPT ALLOWED BY LAW, YOU AGREE BY YOUR ACCEPTANCE OF THE INFORMATION TO RELEASE, INDEMNIFY AND HOLD THE NSTAR ENTITIES HARMLESS FROM ANY SUCH LOSS OR INJURY. THE INFORMATION MAY NOT REPRESENT A SURVEY, MAY NOT BE THE MOST COMPLETE AND IS SUBJECT TO CHANGE WITHOUT NOTICE. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION, EITHER EXPRESSED OR IMPLIED. UNAUTHORIZED ATTEMPTS TO MODIFY THE INFORMATION OR USE THE INFORMATION FOR OTHER THAN ITS INTENDED PURPOSES ARE PROHIBITED.

MASS. LAW

REQUIRES 72 HOURS ADVANCE NOTICE TO UTILITY COMPANIES BEFORE DIGGING BY ANYONE. CALL DIG-SAFE 1-888-344-7233

Plan #	8725164
Ward #	
Work Order #	8725184
Surveyed by:	N/A
Research by:	JC
Plotted by:	SJ
Proposed Structures:	SJ
Approved:	T THIBAUT
P#	

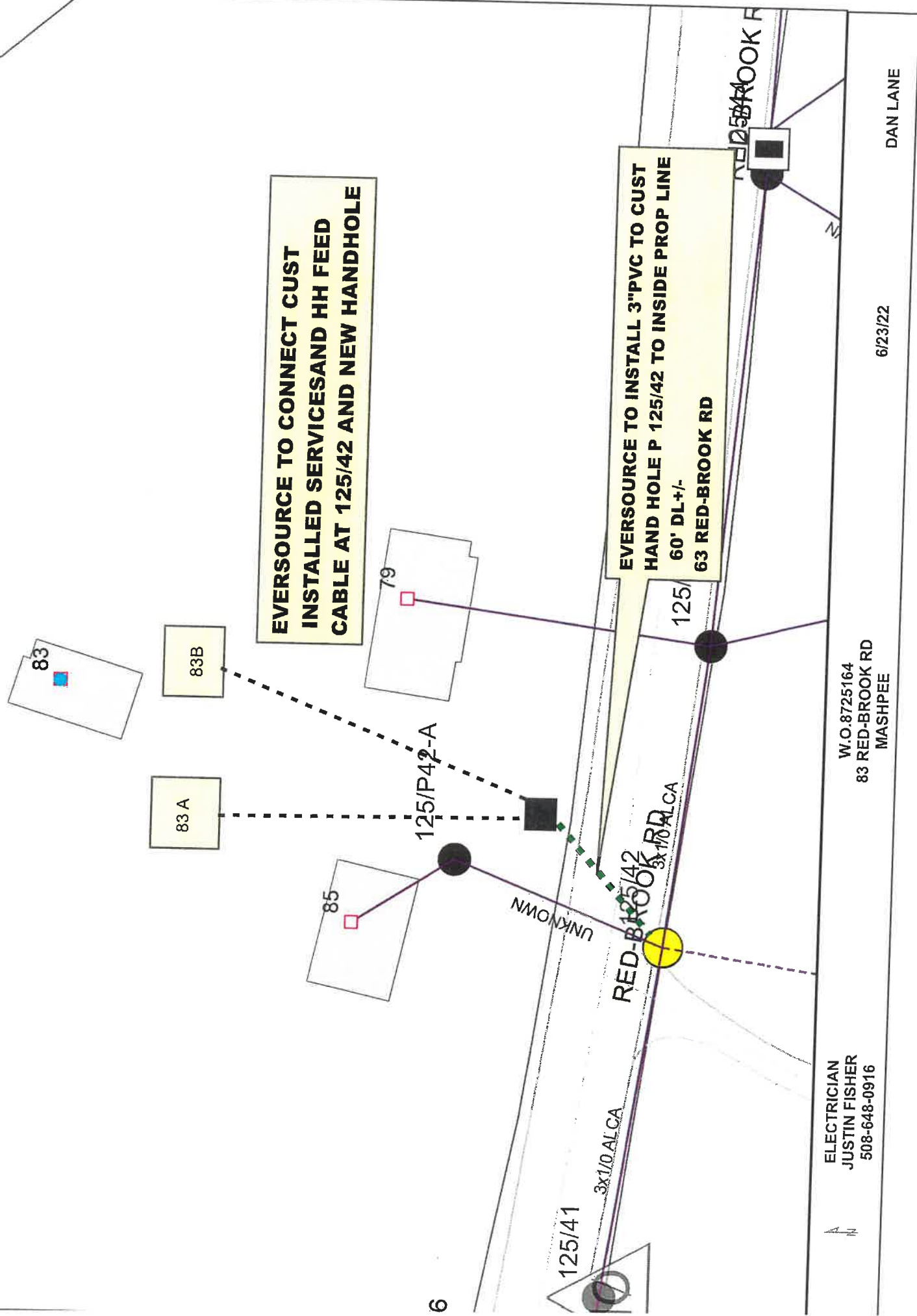
**NSTAR EVERSOURCE**  
ENERGY SERVICES  
DIVISION

1188 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125

Plan of RED BROOK ROAD  
MASHPEE

Showing PROPOSED CONDUIT LOCATION

Scale 1"=20'  
SHEET 1 of 1  
Date OCTOBER 5, 2022





# TOWN OF MASHPEE

## OFFICE OF THE SELECT BOARD

16 Great Neck Road North  
Mashpee, Massachusetts 02649  
Telephone – (508) 539-1401  
[bos@marshpeema.gov](mailto:bos@marshpeema.gov)

October 17, 2022

**Re: Eversource Petition WO #8725164 Red Brook Road**

Dear Property Owner:

The Town of Mashpee Select Board will conduct a pole hearing at on Petition #8725164 dated October 5, 2022, from NSTAR Electric dba Eversource Energy proposing to install approximately 43' (feet) of conduit under the public road on Red Brook Road. The proposed location is necessary to provide electric service to #83 Red Brook Road.

Said hearing will take place at 6:35 pm on Monday, November 7, 2022 in the Waquoit Meeting Room at Mashpee Town Hall, 16 Great Neck Road North, Mashpee MA 02649.

**You can submit comments and questions via email to [bos@marshpeema.gov](mailto:bos@marshpeema.gov) prior to the meeting date and time.**

Sincerely,

Stephanie A. Coleman  
Administrative Secretary  
Office of the Town Manager & Select Board

Encls: Petition Plan Map



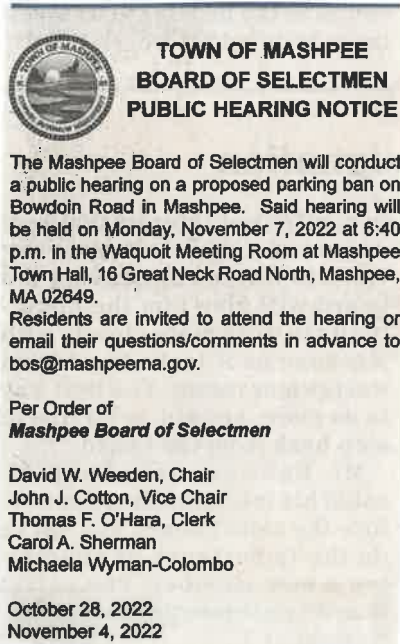
**TOWN OF MASHPEE  
BOARD OF SELECTMEN  
PUBLIC HEARING NOTICE**

The Mashpee Board of Selectmen will conduct a public hearing on a proposed parking ban on Bowdoin Road in Mashpee. Said hearing will be held on Monday, November 7, 2022 at 6:40 p.m. in the Waquoit Meeting Room at Mashpee Town Hall, 16 Great Neck Road North, Mashpee, MA 02649.

Residents are invited to attend the hearing or email their questions/comments in advance to [bos@mashpeema.gov](mailto:bos@mashpeema.gov).

Per Order of  
***Mashpee Board of Selectmen***

David W. Weeden, Chair  
John J. Cotton, Vice Chair  
Thomas F. O'Hara, Clerk  
Carol A. Sherman  
Michaela Wyman-Colombo





# TOWN OF MASHPEE

## OFFICE OF THE SELECT BOARD

16 Great Neck Road North  
Mashpee, Massachusetts 02649  
Telephone – (508) 539-1401  
[bos@mashpeema.gov](mailto:bos@mashpeema.gov)

**To:** Abutters of Bowdoin Road, Mashpee, MA (sent via certified U.S. Mail)

**From:** Terrie M. Cook, Administrative Assistant to the Town Manager/Select Board

**Date:** October 25, 2022

**Re:** Public Hearing Notice – Proposed Parking Ban on Bowdoin Road Mashpee, MA  
November 7, 2022 6:40 pm Waquoit Meeting Room Mashpee Town Hall

Please be advised that a public hearing with regard to a proposed parking ban on Bowdoin Road will be held on **November 7, 2022 at 6:40 pm in the Waquoit Meeting Room in Mashpee Town Hall.**

The Public Hearing Notice appears below.

Please contact this office with any concerns or questions.

Thank you.

### **TOWN OF MASHPEE BOARD OF SELECTMEN PUBLIC HEARING NOTICE**

The Mashpee Board of Selectmen will conduct a public hearing on a proposed parking ban on Bowdoin Road in Mashpee. Said hearing will be held on Monday, November 7, 2022 at 6:40 p.m. in the Waquoit Meeting Room at Mashpee Town Hall, 16 Great Neck Road North, Mashpee, MA 02649.

Residents are invited to attend the hearing or email their questions/comments in advance to [bos@mashpeema.gov](mailto:bos@mashpeema.gov).

Per Order of  
***Mashpee Board of Selectmen***  
David W. Weeden, Chair  
John J. Cotton, Vice Chair  
Thomas F. O'Hara, Clerk  
Carol A. Sherman  
Michaela Wyman-Colombo





# *Town of Mashpee*

# *Department of Public Works*

*350 Meetinghouse Road  
Mashpee, Massachusetts 02649  
Telephone - (508) 539-1420  
Fax - (508) 539-3894*

## **MEMORANDUM**

November 2, 2022

TO: Select Board  
Rodney Collins, Town Manager

FROM: Catherine Laurent, Director *CL*

RE: Recommendation for No Parking on Bowdoin Road

---

### Description

Currently, there are no restrictions concerning parking along Bowdoin Road. The Plan Review Committee is recommending that a prohibition against on-street parking be approved.

### Background

Please refer to the memorandum dated September 26, 2022. As outlined, the current and proposed on-street parking along Bowdoin Road is negatively impacting the road's surface, shoulder, and drainage.

Businesses are typically required to provide adequate parking, storage, and loading zones on their own property to support their use. There are no other Town roads where on street parking is permitted for a business. In fact, the Select Board has already approved a similar parking restriction on the south side of Echo Road. Since the restriction, there has not been an issue with on-street parking along that road.

### Recommendation

I recommend that the parking or standing of vehicles be prohibited on both sides of Bowdoin Road.

### Pros and Cons

If parking is prohibited along Bowdoin Road, the DPW can move forward with repairing the road without concern for continued damage caused by the parking or additional future cost.



# *Town of Mashpee*

# *Department of Public Works*

*350 Meetinghouse Road  
Mashpee, Massachusetts 02649  
Telephone - (508) 539-1420  
Fax - (508) 539-3894*

## **MEMORANDUM**

September 26, 2022

TO: Select Board  
Rodney Collins, Town Manager

FROM: Catherine Laurent, Director *CL*

RE: Recommendation for No Parking on Bowdoin Road

---

### Description

Currently, there are no restrictions concerning parking along Bowdoin Road. The adjacent businesses are parking on Bowdoin Road and this parking is negatively impacting the road surface, shoulder, and drainage.

### Background

During review by the Plan Review Committee of a site plan for development of a vacant property on Bowdoin Road, the property owner had indicated their intention for employees to park on Bowdoin Road. Employees of the adjacent businesses, vehicles making deliveries to the adjacent businesses, and equipment associated with the businesses have historically been parking along the road. This parking has resulted in deterioration along the edge of the paved surface and the road shoulders as well as contributed to failure of the drainage infrastructure.

Businesses through the Site Plan or Plan Review process are typically required to provide adequate parking, storage, and loading zones on their own property to support their use.

### Recommendation

The Plan Review Committee recommends that parking on both sides of Bowdoin Road be prohibited until such time as the property owners develop and present to the Town for approval a plan to provide on-street parking. Said parking improvements, if approved, would be funded by the property owners.

### Pros and Cons

By prohibiting parking along both sides of Bowdoin Road, the DPW can move forward with repairing the road without concern for continued damage to the road caused by the parking. At the same time, at the Board's discretion, an option is provided for property owners, either individually or collectively, to approach the Town to allow on-street parking but at their own cost, not the Mashpee tax payers.



# *Town of Mashpee*

# *Department of Public Works*

*350 Meetinghouse Road  
Mashpee, Massachusetts 02649  
Telephone - (508) 539-1420  
Fax - (508) 539-3894*

## **MEMORANDUM**

October 27, 2022

TO: Select Board  
Rodney Collins, Town Manager

FROM: Catherine Laurent, Director *CL*

RE: Recommendation for Extension of Intermunicipal Agreement for the Upper Cape Regional Transfer Station

---

### Description

The four Upper Cape towns have owned and operated the Upper Cape Regional Transfer Station (UCRTS) located on Joint Base Cape Cod (formerly Otis Air National Guard Base) since 1987 through an Intermunicipal Agreement (IMA). The current IMA will expire on December 31, 2022 but the IMA included the option to extend the term until June 30, 2026.

### Background

The current IMA was approved for a 3½ year term starting on July 1, 2018. At that time, use of the UCRTS by the four towns as a trash transfer station had ended but the UCRTS Board of Managers signed an agreement with Cavossa Disposal Corp. (CDC) in August 2017 for use of the facility as a transfer station for trash and construction/demolition.

The four Upper Cape towns are interested in continuing the current relationship. One benefit of approving an extension of the IMA is the revenue received by the Towns from CDC. For FY22, Mashpee's share in the revenue was just over \$35,000. (If extension of the IMA is approved, I will be voting on behalf of Mashpee to extend the agreement with CDC for an additional 3 years or through December 31, 2025.).

Another benefit is that continued use of the UCRTS will maintain its and the associate rail line's viability for possible use by the towns in the future when their disposal contracts expire. The towns on Cape Cod are already exploring with the Cape Cod Commission these future options. With the limited disposal capacity in Massachusetts, the best options may be out of state where rail transport would be vital.

### Recommendation

I recommend that the Board of Selectmen approve the extension of the Intermunicipal Agreement with the Towns of Bourne, Falmouth, and Sandwich.



# *Town of Mashpee*

# *Department of Public Works*

*350 Meetinghouse Road  
Mashpee, Massachusetts 02649  
Telephone - (508) 539-1420  
Fax - (508) 539-3894*

## **MEMORANDUM**

November 1, 2022

TO: Select Board  
Rodney Collins, Town Manager

FROM: Catherine Laurent, Director *CL*

RE: Recommendation for Approval of License for Use of Transfer Station

---

### Description

Robert B. Our Co., Inc. has requested approval to locate a field office at the Mashpee Transfer Station. Town Counsel has prepared a license to allow said use. See attached license and map.

### Background

The Town awarded contracts to Robert B. Our Co., Inc. (RBO) for installation of sewer mains associated with Phase 1 of the Wastewater Management Plan. Work will be scheduled over the next two years on approximately 6½ miles of road, both north and south of Route 28. RBO staff overseeing the project will require access to a field office for its duration. The Transfer Station property was identified as a suitable location for said office as it is centrally located to the project area and has access to electricity.

### Recommendation

I recommend that the Select Board approve the license as drafted by Town Counsel.

### Pros and Cons

Location of the field office as shown on the map will not interfere with operation of the Transfer Station. As outlined in the license, approval is limited to siting a trailer and portable toilet in the designated area with parking for up to two vehicles. RBO will reimburse the Town for electrical costs and will be responsible for securing the Transfer Station property.

Denial of the license will require RBO to locate the trailer at another location distant from the project area. This would not be ideal of their oversight of the project.

**LICENSE TO ENTER AND USE REAL PROPERTY  
OF THE TOWN OF MASHPEE**

**(Mashpee Transfer Station Construction Trailer)**

This instrument is a License by and between The Town of Mashpee, acting by and through its Town Manager, as authorized by its Board of Selectmen, with an address of 16 Great Neck Road North, Mashpee, MA (the “**Town**”) and Robert B. Our Co., Inc. with an address of 24 Great Western Rd. Harwich, MA 02645 (the “**Licensee**”).

**Whereas**, Town is the owner of the real property located at 380 Asher’s Path in Mashpee, MA, which property is being used and operated by the Town as a municipal Transfer Station (the “**Subject Property**”);

**Whereas**, the Licensee desires to enter upon and occupy a portion of the Subject Property for the limited purpose and use described in Section 2 below;

**Now Therefore**, Town hereby grants to Licensee the non-exclusive right to enter upon and use that portion of the Subject Property, described and shown on the ArcGIS Web Map appended hereto as Attachment ‘A’ as the “*License area for office trailer, portable toilet, parking*”, hereafter referred to as “the **Licensed Premises**”, subject to the following terms and conditions.

**1) TERM OF LICENSE**

This License shall become effective on November \_\_\_\_, 2022 and shall terminate on December 1, 2024, unless this License is amended or extended, in writing, by the parties hereto or is otherwise terminated earlier by the parties as provided in Paragraph 10, herein.

**2) PERMITTED USE**

The Licensee, its employees, agents, contractors, are permitted to occupy and use the Licensed Premises solely for the purpose of installing, operating, and maintaining a construction office trailer, a portable toilet and ancillary parking related thereto in relation to its operations as contractor for the Town of Mashpee Phase 1 Sewer Collection System Improvements project. Licensee may access the Subject Property via its Asher’s Path driveway for the purposes stated herein. The Permitted Use defined herein shall be subject to the following terms and conditions:

- Structures to be installed within the Licensed Premises shall be limited to one 45’x10’ office trailer (to be shown on a plan provided by Licensee to the Town) and one portable toilet;
- Licensee shall, at its sole cost and expense, connect the trailer to existing Town electrical service/meter. Licensee will reimburse the Town for its electrical usage at the site;

- Licensee will place one portable toilet adjacent to the trailer for its staff's use (also to be shown on plan). Licensee shall be solely responsible for installing, maintaining, servicing, and removing (at the conclusion of this License) said portable toilet;
- Licensee shall be responsible for snow removal within the Licensed Premises;
- Parking within the Licensed Premises shall be limited to 2 pickup trucks (in the parking area shown on the plan);
- Allowable access to the Licensed Premises will be from 6:30 am - 4:30 pm Monday through Friday, unless otherwise expressly approved in writing by the Town; and
- Licensee will be responsible for opening/closing and securing the Transfer Station gate on days the Transfer Station is closed or if Licensee is onsite before/after normal Transfer Station hours.

### **3) RIGHTS APPURTENANT**

The Licensee shall have, appurtenant to the License hereby granted, the non-exclusive use, in common with the Town and all others entitled thereto, of the Licensed Premises solely for purposes of the Permitted Use defined in Section 2. Licensee shall not occupy or use the Licensed Premises for any other purpose.

### **4) CONDITION OF LICENSED PREMISES**

Licensee acknowledges and agrees that it accepts the Licensed Premises in "as is" condition for the purpose of this License and that Town has made no representation or warranty regarding the fitness of the Licensed Premises for the Permitted Use, nor shall this License be deemed to constitute or create any such representation or warranty.

### **5) ALTERATION AND RESTORATION OF THE PROPERTY**

Licensee shall not make any alterations to or improvements upon the Licensed Premises which deviate in any material manner from those existing as of the date of this License, nor shall the Licensed Premises be used by Licensee in any manner other than that specified in Section 2, without first obtaining the written approval of the Town. Any fixtures, equipment, property or improvements, of whatever nature, owned by or constructed or installed on the Licensed Premises by or on behalf of the Licensee shall be removed, and the Licensed Premises shall be returned, as nearly as possible, to its natural condition by the Licensee, at its sole cost and expense, at the conclusion of the License term.

### **6) CONDUCT OF LICENSEE**

#### **A) Compliance with Laws**

Licensee shall at all times perform and regulate the Permitted Use in accordance with all applicable laws, statutes, ordinances, bylaws, regulations, permits, licenses, orders, and requirements of governmental authorities and in compliance all requirements of its insurance policies.

B) Repair of Damage

Licensee will neither cause, suffer, nor permit any waste of the Licensed Premises, and shall maintain the Licensed Premises in good order and repair at all times. The Licensee shall forthwith repair and remediate any damage or harm caused by it, its employees, or invitees to the Licensed Premises.

C) Security

Town shall not be responsible for the security of the Licensed Premises or any fixtures, equipment, machinery, lighting, or other improvements placed thereon by Licensee, each of which shall remain the sole responsibility of Licensee.

D) Costs of Operations

Licensee shall be solely responsible for any and all costs and expenses associated with the exercise of its rights under the License, including the maintenance and repair of any fixtures, equipment, machinery, lighting, or other improvements placed on the Licensed Premises.

**7) RISK OF LOSS**

Licensee agrees that it, shall use and occupy the Licensed Premises, and permit use and occupancy of the Licensed Premises by others, including its employees, contractors, agents and invitees, at its own risk, and the Town shall not be liable to Licensee for any injury or death to persons entering the Licensed Premises pursuant to the License, or loss or damage to vehicles, equipment, structures or other personal property, of any nature whatsoever, of the Licensee, or of anyone claiming use of the Licensed Premises by or through it.

**8) INSURANCE; RELEASE AND INDEMNIFICATION**

Licensee agrees to insure all improvements installed in the Licensed Premises against fire, theft or other casualty loss to the satisfaction of the Town. Licensee hereby agrees to release, indemnify, defend and hold harmless the Town, its officers and employees, against any and all liabilities, claims, suits and damages asserted by any person or entity based upon any injury or death to persons or loss or damage to property resulting from or relating in any way to Licensee's use and occupancy of the Licensed Premises or the exercise of its rights under this License. The Licensee shall indemnify and hold the Town harmless from all damages, costs, fees, liabilities, and expenses, of whatever nature, associated with any suits or claims arising from or relating to Licensee's use and occupancy of the Licensed Premises or the exercise of its rights under this License. The provisions of this paragraph shall survive the termination of this License.

**9) RIGHTS OF TOWN TO ENTER/ REQUIRE REMOVAL OF FIXTURES, EQUIPMENT, IMPROVEMENTS WITHIN LICENSED PREMISES**

The Town reserves the right, and the Licensee shall permit the Town, or those otherwise

specifically authorized by the Town, to enter upon the Licensed Premises at any time and for any and all valid public purposes at Town's sole discretion.

In the event that the Town determines that any fixtures, equipment, property or improvements, of whatever nature, constructed or installed by or on behalf of the Licensee on the Licensed Premises must be removed for any period of time during the term hereof for purposes of construction, reconstruction, maintenance or repair of the Subject Property or any public facilities or improvements relating thereto, the Licensee, at its sole cost and expense, shall remove and/or relocate any such fixtures, equipment, property or improvements to another location within the Subject Property approved, in writing, by the Town. The Town shall provide reasonable advance written notice to the Licensee of its obligation to so remove and/or relocate any such fixtures, equipment, property, or improvements.

#### 10) **TERMINATION**

This License is terminable at any time by the Town or the Licensee, with or without cause, upon thirty (30) days written notice to the other party.

#### 11) **NO ESTATE CREATED**

This License shall not be construed as creating or vesting in Licensee any estate in the Licensed Premises or any interest in real property.

#### 12) **MISCELLANEOUS**

- A) This License may not be modified except in writing, duly executed by both parties.
- B) This License contains the entire agreement of the parties and there are no other agreements or understandings between the parties regarding the subject matter of the License.
- C) This License shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts, and any and all legal actions brought in connection with this License shall be brought in courts within the Commonwealth of Massachusetts.

#### **TOWN OF MASHPEE**

#### **LICENSEE**

By: \_\_\_\_\_

\_\_\_\_\_

Title: Town Manager, duly authorized

By: \_\_\_\_\_

Its: \_\_\_\_\_

Dated: \_\_\_\_\_, 2022

Dated: \_\_\_\_\_, 2022



ATTACHMENT 'A'  
(MAP OF LICENSED PREMISES)



License area for  
office trailer,  
portable toilet,  
parking

10/31/2022, 9:37:48 AM

Parcel Lines

1:564

0 0.01 0.01 0.01 0.02 mi  
0 0.01 0.01 0.02 km

MassGIS, Esri, HERE, Garmin, GeoTechnologies, Inc., USGS, EPA, USDA



# Town of Mashpee

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16 Great Neck Road North  
Mashpee, Massachusetts 02649

## MEMORANDUM

Date: October 26, 2022

TO: Rodney Collins – Town Manager

FROM: Dawn Thayer- Finance Director, Craig Mayen - Treasurer/Tax Collector, Joe Gibbons- Assessor

CC:

RE: Selectmen Meeting – 11-7-22

---

In our meeting today you mentioned that you would like us to speak with the Selectboard about the residential exemption, FY2023 Tax rate setting, and future budgeting.

The residential exemption has triggered the issue of how much to raise in the overlay account. If the residential exemption does not pass and the Town has already increased the overly reserve, then Town will raise more taxes than necessary for FY2023.

Pro: The Town has hopefully avoided an overlay deficit that would need to be raised in the following year.

Con: Raising the overlay decreases the excess levy capacity, however we need to have the DOR approve the increase in the overlay to set the tax rate. Residents will need to reapply every 5 years for the residential exemption which is labor intensive with inherent associated costs.

In preparation of the FY2024 Budget, the preliminary numbers of the operating budget have an increase of \$3.3 million and with prop 2 ½ and new growth the taxing ability increase is roughly \$2 million. This type of structural deficit is not going to be sustainable in the near future. Going forward, the Town is looking at funding a wastewater department, HVAC, sewer capital projects, and other potential projects.

Future financial forecasting and planning will be essential to include the Town Manager, Board of Selectmen, Finance Committee, and the Finance Team.





# TOWN OF MASHPEE

## OFFICE OF THE SELECTMEN

16 Great Neck Road North  
Mashpee, Massachusetts 02649  
Telephone – (508) 539-1401  
[bos@marshpeema.gov](mailto:bos@marshpeema.gov)

### MEMORANDUM

Date: November 3, 2022

To: Rodney C. Collins, Town Manager and  
Honorable Members of the Select Board

From: Terrie M. Cook, Administrative Assistant

Re: Appointment to the Affordable Housing Committee (Term Expires June 30, 2023)

---

#### Description

Discussion and approval of the appointing one of the candidates below as a member of the Affordable Housing Committee (Term expires June 30, 2023):

- Arden Russell
- Gary Shuman

#### Recommendation

Attached is a recommendation from the Affordable Housing Committee, letters of interest and resumes for each candidate for your consideration.



***Mashpee Affordable Housing Committee***  
***Mashpee Town Hall***  
*16 Great Neck Road North, Mashpee, MA 02649*

September 2, 2022

Selectman David W. Weeden, Select Board Chairman  
Mashpee Town Hall  
16 Great Neck Road North  
Mashpee, MA 02649

Subject: Recommendation of the Affordable Housing Committee  
Results of Candidate Interviews to Fill a Committee Vacancy

Honorable Selectman Weeden:

As provided in the Select Board appointment policy, the Mashpee Affordable Housing Committee ("Committee") held a meeting on August 30 at which the candidates for appointment to fill the Committee vacancy were interviewed. All four current members of the Committee were present and participated in the interview process. Particular care was taken to observe all related aspects of the Massachusetts Open Meeting Law, M.G.L. c. 30A, §§ 20, during the candidate interviews, the discussion by the members afterward, and the action taken by the Committee to make a recommendation to the Select Board for its appointment to fill the vacancy.

As a result of the Committee deliberations, the Affordable Housing Committee, by a unanimous vote of its members, recommends the appointment of Gary Shuman to fill the Committee vacancy.

In discussing the candidates following the interviews, it was apparent that the current members are seeking a person who promises to bring professional experience that will broaden its vision and strengthen the ability of the Committee to consider and evaluate effective strategies to address the shortage of affordable housing in Mashpee. While both candidates presented excellent qualifications in their respective professions, Mr. Shuman's background brings to the Committee professional experience in finance and business that is an essential part of a sound affordable housing program. In this regard he will also bring a complementary point of view to Committee deliberations that promises to help us in our advisory role for the Select Board and other boards and departments in town hall.

As part of the interview process we followed, each Committee member read questions from an interview form prepared in advance and took notes on the candidates' responses. After the interviews the Committee members held a discussion of their reactions. This was followed by an informal poll of member preferences with 3 members preferring Mr. Shuman and one preferring Ms. Russell. After the informal poll, a motion was made to recommend Mr. Shuman resulting in a unanimous vote in favor of Mr. Shuman.

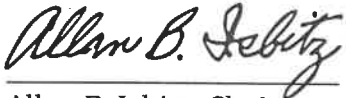
Following the meeting, the notes were used by each member to assign a rating of each candidate using the categories recommended in the Select Board Appointment Policy. Presented here is a chart of these ratings showing the number of ratings each candidate received in each category:

Rating Category	Arden Russell	Gary Shuman
Strongly Recommended	0	3
Recommended	2	0
Recommended with Hesitation	2	1
Not Recommended	0	0

Further details on the procedures the Committee followed in preparing for the interviews, in conducting them, and the individual ratings by each member is included in the enclosed exhibits.

We trust the Committee recommendation and its supporting materials will be helpful to the Select Board in considering this appointment. We look forward to the decision of the Select Board and the opportunity it presents us to move forward with a full committee of members. This will be so helpful as we commit ourselves to move ahead in addressing the pressing need for more affordable housing. The families of Mashpee who so desperately are in need of a stable home in our community deserve nothing less.

Respectfully submitted,



Allan B. Isbitz, Chairman

cc: Rodney Collins, Town Manager  
Wayne Taylor, Assistant Town Manager



ARDEN RUSSELL  
Mashpee, MA. 02649

May 23, 2022

Mashpee Select Board  
Town Hall  
16 Great Neck Road North  
Mashpee, MA. 02649

Dear Select Board:

Please consider my request to be appointed to the Mashpee Affordable Housing Committee. I beleive that my knowledge and experience in the Cape Cod affordable housing field will be an asset to this Committee.

As the Housing Coordinator for a large municipality, I guided two housing needs assessments and housing production plans through to successful completion. As Mashpee will soon be initiating our new housing production plan, this experience can be particularly helpful.

I have researched, analyzed and implemented a number of best practice strategies to achieve housing goals and incentivize additional housing production including program development and funding, zoning initiatives and policy guidance. I continue to have working relationships with the Cape's housing non profits, County housing staff and programs, State staff and housing consultants.

I look forward to the opportunity to address the housing crisis in my own community . Thank you for considering my request to serve on the Mashpee Affordable Housing Committee

Sincerely,

*Arden Russell*

Arden Russell

# ARDEN RUSSELL

Washpee MA 02649

*An accomplished and experienced Community Development coordinator with proven ability to design, implement and manage projects and programs that achieve the Town's housing and community development strategic goals .*

**HOUSING COORDINATOR** Planning and Development Department, Town of Barnstable. 2009 – present

**Implement, coordinate and supervise housing activities for largest community, both in land area and population, on Cape Cod to achieve Town's housing production and strategic plan goals. Selected duties include:**

- Develop and implement strategies to achieve Town's housing goals, including program development and funding, zoning initiatives, policy guidance
- Manage affordable housing programs and projects
- Compose grant applications
- Represents the Town in interacting with State, local and Federal housing agencies
- Review affordable housing permit applications and monitor ongoing compliance
- Communicate community development initiatives to town leaders and community; make presentations to public officials and groups; implement stakeholder engagement to ensure improved outcome.
- Participates in zoning and or regulation research related to housing production; undertakes collection, assembly and analysis of data and information for planning studies and grant applications.
- Ensure permit compliance and the continued affordability of local housing stock.
- Administer the Town's accessory affordable apartment program and loan program.
- Provide professional and technical assistance to various boards, groups, developers and residents concerning affordable housing.
- Oversee work of consultants,
- coordinate with other Town departments, agencies and public.

**PROGRAM ADMINISTRATIVE OFFICER** Cape Cod Commission 1996 – 2009

**Performed varied and increasingly more responsible tasks to support Barnstable County HOME Consortium.**

**Selected duties include:**

- Designed and implemented annual monitoring program for over 300 units of HOME assisted rental housing units, downpayment assistance program and residential development projects.
- Work to ensure compliance with all Federal program requirements
- Review and analyze affordable housing development pro formas, one-stop applications and architectural and site plans;
- Established refinance guidelines, serviced requests, review legal documents and coordinate closings;
- Created all computerized record keeping, accounting systems and forms required for administration of the HOME program from its inception in Barnstable County.

**EDUCATION** Southampton College of Long Island University, B.A. Environmental Studies

REFERENCES AVAILABLE ON REQUEST

June 01, 2022

Mashpee, MA 02649

Terrie Cook  
Mashpee Select Board  
Re: Affordable Housing Committee - Vacancy

Terrie,

Please accept this letter and attached resume as confirmation of my desire to apply for and potentially join the Affordable Housing Committee within Mashpee, MA.

My wife and I purchased a home in Mashpee 5 years ago. We were here on a seasonal basis and effective spring 2021 Mashpee became our full-time/permanent home. I've reached the point in my career where I've made the transition from constantly traveling for work - to - working locally. As such, my desire is to devote time helping Mashpee address some challenging long term issues. At the top of the list is "housing". Lack of affordable housing impacts the town and region in many ways. The recent rapid rise in home prices has severely limited the opportunity for people to purchase a home, hurts employers attempting to hire employees and could have a negative ripple effect on the local economy.

My career focus has been working with new/start-up organizations building solutions to solve complex challenges and then finding clients willing to purchase a solution from a young company. (Clients confirmed continued attempts to solve a problem the same old way was not working, something needed to change.) My focus was helping organizations view their existing challenges differently and working with them to consider new solutions to address problems. Housing is no different. The solution has been focused on single family home production, but a combination of land availability & building costs is forcing new solutions. Multi-family options, zoning, water/sewage, government regulations - all impact a solution - increasing the affordable housing stock is a long and complex process.

Do I have a background in affordable housing? No. The value I can bring is a commitment to put in the time and effort to learn and help address a major problem. Having been successful addressing complex issues and working with multiple parties in transactions is where I feel at home. We (my wife and I) are thrilled to live in Mashpee and we are both active in the local real estate market. My desire is to give back to the community and help address a complex and important issue.

Thank you for your consideration.

Gary Shuman



## GARY SHUMAN

Mashpee, MA 02649 |

[linkedin.com/in/gshuman](https://www.linkedin.com/in/gshuman)

### PROFILE / SUMMARY

Results-driven executive with proven success in translating complex technology into business value; capitalizing upon market opportunities to drive new solutions, expansion and diversification; within finance, technology, medical device and manufacturing. Over 20 years of experience in delivering early stage customers within the analytics focused software space. Demonstrated success securing initial customers for both early stage companies and new product groups. Committed and strong work ethic and passion for achieving win/win scenarios for both customer and organization.

### CORE COMPETENCIES / AREAS OF EXPERTISE

Analytics Software | Early Adopter Acquisition | Executive Relationship Management | Business Value Identification | Contract Negotiation | Solution & Business Value Presentation | Advanced Communication Skills | Teamwork | Win-Win focus

### PROFESSIONAL EXPERIENCE

COMPASS Real Estate, Cape Cod, MA

**Residential Real Estate Sales - Beth & Gary Shuman Team**

**July 01, 2021 to present**

Helping residential buyers, sellers and investors navigate and succeed in today's real estate market. Lifelong Massachusetts resident and focused on Cape Cod, where my wife and I both live and help people find their Cape Cod place. Communications, confidentiality, honest advice and years of successful complex sales experience help to ensure you will get the best results.

WORKDAY, Boston, MA (remote)

*Leader in enterprise cloud applications, helping customers adapt and thrive in a changing world.*

**Senior Sales Executive ("Sales Planning" Evangelist)**

**11/2018 – 04/2021**

Recruited as SME to introduce/sell new solution strategy ("sales planning") within Workday and select customers. Partnered with designated sales team, product development, marketing and customers/prospects in introduction and rollout of new solution. Assisted in development of go-to market plans, led sales opportunities and ensured solutions deemed viable, competitive and of value for the market.

- Delivered successful new solution offering (02/2021, which met product portfolio requirements and established as standard product offering by Workday. Rolled-out to all sellers within Workday by 05/2021.
  - Led initial national sales pilot team (~100) through ramp-up and validation period; adopted by total sales force of over 1K.
  - Collaborated with the marketing and product development team in defining product qualification and customer profile.
- Drove sales and implementation (via partners and Workday) of new solution; securing 30+ customers adopting "sales planning" as a major technology for sales/revenue operations teams.
  - Led sales efforts as part of the mechanism to enable the traditional sales organization to learn the solution (including messaging, market focus and value).
  - Enabled the business development team to launch and execute campaigns to generate leads.

INTANGENT, Boston, MA (remote)

*Sales Performance Management consulting, project management and managed services.*

**Senior Sales Executive**

**10/2015 – 07/2018**

Led sales opportunities within the eastern U.S. and eastern Canada. Focused on organizations with greater than 250 sales people (direct sellers, brokers and agents). Partnered with HR, finance and sales operations to drive initiative in moving from spreadsheet-based planning environment to software based solution (Anaplan, IBM and Xactly).

- Ranked #1 revenue generating representative; exceeding sales quotas 2016 (121%) and 2017 (133%).

**GARY SHUMAN, MBA**

Greater Boston, MA 02645

[linkedin.com/in/gshuman](https://www.linkedin.com/in/gshuman)

**PROFESSIONAL EXPERIENCE (CONTINUED)**

- Secured new clients including: American Express, Boston Scientific, Bank of Montreal, CIBC, John Hancock, National Bank of Canada, Investors Group, Guardian Life Insurance and Manulife Bank.
- Partnered with internal business development and vendors to generate leads

PREDIXION SOFTWARE, Boston, MA (remote)

*Cloud based predictive analytics platform able to be run in the cloud or on connected devices.*

**Senior Sales Executive**

**03/2014 – 09/2015**

Partnered with industry leaders to introduce/sell Predixion technology in meeting both healthcare needs and the emerging IoT (Internet of Things) space.

- Partnered with Accenture (investor) to market/sell the solution for IoT opportunities.
- Partnered with Microsoft to market/sell solutions to major hospitals within healthcare practice to control re-admissions (a financially costly expense).
- Company acquired for IP

CRIMSON HEXAGON, Boston, MA

*Enables large organizations to bring structure and insights to social media data, capturing the voices of billions.*

**Senior Sales Executive**

**01/2013 – 02/2014**

Recruited to build/lead a team to sell solutions directly to marketing departments within large organizations.

- Built use cases to market and sell to contact centers (beginning to use social media for customer service).
- Comcast/Xfinity was the major closed opportunity in 2013. Achieved 99% of 2013 quota.

ENKATA TECHNOLOGIES, Boston, MA (remote)

*Cloud based solution to enable contact center and back office workforce optimization*

**Senior Sales Executive**

**08/2005 – 12/2012**

Drove sales efforts for early stage companies initially focused on using analytics to assist large contact centers understand the reason people "call back"; seeking to avoid expense of repeat calls and the associated satisfaction costs.

- Ranked #1 revenue producing representative; consistently exceeding sales quotas 2006 (107%), 2008 (121%), 2009 (119%), 2011 (123%) and 2012 (116%).
  - Secured new customers, including Aetna, Chase, Citibank, Cigna and Mellon.

SPSS, Boston, MA (remote)

*Software for statistics, business intelligence and web analytics (acquired by IBM)*

**Senior Sales Executive**

**01/2000 – 07/2005**

Drove traditional software sales, focused on net new sales in northeastern US and Canada.

- Consistently achieved/exceeded sales quotas 2001 (106%), 2002 (110%), 2003 (101%) and 2004 (104%).

**EDUCATION**

**M.B.A. degree (High Technology Program);** NORTHEASTERN UNIVERSITY, Boston, MA

**B.A. degree (Economics & Political Science);** UNIVERSITY OF MASSACHUSETTS, Boston, MA

Additional coursework

18 month program - **Architectural Engineering Technology;** Wentworth Institute of Technology, Boston, MA



# TOWN OF MASHPEE

## OFFICE OF THE SELECTMEN

16 Great Neck Road North  
Mashpee, Massachusetts 02649  
Telephone – (508) 539-1401  
[bos@mashpeema.gov](mailto:bos@mashpeema.gov)

### MEMORANDUM

Date: October 31, 2022

To: Rodney C. Collins, Town Manager and  
Honorable Members of the Select Board

From: Stephanie A. Coleman, Administrative Secretary

Re: Appointments to the Council on Aging, Human Services Committee and Mashpee Community  
Garden Advisory Committee

### Description

Discussion and approval of the following appointments:

- Council on Aging: *Sherry Norman* (Term Expires June 30, 2024)
- Human Services Committee: *Sam MacDonald* (Term Expires June 30, 2023)
- Mashpee Community Garden Advisory Committee: *Kirsten Nordstrom* (Term Expires Jun 30, 2023)

### Recommendation


Attached are the letters of recommendation from the Council on Aging, Human Services Committee and the Mashpee Community Garden Advisory Committee.

Sherry Norman

David Egel

Wed 10/12/2022 10:52 AM

To: Stephanie Coleman <SColeman@mashpeema.gov>; Terrie Cook <tmcook@mashpeema.gov>

**Attention!:** : Links contained herein may not be what they appear to be. . Please verify the link before clicking! Ask IT if you're not sure.

At it's meeting this morning, the Council on Aging voted unanimously to recommend to the Select Board the appointment of Sherry Norman as a member of the Mashpee Council on Aging.

David Egel

Chairman

Mashpee Council on Aging

Sent from Mail for Windows

**From:** via Town of Mashpee MA <cmsmailer@civicplus.com>  
**Sent:** Wednesday, September 14, 2022 12:29 PM  
**To:** Terrie Cook <tmcook@mashpeema.gov>  
**Subject:** Form submission from: Board, Committee, Commission Application to the Select Board for Appointment

**Attention! :** Links contained herein may not be what they appear to be. Please verify the link before clicking! Ask IT if you're not sure.

Submitted on Wednesday, September 14, 2022 - 12:29pm

Submitted values are:

Choose from the following: Council on Aging

==Please provide the following information:==

Name: Sherry Norman

Email:

Address:

City: Mashpee

State: MA

Zip: 02649

Phone:

Alt Phone:

Fax:

Organization:

EXPERIENCE & EDUCATIONAL BACKGROUND which might be helpful to the Town: 15 years senior services experience (4 as COA Director). Certified SHINE Counselor. MEd in Counseling

Are you available to serve on a Town committee/commission on a year-round basis? If no, what is your availability: Yes, available year-round.

How did you become interested in serving the Town? Retired in July and moved here full time. (Part time resident 9+ years). Involved in various capacities in my former community.

The results of this submission may be viewed at:

<https://www.mashpeema.gov/node/711/submission/5456>

## MEMO

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On September 16, 2022, the Human Services Committee recommended to appoint Sam MacDonald to the Human Services Committee by a unanimous vote to fill the current term open to expire June 30, 2023.

Submitted By,

Gail Wilson, LMHC

Human Services Director

**From:** Sam MacDonald <  
**Sent:** Wednesday, August 3, 2022 3:29 PM  
**To:** Terrie Cook <tmcook@mashpeema.gov>  
**Subject:** Board Opening for Human Services Committee

**WARNING! EXTERNAL EMAIL:** : This message originated outside the Town of Mashpee mail system and could be harmful. PLEASE DO NOT CLICK ON LINKS OR ATTACHMENTS unless you are absolutely certain the content is safe.

Hi,

I saw a board opening on the Human Services Committee and I was interested in applying. I've spent most of my career working in human services and think that I'd be a valuable addition to the committee. I believe that a community is only as strong as the safety net it provides to the most vulnerable members. I would like to be part of the committee's mission to connect residents with resources and solutions to build a strong and integrated community.

Thank you,  
Sam MacDonald

Get [Outlook for Android](#)

**Sam MacDonald**  
*One to One Counselor*  
*Adult Services*

)



# Sam MacDonald

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: Mashpee, Ma 02649 | . . . . .

## EDUCATION:

Boston College, 2011  
BA in Political Science

## EXPERIENCE:

### Latham Centers - Residential Counselor 2021 to Present

Support four clients in a residential setting during the evening and overnight hours. Guide clients through activities of daily living. Administer medications, attend medical appointments, engage in games and activities with clients.

### Latham Centers – 1:1 Counselor 2019 to 2021

Provided direct 1:1 support for a high-risk resident who required 24/7 supervision. Assisted client in activities of daily living and encouraged his positive behaviors while in his home and community. Maintained a professional and calm demeanor in frustrating and difficult situations. Unsafe behaviors decreased substantially and are no longer considered high risk by DDS, and no longer requires 1:1 supervision.

### Latham Centers – Case Manager 2017 to 2019

Oversaw the financial records for four individuals.. This included direct care supports in the community and at their home. Coached residents in money management and budgeting. Researched and compiled data to submit ISP documentation, quarterly reports for goals and objectives. Trained the following three case manager's who followed in this role.

### Hewlett-Packard Enterprise - Medicare Provider Enrollment Specialist 2016 to 2017

### Paxful - Customer Support Specialist 2015 to 2016

### CVS - Pharmacy Technician 2014 to 2015

### YouthBuild Quincy - Case Manager 2011 to 2014

Provided ongoing support, advocacy, follow-up and guidance to program members. Assisted members in dealing with their academic, personal, legal, and social service needs. Worked closely with other staff to build students leadership skills, receive a GED, and complete workforce training. Found volunteer opportunities and facilitated weekly visits to

allow students to complete an AmeriCorp program with scholarship money attached.

**SKILLS & TRAINING:**

Crisis Prevention Intervention , Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook, Zoom, Medication Administration Program, First Aid & CPR, Human Rights Officer.

**VOLUNTEER SERVICE:**

Member of the Latham Centers Bargaining Committee for SEIU 509  
2022 - Present

Special Olympics Massachusetts  
2017 - Present

Americorps Vista with YouthBuild Quincy  
2010- 2011

## Kirsten Nordstrom letter of interest - MCGAC Board

Terrie Cook <tmcook@mashpeema.gov>

Tue 9/13/2022 02:04 PM

To: Stephanie Coleman <SColeman@mashpeema.gov>

Cc: Wayne E. Taylor <wtaylor@mashpeema.gov>

📎 1 attachments (25 KB)

Kirsten Nordstrom letter of interest 8.18.22.docx;

Stephanie:

Please place on September 19 agenda.

**Terrie M. Cook, MCPPO** | Administrative Assistant to the Town Manager

Office of the Town Manager

16 Great Neck Road North, Mashpee, MA 02649

Office: 508.539.1401 | Fax: 508.539.1142

Email: [tmcook@mashpeema.gov](mailto:tmcook@mashpeema.gov)



*"Preserving public trust and providing professional services."*

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**From:** Virginia Scharfenberg

**Sent:** Monday, August 22, 2022 7:57 AM

**To:** Wayne E. Taylor <wtaylor@mashpeema.gov>

**Cc:** Terrie Cook <tmcook@mashpeema.gov>

**Subject:** Kirsten Nordstrom letter of interest - MCGAC Board

**WARNING! EXTERNAL EMAIL:** : This message originated outside the Town of Mashpee mail system and could be **harmful**. PLEASE DO NOT CLICK ON LINKS OR ATTACHMENTS unless you are absolutely certain the content is safe.

Attached is letter of interest from community garden member Kirsten Nordstrom to join the MCGAC Board of Directors, as discussed and requested from her at our MCGAC Board meeting of July 20, 2022. She will be filling the 7<sup>th</sup> position on our Board, which has been vacant for some time.

Virginia Scharfenberg | President  
Mashpee Community Garden Advisory Committee (MCGAC)

Kirsten Nordstrom  
Mashpee, MA 02649

August 18, 2022

Board of Selectmen  
C/O Mashpee Town Hall  
16 Great Neck Road North  
Mashpee, MA 02649

Greetings Select Board,

This letter is to inform you of my interest in becoming part of the Mashpee Community Garden Advisory Committee as a board member.

I had the pleasure of being a part of the Franklin Garden Club for several years, where we planted and maintained several town common areas. We moved to Mashpee approximately a year ago, and I was recently assigned a plot in the community garden which will enable me to continue gardening

The added benefit of being part of a community garden is the other gardeners. There's much to learn from one another and having the ability to share our passion for gardening with others is a wonderful bonus. I met with the Board during its July 20, 2022 meeting and accepted its request that I join the board and submit the requisite letter of interest for the Select Board Consideration.

Should you have any questions, please feel free to call me at

Thank you for your

Kind regards,



Kirsten Nordstrom

Mashpee, MA 02649



# TOWN OF MASHPEE

## OFFICE OF THE SELECT BOARD

16 Great Neck Road North  
Mashpee, Massachusetts 02649  
Telephone -- (508) 539-1401  
[bos@marshpeema.gov](mailto:bos@marshpeema.gov)

### MEMORANDUM

Date: October 31, 2022

To: Rodney C. Collins, Town Manager and  
Honorable Members of the Board of Selectmen

From: Stephanie A. Coleman, Administrative Secretary *SA*

Re: Resignation from the Council on Aging and Capital Improvement Program Committee

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#### Description

Discussion and acceptance of the Resignation of the following:

- Council on Aging: *Eugenia "Jean" Nousse* (Term Expires June 30, 2024)
- Capital Improvement Program (CIP) Committee: Charles "Chuck" Gasior (Term Expires June 30, 2023)

Attached are the letters of resignation.

**Fw: Eugenia (Jean) Nousse**

Heidi L. McLaughlin <hmlaughlin@mashpeema.gov>

Tue 10/11/2022 08:36 AM

To: David Egel

Cc: Terrie Cook <tmcook@mashpeema.gov>; Stephanie Coleman <SColeman@mashpeema.gov>

Please see Jean Nousse's COA Board resignation below.

**Heidi McLaughlin, Director**

**Mashpee Council on Aging**

26 Frank Hicks Dr.

Mashpee, MA 02649

(w) 508-539-1440

fax - 508-539-2791

hmlaughlin@mashpeema.gov



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**From:** Finn, Deanne S.

**Sent:** Monday, October 10, 2022 8:07 AM

**To:** Heidi L. McLaughlin <hmlaughlin@mashpeema.gov>

**Subject:** Eugenia (Jean) Nousse

**Attention!:** Links contained herein may not be what they appear to be. Please verify the link before clicking! Ask IT if you're not sure.

Good Morning,

My Aunt Jean asked me to email you and let you know that she is "resigning" from her duties at the Senior Center in Mashpee MA.

Thanks ,

Deanne Finn

**Deanne Samiotes Finn**

Account Manager III

Fisher Scientific

Thermo Fisher Scientific

3970 Johns Creek Court | Suwanee, GA 30024

Mobile +1 404 486 1111

[www.fisherscientific.com](http://www.fisherscientific.com)

October 25,2022

To: Rodney Collins, Town Manager

From: Chuck Gasior

Re: Resignation-Capital Improvement Committee

Dear Rodney: Please accept my resignation as the resident appointment to the Capital Improvement Committee. I have not only enjoyed being a part of the important work of the committee but also being a part of Mashpee's governance since 2002 when I was elected to the town's Charter Commission. Those opportunities have given me great joy.

All the very best to you and to your staff for continued successes, the greatest of which will be the implementation of the wastewater treatment facility. I would love to get an invitation to the opening of the treatment plant when that occurs. I have continued my subscription to the "Mashpee Enterprise" so that I can follow all the happenings in Mashpee.

Best personal regards,

Chuck Gasior