

**AGENDA
BOARD OF SELECTMEN
MONDAY, OCTOBER 31, 2016**

6:30 p.m. – Convene Meeting in Open Session – Waquoit Meeting Room – Mashpee Town Hall

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE

MINUTES

- Approval of the following: Monday, September 26, 2016; Tuesday, October 4, 2016; and Monday, October 17, 2016 Regular Session

APPOINTMENTS & HEARINGS

- 6:30 – Public Comment
- 6:35 – Temporary signage application, Community Park Holiday Tree Lighting, *Mary Bradbury*
- 6:40 – Catherine Laurent (DPW Director)
 - Temporary signage application, Mashpee Rotary Holiday Lights Display
 - Update on Transfer Station
 - Recommendation for Award of Contract for Purchase of Road Salt and Safe Melt
 - Recommendation for Award of Contract for Purchase of Sand
 - Proposed Sidewalk Extension on Great Neck Road South with Pedestrian Crosswalk Beacon

COMMUNICATIONS & CORRESPONDENCE

- 1) Public Notice Request for Proposals, *Cape & Islands Workforce Investment Board*
- 2) Correspondence from Town Manager, *Community Compact Regional Project*

OLD BUSINESS

NEW BUSINESS

- 1) Discussion of feasibility study for privatization of ambulance services
- 2) Certification and confirmation of appointment of Human Resources Director, *Kimberly Landry*
- 3) Review and execution of Order for Betterment Assessment and Certification of Betterment Assessment, *Anthony's Way*

ADDITIONAL TOPICS

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

LIAISON REPORTS

EXECUTIVE SESSION

Discussion regarding upcoming contract negotiations with collective bargaining units.

**AGENDA
BOARD OF SELECTMEN
MONDAY, OCTOBER 17, 2016**

6:00 p.m. – Convene Meeting in Open Session – Main Office Conference Room - Mashpee High School

NEW BUSINESS

- 1) Review of October 2016 Annual Town Meeting Warrant with Finance Committee
- 2) Review and execution of Order for Betterment Assessment and Certification of Betterment Assessment, *Sunset Strip, Noisy Hole Road, Claulise Lane, Wilann Road*

ADDITIONAL TOPICS

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

- 1) Request from School Committee regarding School Superintendent Search Process

LIAISON REPORTS

EXECUTIVE SESSION

Board of Selectmen
Minutes
October 17, 2016

Present: Selectman Gottlieb, Selectman Cahalane, Selectman O'Hara,
Selectman Cotton, Selectman Sherman
Town Manager Rodney C. Collins
Assistant Town Manager Wayne E. Taylor

Attendees: Town Counsel Patrick Costello

Meeting Called to Order by Chairman Gottlieb at 6:00 p.m.
Mashpee High School, Main Office Conference Room

NEW BUSINESS

Review of October 2016 Annual Town Meeting Warrant with Finance Committee:

The Board of Selectmen met with members of the Finance Committee for the purpose of reviewing the Annual Town Meeting warrant. In attendance was Chris Avis, David DelPonte, Mike Richardson, Jeffrey Pettengill and Sylvester Ryan. Town Counsel Patrick Costello was also present for discussion purposes.

Town Manager Rodney C. Collins indicated the warrant has been thoroughly reviewed and is in order for the annual Town Meeting. Of note was the Quashnet School window and door replacement project. The Finance Committee is expected to review the request of the Department of Public Works for an emergency reserve fund transfer of \$17,500 to fund additional costs associated to the preparation of the schematic design.

Review and execution of Order for Betterment Assessment and Certification of Betterment Assessment, Sunset Strip, Noisy Hole Road, Claulise Lane, Wilann Road:

Acting under Article 28 of the warrant for the October 2015 Town Meeting, the Board of Selectmen reviewed the Order for Betterment Assessment for construction improvements to Sunset Strip, Noisy Hole Road, Claulise Lane and Wilann Road. Said improvements cost \$728,189.25. The assessed proportionate share to each homeowner is \$9,709.19.

Motion made by Selectman Cahalane to execute and certify the Order for Betterment Assessment for Sunset Strip, Noisy Hole Road, Claulise Lane and Wilann Road.

Motion seconded by Selectman Sherman.

VOTE: Unanimous. 5-0.

Roll Call Vote:

Selectman Gottlieb, yes	Selectman Cahalane, yes	Selectman O'Hara, yes
Selectman Cotton, yes	Selectman Sherman, yes	Opposed, none

Board of Selectmen
Minutes
October 17, 2016

ADDITIONAL TOPICS

Request from School Committee regarding School Superintendent Search Process:

Motion made by Selectman Cahalane to place the above topic on the Selectmen's agenda.

Motion seconded by Selectman Sherman.

VOTE: Unanimous. 5-0.

Roll Call Vote:

Selectman Gottlieb, yes	Selectman Cahalane, yes	Selectman O'Hara, yes
Selectman Cotton, yes	Selectman Sherman, yes	Opposed, none

The Board of Selectmen received late filed communication from the School Committee requesting the Board designate a representative to participate in the School Superintendent search process. It was agreed Selectman John Cotton, liaison to the School Committee would assume this responsibility. It was disclosed the Town Manager would also partake in this course.

COMMUNICATIONS & CORRESPONDENCE

FEMA Maps:

The Town Manager was requested to given an update regarding FEMA flood insurance rate mapping.

ADJOURNMENT

Motion made by Selectman Cahalane to adjourn at 6:05 p.m.

Motion seconded by Selectman Cotton.

VOTE: Unanimous. 5-0.

Roll Call Vote:

Selectman Gottlieb, yes	Selectman Cahalane, yes	Selectman O'Hara, yes
Selectman Cotton, yes	Selectman Sherman, yes	Opposed, none

Respectively submitted,

Kathleen M. Soares
Secretary to the Board of Selectmen

**AGENDA
BOARD OF SELECTMEN
TUESDAY, OCTOBER 4, 2016**

6:30 p.m. – Convene Meeting in Open Session – Waquoit Meeting Room – Mashpee Town Hall

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE

MINUTES

APPOINTMENTS & HEARINGS

COMMUNICATIONS & CORRESPONDENCE

OLD BUSINESS

NEW BUSINESS

- Presentation and discussion of long term fiscal analysis/plan for the Town

ADDITIONAL TOPICS

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

- Approval of Special Events Application for Mashpee Chamber Runs on Dunkin Road Race,
Mashpee Chamber of Commerce:

LIAISON REPORTS

EXECUTIVE SESSION

Board of Selectmen
Minutes
October 4, 2016

Present: Selectman Gottlieb, Selectman Cahalane, Selectman O'Hara,
Selectman Cotton, Selectman Sherman
Town Manager Rodney C. Collins
Assistant Town Manager Wayne E. Taylor

Meeting Called to Order by Chairman Gottlieb at 6:30 p.m.
Mashpee Town Hall, Waquoit Meeting Room

NEW BUSINESS

Presentation and discussion of long term fiscal analysis/plan for the Town:

The Board of Selectmen met with the Financial Team consisting of Dawn Thayer Finance Director, Jason Streebel Town Assessor and Craig Mayen the Treasurer/Tax Collector for the purpose of reviewing the long term fiscal analysis and plan for the Town of Mashpee through fiscal year 2027.

Prior to the onset of discussion, Town Manager Rodney C. Collins commended his Financial Team for contributing their time, research and professionalism to prepare a 10-year financial forecast document for the Town of Mashpee.

On behalf of the Financial Team Dawn Thayer outlined the financial conjectures surmised in developing the financial strategies which are comprised in nine different scenarios. After reviewing the operating budget over a six year span from 2011 through 2017 budget assumptions are based on departmental increases and fixed costs including debt for renovations to the Cape Cod Regional Technical School, and costs associated to health insurance, capital expenditures and the Quashnet School window and door replacement project.

Scenario 1 is the basis base projection used in each analysis. Scenario 1 (FY18 -2027) does not include wastewater projections.

Budget assumptions include a department budget both non-educational and educational and is reflective of an increase of 2.5%. Fixed costs consider an increase of 2.5% with the exception of LIUNA increased at 10% and in health insurance increased by 10% per year. It is anticipated the budget would include an additional \$300,000 assessment for the Cape Cod Technical School project beginning in FY2022 although exact figures are not fully realized to date. The first bond payment is included in projections for the Quashnet School window project anticipated to begin in FY2021.

With capital improvement programs, building renovations and road projects a \$3.8 million bond is recommended with bond payments to begin in FY2022. The budget recommendation to provide for a capital debt exclusion for a \$3.8 million bond is included in all scenarios. The override would maintain the level of services through fiscal year 2027. However, pending wastewater debt is not included in this assumption. The Board of Selectmen requested a detailed analysis of debt configured in the \$3.8 million bond proposal.

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October 4, 2016

Presentation and discussion of long term fiscal analysis/plan for the Town: (continued)

When asked of the tax rate, Mr. Streebel Director of Assessing indicated the tax rate is dependent upon the real estate market. Although the market tends to flow in a ten-year cycle, Mr. Streebel projects real estate to peak in 2018 and valley in 2022 at the time the Town would expect to have an override. Anticipated new growth includes the cottages neighborhood project in New Seabury, the Mashpee Commons expansion project, and several new subdivisions including a new development in Southport.

With regards to Community Preservation Act funding Mr. Streebel indicated if the Town voted to opt out of the program, the Town would save on the tax rate. The CPA tax assessed on real estate is 3%. Under the Act, a Town may choose to vote out of the program in 2020 although municipalities cannot fully opt out of the CPA until all debt obligations have been met. The debt would be required to be reserved in the CPC Fund balance. In fiscal year 2027, the CPA debt would be fully compensated. It was agreed this matter would be reviewed with the Community Preservation Committee at their next meeting.

Rodney C. Collins Town Manager indicated the strategy planned for this informational session will allow time for the Board of Selectmen to further review and understand the financial forecast. It was recommended the Board provide guidance to the Town Manager and prioritize funding. Scenario 1 is status quo and a good base to build upon to maintain the level of current operations realizing there are challenges to recognize in fiscal year 2022. Mr. Collins indicated this process is a responsible and conservative budgeting plan for the next ten years.

It was noted the Finance Director would be updating the financial document on a yearly basis with actual revenue amounts. Craig Mayen Treasurer/Tax Collector indicated this type of financial awareness will positively affect the Town's AAA rating with Standard and Poor's. It was recommended the Board adopt this plan as a guideline. Formalizing policies such as this including investment policies, free cash policies and stabilization policies should be in place before the Town would go out to bond. It was agreed the Board would further review the formation of policies as recommended in the new few weeks.

The Board of Selectmen, Town Manager and Assistant Town Manager expressed appreciation to the Financial Team for their assessment.

The Board of Selectmen will continue discussions regarding the analysis of costs relative to wastewater/clean water initiatives. This includes different scenarios regarding financing, implementation and initiatives, interest rates, loan forgiveness rates, zero interest loans, and adaptive management approaches, etc.

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Minutes
October 4, 2016

ADDITIONAL TOPICS

Approval of Special Events Application for Mashpee Chamber Runs on Dunkin Road Race, Mashpee Chamber of Commerce:

**Motion made by Selectman Sherman to place the above referenced topic on the Selectmen's agenda.
Motion seconded by Selectman Cotton.**

VOTE: Unanimous. 5-0.

Roll Call Vote:

Selectman Gottlieb, yes	Selectman Cahalane, yes	Selectman O'Hara, yes
Selectman Cotton, yes	Selectman Sherman, yes	Opposed, none

Mary Lou Palumbo, Executive Director of the Mashpee Chamber of Commerce was in attendance to request the Board approve the annual Mashpee Chamber Runs on Dunkin Road Race on October 8, 2016. The 10k run and 5k run/walk is planned to begin at 9:30 a.m. with the Kids Race on Job's Fishing Road at the intersection of North Market Street, Mashpee. With the Board's approval, signage would be posted to guide the runners. Applicable regulatory officials have signed off on the license application. Police detail officers are required for the event until 12:15 p.m.

Motion made by Selectman Sherman to approve the Special Events Application of the Mashpee Chamber of Commerce for the annual road race with posted signage as requested.

Motion seconded by Selectman Cahalane.

VOTE: Unanimous. 5-0.

Roll Call Vote:

Selectman Gottlieb, yes	Selectman Cahalane, yes	Selectman O'Hara, yes
Selectman Cotton, yes	Selectman Sherman, yes	Opposed, none

Motion made by Selectman O'Hara to adjourn at 7:26 p.m.

Motion seconded by Selectman Sherman.

VOTE: Unanimous. 5-0.

Roll Call Vote:

Selectman Gottlieb, yes	Selectman Cahalane, yes	Selectman O'Hara, yes
Selectman Cotton, yes	Selectman Sherman, yes	Opposed, none

Respectfully submitted,

Kathleen M. Soares
Secretary to the Board of Selectmen

**AGENDA
BOARD OF SELECTMEN
MONDAY, SEPTEMBER 26, 2016**

6:30 p.m. – Convene Meeting in Open Session – Waquoit Meeting Room – Mashpee Town Hall

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE

MINUTES

- Approval of the following: Monday, September 12, 2016 Regular Session

APPOINTMENTS & HEARINGS

- 6:30 – Public Comment
- 6:35 – Review and approval of various applications:
 - One-day Liquor License on October 22, 2016, *Mashpee Wampanoag Rod & Gun Club*
 - Screech at the Beach Road Race on October 22, 2016, *Boys & Girls Club*
~ Special Event Application ~ Temporary Signage ~ Request to Waive Sign Permit fee
 - Blood Drive, Temporary Signage, *Cape Cod Healthcare*
 - Blood Drive, Temporary Signage, *Christ the King Knights of Columbus*
 - Request to waive Tent Permit fee, *Cape Cod Children's Museum*
 - Auction, Temporary Signage, *Town of Mashpee*
- 6:45 – Report on water sampling/monitoring conducted by UMass Dartmouth, *Brian Howes*
- 7:00 – Update on County and Cape Cod Commission, *Jack Yunits and Paul Niedzwiecki*
- 7:30 – Public Hearing: Request for Modification of Entertainment License, *Finally Dino's*

COMMUNICATIONS & CORRESPONDENCE

- 1) Memo regarding Surplus Supply Disposition, *Town Manager*
- 2) Proclamation, *Lights On Afterschool Day*

OLD BUSINESS

NEW BUSINESS

- 1) Approval of appointment as Records Access Officer and Alternate Records Access Officer, *Deborah Dami and Margaret Santos (respectively)*
- 2) Approval of appointment to the Cultural Council, *MaryKate O'Brien and Nina Cocomazzi*
- 3) Acceptance of bid recommendation for Baker Boat Ramp Dock/Float Replacement

ADDITIONAL TOPICS

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

LIAISON REPORTS

EXECUTIVE SESSION

Board of Selectmen
 Minutes
 September 26, 2016

Present: Selectman Gottlieb, Selectman Cahalane, Selectman O'Hara,
 Selectman Cotton, Selectman Sherman
 Town Manager Rodney C. Collins
 Assistant Town Manager Wayne E. Taylor

Meeting Called to Order by Chairman Gottlieb at 6:30 p.m.
 Mashpee Town Hall, Waquoit Meeting Room

MINUTES

Monday, September 12, 2016 Regular Session:

Motion made by Selectman Sherman to approve the Regular Session minutes of Monday, September 12, 2016 as presented.

Motion seconded by Selectman Cotton.

VOTE: Unanimous. 5-0.

Roll call Vote:

Selectman Gottlieb, yes	Selectman Cahalane, yes	Selectman O'Hara, yes
Selectman Cotton, yes	Selectman Sherman, yes	Opposed, none

APPOINTMENTS & HEARINGS

PUBLIC COMMENT

School Committee member Don Myers indicated there has been a lack of Selectmen representation at the School Committee meetings and requested increased communication from the Board of Selectmen. With respect to the Quashnet School window project, an appropriation which began with an estimate of \$1.75 million and is now approximately \$3 million in costs there is concern this matter has not been fully explained to the School Committee. As a result of the increase in costs Mr. Myers indicated he has presumed the proposed Town Meeting warrant article for this project would be indefinitely postponed.

For clarification with regards to the Quashnet School project, the Board of Selectmen were apprised of the new and revised information at their last meeting and the revised budget estimate for the Quashnet window and door replacement project has increased substantially. To allow an opportunity to re-visit this matter it is likely the article would be indefinitely postponed and addressed at the May Town Meeting. Selectman Cotton, liaison to the School Committee indicated he previously mentioned to the School Committee that he serves as an Eagle Scout representative and has had meeting conflicts. It was determined if there are issues to address, Selectman Cotton would certainly attend a School Committee meeting.

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September 26, 2016

PUBLIC COMMENT (continued)

For further disclosure, Town Manager Rodney C. Collins indicated he attended the most recent Finance Committee meeting with the presence of School Committee member George Schmidt. Upon review of the project proposal, it was agreed Mr. Schmidt would communicate the information regarding the revised budget for the Quashnet School window and door replacement project to the School Committee. Mr. Schmidt stated there was no need for the Town Manager to attend the upcoming School Committee meeting. It was further reiterated this issue was a recent development and it was first-hand information for all respective parties.

Motion made by Selectman Cotton to invite the School Committee to the next regular Selectmen's Meeting on Monday, October 31, 2016 to further review the Quashnet School window project.

Motion seconded by Selectman O'Hara.

VOTE: Unanimous. 5-0.

Roll Call Vote:

Selectman Gottlieb, yes	Selectman Cahalane, yes	Selectman O'Hara, yes
Selectman Cotton, yes	Selectman Sherman, yes	Opposed, none

APPOINTMENTS & HEARINGS

Review and approval of various applications:

One-day Liquor License on October 22, 2016, Mashpee Wampanoag Rod & Gun Club:

Courtenay Mills, Mashpee Wampanoag Rod & Gun Club was in attendance to request the Board of Selectmen approve the use of their liquor license for 2016 on October 22, 2016 for a club function.

Motion made by Selectman Cahalane to approve the One-day Liquor License request of the Mashpee Wampanoag Rod & Gun Club on October 22, 2016 as referenced.

Motion seconded by Selectman O'Hara.

VOTE: Unanimous. 5-0.

Roll Call Vote:

Selectman Gottlieb, yes	Selectman Cahalane, yes	Selectman O'Hara, yes
Selectman Cotton, yes	Selectman Sherman, yes	Opposed, none

Board of Selectmen
Minutes
September 26, 2016

APPOINTMENTS & HEARINGS

Review and approval of various applications:

Screech at the Beach Road Race on October 22, 2016, Boys & Girls Club:
Special Event Application ~ Temporary Signage ~ Request to Waive Sign Permit fee:

Boys & Girls Club of Cape Cod representative Jim Kiley was before the Selectmen to request approval of a Special Events Application for the annual Screech at the Beach 5k Road Race and Kids' Fun Run on Saturday, October 22, 2016 starting at 10:30 a.m., Kids Fun Run and 11:00 a.m. at the Popponeset Marketplace, 252 Shore Road, Mashpee.

Mr. Kiley indicated he was also seeking approval to place temporary signs announcing the race and respectively requested sign permit fees be waived for the non-profit organization. All applicable regulatory agencies have signed off on the Special Events Application with comments as stipulated in the memorandum from Christine Willander, Administrative Assistant dated September 21, 2016. As required, a map of the intended route and proof of insurance was submitted. Up to (10) signs; 24"x18" are proposed along the race course in New Seabury. The fundraiser event will solely benefit the Boys & Girls Club of Cape Cod.

Motion made by Selectman Cahalane to approve the Special Events Application of the Boys & Girls Club of Cape Cod for the annual Screech at the Beach Road Race to include the Temporary Sign Permit Application and the waiver of the sign permit fee.

Motion seconded by Selectman O'Hara.

VOTE: Unanimous. 5-0.

Roll Call Vote:

Selectman Gottlieb, yes	Selectman Cahalane, yes	Selectman O'Hara, yes
Selectman Cotton, yes	Selectman Sherman, yes	Opposed, none

Blood Drive, Temporary Signage, Cape Cod Healthcare:

To promote the blood drive sponsored by Cape Cod Healthcare a sign permit is requested. One sandwich board sign 24" x 36" is proposed for display at the site location. The event is planned to be held on September 10, 2016, October 20, 2016 and December 22, 2016 at 64 Steeple Street, Mashpee.

Motion made by Selectman Sherman to approve the Temporary Sign Permit for Cape Cod Healthcare to announce the Blood Drive on the dates as referenced.

Motion seconded by Selectman Cotton.

VOTE: Unanimous. 5-0.

Roll Call Vote:

Selectman Gottlieb, yes	Selectman Cahalane, yes	Selectman O'Hara, yes
Selectman Cotton, yes	Selectman Sherman, yes	Opposed, none

Board of Selectmen
Minutes
September 26, 2016

APPOINTMENTS & HEARINGS

Review and approval of various applications:

Blood Drive, Temporary Signage, Christ the King Knights of Columbus:

A Temporary Sign Permit Application was received from The Christ the King Knights of Columbus dated September 22, 2016 for three signs; 2' x 3' to be placed along the Church property, and at the two intersections of Job's Fishing Road 72 hours prior to the events scheduled to be held every two months beginning on October 11, 2016 to announce their blood drive. Signs would be removed by 6:00 p.m. on the day of each event.

Motion made by Selectman Sherman to approve the Temporary Signage Permit of The Christ the King Knights of Columbus for the Blood Drive(s) as referenced.

Motion seconded by Selectman Cotton.

VOTE: Unanimous. 5-0.

Roll Call Vote:

Selectman Gottlieb, yes	Selectman Cahalane, yes	Selectman O'Hara, yes
Selectman Cotton, yes	Selectman Sherman, yes	Opposed, none

Request to waive Tent Permit fee, Cape Cod Children's Museum:

Correspondence was received from Christine Willander, Administrative Assistant on behalf of the Town Manager dated September 22, 2016 requesting the Board waive the tent permit fee for the Cape Cod Children's Museum event held on August 25, 2016 in celebration of the return of 8-year old Gabby Mahoney who was seriously injured at the end of June. Due to extenuating circumstances, the Tent Permit Application was not made until the day before the event, and the request to waive the fee was not forwarded to the Town Manager/Selectmen's Office in time to be considered for the September 12, 2016 meeting.

Motion made by Selectman Cahalane to approve the Temporary Tent Permit and waive the tent permit fee for the Cape Cod Children's Museum special event held on August 25, 2016.

Motion seconded by Selectman Sherman.

VOTE: Unanimous. 4-0-1.

Roll Call Vote:

Selectman Gottlieb, yes	Selectman Cahalane, yes	Selectman O'Hara, yes
Selectman Cotton, abstained	Selectman Sherman, yes	Opposed, none

Board of Selectmen
Minutes
September 26, 2016

APPOINTMENTS & HEARINGS

Auction, Temporary Signage, Town of Mashpee:

A Temporary Sign Permit application was presented to the Board from Rodney C. Collins Town Manager for signage to be placed at the entrances to Town Hall, on Route 130, at the intersection of Route 151 and Frank Hick's Drive and at the Mashpee Police Department to announce the Town Auction to be held on October 14, 2016. The rain date is October 21, 2016. All signage would be removed at the end of the event. The auction will assist in the removal of Town property accumulating at the Police, Fire, DPW and Town Hall. All items are valued \$1,000 or less and are of no use to any Town Department. Sixteen vehicles, valued less than \$10,000 each will also be sold at the auction. Advertisement regarding the sale of surplus equipment and materials will be published in the local paper this Friday and on the following Friday in the *Mashpee Enterprise*.

Motion made by Selectman Sherman to approve the Temporary Sign request for four signs to announce the Town Auction as referenced.

Motion seconded by Selectman O'Hara.

VOTE: Unanimous. 5-0.

Roll Call Vote:

Selectman Gottlieb, yes	Selectman Cahalane, yes	Selectman O'Hara, yes
Selectman Cotton, yes	Selectman Sherman, yes	Opposed, none

Report on water sampling/monitoring conducted by UMass Dartmouth, Brian Howes:

Dr. Brian Howes of the UMass Dartmouth School of Marine Science & Technology updated the Board of Selectmen on the Mashpee Water Quality Monitoring program, a report related to the nutrient health of Mashpee's estuaries. The water sampling and monitoring study is a part of the Town's Comprehensive Wastewater Management Plan (CWMP).

Dr. Howes, a Mashpee resident indicated the results of the 2015 water quality monitoring study has been a collaborative effort provided by volunteers organized by the Waterways Commission offering high quality data in a professional manner for this report. A total of 34 different sites within the Waquoit Bay and Popponesset estuaries were reviewed. It was noted the monitoring program which includes volunteer support from the Mashpee Wampanoag Tribe is running itself seamlessly, and yielding reliable information for the Town.

The Popponesset Bay and Waquoit Bay estuaries are showing significant water quality degradation and severe nutrient overload consisting of macro-algal accumulations, eelgrass loss and impaired infauna animal habitat. It was reported that all estuary segments have failed water quality standards.

Dr. Howes emphasized the importance of nitrogen management to restore these degraded estuarine habitats through increased tidal exchange, increased nitrogen removal in the form of transport and the control of watershed nitrogen sources as defined in the CWMP Plan. Until the oxygen and infauna animal habitat return to utilize the resources, the bays will not be restored.

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APPOINTMENTS & HEARINGS

Report on water sampling/monitoring conducted by UMass Dartmouth, Brian Howes: (continued)

Goals of the water quality monitoring program will continue to assess the nutrient related water quality of each estuary, track short and long-term embayment health, and yield the site specific validation of the effectiveness of nitrogen management alternatives and for TMDL compliance.

It was reported the oyster reef in Shoestring Bay, the aquaculture program in Gooseberry Island and the shellfish remediation in Waquoit Bay will potentially build on the Town's goal in its Master Plan for nitrogen management and estuary restoration with the shellfish aquaculture program.

Bi-weekly sampling was conducted in July and August. The results have achieved an unprecedented success rate of nearly 99%. Dr. Howes reviewed salinity levels and trends in eutrophication. The Quashnet River is heavily impaired due to high nitrogen and low salinity levels. A study is being conducted to determine possible methods to correct the impairment. Dr. Howes indicated there may be an impediment in this area and it is possible that flushing may improve conditions. The Mashpee River was also reported to have low salinity and high nitrogen levels. The Popponesset estuary condition is nearly the same as Waquoit Bay. Of the sites sampled only one area in each embayment has met the TMDL requirement. It was reported that Ockway Bay is no longer a source for fish and migratory fish. With respect to this regard it is the recommendation of Dr. Howes to continue the dredge program, and management endeavors.

Overall bay water quality metrics show slight improvement or stability, but continue to have impaired habitat quality. Lowering nitrogen levels will reduce phytoplankton and improve water quality and oxygen conditions. Results indicate the monitoring program would further detect changes in response to the implementation of management alternatives.

Dr. Howes indicated that tracking water quality vs. TMDL targets will also be used to support the adaptive management approach and reduce future infrastructure costs.

Update on County and Cape Cod Commission, Jack Yunits and Paul Niedzwiecki:

Paul Neidzwiecki Executive Director of the Cape Cod Commission was in attendance with Jack Yunits, the new Administrator of Barnstable County to give an update on activities associated to the Cape Cod Commission and in Barnstable County.

Mr. Neidzwiecki indicated the Commission is planning to revisit the 5-year Regional Policy Plan. In this review the CCC is expected to provide increased emphasis on technical assistance. Under this approach the two main areas of focus include capital planning and affordable housing. To expedite the development of affordable housing, it is anticipated the CCC will undertake a leadership role in this process. The Board of Selectmen would be invited to participate in this course.

APPOINTMENTS & HEARINGS

Update on County and Cape Cod Commission, Jack Yunits and Paul Niedzwiecki: (continued)

The Cape Cod Commission is also seeking larger and more effective methods to excite economic development on Cape Cod. It was conveyed the septic loan program has been a huge success and the CCC is attempting to improve upon this initiative. With regards to the Section 208 Water Quality Plan, Mr. Niedzwiecki indicated the CCC is in receipt of Mashpee's CWMP. The plan is currently on hold as the CCC is awaiting its review of the implementation regulations relative to the watershed based plan. Guidelines may impose a review of the plans solely under the 208 Plan versus requiring state review as well. With respect to this issue it was also advised a nitrogen control innovative test center is being considered at Joint Base Cape Cod to experiment with organic treatments in a fair and equitable manner.

Jack Yunits gave a brief presentation on recent County activities. It was reported that ticks have become problematic on the Cape and the County is seeking to recruit public officials to gain more funding for increased control.

On November 17th, seminars are scheduled to review the new public records law. It was also announced the new County dredge should be readily available for use next fall. The current dredge should be accessible to the Town of Mashpee in October.

With regards to the Regional Policy Plan and the emphasis on affordable housing, the Board asked regarding the types of housing envisioned for the Cape. It was stated the development of increased market rate housing to meet the needs of a community is favored. Mr. Niedzwiecki indicated the direction is toward more density with smaller units, and more walkable communities that would create a nice activity center. It was disclosed that dialogue is ongoing with representatives from Mashpee Commons with respect to this regard. To advance the process, the CCC is working toward building an expedited permitting program as well.

It was noted that recently the Board of Selectmen met representatives of the Barnstable County Sheriff's Office to review costs associated to the enhanced 911 dispatch services. It was communicated that rate costs would be stable for the next few years. However, the Board was informed there may be increases in dispatch costs if there are changes with regards to the use of the cell phone tower. Mr. Yunits indicated that revenues from the cell tower support important purposes, and it is the intent of the County to make the enhanced 911 dispatch system work. This would bring forth be no change to participating communities.

Board of Selectmen
Minutes
September 26, 2016

Public Hearing: Request for Modification of Entertainment License, Finally Dino's:

Acting as the Licensing Authority for the Town of Mashpee, the Board of Selectmen opened the public hearing to consider a request by Barnstable Pizza & Pasta Co., Inc. d/b/a Finally Dino's, to modify its Entertainment License. In accordance with posting requirements, the hearing notice was read aloud into the record. Constantino's Mitrokostas was in attendance with his representing counsel including Anthony Pizzo of Hangar 18 Engineering to request the Board re-instate the Entertainment License for outside music to include amplification.

Mr. Mitrokostas indicated at the August 22, 2016 Board of Selectmen's Meeting; he believed the license was re-instated based on the modifications made to mitigate the sound nuisance. It was his understanding if there was no issue, the license would be restored. Mr. Mitrokostas stated that he has completed extensive work at his establishment to rectify the noise concern expending time, and money to employ a professional sound engineer as well as communicating with the neighbors to resolve this matter. Mr. Mitrokostas indicated there is no animosity with the neighbors. Mr. Mitrokostas respectively requested the Board of Selectmen approve the entertainment license to its full value, permanently restored.

The license application does not specify the desired modifications. Mr. Mitrokostas indicated he would like to resume having the original license with full amplification outside as originally licensed; until 10:00 p.m. on weekends and 8:00 p.m. on weeknights. Through the permit period for the calendar year, Mr. Mitrokostas stated that weather permitting there may be a few special events which would require outdoor amplification after the Labor Day weekend.

During the trial period, the Town Manager indicated that he conducted a visual and audio inspection of the subject premise and of the modifications made for sound mitigation. The decibel readings were at maximum and Mr. Mitrokostas did all that he was required to do. It was reported the noise levels were not reached, and Mr. Mitrokostas has complied with all required actions imposed by the Board of Selectmen. Several Selectmen members were noted to have conducted individual site visits.

Mr. Mitrokostas also stated that on September 4th, additional equipment was added for noise control. It was also stated the probationary period has given Mr. Mitrokostas time to correct the noise issue to be better prepared for next season.

The Board of Selectmen opened the hearing to solicit comment;

Virginia Sharfenberg, 3 Pequot Avenue acknowledge she is in agreement with granting the license until the end of the year. Ms. Sharfenberg also stated she is supportive of the concept of having one or two more events, to give the residents the ability to listen to more evening sounds. This would impact how the neighborhood would testify regarding the license renewal in January. Ms. Sharfenberg requested to receive notification regarding the license renewal. It was agreed the Office of the Town Manager/Board of Selectmen would give ample notification to the area residents regarding the license renewal of Finally Dino's. Ms. Sharfenberg noted that Duncan Campbell, a resident of Mohican Avenue was unable to be present at the meeting and at this time Mr. Campbell has deemed the sound mitigation sufficient.

Board of Selectmen
Minutes
September 26, 2016

APPOINTMENTS & HEARINGS

Public Hearing: Request for Modification of Entertainment License, Finally Dino's: (continued)

As the discussion closed, the Chairman of the Board directed Mr. Mitrokostas to remain within the sound limitations and to not push the limitations. If there is additional concern, the license may not be granted. In response Mr. Mitrokostas indicated he is trying to find the optimum, and by next year he should have a better understanding of sound limitations.

Being no further comment, the Board motioned to close the Public Hearing.

Motion made by Selectman Sherman to close the Public Hearing.

Motion seconded by Selectman Cotton.

VOTE: Unanimous. 5-0.

Roll Call Vote:

Selectman Gottlieb, yes	Selectman Cahalane, yes	Selectman O'Hara, yes
Selectman Cotton, yes	Selectman Sherman, yes	Opposed, none

Motion made by Selectman O'Hara to reinstate the Entertainment License of Barnstable Pizza & Pasta Co., Inc. d/b/a Finally Dino's as previously held according to the conditions set by this Board of the decibel levels for the end of this calendar year.

Motion seconded by Selectman Cotton.

VOTE: Unanimous. 5-0.

Roll Call Vote:

Selectman Gottlieb, yes	Selectman Cahalane, yes	Selectman O'Hara, yes
Selectman Cotton, yes	Selectman Sherman, yes	Opposed, none

COMMUNICATIONS & CORRESPONDENCE

Memo regarding Surplus Supply Disposition, Town Manager:

The general public is invited to bid at the Town Auction proposed for the disposition of surplus supplies on October 14, 2016 with a rain date of October 21, 2016.

Board of Selectmen
Minutes
September 26, 2016

Proclamation, Lights On Afterschool Day:

Lights on Afterschool is a national celebration of afterschool programs scheduled to be held this year on October 22, 2016 to promote the importance of quality afterschool programs in the lives of children, families and communities.

Motion made by Selectman Cahalane to proclaim October 22, 2016 as Lights on Afterschool Day in the Town of Mashpee.

Motion seconded by Selectman Cotton.

VOTE: Unanimous. 5-0.

Roll Call Vote:

Selectman Gottlieb, yes	Selectman Cahalane, yes	Selectman O'Hara, yes
Selectman Cotton, yes	Selectman Sherman, yes	Opposed, none

NEW BUSINESS

Approval of appointment as Records Access Officer and Alternate Records Access Officer, Deborah Dami and Margaret Santos (respectively):

Recently, the Governor signed a new Public Records Law which requires municipalities to appoint a Records Access Officer (RAO) in accordance with 6(a) of the law which takes effect on January 1, 2017. It is recommended that one designee be appointed with an alternate. Correspondence was received from Deborah Dami, Town Clerk with respect to this regard.

Motion made by Selectman O'Hara to appoint Deborah Dami as the Records Access Officer and Margaret Santos as the Alternate Records Access Officer.

Motion seconded by Selectman Cahalane.

VOTE: Unanimous. 5-0.

Roll Call Vote:

Selectman Gottlieb, yes	Selectman Cahalane, yes	Selectman O'Hara, yes
Selectman Cotton, yes	Selectman Sherman, yes	Opposed, none

Board of Selectmen
Minutes
September 26, 2016

Approval of appointment to the Cultural Council, MaryKate O'Brien and Nina Cocomazzi:

Letters of interest were received from MaryKate O'Brien and Nina Cocomazzi on August 27th and August 28, 2016 respectively to serve on the Mashpee Cultural Council. Additional communication was received from Barbara Cotton; Cultural Council Chair dated September 13, 2016 recommending the appointments.

Motion made by Selectman Sherman to appoint MaryKate O'Brien and Nina Cocomazzi to the Cultural Council as recommended.

Motion seconded by Selectman O'Hara.

VOTE: Unanimous. 5-0.

Roll Call Vote:

Selectman Gottlieb, yes	Selectman Cahalane, yes	Selectman O'Hara, yes
Selectman Cotton, yes	Selectman Sherman, yes	Opposed, none

Acceptance of bid recommendation for Baker Boat Ramp Dock/Float Replacement:

Correspondence was received from Catherine Laurent; Director of Public Works dated September 22, 2016 recommending an award of contract for the replacement of the dock/floats at the Edward A. Baker Boat Ramp at Pirates Cove.

Three bids were received for the replacement of the wood dock/float system with a marine grade aluminum structure. The low bidder of the project was Robert B. Our Co., Inc. This company was deemed qualified, but not responsive to the thirty day construction schedule stipulated in the bid documents. The completion date proposed by R. B. Our contracting was more than 60 days from award.

It is the recommendation of the DPW Director to award a contract to the middle bidder, Beacon Marine Construction, LLC of Mashpee in the amount of \$52,963.84. Beacon Marine recently completed a similar project in Mashpee on time and under budget. The award for this contract would also be under budget with a completion date no later than October 28, 2016. If the project is not awarded timely, the project will be delayed until the spring of 2017.

Town Manager Rodney C. Collins indicated that Town Counsel is in agreement the low bidder is not responsive and concurs with the decision of the DPW Director to reject the lowest bid for this project.

Motion made by Selectman Cahalane to award the bid for the Edward A. Baker Boat Ramp at Pirates Cove to Beacon Marine Construction, LLC in the amount of \$52,963.84 as recommended.

Motion seconded by Selectman Cotton.

VOTE: Unanimous. 5-0.

Roll Call Vote:

Selectman Gottlieb, yes	Selectman Cahalane, yes	Selectman O'Hara, yes
Selectman Cotton, yes	Selectman Sherman, yes	Opposed, none

Board of Selectmen
 Minutes
 September 26, 2016

LIAISON REPORTS

Special Events: Selectman Cotton and Fire Chief Tom Rullo participated in the RUCK 4 HIT 5k road race held on September 25, 2016, a fundraiser to benefit Heroes in Transition's PTSD Programs.

The Cape Cod Children's Museum will hold a celebration tomorrow at 5:30 p.m. to announce the opening of the new music room.

The Town of Mashpee's annual Oktoberfest will be held on Saturday, October 1, 2016 with a rain date of Sunday, October 2, 2016 at the Village Green in Mashpee Commons.

ADJOURNMENT

Motion made by Selectman O'Hara to adjourn at 7:58 p.m.

Motion seconded by Selectman Cotton.

VOTE: Unanimous. 5-0.

Roll Call Vote:

Selectman Gottlieb, yes
Selectman Cotton, yes

Selectman Cahalane, yes
Selectman Sherman, yes

Selectman O'Hara, yes
Opposed, none

Respectfully submitted,

Kathleen M. Soares
 Secretary to the Board of Selectmen



TEMPORARY SIGN PERMIT TOWN OF MASHPEE APPLICATION

Date 10/25/16

Permit No. _____

PLEASE PRINT LEGIBLY

Name of Applicant: MARY K. BRADBURY Telephone: 508-539-1716

Name of Event: HOLIDAY TREE LIGHTING (Comm. Park) SIGNS

Date(s) of the Event: 12/3/16 Date to be Removed: 12/3/16

Dimensions of Sign(s): Length 2 1/2 Width 2 1/2 Height _____ Area _____

Number and Location(s) of Sign(s):

(2) Rte 130 + Great Neck Rd North
Both sides of Community Park

I declare under the penalties of perjury that the statements herein contained are true and correct to the best of my knowledge and belief. I hereby declare that I have read the requirements for the installation of a Temporary Sign and will abide by said regulations and will remove said sign(s) by the time frame approved, and thus hereby signed under the pains and penalties of perjury.

Applicant's Signature Mary K. Bradbury Date 10/25/16

Town Manager Approval _____ Date _____

Board of Selectmen Review

Date of Meeting: _____

CIRCLE ONE

APPROVED

DISAPPROVED



TEMPORARY SIGN PERMIT TOWN OF MASHPEE APPLICATION

Date 10/25/16

Permit No. _____

PLEASE PRINT LEGIBLY

Name of Applicant: Mashpee DPW Telephone: 508-539-1420

Name of Event: Mashpee Rotary Holiday Lights Display

Date(s) of the Event: 11/25/16 - 1/1/17 Date to be Removed: 1/3/17

Dimensions of Sign(s): Length 8 Height 3 Area 24

Number and Location(s) of Sign(s):

Two total in Mashpee Rotary - 1 opposite Route 151; 1 opposite Route 28 (entering from Hyannis direction)

I declare under the penalties of perjury that the statements herein contained are true and correct to the best of my knowledge and belief. I hereby declare that I have read the requirements for the installation of a Temporary Sign and will abide by said regulations and will remove said sign(s) by the time frame approved, and thus hereby signed under the pains and penalties of perjury.

Applicant's Signature *[Handwritten Signature]* Date 10-25-16

Town Manager Approval _____ Date _____

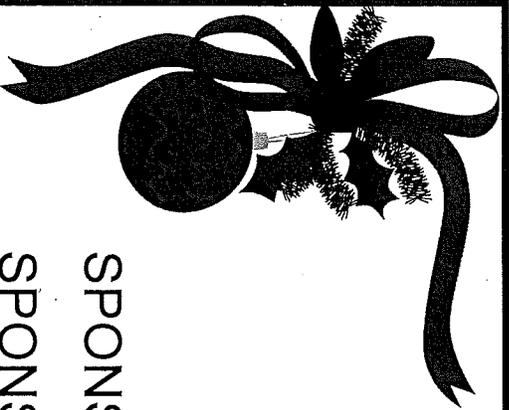
Board of Selectmen Review

Date of Meeting: _____

CIRCLE ONE

APPROVED

DISAPPROVED



Mashpee Holiday Lights

Thank You to our Sponsors!

SPONSOR





Town of Mashpee

Department of Public Works

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

MEMORANDUM

October 25, 2016

TO: Board of Selectmen
Rodney Collins, Town Manager

FROM: Catherine Laurent, Director *CL*

RE: Transfer Station Operation – Town versus Contracted

Description

As requested during the prior discussion, attached is the projected net cost/savings if the Town were to operate the Transfer Station

Background

The Transfer Station is currently operated by a private contractor. The budget for said operation includes daily staffing, equipment, and hauling. A budget has been estimated for a comparison if the Town were to take over the operation. The budget includes annual employee salaries and benefit costs as well as capital equipment purchase/replacement.

The following assumptions are made in projections:

- No change in operation (use current trash/recycling tonnages collected, current hours of operation, etc.)
- Contractor-operated budget assumes an annual increase in the total Transfer Station budget of 2.5%
- Town-operated budget assumes an annual increase in the total Transfer Station budget of 2.5% except for health insurance
- The health insurance budget is assumed using the highest cost family plan for all 5 fulltime employees; an annual increase of 10% is assumed
- The projection is through the current term of the Town's disposal contract (original term plus 5-year option for extension)
- Replacement of the one trash trailer per year assumed for Years 12-14; replacement of other equipment not planned until Year 20

Pros and Cons

The estimated net cost for Town-operation over the 12 years is approximately \$160,000 higher than operation by a contractor.

If Contractor operation, Contractor responsible for all employee costs (insurance, workers comp, etc.).

Employees hired if Town operation would be available for re-assignment for other DPW functions during emergencies or slower time periods.

Equipment purchased if Town operation would be available for use by DPW for emergencies or other purposes.

DPW already responsible for maintenance of facility including mowing and snow removal.

	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28	FY29	TOTAL
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	
Loader	\$50,000	\$50,000	\$50,000										
Trailers (3)	\$70,000	\$70,000	\$70,000										\$75,000
Tractor	\$46,667	\$46,667	\$46,667										
Roll-off truck	\$66,667	\$66,667	\$66,667										
Pup trailer (double haul)	\$13,333	\$13,333	\$13,333										
Capital	\$246,667	\$246,667	\$246,667	0	0	0	0	0	0	0	0	0	\$75,000
Town	\$696,400	\$604,724	\$619,842	\$635,339	\$651,222	\$667,503	\$684,190	\$701,295	\$718,827	\$736,798	\$755,218	\$774,098	
Health		\$117,068	\$128,774	\$141,652	\$155,817	\$171,399	\$188,538	\$207,392	\$228,131	\$250,945	\$276,039	\$303,643	
Contractor	\$802,257	\$822,314	\$842,872	\$863,943	\$885,542	\$907,681	\$930,373	\$953,632	\$977,473	\$1,001,910	\$1,026,957	\$1,052,631	
NET	-\$140,809	-\$146,145	-\$152,412	\$86,953	\$78,503	\$68,780	\$57,544	\$44,945	\$30,514	\$14,167	-\$4,300	-\$100,110	-\$162,269



Town of Mashpee

Department of Public Works

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

MEMORANDUM

October 24, 2016

TO: Board of Selectmen
Rodney Collins, Town Manager

FROM: Catherine Laurent, Director *CL*

RE: Recommendation for Award of Contract for Purchase of Road Salt and Safe Melt

Description

The Town received bids for purchase of road salt and agricultural byproduct (Safe Melt/Ice Ban) through the regional Plymouth and Barnstable Counties RFB. See attached.

Background

The Town annually awards a contract annually for the purchase of road salt and agricultural byproduct (Safe Melt/Ice Ban) for winter treatment of roads.

Recommendation

I recommend that the Board of Selectmen award a contract to **Eastern Minerals Inc.** for the purchase of salt at a price of **\$55.75 per ton.**

I recommend that the Board of Selectmen award a contract to **Safe Road Services LLC** for **\$1.30 per gallon (4000 gallons or less)** and **\$1.25 per gallon (more than 4000 gallons).**

Pros and Cons

Award of a contract for both road salt and Safe Melt will guarantee the price for FY17.

The salt bid is 22.5% lower than the county price from FY16.

The Safe Melt bid is 0.8% - 4.8% higher than the county price from FY16.

Town of Plymouth - Regional Salt Bid Results

Bid # 21621

October 6, 2016

Road Salt

Towns	Est. Amt.	Road Salt									
		All State Asphalt, Inc.	American Rock Salt Co., LLC	Eastern Minerals Inc.	G.B. Sons Construction Company, Inc.	Innovative Surface Solutions	Mid-American Salt, LLC	*Morton Salt, Inc.	P.A. Landers, Inc.	Safe Road Services, LLC	Saltine Warrior, Inc.
Abington	2000	No Bid	\$54.86	\$50.50	No Bid	No Bid	\$55.15	\$72.56	\$131.00	No Bid	\$69.61
Barnstable	8000	No Bid	\$58.93	\$56.00	No Bid	No Bid	\$56.65	\$77.11	\$132.25	No Bid	\$72.38
Bourne	3000-4000	No Bid	\$55.92	\$54.25	No Bid	No Bid	\$54.29	\$74.54	\$132.25	No Bid	\$71.33
Brewster	500	No Bid	\$61.21	\$58.35	No Bid	No Bid	\$63.41	\$78.79	\$132.25	No Bid	\$73.59
Bridgewater	3000	No Bid	\$54.78	\$50.80	No Bid	No Bid	\$53.37	\$72.09	\$131.00	No Bid	\$70.34
Carver	500	No Bid	\$54.78	\$52.30	No Bid	No Bid	\$55.13	\$72.09	\$131.00	No Bid	\$71.43
Chatham	1000	No Bid	\$62.00	\$59.20	No Bid	No Bid	\$67.32	\$77.42	\$131.00	No Bid	\$74.08
Cohasset	1000	No Bid	\$57.64	\$51.25	No Bid	No Bid	\$56.12	\$71.56	\$130.00	No Bid	\$70.25
Dennis	2000	No Bid	\$59.99	\$57.00	No Bid	No Bid	\$58.22	\$77.11	\$132.00	No Bid	\$73.11
Eastham	500	No Bid	\$62.12	\$59.64	No Bid	No Bid	\$67.87	\$77.42	\$132.00	No Bid	\$67.48
Easton	3000	No Bid	\$54.78	\$50.75	No Bid	No Bid	\$52.79	\$70.90	\$131.00	No Bid	\$70.15
Edgartown (Deliver Picked up)	600	No Bid	\$199.00 60.00	No Bid \$63.00	No Bid	No Bid	\$195.12 \$65.00	\$227.11 \$200.00	\$158.00 \$126.00	No Bid	No Bid
Falmouth	4000	No Bid	\$58.30	\$56.40	No Bid	No Bid	\$56.27	\$74.85	\$131.00	No Bid	\$72.62
Halfax	2750	No Bid	\$54.78	\$51.20	No Bid	No Bid	\$53.67	\$72.09	\$130.00	No Bid	\$71.16
Harwich	2000	No Bid	\$60.71	\$58.10	No Bid	No Bid	\$67.54	\$78.79	\$131.00	No Bid	\$73.19
Hull	2000	No Bid	\$57.97	\$51.50	No Bid	No Bid	\$57.45	\$71.56	\$130.00	No Bid	\$71.16
Kingston	6000	No Bid	\$54.86	\$51.25	No Bid	No Bid	\$55.09	\$72.89	\$130.00	No Bid	\$70.25
Lakeville	2500	No Bid	\$54.78	\$52.00	No Bid	No Bid	\$52.76	\$72.09	\$130.00	No Bid	\$70.88
Marion	350	No Bid	\$55.77	\$54.27	No Bid	No Bid	\$55.08	\$73.32	\$130.00	No Bid	\$71.98
Marshfield	3400	No Bid	\$56.41	\$51.25	No Bid	No Bid	\$56.19	\$72.89	\$131.00	No Bid	\$70.06
Mashpee	3000	No Bid	\$58.12	\$55.75	No Bid	No Bid	\$57.71	\$74.85	\$131.00	No Bid	\$63.90
Mattapoisett	600	No Bid	\$55.92	\$54.40	No Bid	No Bid	\$54.07	\$72.09	\$131.00	No Bid	\$68.50
Middleborough	4000	No Bid	\$54.78	\$51.95	No Bid	No Bid	\$53.49	\$70.93	\$131.00	No Bid	\$70.70
Nantucket	500	No Bid	No Bid	No Bid	No Bid	No Bid	\$195.12	0	\$158.00	No Bid	No Bid
Orleans	850	No Bid	\$61.85	\$59.06	No Bid	No Bid	\$69.78	\$77.42	\$135.00	No Bid	\$73.75
Pembroke	6000	No Bid	\$54.86	\$51.10	No Bid	No Bid	\$55.52	\$72.89	\$131.00	No Bid	\$70.15
Plymouth	10000	No Bid	\$54.86	\$51.50	No Bid	No Bid	\$55.03	\$72.09	\$130.00	No Bid	\$70.79
Plympton	800	No Bid	\$54.78	\$51.39	No Bid	No Bid	\$53.79	\$72.09	\$130.00	No Bid	\$71.16
Provincetown	1200	No Bid	\$64.96	\$62.85	No Bid	No Bid	\$73.26	\$79.72	\$140.00	No Bid	\$76.59
Rochester	1500	No Bid	\$55.81	\$53.53	No Bid	No Bid	\$53.50	\$73.32	\$131.00	No Bid	\$72.34
Rockland	2200	No Bid	\$54.86	\$50.50	No Bid	No Bid	\$55.19	\$72.76	\$130.00	No Bid	\$69.43
Sandwich	5000	No Bid	\$57.37	\$54.25	No Bid	No Bid	\$54.99	\$74.85	\$130.00	No Bid	\$71.33
Truro	125	No Bid	\$63.93	\$61.68	No Bid	No Bid	\$72.10	\$79.09	\$131.00	No Bid	\$75.62
Wellfleet	600	No Bid	\$63.36	\$60.96	No Bid	No Bid	\$71.90	\$79.09	\$135.00	No Bid	\$75.13
Whitman	2500	No Bid	\$54.78	\$50.50	No Bid	No Bid	\$55.33	\$72.56	\$131.00	No Bid	\$69.97
Yarmouth	1200	No Bid	\$59.46	\$57.00	No Bid	No Bid	\$57.42	\$77.11	\$131.00	No Bid	\$72.62

* Morton Salt has rescinded their original price of \$78.25 for Nantucket.

Town of Plymouth										
Regional Salt Bid Results										
Bid # 21621										
October 6, 2016										
Agricultural By-Product										
Town	*All State Asphalt	American Rock Salt Co., LLC	Eastern Minerals Inc.	G.B. Sons Construction Company, Inc.	Innovative Surface Solutions	Mid-American Salt, LLC	Morton Salt, Inc.	**P.A. Landers, Inc.	***Safe Road Services, LLC	Saltine Warrior, Inc.
Per truck load (001-2,000 gallons)	\$1.50	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$2.25	\$1.30	No Bid
Per truck load (2,001-4,000 gallons)	\$1.34	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$2.50	\$1.30	No Bid
Per truck load (4,001-5,000 gallons)	\$1.30	No Bid	No Bid	No Bid	\$1.32	No Bid	No Bid	\$2.25	\$1.25	No Bid
Per truck load (5,001+ gallons)	\$1.30	No Bid	No Bid	No Bid	\$1.32	No Bid	No Bid	\$2.25	\$1.25	No Bid
*All States Asphalt, Inc. - Prices quoted do not include Edgartown and Provincetown										
** P.A. Landers, Inc. - the price per truck load for (001-2,000 gallons) is \$2.25/gallon PLUS a \$300 delivery charge										
***Safe Road Services - add ferry charge for Edgartown and Nantucket										



Town of Mashpee

Department of Public Works

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

MEMORANDUM

October 24, 2016

TO: Board of Selectmen
Rodney Collins, Town Manager

FROM: Catherine Laurent, Director *CL*

RE: Recommendation for Award of Contract for Purchase of Sand

Description

The Town received quotes for purchase of sand. See attached.

Background

The Town annually awards a contract annually for the purchase of sand for winter beach nourishment. A minimal quantity may be used for winter road treatment.

Recommendation

I recommend that the Board of Selectmen award a contract to **Cape Cod Aggregates Corp.** for the purchase of sand at a price of **\$13.50 per ton.**

Pros and Cons

Award of a contract for sand will guarantee the price for FY17.

The quote is unchanged from FY16.

**TOWN OF MASHPEE
16 GREAT NECK ROAD NORTH
MASHPEE, MA 02649**

PRICE QUOTES

Department: DPW Service: Purchase of Sand

Vendor Company Name: <u>G. Lopes Construction</u>		
Agent Name: _____		
Phone Number: <u>508-824-4834</u>		
Comments: <u>Plymouth/Barnstable County Bid</u>		

Price \$ _____	Transportation \$ _____	Total \$ <u>13.90 per ton</u>
Date of Proposal: _____	Name of Researcher: _____	

Vendor Company Name: <u>PA Landers</u>		
Agent Name: _____		
Phone Number: <u>781-826-8818</u>		
Mailing Address: _____		
Comments: <u>Plymouth/Barnstable County Bid</u>		

Price \$ _____	Transportation \$ _____	Total \$ <u>15.75 per ton</u>
Date of Proposal: _____	Name of Researcher: _____	

Vendor Company Name: <u>Cape Cod Aggregates</u>		
Agent Name: _____		
Phone Number: <u>508-775-3716</u>		
Mailing Address: _____		
Comments: <u>Verbal quote – will hold FY16 price</u>		

Price \$ _____	Transportation \$ _____	Total \$ <u>13.50 per ton</u>
Date of Proposal: _____	Name of Researcher: _____	



Town of Mashpee

Department of Public Works

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

MEMORANDUM

October 24, 2016

TO: Board of Selectmen
Rodney Collins, Town Manager

FROM: Catherine Laurent, Director *clw*

RE: Acceptance of Proposed Sidewalk Extension on Great Neck Road South with Pedestrian Crosswalk Beacon

Description

Construction of a 5-foot wide sidewalk is proposed on the east side of Great Neck Road South from the entrance to Windchime northward to the new Northridge Mashpee Commons project. Installation of flashing beacons at the pedestrian crosswalk at the intersection of Great Neck Road South and Donna's Lane is also proposed.

Background

A condition of approval of the Northbridge assisted living facility at 64 Great Neck Road South was the construction of a sidewalk connecting the project to the existing multi-use paths on Great Neck Road South and Donna's Lane. The Cape Cod Commission also imposed a condition requiring installation of flashing beacons at the crosswalk from the proposed sidewalk on the east side of Great Neck Road South to the existing multi-use path on the west side. The solar-powered beacons would be activated by push bottom to warn vehicles approaching the intersection of a pedestrian crossing Great Neck Road South.

Construction of the sidewalk and purchase/installation of the beacons would be funded by The Northbridge Companies.

Recommendation

I recommend that the Board of Selectmen approve the construction of the sidewalk as described above and approve installation of the flashing beacons.

Pros and Cons

The proposed sidewalk would provide a safe pedestrian accommodation for residents, visitors, and employees of Northbridge Mashpee Commons to access shopping, services, housing, and public transportation routes in the surrounding neighborhoods as well as access to the existing multi-use path for recreational purposes. The sidewalk could also provide a connection for any future development around the Mashpee Rotary.

The flashing beacons at the crosswalk would benefit the residents of Northbridge Mashpee Commons as well as residents of Windchime trying to cross Great Neck Road South.

While the construction/installation would be funded by the Northbridge project, the sidewalk and beacons are within the right-of-way for Great Neck Road South. The Town would own the improvements and be responsible future maintenance. Maintenance costs of the sidewalk would be minimal; snow removal would be provided. The exact maintenance costs of the beacons are unknown as the Town does not own any similar but I would expect them to be comparable to other pedestrian lights at signalized intersections (minor - infrequent bulb and button replacement).

RECEIVED



Cape & Islands

WORKFORCE INVESTMENT BOARD

2016 OCT 19 PM 12:20
OFFICE OF SELECTMEN
TOWN OF MASHPEE

PUBLIC NOTICE REQUEST FOR PROPOSALS: The Cape & Islands Workforce Investment Board, in agreement with the Chief Elected Official (County Commissioner Sheila Lyons), seeks proposals from experienced organizations to provide Workforce Innovation and Opportunity Act (WIOA) services to include career center operations/services to adults, dislocated workers, and youth within the Cape & Islands Workforce Development Region (Barnstable, Dukes and Nantucket Counties). The services provided by the One Stop Career Center will be driven by the workforce development needs and expectations of its customers; job seekers and employers. Services offered shall be delivered through a One Stop Delivery system centered in Hyannis, MA, that provides access to citizens across the Cape and Islands Workforce Development Region, while still maintaining a goal of operational efficiency and cost effectiveness. Approximately \$2,260,000 in core funding for Adult, Dislocated Workers, and Youth Framework services is expected to be available in FY18. The winning bidder will be invited to enter into contract negotiations to commence operations on July 1, 2017 (FY18) and final amounts will be contingent upon available funding at that time. Eligible applicants will be defined in the RFP specifications. Proposals submitted for consideration must meet the administrative and programmatic criteria outlined in the RFP. On or after October 17, 2016, bidders may obtain the RFP electronically at <http://www.ciwib.org>. All proposals must be submitted no later than 12:00 (noon) p.m. on Wednesday February 1, 2017. A Bidders Conference will be held Tuesday, November 8, 2016 at 10 am at Career Opportunities: 372 North Street, Hyannis, MA 02601. Hard copies of the RFP can be picked up at the Cape & Islands Workforce Investment Board, 426 North Street Hyannis, MA 02601. For further information and/or to RSVP to the Bidder's Conference, send an email to David@ciwib.org.

PROJECT DESCRIPTION

The Towns of Bourne, Falmouth, Mashpee and Sandwich have formed a Regional Collaboration under the Massachusetts Community Compact process. Each of our communities has also filed on a “stand-alone” basis as a Community Compact entity with the State. Our purpose now is to pursue a FY17 CCC “Efficiency and Regionalization” Grant through the Commonwealth’s new competitive program. Our communities are interested in further actively exploring and ultimately implementing regionalization and other efficiency initiatives that facilitate long-term sustainability – particularly related to wastewater infrastructure.

This four-municipality Regional Collaboration focuses on the Towns’ common interests with Joint Base Cape Cod (JBCC) and JBCC’s existing and potential future wastewater opportunities. We propose to engage a qualified professional engineering consultant to actively explore the varied opportunities for each of our four communities to potentially partner with JBCC in meeting the diverse, unique challenges that each community faces in meeting its wastewater management responsibility with the State DEP and the federal EPA. JBCC currently has an existing wastewater treatment and discharge system, overseen by the same state and federal authorities, which occupies a generally central location with regard to each of our four municipalities. Bourne, Falmouth, Mashpee and Sandwich are each in various stages of wastewater management plan compliance and implementation and each has varying challenges with also much in common. This active engineering exploration will identify opportunities for potential cost-effective collaboration in the wastewater area in the Upper Cape Region, with the further potential to provide a significant benefit to JBCC. This initiative may also result in one/more possible inter-municipal agreements or memoranda of understanding as the full potential of this analysis and its cost-saving benefits unfolds.

Our four communities have a long and proud history of active cooperation and collaboration with our neighbors at JBCC. This Regional initiative will build upon this record and further strengthen this important working relationship. We are respectfully requesting that \$150,000 be granted for this Regional initiative. Our understanding is that, given that all four communities are now participating in the CCC Best Practice Program, bonus points will be available to us as well in this understandably competitive process.

We further understand that additional bonus points for this application would be awarded given that the subject matter of the application falls within any (actually, in this case, several) of the FY17 Best Practices program areas. Checking the appropriate State website, we can confirm that the subject matter of this proposed application falls within the following FY17 Best Practice areas:

(1) Climate Change Mitigation

Best Practice: Conserve Water & Increase the Efficiency of Municipal Water/Wastewater Systems as they consume a lot of energy.

(2) Water Resource Management

Best Practice: Protect Public Water Sources in order to reduce potential threats to water quality and the public health of system customers.

Best Practice: Address infiltration and inflow to reduce unintended storm and waste water in the system and the cost of treating it.

Best Practice: Establish Full Cost Pricing so that users pay the true cost for all aspects of water, sewer, or storm water management & service delivery.

Best Practice: Institute an Inter-Municipal Agreement in order to realize the economic and technical efficiencies of a regional approach to water infrastructure.

(3) Regionalization/Shared Services

Best Practice: Regionalize services and share resources among municipalities for efficient and effective service delivery to residents and taxpayers in this era of shrinking budgets, loss of seasoned employees to retirement, and increased need for service improvements.

Our understanding is that the submission deadline for this first-round, new competitive grant program is November 15, 2016.

"Preserving public trust, providing professional services"



Rodney C. Collins
Town Manager
508-539-1401
rccollins@mashpeema.gov

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

MEMORANDUM

To: Board of Selectmen
From: Town Manager Rodney Collins
Reference: Confirmation and Certification of Kimberly A. Landry
Date: October 26, 2016

The Town posted in-house for the position of Director of Human Resources on October 3, 2016. Candidates were accepted until the posted deadline of Friday, October 14, 2016 at 4 pm.

The only application and resume received was from Kimberly A. Landry of Mashpee. Ms. Landry has served as "Acting Director" since May 4, 2016.

On October 20, 2016, I interviewed Ms. Landry for the posted position. Also present was Assistant Town Manager Wayne Taylor.

Based upon Ms. Landry's resume, qualifications and overall performance in "acting" status; I do not feel there is any need to look for other candidates or to expand the search.

I am very confident that Ms. Landry understands the essential functions and responsibilities of the Human Resources Director's position. Moreover, I am confident in her ability to perform such functions and responsibilities in a competent and professional manner.

Therefore, I respectfully request the Board confirm the appointment of Ms. Landry to the position of Human Resources Director pursuant to Section 4-2 (b) of the Town Charter relating to appointments of department heads. I further request the Board to certify the selection process pursuant to Section 5-4 of the Town Charter relating to all Town policies and procedures having been satisfied and properly followed.

Attachments

IN-HOUSE POSTING
Human Resources Director

The Town of Mashpee seeks candidates for the position of Human Resources Director. This is a full time position, 40hrs/week, Monday through Friday, 8:30am – 4:30pm; \$62,262.76-\$94,620.66/year.

Under the direction of the Town Manager, the Director of Human Resources performs highly-responsible, professional, administrative and technical work in overseeing and directing the Town's personnel program, ensuring compliance with state, federal and local personnel laws and regulations, and regularly represents the Town on personnel and related human resources matters, including recruitment, implementation of policies, administration of benefit plans, legal compliance, professional development training and employee relations and other related work, as required. Performs varied and highly responsible functions requiring extensive independent judgement in ensuring conformance with applicable laws, regulations, collective bargaining agreements, and departmental policies, and in responding to media requests. May participate in the development of plans and program at the municipal-wide level in a variety of broad Town management issues.

Bachelor's degree in human resources, business management, public administration, labor relations or related field and three years of increasingly responsible professional experience in human resources administration is required; considerable knowledge of the principles, practices, and methods of personnel administration and management as they apply to municipal government; or any equivalent combination of education, training and experience that demonstrates the required knowledge, skills and abilities to perform the general duties, essential functions and other responsibilities of the position. Considerable knowledge of modern policies and practices of public personnel administration. Thorough knowledge of employee classification, compensation, benefits, recruitment, selection, training, and labor relations. Working knowledge of risk management and safety practices. Thorough knowledge of all applicable federal and state laws and regulations governing hiring and collective bargaining matter. Excellent public relations skills. Skills in planning, directing and administering personnel programs and systems and skill in the use of personal computers, particularly word processing and spreadsheet applications.

Interested candidates should submit Town of Mashpee application, resume and cover letter in a sealed envelope to: Town Manager Rodney Collins, Mashpee Town Hall, 16 Great Neck Road North, Mashpee, MA 02649. Applications shall be received until 4 pm on Friday, October 14, 2016.

The Town of Mashpee is an EEO/AA Employer
Applications from Women and Minorities are Encouraged

Posted: October 3, 2016

screening committee established by by-law.

The Board of Selectmen shall, annually, fix the compensation for such person within the amount appropriated for such purpose.

The Town Manager shall not have served in an elective office in the town government for at least twelve months prior to appointment. The town may, by by-law, establish such additional qualifications as seem necessary and appropriate.

The Town Manager shall devote full time to the office and shall not hold any other public office, elective or appointive, nor actively engage in any other business, occupation or profession during such service, unless such action is approved in advance and in writing by the Board of Selectmen.

The Board of Selectmen shall provide for an annual review of the job performance of the Town Manager, which shall, at least in summary form, be a public record.

SECTION 4-2: POWERS AND DUTIES

The Town Manager shall be the chief administrative officer of the town, directly responsible to the Board of Selectmen. The powers and duties of the Town Manager shall include, but are not intended to be limited to the following:

- (a) To supervise, direct and be responsible for the efficient administration of all functions and activities in the executive/administrative branch of the town government for which the office of Town Manager is hereby given the authority, responsibility and control by this charter.
- (b) To appoint, and in appropriate circumstances to remove, subject to the provisions of the civil service law and of any collective bargaining agreements as may be applicable, all department heads, town officers, and members of multiple member bodies for whom no other method of selection is provided by this charter. Appointments made by the Town Manager shall be subject to confirmation by the Board of Selectmen. Copies of the notices of all such appointments shall be posted on the town bulletin board when submitted to the Board of Selectmen.

Except as otherwise specifically provided in this charter, the Town Manager shall appoint all other town employees, except those serving under town officers or multiple member bodies elected directly by the voters. The Town Manager may authorize any administrative officer subject to the manager's direction and supervision to exercise these powers with respect to subordinates in that officer's department, office or agency;

- (c) To be responsible for the administration of a town personnel system, including, but not limited to personnel policies and practices, rules and regulations, including provisions for an annual employee performance review, personnel by-law and collective bargaining agreements entered into by the town. The Town Manager shall also prepare and keep current a plan establishing the personnel staffing requirements for each town agency, except the school department.
- (d) To attend all regular and special meetings of the Board of Selectmen, unless unavailable for reasonable cause, and shall have a voice, but no vote, in all of its proceedings.
- (e) To assure that full and complete records of the financial and administrative activities of the town are kept and to render as often as may be required by the Board of Selectmen, but not less than once in each year, a full report of all town administrative operations during the period reported on, which report shall be made available to the public.
- (f) To keep the Board of Selectmen fully advised as to the needs of the town and shall recommend to the Board of Selectmen and to other town officers and agencies for adoption such measures requiring action by them as the Town Manager may deem necessary or expedient.
- (g) To have full jurisdiction over the rental and use of all town facilities and property except property under the control of the school committee, the board of library trustees, or the conservation commission. The Town Manager shall be responsible for the maintenance and repair of all town buildings and facilities placed under the Town Manager's control by this charter, or otherwise.
- (h) To prepare and present, in the manner provided in article 6 a proposed annual operating budget for the town and a proposed capital outlay program for the five fiscal years next ensuing.
- (i) To assure that a full and complete inventory of all property of the town, both real and personal, is kept, including all property under the jurisdiction of the school committee.
- (j) To negotiate all contracts involving any subject within the jurisdiction of the office of Town Manager, including contracts with

All appointments and promotions of town officers and employees shall be made solely on the basis of merit and fitness demonstrated by examination, past performance, or by other evidence of competence and suitability.

SECTION 5-3: AUTHORITY OF DEPARTMENT HEADS AND OTHER OFFICERS TO APPOINT SUBORDINATES

The fire chief and the police chief shall each be responsible for the appointment, promotion and discipline of all officers and subordinates in their respective departments.

The Town Manager may delegate to any other department head or other town officer a similar authority to appoint, promote and discipline subordinates and other employees serving under them.

SECTION 5-4: REVIEW OF APPOINTMENTS BY BOARD OF SELECTMEN

Before any person shall begin to work as an employee of the town as a result of being appointed to an office or position by any town agency (other than by or under the school committee) the Board of Selectmen shall file a certificate that it is satisfied all town policies and procedures relating to hiring have been properly followed and that the salary to be paid is appropriate for the position.

SECTION 5-5: DEPARTMENT OF MUNICIPAL FINANCE

The town may, in accordance with the provisions of section 5-1, provide for the establishment of a department of municipal finance responsible for the performance of all the fiscal and financial activities of the town. The department of municipal finance may assume any of the powers, duties and responsibilities related to municipal finance activities which prior to the adoption of the home rule charter were performed by or under the authority of the town accountant, the town collector, the town treasurer and the board of assessors and for the coordination of those activities with the activities of all other town agencies. The department of municipal finance shall have such additional powers, duties and responsibilities with respect to municipal finance related functions and activities as the town may from time to time provide, by by-law.

SECTION 5-6: DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

The town may, in accordance with the provisions of section 5-1, provide for the establishment of a department of planning and community development responsible for coordinating the performance of all the planning and community development related activities of the town. The department of planning and community development may be made responsible for the coordination of all of the duties and responsibilities related to planning and community development activities which prior to the adoption of the home rule charter were performed by or under the authority of the planning board, board of appeals, building official, historical commission, industrial development financing authority and the conservation commission and it may have such additional powers, duties and responsibilities with respect to the coordination of planning and community development related functions and activities as the town may from time to time provide, by by-law and which may include the coordination of all land acquisition and land management proposals, economic development planning and maintenance of a centralized source, of records, reports, statistical data and other planning and development related materials.

SECTION 5-7: PLANNING AND CONSTRUCTION OF BUILDINGS AND OTHER FACILITIES

- (a) **Composition, Mode of Appointment and Term of Office** - There shall be a permanent building and other facilities planning and construction committee (which may be referred to as the planning and construction committee) consisting of seven members. Six of the committee members shall be appointed by the Board of Selectmen for terms of three years each so arranged that the term of two members shall expire each year. In making appointments to the committee, the Board of Selectmen shall seek persons having experience in the fields of architecture, engineering, construction, real estate or law. The seventh member of the committee shall be designated, annually, by the school committee and may, but need not, be a member of the school committee.
- (b) **Powers and Duties** - The buildings and other facilities planning and construction committee shall be responsible for monitoring the physical condition of all municipal buildings and other facilities. The committee shall meet from time to time with representatives of municipal agencies to evaluate the need for additions, renovations or remodeling of any existing building or facility or for the construction of new buildings or other facilities. The committee shall file written reports, at least annually, with the Board of Selectmen in which it shall make recommendations as to the need for any project or projects a copy of which shall be printed in the Annual Town Report.

Whenever any construction work on any municipal building or other facility is authorized, the buildings and other facilities planning and construction committee shall be responsible for all work in connection with the project including site planning, surveying, engineering studies, architectural plans and specifications and the supervision of construction.

For the purpose of this section the term 'facilities' shall not be construed to include items commonly understood to be within

HUMAN RESOURCES DIRECTOR – JOB DESCRIPTION TOWN OF MASHPEE, MASSACHUSETTS

SUMMARY

Under the direction of the Town Manager, performs highly-responsible, professional, administrative and technical work in overseeing and directing the Town's personnel programs, ensuring compliance with state, federal and local personnel laws and regulations, and regularly represents the Town on personnel and related human resources matters, including recruitment, implementation of policies, administration of benefit plans, legal compliance, professional development training and employee relations and other related work, as required. As a key member of the Town's management team, achieves Town and department-related goals and objectives. Performs varied and highly responsible functions requiring extensive independent judgment in ensuring conformance with applicable laws, regulations, collective bargaining agreements, and departmental policies, and in responding to media requests. May participate in the development of plans and programs at the municipal-wide level in a variety of broad Town management issues.

SUPERVISION

Supervision Received: Works under the administrative direction of the Town Manager, and within the established policies of the Board of Selectmen and the operating procedures and/or lawful directives of the Town Manager.

Supervision Given: Supervises Payroll Administrator, Administrative Assistant and Benefits Administrator and is responsible for assigning part-time Board Secretaries or "floating" clerks. Provides functional supervision for effective and efficient human resources and labor relations.

JOB ENVIRONMENT

Work is performed under typical office conditions with required service during the evenings to attend meetings. Work involves frequent interdepartmental and public interaction with outside agencies, requiring considerable discretion, resourcefulness and persuasiveness to achieve desired objectives; contacts are made by telephone, in person and in writing and requires excellent customer service skills. Work may involve regular interruptions to provide timely service on matters of priority and timely assistance to citizens. Work may involve spending extended periods at a computer terminal, on telephone or operating other office equipment. Work may involve extended periods at meetings or hearings. Work may involve lifting or carrying of files, documents and records. Work may involve occasional travel to and from testing sites or other Town facilities.

ESSENTIAL FUNCTIONS

[The general duties and essential functions listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.]

1. Oversees selection process for entry-level positions and promotional opportunities for Town positions; coordinates posting and advertising for town positions; recruits and screens applicants; accepts applications, resumes and applicable data; schedules and coordinates interviews; oversees physical agility examinations; schedules pre-employment, such as medical examinations and psychological examinations; coordinates background checks; and coordinates orientation sessions for new employees. The coordination of a selection and/or promotional process may include a specialized skill test such as a shorthand/speed writing and typing test for clerical functions or a swim/boating test for positions with unique responsibilities such as the Harbormaster, provided such test has a nexus to the job task analysis or essential functions of the position. Provides critical counsel and advice to Appointing Authorities.
2. Assists with the placement of volunteers in various departments.
3. Maintains and oversees process and retention for all employee records and personnel files including accrual and use of vacation, sick, personal, compensatory time and other leaves. Such files shall further include employee appointment records, promotion or re-classification records, payroll information, commendations, disciplinary actions, performance evaluations, change of status reports, and similar personnel related items that are classified under the personnel file system. Maintains such records consistent with the laws and regulations applicable to record retention within the Commonwealth of Massachusetts. Responsible for the expungement of such records only when permissible by law and under authority of Town Manager.
4. Maintains and oversees process and retention of all employee medical records and files, ensuring that such confidential files are properly segregated. Maintains such records consistent with the laws and regulations applicable to record retention within the Commonwealth of Massachusetts. Responsible for the expungement of such records only when permissible by law and under authority of Town Manager.
5. Coordinates and implements all annual Town medical examinations, drug screening examinations or alcohol testing, and fitness for duty examinations. Also, coordinates status reports and required follow-up on all injured-on-duty employees.

6. Maintains knowledge of all federal or state personnel laws or regulations impacting municipal government; maintains knowledge of Town charter, Town bylaws and Town policies or operating procedures as they apply to the work of the Human Resources Department.
7. Maintains knowledge of collective bargaining agreements, personnel administration plan, and personal service contracts as they apply to the work of the Human Resources Department. Ensures the terms, conditions and provisions of such agreements, contracts or plan are adhered to and brings any breach of said agreements, contracts or plan to the attention of the Town Manager.
8. Reviews Town policies, procedures, directives and protocols relating to the administration of personnel and recommends amendments, revisions, deletions, and other modifications consistent with accepted lawful and professional practices to the Town Manager.
9. Responsible for updating all Town personnel regarding updates on Town policies, procedures, directives and protocols relating to the administration of personnel and benefits or other lawful requirements.
10. Maintains and updates the classification and compensation plan; responsible for collecting information on salaries and benefits from comparable communities and preparing reports for use in determination of compensation plan; regularly reviews job descriptions and recommends necessary changes; prepares reports for boards and/or committees at the direction of the Town Manager; assists the Town Manager with research projects.
11. Works with highly confidential information, frequently of a personal and legal nature, and, therefore, must exercise appropriate discretion and sensitivity in dealing with such information.
12. Oversees the department's bi-weekly payroll, expense vouchers, and educational reimbursements; prepares and monitors departmental budget; prepares and submits a written review for the annual Town report; assists other town personnel in the budget preparation process by providing salary and benefits information.
13. Oversees the Town's payroll system and all employee payroll records and ensures that employees are paid at their proper rate. Manages the administration of compensation, including cost-of-living adjustments, merit step increases, stipends, such as longevity, and/or any other financial component requiring reconciliation.

14. Oversees the administration of employee benefit plans (including health and life insurance, worker's compensation, unemployment, public safety injury management – Chapter 41, Section 111F, dental and the vision plan). Also, oversees the administration of supplemental plans (AFLAC, Boston Mutual, etc.). Ensures that employees receive only those benefits that they are entitled to.
15. Provides critical counsel and advice to the Town Manager regarding work-related problems, risks, safety and loss control.
16. Provides critical counsel and advice and data to the Town Manager in the preparation and negotiation of union contracts, including specific recommendations to clarify interpretations of terms and conditions or appropriate modifications with justification through written explanations.
17. Provides critical counsel and advice to the Town Manager about labor relations and work-related problems and disputes; participates in grievances, fact-finding, mediation and arbitration proceedings on an as-needed basis.
18. At the direction of the Town Manager, provides assistance, as necessary, during administrative investigations. This shall include but not be limited to: allegations of discrimination or harassment.
19. Establishes, maintains and oversees a centralized human resource information and record-keeping system that preserves strict confidentiality, accuracy and accountability.
20. Oversees the administration of retiree group insurance programs for both the Town and School.
21. Oversees worker's compensation and unemployment benefits.
22. Reviews and processes performance evaluations of employees; notifies department heads when employee performance appraisals and probationary reports are due.
23. Recommends updates of all forms (employment application, interviewing forms) consistent with accepted professional and lawful practices.
24. Receives all correspondence for the department, organizing and prioritizing the work for the office staff. Prepares and authorizes departmental correspondence. Responds to all requests for verification of employment.
25. Attends monthly department head meetings or designates person to attend in his/her absence; responsible for advising department heads on a variety of human resource matters.

26. Attends Board of Selectmen meetings when required.
27. Attends Annual or Special Town Meetings.
28. Responsible for providing "Unfunded Liability" report of all employees' vacation balances and sick leaves balances as of June 30th of each fiscal year.
29. Responsible for providing notices and compliance with Sexual Harassment policy and state Ethics testing, and compliance with employees or officials.
30. Responsible for representing the Town at contested unemployment hearings.
31. Responsible for Affirmative Action/Equal Employment Opportunity reporting and Town's commitment in all aspects of personnel administration.
32. Implements and monitors the Town's Employee Assistance Program.
33. Serves on Loss Prevention or Safety Committee to provide counsel, advice and data to insurance representatives impacting the Town's insurance rates and management control.
34. Serves on various Town committees including, the Americans with Disabilities Act Committee.
35. Serves as HIPPA compliance officer.

Other Functions: Performs similar or related work as required or as situation dictates.

Errors and Omissions: Errors could result in the significant delay or loss of service; physical and/or mental injury, and have legal ramifications and create monetary loss.

MINIMUM QUALIFICATIONS

Education, Training and Experience: Bachelor's degree in human resources, business management, public administration, labor relations or related field and three years of increasingly responsible professional experience in human resources administration is required; considerable knowledge of the principles, practices, and methods of personnel administration and management as they apply to municipal government; or any equivalent combination of education, training and experience that demonstrates the required knowledge, skills and abilities to perform the general duties, essential functions and other responsibilities of the said position.

Knowledge, Skills and Abilities:

1. *Knowledge.* Considerable knowledge of modern policies and practices of public personnel administration. Thorough knowledge of employee classification, compensation, benefits, recruitment, selection, training, and labor relations. Working knowledge of risk management and safety practices. Thorough knowledge of all applicable federal and state laws and regulations governing hiring and collective bargaining matters.
2. *Skills:* Skill in the use of personal computers, particularly word processing and spreadsheet applications. Excellent public relations skills. Skill in planning, directing and administering personnel programs and systems. Skill in operating the above listed equipment.
3. *Abilities.* Ability to interact in a positive and effective manner with personnel at all levels of authority. Ability to communicate clearly and concisely, in writing and orally. Ability to recruit, interview, and evaluate job applicants for diverse positions. Ability to maintain accurate and detailed records. Ability to prepare and analyze comprehensive reports. Ability to carry out assigned projects to their completion. Ability to establish and maintain effective working relationships with employees, town officials, labor unions and the general public. Ability to efficiently and effectively administer a human resources system.

Physical Requirements: Frequently required to sit and talk or hear. Occasionally required to walk; use hands to finger; handle or feel objects, equipment or controls; reaches with hands and arms; specific vision abilities required by this job include close and medium distance vision and the ability to adjust focus; the ability to operate a keyboard at efficient speed accurately and efficiently is required; and must have the ability to distinguish sound as voice patterns and communicate through human speech using understandable American English.

Special Requirements: The applicant must be a minimum of age twenty-one (21). The applicant must have *documented proof of eligibility to work in the United States* and have no felony convictions in a criminal record. The applicant must be able to successfully complete a six-month probationary period.

Preferred Requirements: It is preferred that the applicant have at least two (2) years of prior experience working with computers (MS Office, Word and Excel) or computer software that enhances his/her ability to produce professional documents. It is preferred that the applicant have five (5) years of progressively responsible experience in personnel administration and municipal management. It is strongly preferred that the employee lives within a 15 mile radius of the Town of Mashpee.

Adopted: July 1, 1997

Revised: January 8, 2013

Revised: October 1, 2016

Pages: Six (6)

KIMBERLY A. LANDRY

October 13, 2016

Town Manager Rodney Collins
Town of Mashpee
16 Great Neck Road, North
Mashpee, MA 02649

Town Manager Collins,

Please accept this letter as my formal application for the position of Director of Human Resources for the Town of Mashpee.

During my seven years of employment with the Town of Mashpee as the Human Resources Assistant I have had increasing involvement with, and responsibility for, many different aspects of the department including, Recruitment/Selection, Benefits/Compensation Administration, Training/Development, HR Policy and People Management. I possess a sound knowledge of Labor Relations, Occupational Health and Safety, Pay Equity and other related labor laws. I have worked hard to develop solid, trusting relationships with all town departments and I am confident that I can continue to assist each department with their Human Resources needs if I am promoted to the position of Director of Human Resources.

Since assuming the Acting Director position in May 2016, I have gained a more solid understanding of the functions of the department and the role and responsibilities of its Director. I am well organized, efficient and very thorough in attention to detail. My dedication and loyalty to the Town of Mashpee is unrivaled. I have embraced the opportunities to create a level of professionalism within the Human Resources Department and I look forward to creating new visions for the department's future. I feel that I am well qualified to assume the position of Director of Human Resources for the Town of Mashpee at this time.

Thank you for your consideration of my application. I look forward to continuing to work for the Town in the greater capacity provided by this opportunity.

Sincerely,


Kimberly A. Landry

KIMBERLY A. LANDRY

CAREER PROFILE

Human Resources professional with over fifteen years of progressive experience in multiple phases of Human Resources and Benefit Administration work. Experienced in Recruitment/Selection, Benefits/Compensation Administration, Training/Development, HR Policy and People Management. Sound knowledge of labor relations, Occupational Health & Safety, Pay Equity, mediation, conflict resolution and other related labor laws.

Creative and innovative thinker with effective human resources management and goal setting abilities combined with solid leadership, team building, communication, interpersonal, and presentation skills. Self-motivated with the ability to excel in a fast-paced environment; communicate effectively at all levels; manage competing priorities; and adapt readily to new challenges.

Current Memberships: Southeast Coast International Public Management Association for Human Resources
Massachusetts Municipal Personnel Association

PROFESSIONAL EXPERIENCE

Town of Mashpee, MA

2016 to Present

ACTING HUMAN RESOURCES DIRECTOR

- Performing highly-responsible, professional, administrative and technical work in overseeing and directing the Town's personnel programs, ensuring compliance with state, federal and local personnel laws and regulations

Town of Mashpee, MA

2009 to Present

HUMAN RESOURCES ASSISTANT

- Assist with the new hire and promotional process, testing, custody and maintenance of the Town's personnel files, employee records and the staff assigned to the Human Resources Department.
- Assist with the administration of employee benefits and programs.
- Assist, advise and enforce with supervisors and employees a wide variety of personnel issues e.g., personnel policies and administrative procedures, compensation and benefits.
- Assist with the recruitment of new hires including the posting of vacancies and advertising; review applications and resumes for suitability and completeness; conduct candidate qualification examinations for selected positions; conduct routine reference and background verifications of finalists.
- Appointed as the Town's liaison to the State Ethics Commission to serve as the point of contact for municipal employees to ensure all are compliant with the Commission's new training and education requirements.

Falmouth Hospital, Falmouth, MA

2008

SENIOR BENEFITS SPECIALIST

- Planned, directed and coordinated employee benefit programs, including health & welfare and retirement and supplemental benefit programs.
- Designed, evaluated and modified benefits policies to ensure that programs were current, competitive and in compliance with legal requirements.

Cape Cod Healthcare, Hyannis, MA
Falmouth Hospital, Falmouth, MA

2004 to 2008

SENIOR HUMAN RESOURCES ADVISOR

- Served as the primary interface between Human Resources and operational/staff units.
- Provided consultation and collaboration across the full spectrum of Human Resource and benefit administration issues, providing feedback to and linkage with all functional components of Human Resources.
- Served as a business partner to management within the full scope of Human Resources functions and advised directors, management and staff regarding Human Resource policies, processes and practices.

JML Care Center, Falmouth, MA

1999 to 2004

HUMAN RESOURCES MANAGER

- Directed the Human Resources Department in accordance with applicable standards, guidelines and regulations to assure that quality personnel were interviewed, oriented, trained and employed.
- Administered, directed and evaluated all employee benefit programs including FMLA administration, short/long term disability leaves and worker's compensation.

Stone & Webster Engineering Corporation, Boston, MA
(Assigned to Northeast Utilities, Waterford, CT)

1998 to 1999

TRAINING MANAGER

- Worked with seven department Training Coordinators throughout the Millstone site to evaluate training requirements and oversee corporate training policy.

SENIOR RECORDS MANAGEMENT TECHNICIAN

1998

- Promoted in less than one year to supervise the administrative staff supporting Unit 2 Design Engineering and Configuration Management Efforts.
- Responsibly managed all aspects of the administrative staff daily operations, including supervising, training, scheduling, evaluating and hiring/firing personnel.
- Provided optimum service for over 200 engineers by prioritizing and delegating all documentation and administrative tasking to a staff of 13.

CONFIGURATION MANAGEMENT TRAINING COORDINATOR

1997

- Identified candidate personnel for training, interfaced with managers, directors and instructors to schedule training, and coordinated logistics for the training sessions of over 2100 personnel.

Rockwell International, Cedar Rapids, IA
(Assigned from Manpower Temporary Services)

1995 to 1996

HUMAN RESOURCE ADMINISTRATOR

- Performed personnel services provided by the Human Resources Department.

EDUCATION

Bryant College, Smithfield, RI
B.S. in Business Administration

University of New Haven, New Haven, CT
Courses in Business Communications and Criminal Justice

"Serving with pride and integrity"



MASHPEE POLICE DEPARTMENT
19 Frank Hicks Drive
Mashpee, Massachusetts 02649

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Police Priority • (508) 477-1212
Patrol Services • (508) 539-1480
Detectives • (508) 539-1484
Records • (508) 539-1488
Administration • (508) 539-1486
Fax • (508) 539-1412
www.mashpeepd.com

Scott W. Carline
Chief of Police

October 12, 2016

Town of Mashpee
Town Manager Rodney Collins
16 Great Neck Road North,
Mashpee, MA 02649

Dear Mr. Collins,

Over the past seven years I have had the proud honor of working with current Acting Human Resources Director Kimberly Landry in a professional capacity and have had the opportunity to observe some of her very strong attributes in both leadership situations and administrative functions.

Ms. Landry exemplifies all of the critical qualities a Human Resources Director should possess. Her integrity, high quality work ethic and professionalism are three critical components that have made her the ultimate and true professional that she has become. Her outstanding judgment, common sense and verbal and written communications skills have been instrumental in developing an outstanding reputation with co-workers and outside town department's that not only respect her, but look to her for sound competent advice and counsel.

I can think of no one who would be a more valuable asset or represent your organization in a more professional manner as the Human Resources Director and I would highly recommend her for this position.

If I can be of any further assistance please don't hesitate to contact my office directly at 508-539-1483.

Professionally,

A handwritten signature in black ink that reads "Scott W. Carline".

Scott W. Carline
Chief of Police
Forensic Polygraph Examiner

RECEIVED

OCT 04 2016

(Human Resources Director)

October 3, 2016

To: Town Manager Collins
From: Mary K. Bradbury, Recreation Director
Re: Kimberly Landry

Dear Manager Collins,

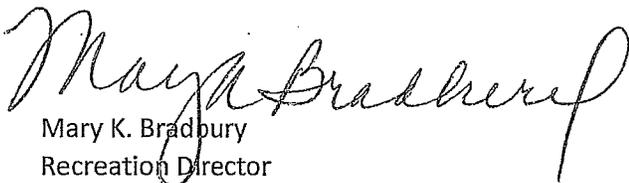
I am writing this letter in support of Kim Landry for the position of Human Resources Director recently posted. I have found working with Kim, in her role as Acting Human Resources Director, to be professional, collaborative and supportive.

The Recreation Department has numerous demands for employees year-round, during the school year, and seasonally. The various classifications can prove to be time consuming and challenging. Kim has worked diligently to assure that procedures are followed, demonstrated an understanding of the demands and rigors of the various positions, and has worked to act in a timely fashion to allow for smooth operational conditions.

Kim has proven herself to be accessible, knowledgeable, organized, and detail driven. Based on my interactions with her over the past several months, she has risen to take on the additional responsibilities of the Human Resources Director with grace and enthusiasm.

Without reservation, I wholeheartedly support her being selected to fill the position of Human Resources Director.

Sincerely,


Mary K. Bradbury
Recreation Director

"Preserving public trust, providing professional services"

Deborah Dami, MMC, CMMC
Town Clerk
508-539-1418
ddami@mashpeema.gov



Office of the Town Clerk
Mashpee Town Hall
16 Great Neck Road North
Mashpee, MA 02649

October 6, 2016

Mr. Rodney Collins
Town Manager
16 Great Neck Road North
Mashpee, MA 02649

Dear Mr. Collins,

It is my pleasure to offer this letter of recommendation for Ms. Kim Landry for the position of Human Resources Director. Over the last few months, Ms. Landry has been performing not only her job but also that of the Acting Human Resources Director above reproach. During this time I have had the opportunity work alongside Kim; she possesses exceptional verbal and written communication skills. Her customer service skills are outstanding.

Not only has she proven to be a key player on our team, but she has also become a close personal friend. I consider Ms. Landry a conscientious and attentive addition to the Town of Mashpee. Additionally, Kim is well liked by both her co-workers.

Kim has my highest recommendation for the position of Human Resources Director. If I can be of any further assistance, please do not hesitate to contact me.

Very truly yours,

A handwritten signature in cursive script that reads "Deborah Dami".

Deborah F. Dami
Town Clerk



Town of Mashpee

Fire & Rescue Department

20 Frank Hicks Drive

Mashpee, MA 02649

V 508.539.1458

Date: October 5, 2016

To: Rodney Collins, Town Manager

From: Fire Chief Thomas C. Rullo

Re: Recommendation for Human Resource Director

I would like to share my support for Kim Landry as the best fit for the New Human Resources Director. She has proven her dedication to the position as both the Acting Director and supportive Administrative Assistant. Her integrity and loyalty to the Town of Mashpee in my opinion is unmatched. There are tough decisions that must be made out of that office on a daily basis, my interaction with her is one of decisiveness when it comes to Human Resources matters. I believe her education and experience are a just fit for the open position of Human Resources Director.

Thomas C Rullo

Fire Chief

**ORDER FOR BETTERMENT ASSESSMENT
TOWN OF MASHPEE**

**CONSTRUCTION OF IMPROVEMENTS TO
ANTHONY'S WAY**

We, the undersigned, being a majority of the duly elected Selectmen of the Town of Mashpee, a municipal corporation located in the County of Barnstable in the Commonwealth of Massachusetts, acting for and on behalf of the said Town of Mashpee, under the authority and by virtue of a vote of the inhabitants of the Town of Mashpee, acting under Article 29 of the Warrant for the October 2015 Town Meeting, and in accordance with Chapter 80 of the General Laws of Massachusetts and Order of Taking dated February 22, 2016, and recorded with the Barnstable County Registry of Deeds Book 29486, Page 206, on March 2, 2016, stating that betterment assessments will be levied for the street project, do hereby order that betterments be assessed upon the attached listed parcels of land, situated within the area of Anthony's Way, which parcels will receive a benefit or advantage beyond the general advantage to the community by reason of improvements to said roads as shown on plans entitled "Anthony's Way Easement Taking Plan", dated January 29, 2015, in Mashpee, Massachusetts (Barnstable County), prepared by Baxter Nye Engineering & Surveying, and recorded with the Barnstable Registry of Deeds Plan Book 663, Page 59.

Said road improvements cost \$27,920.90 and we hereby assess a proportionate share of the cost to each parcel of land listed on the schedule attached hereto as Schedule A. Said schedule lists the Town of Mashpee Assessor's Map and Lot reference for each parcel assessed, and the names and addresses of each owner as of January 1, 2016.

Said amounts are hereby certified to the Board of Assessors of the Town of Mashpee to be committed to the Tax Collector of the Town of Mashpee pursuant to G.L. c.80, §4.

IN WITNESS WHEREOF, the undersigned members of the Board of Selectmen have signed this Order this 31st day of October, 2016.

The Town of Mashpee
Acting by and through its
BOARD OF SELECTMEN

Chairman

Vice-Chairman

Clerk

COMMONWEALTH OF MASSACHUSETTS

Barnstable County, ss. _____, 2016

Then personally appeared before me the above named _____

members of the Board of Selectmen and acknowledged the foregoing to be the free act and deed of the Town of Mashpee.

Notary Public

My commission expires: _____

Map/Parcel	Owner & Mailing Address	Certificate Book/Page	Property Address Lot/Plan	Estimate
88-101	FLAHERTY, ROBERT F FLAHERTY, DEBORAH M 1 ANTHONY'S WAY MASHPEE MA 02649	20845/309	1 ANTHONY'S WAY MASHPEE MA 02649 Lot 7, Plan 567-74	
88-100	MAINES, STEPHEN MAINES, KAREN 2 ANTHONY'S WAY MASHPEE MA 02649	28163/166	2 ANTHONY'S WAY MASHPEE MA 02649 Lot 1, Plan 567-74	
87-16	JANAWAY, PAUL L JANAWAY, LYNN B 144 HILLCREST DRIVE NORTH CRANSTON RI 02921	22140/183	5 ANTHONY'S WAY MASHPEE MA 02649 Lot 6, Plan 567-74	
87-12	PERRY, JEFFREY J PERRY, JEANINE M 6 ANTHONY'S WAY MASHPEE MA 02649	21214/110	6 ANTHONY'S WAY MASHPEE MA 02649 Lot 2, Plan 567-74	
87-15	MCLANE, ALAN M MCLANE, JULIE A 7 ANTHONY'S WAY MASHPEE MA 02649	22542/34	7 ANTHONY'S WAY MASHPEE MA 02649 Lot 5, Plan 567-74	
87-13	OLOUGHLIN, THOMAS J OLOUGHLIN, DONNA M 8 ANTHONY'S WAY MASHPEE MA 02649	23939/116	8 ANTHONY'S WAY MASHPEE MA 02649 Lot 3, Plan 567-74	
87-14	MEKJIAN, WARREN A MEKJIAN, KAREN A 9 ANTHONY'S WAY MASHPEE MA 02649	22994/249	9 ANTHONY'S WAY MASHPEE MA 02649 Lot 4, Plan 567-74	

THE COMMONWEALTH OF MASSACHUSETTS
TOWN OF MASHPEE
CERTIFICATION OF BETTERMENT ASSESSMENT

To the Board of Assessors:

This is to certify, in accordance with G.L. c.80 §4, that the Board of Selectmen of the Town of Mashpee, on October 17, 2016 assessed betterments upon the parcels of land listed on the schedule attached hereto for Anthony's Way. The amount of betterment assessed per parcel shall be an equal share of the cost to each parcel of land listed on Schedule A. Said schedule lists the Town of Mashpee Assessor's Map and Lot reference for each parcel assessed and the names and addresses of each owner as of January 1, 2016.

Please forthwith commit such assessments with your warrant to the Tax Collector.

TOWN OF MASHPEE
BOARD OF SELECTMEN

Andrew R. Gottlieb, Chairman

John J. Cahalane, Vice-Chairman

Thomas F. O'Hara, Clerk

Carol A. Sherman

John J. Cotton