

---

## August 25, 2014

AGENDA  
BOARD OF SELECTMEN  
MONDAY, AUGUST 25, 2014

**6:30 p.m. – Convene Meeting – Waquoit Meeting Room – Mashpee Town Hall**

**PLEDGE OF ALLEGIANCE**

**MOMENT OF SILENCE**

**MINUTES**

Approval of the following:

- Monday, July 28, 2014 - Regular Session/**Vote Required**
- Monday, August 4, 2014 – Regular Session/**Vote Required**

**APPOINTMENTS & HEARINGS**

6:30 Public Comment

**COMMUNICATIONS & CORRESPONDENCE**

**OLD BUSINESS**

**NEW BUSINESS**

- Position Vacancy Request – Part-Time Clerk - Town Clerk’s Office/**Vote Required**
- Position Vacancy Request – Firefighter/Paramedic/**Vote Required**
- Position Vacancy Request – Circulation Assistant – Library/**Vote Required**

ratification and Approval of Hiring Process:

(2) Firefighter/Paramedics - **Vote Required**

- Request for (2) One-Day Liquor Licenses–Mashpee Wampanoag Rod & Gun Club/**Vote Required**
- Mashpee Cares – Ad hoc Committee/**Vote Required**
- Opioid Prevention Collaborative – Letter of Intent to Participate/**Vote Required**

Mashpee TV Discussion

IC Update

- October Town Meeting Warrant Review/**Vote Required**

**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  
August 25, 2014

Present: Selectman Richardson, Selectman Sherman, Selectman Cahalane, Selectman Gottlieb  
Town Manager Joyce Mason

Absent: Selectman Taylor

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

**MINUTES:**

**Monday, July 28, 2014 Regular Session:**

**Motion made by Selectman Gottlieb to approve the Regular Session minutes of Monday, July 28, 2014 as presented.**

**Motion seconded by Selectman Sherman.**

**VOTE: Unanimous. 4-0.**

**Roll Call Vote:**

Selectman Richardson, yes	Selectman Sherman, yes
Selectman Cahalane, yes	Selectman Gottlieb, yes
Opposed, none	

**Monday, August 4, 2014 Regular Session:**

**Motion made by Selectman Gottlieb to approve the Regular Session minutes of Monday, August 4, 2014 as presented.**

**Motion seconded by Selectman Sherman.**

**VOTE: Unanimous. 4-0.**

**Roll Call Vote:**

Selectman Richardson, yes	Selectman Sherman, yes
Selectman Cahalane, yes	Selectman Gottlieb, yes
Opposed, none	

Board of Selectmen  
Minutes  
August 25, 2014

**APPOINTMENTS & HEARINGS:**

**Public Comment:**

William Buss, a former volunteer of the Mashpee Public Library related concern with respect to the job description for the proposed Circulation Assistant to the Library. Mr. Buss indicated the Town needs to work in collaboration with the Library to develop a job description specific to this position. In his opinion, the duties of a Circulation Assistant are considered mundane, and the task should be handled by volunteers. It is Mr. Buss' recommendation to place the hiring on hold to determine the need for an additional staff person.

Catherine Laurent – Great River Boat Ramp Update:

DPW Director, Catherine Laurent met with the Selectmen to update the Board on the Great River Boat Ramp reconstruction project which includes the enlargement of the existing parking lot and road area with improved drainage. A proposed engineering schematic was presented at the meeting to depict existing site conditions.

The \$650,000 improvement project was funded through a Community Preservation Act appropriation approved by the voters at the October 2013 Town Meeting. CPA funding will allow for the complete reconstruction of the existing ramp and landing, the pier and attached floating docks. The new pier/dock will include a small viewing platform, and be completely handicap accessible with handicap parking closest to the ramp area.

The dock and its attachments are proposed to be constructed of durable marine grade aluminum. The lightweight aluminum can be easily removed in the off season. The concrete ramp will be constructed 15' longer than the existing ramp, and the expansion of the parking lot will accommodate up to twenty vehicles. New drainage structures are proposed in the grass islands to prevent discharge into the waterways and to separate pedestrians from vehicle traffic.

Ms. Laurent indicated she is scheduled to meet with the Conservation Commission this week to review the project proposal. With their approval, and the filing of an amended Chapter 91 permit, construction is anticipated to commence after Labor Day. Weather permitting, the project is expected to be completed in 30 to 60 days. It was explained the work involving concrete and asphalt needs to be completed before the onset of cold weather.

Board of Selectmen  
Minutes  
August 25, 2014

APPOINTMENTS & HEARINGS:

Catherine Laurent – Great River Boat Ramp Update: (continued)

Discussion followed with respect to the boaters and haulers as it relates to their ability to remove watercraft at the end of the season. This is the only public launch facility on the Waquoit side of the bay, and the dock is used on a year-round basis by recreational boaters and fishermen. It was agreed that construction should be well advertised in advance of the project. The use of the Little River Boatyard, and the State ramp at White's Landing in Waquoit was also considered as alternate sites to effectively remove watercraft.

**Motion made by Selectman Gottlieb to support the design of the Great River Boat Ramp project proposal and its endorsement to the Mashpee Conservation Commission.**

**Motion seconded by Selectman Cahalane.**

**VOTE: Unanimous. 4-0.**

**Roll Call Vote:**

Selectman Richardson, yes	Selectman Sherman, yes
Selectman Cahalane, yes	Selectman Gottlieb, yes
Opposed, none	

COMMUNICATIONS & CORRESPONDENCE:

Taxi Rules & Regulations:

After receiving communication regarding taxi regulations, it was recommended the Board modify the Town's existing rules and regulations pertaining to taxi cabs, in particular hours of operation and garaging, to enable the operators in the Town of Mashpee to remain in business.

Cape Cod Metropolitan Planning Organization:

Regarding the recent request for nomination for the Upper Cape's Metropolitan Planning Organization (MPO) representative, Selectman Gottlieb offered to take on the assignment. Selectman Richardson held the appointment last year. The subject was tabled for additional review. It was agreed the matter will appear as a future agenda topic of discussion.

Board of Selectmen  
Minutes  
August 25, 2014

NEW BUSINESS:

Position Vacancy Request – Part-Time Clerk – Town Clerk's Office:

A Position Vacancy Request was before the Board for advertisement of Clerk to the Town Clerk's Office, 19 hours per week. The position is requested to be filed as soon as possible to replace a former employee.

**Motion made by Selectman Gottlieb to approve the Position Vacancy Request for a Part-Time Clerk to the Town Clerk's Office as filed.**

**Motion seconded by Selectman Cahalane.**

**VOTE: Unanimous. 4-0.**

**Roll Call Vote:**

<b>Selectman Richardson, yes</b>	<b>Selectman Sherman, yes</b>
<b>Selectman Cahalane, yes</b>	<b>Selectman Gottlieb, yes</b>
<b>Opposed, none</b>	

Position Vacancy Request – Firefighter/Paramedic:

Tom Rullo, Fire Chief prepared a Position Vacancy Request for the regular full-time position of Firefighter/Paramedic at Step 1 of the intended pay scale. The date of the vacancy is July 13, 2014. The position would be advertised from the existing list.

**Motion made by Selectman Gottlieb to approve the Firefighter/Paramedic Position Vacancy as requested.**

**Motion seconded by Selectman Cahalane.**

**VOTE: Unanimous. 4-0.**

**Roll Call Vote:**

<b>Selectman Richardson, yes</b>	<b>Selectman Sherman, yes</b>
<b>Selectman Cahalane, yes</b>	<b>Selectman Gottlieb, yes</b>
<b>Opposed, none</b>	

Board of Selectmen  
Minutes  
August 25, 2014

NEW BUSINESS:

Position Vacancy Request – Circulation Assistant:

Kathleen Mahoney, Library Director was in attendance to review the Position Vacancy Request for Circulation Assistant to the Mashpee Public Library with members of the Board of Selectmen and interested public.

Ms. Mahoney indicated the position would replace a former employee. The date of the vacancy is August 13, 2014. It was explained that volunteers previously held the position. However, it became too cumbersome to manage, and mistakes were identified. With staff personnel, the process has become much smoother. Ms. Mahoney did emphasize the need for volunteers to perform other duties at the Library.

Joyce Mason, the Town Manager underlined the need for the Circulation Assistant based on the needs of the Library Director. It was also noted the job description is reviewed and updated regularly by the Human Resources Department and the IT Department is currently assisting the Library on technology matters.

**Motion made by Selectman Cahalane to move forward with the hiring of a Circulation Assistant as referenced.**

**Motion seconded by Selectman Sherman.**

**VOTE: Unanimous. 4-0.**

**Roll Call Vote:**

<b>Selectman Richardson, yes</b>	<b>Selectman Sherman, yes</b>
<b>Selectman Cahalane, yes</b>	<b>Selectman Gottlieb, yes</b>
<b>Opposed, none</b>	

Board of Selectmen  
Minutes  
August 25, 2014

NEW BUSINESS:

Certification and Approval of Hiring Process – (2) Firefighter/Paramedics:

The Deputy Fire Chief was in attendance to recommend the hiring of Firefighter/Paramedic Thomas Deeg and Firefighter/Paramedic Jared West in conformance with the Hiring Certification for the Town of Mashpee.

It was noted the work information, and verifications related to the position has been completed for each candidate. The hiring start date is September 8, 2014.

**Motion made by Selectman Cahalane to certify and confirm the hiring of Thomas Deeg and Jared West as Firefighter/Paramedics at Step 1 of the intended pay scale.**

**Motion seconded by Selectman Gottlieb.**

**VOTE: Unanimous. 4-0.**

**Roll Call Vote:**

Selectman Richardson, yes                      Selectman Sherman, yes  
Selectman Cahalane, yes                      Selectman Gottlieb, yes  
Opposed, none

Request for (2) One-Day Liquor Licenses – Mashpee Wampanoag Rod & Gun Club:

Courtenay Mills was in attendance representing the Mashpee Wampanoag Rod & Gun Club requesting to use their 2014 One-Day Liquor License on September 13, 2014 and October 18, 2014 for club functions.

**Motion made by Selectman Cahalane to approve the request of the Mashpee Wampanoag Rod & Gun Club to use their 2014 One-Day Liquor License on September 13, 2014 and October 18, 2014 as presented.**

**Motion seconded by Selectman Gottlieb.**

**VOTE: Unanimous. 4-0.**

**Roll Call Vote:**

Selectman Richardson, yes                      Selectman Sherman, yes  
Selectman Cahalane, yes                      Selectman Gottlieb, yes  
Opposed, none

Board of Selectmen  
Minutes  
August 25, 2014

NEW BUSINESS:

Mashpee Cares – Ad hoc Committee:

Selectman Richardson, a member of the Mashpee Cares coalition requested the Selectmen support the creation of Mashpee Cares as an ad hoc advisory of the Town.

The Mashpee Cares initiative was the brainstorm of former School Superintendent Ann Bradshaw to bring community sectors together to promote the well-being of Mashpee youth. Programs accomplished to date include the 24/7 prescription drug return program, the Chris Herren Project Purple anti-drug campaign, and the Rachael's Challenge anti-bullying initiative.

The nine-member Mashpee Cares Committee would include representation from designees such as the Town Manager, Board of Selectmen, School Department, Public Library, Human Services and Council on Aging.

Involvement may include members from the Mashpee community at-large.

Selectman Richardson acknowledged Kathleen Mahoney the Library Director for her involvement in the Mashpee Cares organization. The library, a safe place is now offering programs to promote wellness and healthy lifestyles.

Discussion followed with regards to the mission statement of Mashpee Cares. The Mashpee Cares is a coalition formed to mobilize the community to be attentive to the health, safety, and wellness of all Mashpee residents.

Mashpee Cares raises awareness of community resources, helps to reduce substance abuse, bullying, crime and poverty in addition to promoting mental health, physical wellness and healthy lifestyles.

**Motion made by Selectman Cahalane to approve the formation of Mashpee Cares as an ad hoc committee of the Town of Mashpee to direct the Board of Selectmen in ways to reduce the drug problem.**

**Motion seconded by Selectman Sherman.**

**VOTE: Unanimous. 4-0.**

**Roll Call Vote:**

Selectman Richardson, yes	Selectman Sherman, yes
Selectman Cahalane, yes	Selectman Gottlieb, yes
Opposed, none	

Board of Selectmen  
Minutes  
August 25, 2014

**NEW BUSINESS:**

**Opioid Prevention Collaborative – Letter of Intent to Participate:**

Correspondence was received from Beth Albert; Barnstable County Department of Human Services dated August 19, 2014 relative to a grant application to create an Opioid Prevention Collaborative of the Regional Substance Abuse Council.

The Regional Substance Abuse Council voted unanimously to recommend Barnstable County submit the required documentation for the Collaborative. A Letter of Intent to participate to include a Municipal Participation form and related Municipal Organizational Chart is due by August 27, 2014 as the application is due by mail by September 5, 2014.

**Motion made by Selectman Gottlieb to submit a Letter of Intent to participate and other required documentation to support the grant application to create an Opioid Prevention Collaborative.**

**Motion seconded by Selectman Sherman.**

**VOTE: Unanimous. 4-0.**

**Roll Call Vote:**

Selectman Richardson, yes	Selectman Sherman, yes
Selectman Cahalane, yes	Selectman Gottlieb, yes
Opposed, none	

**Mashpee TV Discussion:**

The Board of Selectmen received a supplemental update regarding the Mashpee Community Media Center (MTV) operations focusing on their vision for the short and long term. Previously, the Annual Report was submitted to the Board of Selectmen.

Vision: Mashpee TV serves local cable subscribers with quality local cable TV and internet radio programming produced by MTV. In addition, MTV provides the community with access to information technology and training so that individuals and groups have a forum to communicate their ideas, information, and concerns.

It is the mission of MTV to build community through media and enhance communication through the use of local expertise and talent and a state-of-the-art media and information technology resource center.

With new staffing, it is hopeful for fresh developments. Currently all three channels are operational, and plans are ongoing to enhance the School Channel and to evaluate the equipment and the studio at the high school. The Selectmen agreed to place MTV as a future agenda topic of discussion.

Board of Selectmen

Minutes

August 25, 2014

NEW BUSINESS:

EDIC Update:

Selectman Sherman, Chair of the Mashpee Economic Development and Industrial Corporation (EDIC) updated the Board with regards to the organizations recent activities. As noted, the EDIC is in the process of selling 117 Industrial Drive Extension, a 2.6 acre parcel transferred to the EDIC by a vote of Town Meeting in 2008. The proceeds from the sale will enable the Mashpee EDIC to function effectively to advocate sound growth policy and stimulate sustainable economic opportunities to enhance the quality of life within the Mashpee community.

While preparing for the sale of the Industrial Drive property, the EDIC has been formalizing Rules and Regulations, drafting an Economic Development Plan, submitting requests for grants, and partnering with the Town of Falmouth for joint economic development, and drafting a job description and hiring plan for a part-time Executive Director. The EDIC has also published the *Mashpee Guide for Business* booklet.

A timeline of activities, priorities, potential opportunities and funding sources was reviewed for ease of distinction. It was suggested the provider or coordinator of resources for small businesses and microenterprises (employing an Executive Director) under Services in Support of Economic Development be considered a high priority.

In addition it was recommended the Cape Cod Commission, a significant source of assistance be included in the list of priorities. It was noted that although the Cape Cod Commission is often perceived as an impediment, there are projects exempt from the CCC review.

Currently, the EDIC is seeking to fill the vacancy with representation from the real estate profession.

Board of Selectmen

Minutes

August 25, 2014

NEW BUSINESS:

October Town Meeting Warrant Review:

The Board of Selectmen reviewed Draft #1 of the October 20, 2014 Town Meeting Warrant dated August 25, 2014; 1:57 p.m. With lack of a full voting quorum, the Board agreed to take action on the warrant in its entirety on Wednesday, September 10, 2014.

Several Department Heads were in attendance to review the draft warrant.

Article #11: To replace the 1974 Brush Breaker Truck; \$135,000,  
Article submitted by the Fire & Rescue Department

**Motion made by Selectman Sherman to approve of Article #11 as submitted in the amount of \$135,000.  
Motion seconded by Selectman Cahalane.**

**VOTE: Unanimous. 4-0.**

**Roll Call Vote:**

**Selectman Richardson, yes                      Selectman Sherman, yes**  
**Selectman Cahalane, yes                      Selectman Gottlieb, yes**  
**Opposed, none**

Although the Board voted on the above referenced subject matter, it was agreed the warrant would be fully re-addressed at the September 10<sup>th</sup> meeting.

A clean-up article to meet the requirement of reserving funds from the supplemental CPA FY2014 Trust Fund distribution. For this appropriation, it is not a requirement to set aside the 10% Reserves in the Open Space/Recreation category because the amount paid in debt for Open Space purposes exceed the additional \$37,587.

The article was held requesting an explanation from the CPC Community as to why the 10% Reserves were not appropriated in the Open Space/Recreation category.

Article #14: Nitrogen Control Bylaw  
was agreed the article would be submitted by the Board of Selectmen and Environmental Oversight Committee.

Board of Selectmen  
Minutes  
August 25, 2014

**NEW BUSINESS:**

**October Town Meeting Warrant Review: (continued)**

Mr. Fudala, the Town Planner was present to review zoning articles 15 through 17.  
The Planning Board was noted to be in support of the referenced zoning articles.

To include the archaeological sensitivity of a site in the items to be considered in the review of Special Permits.

The article is meant to promote awareness and to use caution in areas mapped as highly sensitive or moderately sensitive.

OSID Zoning Article proposed to simplify and update the Town's transfer of development rights bylaws.

The article was held as there were questions with regards to conveying open space to the Conservation

Commission, and not the Town of Mashpee. It was noted that Mashpee Commons LLC is expected to comment on this matter.

Adjournment:

**Motion made by Selectman Cahalane to adjourn at 7:55 p.m.**

**Motion seconded by Selectman Sherman.**

**VOTE: Unanimous. 4-0.**

**Roll Call Vote:**

**Selectman Richardson, yes                      Selectman Sherman, yes**

**Selectman Cahalane, yes                      Selectman Gottlieb, yes**

**Opposed, none**

Respectively submitted,

Kathleen M. Soares  
Secretary to the Board of Selectmen