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**November 2, 2015**

**AGENDA  
BOARD OF SELECTMEN  
MONDAY, NOVEMBER 2, 2015**

**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, October 5, 2015 Regular & Executive Session and Monday, October 19, 2015 Regular Session

**APPOINTMENTS & HEARINGS**

6:30 – Public Comment  
6:40 – Catherine Laurent, DPW Director

- Acceptance of Salt Bid
- Acceptance of Sand Bid
- Acceptance of Ice-Ban Bid
- Acceptance of Roof Replacement Bid – Kids Klub
- Approval of snow plow contractor rates
- Approval of amendment to the Great Neck Woods Cemetery Rules and Regulations
- Review of Snow Removal Policy
- Assistant Public Works Director

**COMMUNICATIONS & CORRESPONDENCE**

**OLD BUSINESS**

**NEW BUSINESS**

- Execution of Deeds and conveyance of (2) parcels at 108 Orchard Road & 132 Quinaquisset Avenue to Habitat for Humanity
- Approval of appointment to Zoning Board of Appeals – Norman Gould, Associate Member
- Approval of appointment to Zoning Board of Appeals – Bradford Pittsley, Associate Member
- Approval of appointment to Cultural Council – Rodney Collins
- Approval of appointment to EDIC – Denise Dutton, Real Estate Representative
- Replacement of Board of Health representative to Mashpee Cares Committee – Approval to appoint Glen Harrington
- Acceptance of resignation from the Human Services Committee – Kathy Mohler-Faria
- Proclamation – Pancreatic Cancer Awareness Day, November 13, 2015

- Approval to close Town Hall on November 9<sup>th</sup> for the purpose of Attic clean-out
- Discussion of EPA Grant Award

**ADDITIONAL TOPICS**

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

**LIAISON REPORTS**

**EXECUTIVE SESSION**

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Present: Selectman Cahalane, Selectman Sherman, Selectman Gottlieb,  
Selectman O’Hara, Selectman Cotton  
Town Manager Rodney C. Collins  
Assistant Town Manager Tom Mayo

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

**MINUTES**

Monday, October 5, 2015 Regular & Executive Session:

**Motion made by Selectman Sherman to approve the Regular and Executive Session minutes of Monday, October 5, 2015 as presented.**

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

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

**Roll Call Vote:**

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

Monday, October 19, 2015 Regular Session:

**Motion made by Selectman Sherman to approve the Regular Session minutes of Monday, October 19, 2015 as presented.**

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

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

**Roll Call Vote:**

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

**APPOINTMENTS & HEARINGS**

Public Comment: None at this time.

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Catherine Laurent, DPW Director:

Rodney Collins, Town Manager in consultation with the Board of Selectmen indicated he met with the DPW Director to review adequate staffing and resources in preparation for the upcoming winter season.

With regards to snow removal, Mr. Collins stated that it is important for the Snow Removal Policy to be consistent to meet the needs of the Town of Mashpee and its citizens. After review of these needs, Mr. Collins indicated that one additional pickup truck; a F550 with a sander will be incorporated into the DPW's CIP request for FY17. And, to ensure adequate funding is earmarked for the snow removal operations, Mr. Collins recommended the Board consider making adjustments to the current contractor rates for snow removal.

It is the Town Managers recommended goal to ensure that each and every road in the Town of Mashpee will be sanded or salted for safe travel to the best of the Town's ability. With the magnitude of the storms last season, Mr. Collins recommended the Board of Selectmen endorse as policy; to address all of the problems the Town has received historically regarding this issue. Catherine Laurent, Director of Public Works was in attendance to review the following matters with members of the Board of Selectmen;

Acceptance of Salt Bid:

Ms. Laurent indicated the Town of Mashpee solicits bids for the purchase of Salt, Sand and Ice Ban through a regional bid process in the Counties of Barnstable and Plymouth. It was disclosed the low bidder for salt did not meet the eligibility criteria cited in the bid document, and was disqualified.

In moving forward to obtain adequate resources for the start of the season, Ms. Laurent recommended the Board accept the next lowest bid from Mid-American Salt, LLC which represents a 6.5% increase from FY15. This is a delivered quotation for road salt which is intended to be stored at the DPW location. Ms. Laurent indicated there were issues in obtaining salt last season. To alleviate this concern, it is anticipated the Town of Mashpee will issue their own salt bid. Next season may be different as the Upper Cape Regional Transfer Station in Bourne is expected to stock pile salt through a regional bid process.

**Motion made by Selectman Sherman to award a contract to Mid-American Salt, LLC at a cost of \$71.95 per ton as recommended for Road Salt.**

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

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

**Roll Call Vote:**

**Selectman Cahalane, yes      Selectman Sherman, yes**

**Selectman Gottlieb, yes      Selectman O'Hara, yes**

**Selectman Cotton, yes      Opposed, none**

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APPOINTMENTS & HEARINGS

Catherine Laurent, DPW Director: (continued)

Acceptance of Sand Bid:

For sand, the DPW Director recommended that a contract be awarded to Cape Cod Aggregates, Corp in the amount of \$13.50 per ton. The bid represents a 29.5% increase from FY15.

**Motion made by Selectman Sherman to award a contract for Sand to Cape Cod Aggregates, Corporation at a cost of**

**\$13.50 per ton as recommended.**  
**Motion seconded by Selectman O'Hara.**  
**VOTE: Unanimous. 5-0.**

**Roll Call Vote:**  
Selectman Cahalane, yes      Selectman Sherman, yes  
Selectman Gottlieb, yes      Selectman O'Hara, yes  
Selectman Cotton, yes      Opposed, none

Acceptance of Ice-Ban Bid:

Ms. Laurent recommended that a contract be issued to Safe Road Services in the amount of \$1.24 per gallon for Ice Ban. This cost represents a 4% increase from fiscal year 2015.

**Motion made by Selectman Sherman to award a contract to Safe Road Services at a cost of \$1.24 per gallon as recommended for Ice Ban.**  
**Motion seconded by Selectman O'Hara.**  
**VOTE: Unanimous. 5-0.**

**Roll Call Vote:**  
Selectman Cahalane, yes      Selectman Sherman, yes  
Selectman Gottlieb, yes      Selectman O'Hara, yes  
Selectman Cotton, yes      Opposed, none

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APPOINTMENTS & HEARINGS

Catherine Laurent, DPW Director: (continued)

Approval of Snow Plow Contractor Rates:

Discussion followed with respect to the Town's Snow Plow Contractor Rates. The Town has not increased their rates for this service in over five years. To remain competitive with surrounding towns, and to retain contractor services it was recommended the Board increase the rates to attract more snow plow contractors, especially those with larger units. A comparison of rates including those of the Mass DOT was considered.

After review, it was agreed the Town would strategize to match the 2015 State DOT rates with the exception of the 4x4 pickup truck rate with a 9' plow. Mashpee's rate is \$75 and the DOT rate is \$72.10.

**Motion made by Selectman Sherman to increase the Town of Mashpee Snow Plow Contract Rates to compare with the Mass DOT rates, maintaining the 4x4 pickup truck rate with a 9' plow to the higher rate of \$75 per hour.**  
**Motion seconded by Selectman O'Hara.**  
**VOTE: Unanimous. 5-0.**

**Roll Call Vote:**

<b>Selectman Cahalane, yes</b>	<b>Selectman Sherman, yes</b>
<b>Selectman Gottlieb, yes</b>	<b>Selectman O'Hara, yes</b>
<b>Selectman Cotton, yes</b>	<b>Opposed, none</b>

Review of Snow Removal Policy:

In accordance with Snow Removal Policy No. 014, the Mashpee Department of Public Works provides for the removal and treatment of snow and ice on all Town roads, Town facilities, and private roads as qualified, and the Town generally does not plow roads until 3" of snow has fallen.

At this time, the Town policy treats all main roads (salt only), and spot treats the remainder of the neighborhood roads (sand/salt mix). Spot treatment is also provided on hills and intersections. The Board of Selectmen reviewed a comparison chart with respect to this regard of comparable towns.

There are 82 miles of Town roads, and 55 miles of private roads. Town and School buildings are included in the snow removal process. Ten percent of the private roads fail minimum standards.

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APPOINTMENTS & HEARINGS

Catherine Laurent, DPW Director:

Review of Snow Removal Policy: (continued)

In concern, the Town Manager recommended policy to ensure all roads both public and private are plowed properly. Mr. Collins also indicated the Town in terms of safety, should address what roads need to be repaired.

As discussion continued, it was agreed that most of the snow related issues derive from residents listed on the No Plow List. It was suggested the manner to which a road is placed on the No Plow List be modified by possibly removing those roads with vegetation issues, and overhanging brush. This action if determined would prompt a revision to the current Snow Removal Policy.

It was agreed that additional outreach be conducted regarding what is required to be corrected before the Town would perform snow plowing. In some instances, the Town may remove and correct vegetation issues and in other scenario's, the Town may plow around the overhanging brush areas. Roads with significant damage, such as pot holes remain a concern for equipment damage. However, if a road becomes a safety issue for public safety access, the road will be plowed.

**Motion made by Selectman Sherman to allow the DPW Director in the event of an impending storm, to plow certain no plow roads, and the Board of Selectmen at their next regularly scheduled meeting will develop an amendment to the Snow Removal Policy.**

**Motion seconded by Selectman Cotton.**

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

**Roll Call Vote:**

<b>Selectman Cahalane, yes</b>	<b>Selectman Sherman, yes</b>
<b>Selectman Gottlieb, yes</b>	<b>Selectman O'Hara, yes</b>
<b>Selectman Cotton, yes</b>	<b>Opposed, none</b>

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APPOINTMENTS & HEARINGS

Catherine Laurent, DPW Director:

Assistant Public Works Director:

Under the direction of the Board of Selectmen, the Town Manager with the assistance of his staff re-drafted the job description for the Assistant Public Works Director previously revised in 2005. Rodney Collins, Town Manager indicated that all major departments are staffed with a department head and an assistant with the exception of the Department of Public Works.

In assessing the needs of the DPW, this position is in place as the current Director of Public Works previously held the position of Assistant Public Works Director. To conform to budgetary constraints, the Town Manager explained the funding would be appropriated from the vacant Town Engineer position. The newly revised document for Assistant Public Works Director has been modified under the Minimum Required Qualifications in terms of experience and under the Essential Functions related to the job description. The document is recommended for posting. With advertisement, it is hopeful the position will be filled before the onset of the winter season.

To remain clear, the Town Manager indicated that funding earmarked to the Town Engineer position will be redistributed for the purposes of appropriating funding for the Assistant Public Works Director position. Both positions exist under the Personnel Administration Plan. At this time, the Town is in need of an Assistant Public Works Director, and the applicant may have qualifications of an engineer. However, it is not the intention of the Town Manager to employ a Town Engineer at this time.

**Motion made by Selectman Gottlieb to accept the job description as referenced and move forward with the advertisement process to fill the position of Assistant Public Works Director.**

**Motion seconded by Selectman Cotton.**

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

**Roll Call Vote:**

<b>Selectman Cahalane, yes</b>	<b>Selectman Sherman, yes</b>
<b>Selectman Gottlieb, yes</b>	<b>Selectman O'Hara, yes</b>
<b>Selectman Cotton, yes</b>	<b>Opposed, none</b>

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Catherine Laurent, DPW Director: (continued)

Acceptance of Roof Replacement Bid – Kids Klub:

In response to advertisement, three bids were received for the replacement of the asphalt shingle roof at the Mashpee Kids Klub. It is recommended the Board award a contract to KelKor, Inc. of New Bedford, MA in the amount of \$22,262 for the base bid with a unit price for the replacement of the wood sheathing at \$200 per 32 Square feet. Funding would derive from the Kids Klub Enterprise Fund. This is a self-supporting Town Department. Funding does not derive from the Town's General Fund.

**Motion made by Selectman Sherman to accept the low bid from KelKor, Inc. for the replacement of the asphalt shingle roof at the Mashpee Kids Klub as referenced.**

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

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

**Roll Call Vote:**

<b>Selectman Cahalane, yes</b>	<b>Selectman Sherman, yes</b>
<b>Selectman Gottlieb, yes</b>	<b>Selectman O'Hara, yes</b>
<b>Selectman Cotton, yes</b>	<b>Opposed, none</b>

Approval of Amendment to the Great Neck Woods Cemetery Rules and Regulations:

Ernest Virgilio, Chair of Cemetery Commission was in attendance with the Director of Public works to review amendments proposed to Rule the Operation of the Mashpee Town Cemetery with members of the Board of Selectmen.

It was the unanimous recommendation of the Cemetery Commission to amend the rules and regulations for the Great Neck Woods Cemetery by removing the time of year restriction for the placement of artificial flowers on plots by clarifying the Town's authority to remove items from plots that have become unsightly or deteriorated. The wording under the regulations, Item G. Decoration of Plots, number 6: Artificial flowers properly secured shall be allowed from November 1<sup>st</sup> to April 1<sup>st</sup> has been deleted from the document.

**Motion made by Selectman O'Hara to accept the recommendation of the Cemetery Commission to amend the Rules of Operation to the Town Cemetery as referenced.**

**Motion seconded by Selectman Gottlieb.**

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

**Roll Call Vote:**

<b>Selectman Cahalane, yes</b>	<b>Selectman Sherman, yes</b>
<b>Selectman Gottlieb, yes</b>	<b>Selectman O'Hara, yes</b>
<b>Selectman Cotton, yes</b>	<b>Opposed, none</b>

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NEW BUSINESS

Execution of Deeds and Conveyance of (2) Parcels at 108 Orchard Road & 132 Quinaquisset Avenue to Habitat for Humanity:

The Board of Selectmen conducted a review of the (2) Quitclaim Deeds pursuant to a vote under Article 16 of the October 21, 2013 Annual Town Meeting for the conveyance of parcels of land identified as 108 Orchard Road and 132 Quinaquisset Avenue formerly known as 68 Strawberry Avenue, previously taken by the Town for non-payment of taxes, to persons or agencies that would construct affordable homes or apartments.

The Quitclaim Deeds as referenced would grant Habitat for Humanity of Cape Cod, Inc. with Quitclaim covenants on the subject parcels. It was disclosed the deeds have been approved by Town Counsel to form.

**Motion made by Selectman Gottlieb to execute the Quitclaim Deeds for 108 Orchard Road and 132 Quinaquisset Avenue to Habitat for Humanity of Cape Cod, Inc.**

**Motion seconded by Selectman Sherman.**

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

**Roll Call Vote:**

<b>Selectman Cahalane, yes</b>	<b>Selectman Sherman, yes</b>
<b>Selectman Gottlieb, yes</b>	<b>Selectman O'Hara, yes</b>
<b>Selectman Cotton, yes</b>	<b>Opposed, none</b>

Approval of Appointment to Zoning Board of Appeals – Norman Gould, Associate Member:

Correspondence was received from Norman J. Gould, M.D. dated September 29, 2015 requesting to serve on the Zoning Board of Appeals. Additional communication was attached to the letter of interest from the Zoning Board of Appeals dated October 13, 2015 enthusiastically recommending Mr. Gould's appointment as an Associate Zoning Board Member.

**Motion made by Selectman Gottlieb to appoint Norman J. Gould as an Associate Member of the Zoning Board of Appeals as recommended.**

**Motion seconded by Selectman Sherman.**

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

**Roll Call Vote:**

<b>Selectman Cahalane, yes</b>	<b>Selectman Sherman, yes</b>
<b>Selectman Gottlieb, yes</b>	<b>Selectman O'Hara, yes</b>
<b>Selectman Cotton, yes</b>	<b>Opposed, none</b>

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NEW BUSINESS

Approval of Appointment to Zoning Board of Appeals – Bradford Pittsley, Associate Member:

The Board of Selectmen was in receipt of additional communication from the Zoning Board of Appeals dated September 22, 2015 recommending the appointment of Bradford Pittsley as an Associate Member. A letter of interest was received from Bradford Pittsley dated September 22, 2015 requesting consideration for this appointment.

**Motion made by Selectman Sherman to appoint Bradford Pittsley as an Associate Member of the Zoning Board of Appeals.**

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

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

**Roll Call Vote:**

<b>Selectman Cahalane, yes</b>	<b>Selectman Sherman, yes</b>
<b>Selectman Gottlieb, yes</b>	<b>Selectman O'Hara, yes</b>
<b>Selectman Cotton, yes</b>	<b>Opposed, none</b>

Approval of Appointment to Cultural Council – Rodney Collins:

At this time, Rodney Collins, Town Manager requested the Board indefinitely postpone the above referenced appointment. The Board of Selectmen was in agreement with this request. The matter was taken under advisement at this time.

Approval of Appointment to EDIC – Denise Dutson, Real Estate Representative:

Correspondence was received from Denise Dutson dated June 24, 2015 requesting consideration to serve as the Realtor representative to the Mashpee Economic Development and Industrial Corporation (EDIC). With respect to this regard, communication was received from Thomas Mayo, Assistant Town Manager, and liaison to the EDIC dated October 27, 2015 advising the Selectmen of the EDIC's recommendation to appoint Ms. Dutson as the Real Estate representative to the EDIC.

**Motion made by Selectman Sherman to appoint Denise Dutson as the Real Estate representative to the EDIC.**

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

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

**Roll Call Vote:**

<b>Selectman Cahalane, yes</b>	<b>Selectman Sherman, yes</b>
<b>Selectman Gottlieb, yes</b>	<b>Selectman O'Hara, yes</b>
<b>Selectman Cotton, yes</b>	<b>Opposed, none</b>

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**NEW BUSINESS**

**Replacement of Board of Health Representative to Mashpee Cares Committee – Approval to Appoint Glen Harrington:**

The Board of Selectmen was in receipt of a letter of interest from Glen Harrington, Health Agent requesting to serve as the Board of Health representative to the Mashpee Cares Committee. The request was supported by Town Manager Collins.

**Motion made by Selectman Sherman to appoint Glen Harrington as the Board of Health representative to the Mashpee Cares Committee as recommended.**

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

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

**Roll Call Vote:**

<b>Selectman Cahalane, yes</b>	<b>Selectman Sherman, yes</b>
<b>Selectman Gottlieb, yes</b>	<b>Selectman O'Hara, yes</b>
<b>Selectman Cotton, yes</b>	<b>Opposed, none</b>

**Acceptance of Resignation from the Human Services Committee – Kathy Mohler-Faria:**

Correspondence was received from Kathy Mohler-Faria dated September 29, 2015 resigning from the Human Services Committee effective immediately.

**Motion made by Selectman Sherman to accept the resignation of Kathy Mohler-Faria from the Human Services Committee with regret, sending a letter of appreciation to Ms. Mohler-Faria for her dedicated service to the Town of Mashpee.**

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

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

**Roll Call Vote:**

<b>Selectman Cahalane, yes</b>	<b>Selectman Sherman, yes</b>
<b>Selectman Gottlieb, yes</b>	<b>Selectman O'Hara, yes</b>
<b>Selectman Cotton, yes</b>	<b>Opposed, none</b>

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NEW BUSINESS

Proclamation – Pancreatic Cancer Awareness Day, November 13, 2015:

Selectman Gottlieb acting as Clerk of the Board of Selectmen read aloud a Proclamation relative to World Pancreatic Cancer Day.

**Motion made by Selectman Sherman to proclaim November 13, 2015 as World Pancreatic Cancer Day in the Town of Mashpee.**

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

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

**Roll Call Vote:**

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

Approval to Close Town Hall on November 9<sup>th</sup> for the Purpose of Attic Clean-out:

Rodney Collins, Town Manager respectively requested the Board of Selectmen close Town Hall for business on Monday, November 9, 2015 for the purpose of reorganization and cleaning. Mr. Collins indicated that at this time of year, it is favorable to clean the attic and allow time for the employee’s to organize their work space. This type of function is difficult to conduct during normal business hours, and will be requested on an annual basis to improve the conditions at Town Hall. The Department of Public Works will organize the clean-out of the attic during this time.

**Motion made by Selectman Gottlieb to authorize the closure of Town Hall on Monday, November 9, 2015 to allow for reorganization and cleaning as referenced.**

**Motion seconded by Selectman Sherman.**

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

**Roll Call Vote:**

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

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NEW BUSINESS

Discussion of EPA Grant Award:

Acting under the direction of the Board of Selectmen, Board member Gottlieb applied for and has secured a grant to conduct a ground water investigation to study the effectiveness of permeable reactive barriers as part of the town’s nitrogen removal program. Permeable reactive barriers (PRB’s) are permeable walls installed below ground that use carbon sources and microbes to remove nitrogen from contaminated ground water. With evaluations and review, the Town of Mashpee in wastewater planning may be able to pursue additional funding assistance in this direction.

In addition, it was announced the Environmental Protection Agency has provided \$200,000 in grant funding to the Mashpee Wampanoag Tribe to construct an Oyster Bay reef within Popponesset Bay.

The grant represents another significant benefit in the Town of Mashpee for the Town and Tribe and for water quality improvement.

#### LIAISON REPORTS

Solid Waste Committee: The Solid Waste Committee is nearing its task and is expected to make recommendations to the Board of Selectmen before the end of the year.

Special Events Committee: The annual Veterans Day Ceremony is schedule to be held on Wednesday, November 11, 2015 at the Veterans Park beginning at 9:45 a.m.

The second annual Fill the Van food drive is ongoing until Nov 19<sup>th</sup>. Non-perishable food items, can be dropped off at the Mashpee Town Hall in designated boxes.

Thanksgiving Dinners will be delivered on Wednesday, November 25<sup>th</sup>. Residents who wish to receive a dinner may call the Mashpee Chamber of Commerce at 508-477-0792. Roche Bros will be sponsoring the donation of dinners to Mashpee residents.

Schools: The School Committee voted last week to hire an outside consultant to investigate the recent actions of the School Superintendent.

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#### Adjournment:

**Motion made by Selectman O'Hara to adjourn at 7:33 p.m.**

**Motion seconded by Selectman Cotton.**

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

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

<b>Selectman Cahalane, yes</b>	<b>Selectman Sherman, yes</b>
<b>Selectman Gottlieb, yes</b>	<b>Selectman O'Hara, yes</b>
<b>Selectman Cotton, yes</b>	<b>Opposed, none</b>

Respectfully submitted,

Kathleen M. Soares  
Secretary to the Board of Selectmen

