



AGENDA
SELECT BOARD
MONDAY, OCTOBER 2, 2023
WAQUOIT MEETING ROOM
MASHPEE TOWN HALL
16 GREAT NECK ROAD NORTH
MASHPEE, MA 02649

Broadcast Live on Local Cable Channel 8

Streamed Live on the Town of Mashpee Website: <https://www.mashpeema.gov/channel-8>

6:30 p.m. – Convene Meeting in Open Session

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE

MINUTES

APPOINTMENTS & HEARINGS

➤ ***Department of Public Works Director Catherine Laurent:***

Discussion and Approval of Award of the Following Contracts for Salt and Agricultural By-Product:

- Road Salt: *Eastern Minerals, Inc.*
- Pre-Mix Treated Salt: *Morton Salt, Inc.*
- Liquid Agricultural By-Product: *Safe Road Services and G.B. Sons Construction Co., Inc.*

➤ ***Fire Chief John Phelan:***

Discussion and Certification of the Hiring Process for Eric Faulkner as a Firefighter/Paramedic

➤ ***Recreation Director Mary Bradbury:*** Discussion and Approval of the Following Special Events:

- Polar Plunge: Attaquin Beach; Monday, January 1, 2024, 10-11:30 pm
- Luck of the Draw Pickleball Tournament to Benefit American Red Cross: Mashpee Pickleball Park; Saturday, October 21, 2023 10 am-4 pm

➤ ***Public Comment***

COMMUNICATIONS & CORRESPONDENCE

OLD BUSINESS

NEW BUSINESS

➤ Discussion and Approval of the Following Special Events:

White Light Nation Meditation and Breakfast: Mashpee Community Park and Gazebo; October 8, 15, 22, and 29, 2023 9:30 am-12 pm: ***Justin Gagne***

➤ Interview, Discussion and Approval of the Following Appointments:

Community Garden Advisory Committee: ***Roslyn Mann*** - Member at Large (Term Expires June 30, 2026)

Community Garden Advisory Committee: ***Brian Logan*** - Member at Large (Term Expires June 30, 2025)

Community Garden Advisory Committee: ***Mary "Polly" Minugh*** - Member at Large (Term Expires June 30, 2025)

Design Review Committee: ***Carolyn Szarlan*** – Member at Large (Term Expires June 30, 2024)

ADDITIONAL TOPICS

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

LIAISON REPORTS

WATER QUALITY UPDATES

TOWN MANAGER UPDATES

EXECUTIVE SESSION

Discussion Relative to Disposition and Value of Real Property Pursuant to G.L. c.30A, §21(a) (6) and c.30B, §16 (35 Lake Avenue (Parcel 28-2-0); 409 Main Street (Parcel 36-80-0); 415 Main Street (28-3-0); 0 Meetinghouse Road (Parcel 68-13B); and 0 Falmouth Road (Parcels 68-14 and 68-16)).

ADJOURNMENT

MASHPEE TOWN CLERK
SEP 28 '23 PM2:52



*350 Meetinghouse Road
Mashpee, Massachusetts 02649
Telephone - (508) 539-1420
www.mashpeema.gov*

MEMORANDUM

September 22, 2023

TO: Select Board
Rodney Collins, Town Manager

FROM: Catherine Laurent, Director *CL*

SUBJECT: Recommendations for Award of Contract for Salt and Agricultural By-Product

The Town solicits bids for the purchase of salt and agricultural by-product (SafeMelt) through a regional bid with the other municipalities in the Counties of Barnstable and Plymouth. Bids were opened on September 21st. Attached are the results.

I recommend that a contract be awarded to Eastern Minerals, Inc. who submitted the lowest qualified bid of **\$68.50 per ton**. This is approximately a 10% decrease from FY23.

I am also recommending that a contract be awarded to **Morton Salt** for pre-treated salt. They submitted the lowest qualified bid of **\$84.13 per ton**. As the name suggests, this salt is delivered already treated with the agricultural by-product. This provides DPW with an option when either time doesn't permit DPW to pre-treat ourselves and/or the agricultural by-product isn't available.

Finally, I recommend that a contract be awarded to **Safe Road Services** and G.B. Sons Construction Co., Inc. who both submitted the lowest qualified bid of **\$2.30 per gallon** (2,000 – 4,000 gallons). This is a 33% increase from FY23.

Town of Plymouth - Regional Salt Bid Results										
Bid 22331										
9/21/2023 @ 10 AM										
Road Salt (dollars and cents/ton)										
Town	Est. Amt. (tons)	All States Construction, Inc.	American Rock Salt Co.	Eastern Minerals, Inc.	G. B. Sons Construction Co., Inc.	Innovative Municipal Products (US), Inc.	Mid-American Salt	Morton Salt, Inc.	Safe Road Services	Saltine Warrior, Inc.
Abington	2,600	n/b	\$ 68.60	\$ 65.00	n/b	n/b	\$ 71.21	\$ 61.87	n/b	\$ 70.06
Barnstable	8,000	n/b	\$ 75.70	\$ 71.00	n/b	n/b	\$ 72.27	\$ 69.13	n/b	\$ 73.25
Bourne	3,500	n/b	\$ 72.20	\$ 69.50	n/b	n/b	\$ 68.32	\$ 65.58	n/b	\$ 73.25
Brewster	1,000	n/b	\$ 78.40	\$ 75.00	n/b	n/b	\$ 75.21	\$ 71.94	n/b	\$ 74.36
Bridgewater	2,000	n/b	\$ 68.20	\$ 67.00	n/b	n/b	\$ 68.78	\$ 61.41	n/b	\$ 68.96
Chatham	1,000	n/b	\$ 79.80	\$ 75.00	n/b	n/b	\$ 78.60	\$ 72.80	n/b	\$ 75.08
Cohasset	2,000	n/b	\$ 72.70	\$ 67.00	n/b	n/b	\$ 70.82	\$ 59.02	n/b	\$ 73.06
Duxbury	4,000	n/b	\$ 69.70	\$ 66.00	n/b	n/b	\$ 71.01	\$ 61.41	n/b	\$ 70.69
Easton	3,000	n/b	\$ 68.05	\$ 66.50	n/b	n/b	\$ 68.93	\$ 60.21	n/b	\$ 69.06
Edgartown/MV	400									
DELIVERED		n/b	n/b	n/b	n/b	n/b	\$180.00	\$168.99	n/b	\$ 181.70
PICKED-UP		n/b	n/b	n/b	n/b	n/b	\$ 80.00	\$125.00	n/b	\$ 85.00
Halifax	2,000	n/b	\$ 68.20	\$ 67.00	n/b	n/b	\$ 69.44	\$ 61.41	n/b	\$ 70.04
Harwich	2,000	n/b	\$ 78.50	\$ 73.00	n/b	n/b	\$ 76.11	\$ 72.06	n/b	\$ 75.20
Hingham	3,500	n/b	\$ 72.05	\$ 66.00	n/b	n/b	\$ 71.52	\$ 59.34	n/b	\$ 73.30
Hull	1,000	n/b	\$ 72.05	\$ 67.00	n/b	n/b	\$ 71.97	\$ 60.21	n/b	\$ 72.56
Kingston	6,000	n/b	\$ 69.10	\$ 66.00	n/b	n/b	\$ 69.67	\$ 62.38	n/b	\$ 70.31
Lakeville	3,000	n/b	\$ 70.05	\$ 67.00	n/b	n/b	\$ 68.19	\$ 63.32	n/b	\$ 70.28
Marion	350	n/b	\$ 73.15	\$ 69.00	n/b	n/b	\$ 69.72	\$ 65.11	n/b	\$ 70.16
Marshfield	4,000	n/b	\$ 72.50	\$ 67.00	n/b	n/b	\$ 72.28	\$ 60.21	n/b	\$ 71.06
Mashpee	3,000	n/b	\$ 75.70	\$ 68.50	n/b	n/b	\$ 71.36	\$ 69.13	n/b	\$ 73.25
Middleborough	4,000	n/b	\$ 70.05	\$ 68.00	n/b	n/b	\$ 68.91	\$ 63.32	n/b	\$ 69.92
Nantucket	0									
DELIVERED		n/b	n/b	n/b	n/b	n/b	\$180.00	\$168.99	n/b	\$ 181.70
PICKED-UP		n/b	n/b	n/b	n/b	n/b	\$ 80.00	\$125.00	n/b	\$ 85.00
Oak Bluffs/MV	300									
DELIVERED		n/b	n/b	n/b	n/b	n/b	\$180.00	\$168.99	n/b	\$ 181.70
PICKED-UP		n/b	n/b	n/b	n/b	n/b	\$ 80.00	\$125.00	n/b	\$ 85.00
Orleans	800	n/b	\$ 80.10	\$ 75.00	n/b	n/b	\$ 79.46	\$ 72.80	n/b	\$ 74.36
Pembroke	7,000	n/b	\$ 70.05	\$ 66.00	n/b	n/b	\$ 72.55	\$ 60.21	n/b	\$ 70.94
Plymouth	7,200	n/b	\$ 70.05	\$ 67.00	n/b	n/b	\$ 71.03	\$ 63.32	n/b	\$ 70.31
Plympton	800	n/b	\$ 69.15	\$ 67.75	n/b	n/b	\$ 70.17	\$ 62.38	n/b	\$ 69.68
Provincetown	1,200	n/b	\$ 84.70	\$ 82.00	n/b	n/b	\$ 86.46	\$ 77.23	n/b	\$ 78.69
Rochester	1,500	n/b	\$ 70.25	\$ 69.00	n/b	n/b	\$ 65.71	\$ 64.65	n/b	\$ 70.88
Rockland	2,500	n/b	\$ 68.90	\$ 64.00	n/b	n/b	\$ 71.88	\$ 59.02	n/b	\$ 70.69
Sandwich	5,000	n/b	\$ 74.55	\$ 70.50	n/b	n/b	\$ 70.49	\$ 67.99	n/b	\$ 73.25
Scituate	2,000	n/b	\$ 72.05	\$ 66.00	n/b	n/b	\$ 73.16	\$ 59.66	n/b	\$ 74.21
Truro	150	n/b	\$ 84.20	\$ 80.00	n/b	n/b	\$ 84.22	\$ 77.91	n/b	\$ 77.31
Wareham	3,000	n/b	\$ 69.80	\$ 67.90	n/b	n/b	\$ 68.39	\$ 65.58	n/b	\$ 73.25
Wellfleet	600	n/b	\$ 82.80	\$ 79.00	n/b	n/b	\$ 83.72	\$ 75.76	n/b	\$ 78.20
West Tisbury/MV	90									
DELIVERED		n/b	n/b	n/b	n/b	n/b	\$180.00	\$168.99	n/b	\$ 181.70
PICKED-UP		n/b	n/b	n/b	n/b	n/b	\$ 80.00	\$125.00	n/b	\$ 85.00
Whitman	3,000	n/b	\$ 69.30	\$ 65.00	n/b	n/b	\$ 72.43	\$ 59.02	n/b	\$ 69.81
Yarmouth	2,000	n/b	\$ 75.70	\$ 72.75	n/b	n/b	\$ 72.91	\$ 67.82	n/b	\$ 75.26

Town of Plymouth - Regional Salt Bid Results

Bid # 22331

September 21, 2023

Pre-Mix Treated Salt (dollars & cents per ton)

Town	Est. Amt. (tons)	All States Construction, Inc.	American Rock Salt Co.	Eastern Miderals, Inc.	G. B. Sons Construction Co., Inc.	Innovative Municipal Products (US), Inc.	Mid-American Salt	Morton Salt, Inc.	Safe Road Services	Saltine Warrior, Inc.
Barnstable	4,000	n/b	n/b	\$ 109.00	n/b	n/b	\$ 87.46	\$ 84.13	n/b	\$ 90.74
Brewster	500	n/b	n/b	\$ 109.00	n/b	n/b	\$ 93.21	\$ 86.94	n/b	\$ 92.42
Dennis	1,000	n/b	n/b	\$ 109.00	n/b	n/b	\$ 90.71	\$ 86.75	n/b	\$ 90.26
Falmouth	3,500	n/b	n/b	\$ 109.00	n/b	n/b	\$ 86.73	\$ 84.19	n/b	\$ 89.06
Mashpee	500	n/b	n/b	\$ 109.00	n/b	n/b	\$ 87.12	\$ 84.13	n/b	\$ 89.06
Orleans	400	n/b	n/b	\$ 109.00	n/b	n/b	\$ 96.27	\$ 87.80	n/b	\$ 91.34
Sandwich	5,000	n/b	n/b	\$ 109.00	n/b	n/b	\$ 87.66	\$ 82.99	n/b	\$ 87.98
Yarmouth	2,000	n/b	n/b	\$ 109.00	n/b	n/b	\$ 88.59	\$ 82.82	n/b	\$ 89.56
Nantucket Delivered Picked Up	500	n/b	n/b	n/b	n/b	n/b	\$ 195.00	\$ 179.22	n/b	\$ 225.00
		n/b	n/b	n/b	n/b	n/b	\$ 85.00	\$ 140.00	n/b	\$ 90.50

[illegible]

RECEIVED

SEP 26 2023

Human Resources Department



Town of Mashpee

Fire & Rescue Department

20 Frank Hicks Drive
Mashpee, MA 02649
V 508.539.1457
F 508.539.1453

Date: September 26, 2023

From: Deputy Fire Chief Joseph E. Peltier

To: Rodney Collins, Town Manager

Re: New Hire Process

Mr. Collins:

An entry-level Firefighter EMT/Paramedic position was posted, which resulted in one applicant to be hired out of three openings.

As a result, a former Town of Mashpee Certified Firefighter Paramedic was contacted about the position and went through the Fire Chiefs interview process on September 5, 2023 and a conditional offer was given. A background check was completed and an employment physical was conducted by the Town Physician.

I affirm that all agreed upon phases of this selection process have been completed and reviewed by the Human Resources Department. I request to hire Firefighter/Paramedic Eric Faulkner at a Step 2.

Respectfully,

A handwritten signature in cursive script that reads "Joseph E. Peltier".

Joseph E. Peltier, Deputy Fire Chief

TOWN OF MASHPEE POSITION APPOINTMENT/REAPPOINTMENT REQUEST

Effective: September 1, 2016

JOB TITLE: Firefighter I/PAR DEPARTMENT: FIRE
EMPLOYEE: Eric Faulkner UNION/UNIT: IAFF Local 2519

STATUS: Regular Full-time [☒] Temporary Full-time [☐] Temporary Part-time [☐
Standard Part-time [☐] Non-Standard Part-time [☐] Seasonal [☐]

LABOR GRADE: N/A STEP: 2 RATE OF PAY: \$35.5379 Per Hour
Per Week \$77,614.66 Per Year/Base

I attest that this position was posted and/or advertised through the following:

Existing Eligibility List [☐] Town Posting [☐] Local Employment Opportunity [☐
Regional/State/National Opportunity [☐] Other Posting [☐]

I also attest that all policies and procedures of the Town have been satisfied regarding this appointment, including: application review [☐] written examination [☐] oral interview [☐] appointing authority interview [☒
physical agility exam [☐] medical examination [☒] psychological examination [☐] comprehensive background investigation, including a CORI check [☒] or other _____.

I further attest that the search and initial screening for this position was based upon minimum requirements, knowledge, skills, abilities, essential functions and responsibilities outlined in a job description approved by the Town Manager. (Attach job description) I further attest that the employee's driver's license status, if applicable to the position, was verified.

[Signature] 9-27-23
Human Resources Director Signature Date

I request this appointment/promotion to be effective on: October 3, 2023

[Signature] 9/27/23
Appointing Authority Signature Date

This position may be filled upon confirmation and/or certification of this selection process, if a full-time new employee; or compliance with Town policies and procedures, if a promotion.

Town Manager Signature Date

Chairman of Board of Selectmen (or Designee) Signature Date
Review of Appointment and Certification of Selection Process

Copies To: White – Human Resources Canary – Town Clerk Pink – Town Manager



TOWN OF MASHPEE

OFFICE OF THE SELECT BOARD

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

MEMORANDUM

Date: September 28, 2023

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

From: Stephanie A. Coleman, Administrative Secretary

Re: Special Event Applications

Background

Discussion and approval of the following Special Event Applications:

Polar Plunge: Attaquin Beach; Monday, January 1, 2024 10-11:30 pm: Mary Bradbury

Polar Plunge in concert with Naukabout Brewery to benefit Kiwanis Club of Mashpee

Department Recommendation/ Requirements

Board of Health: Approved.

Building: Approved

DPW: Approved. 1. Applicant shall coordinate with DPW for provision of trash, recycling, and portable toilets, if needed. 2. Applicant shall pick up litter after the event.

Fire: Approved.

Police: Approved. No details will be required for this event.

Luck of the Draw Pickleball Tournament to Benefit American Red Cross: Mashpee Pickleball Park; Saturday, October 21, 2023 10 am-4 pm: Mary Bradbury

A pickleball tournament, open to the public as a fund raiser for American Red Cross.

Department Recommendation/ Requirements

Board of Health: Approved.

Building: Approved

DPW: Approved. 1. Applicant shall coordinate with DPW for provision of trash, recycling, and portable toilets, if needed. 2. Applicant shall pick up litter after the event.

Fire: Approved.

Police: Approved. No details will be required for this event.

Attached are the Special Event Applications.

SPECIAL EVENT PERMIT APPLICATION

Application packet must be received no later than **45 days prior to the event.**

APPLICATION DETAILS

Application #:	<u>SE-23-118162</u>	Date Issued:	<u></u>	Permit #:	<u></u>	Date Paid:	<u></u>
Fee Payable: (\$)	<u>0.00</u>	Fee Paid: (\$)	<u>0.00</u>	Receipt #:	<u></u>		

SECTION 1 - SITE INFORMATION

Street Name	<u>ASHUMET RD</u>	Map Block Lot	<u>26-0-10</u>
Street Number	<u>156</u>	Zone	<u>R5</u>
Unit No.	<u></u>		

SECTION 2 - BUSINESS OWNER INFORMATION

Business Owner Name	<u>Mashpee Recreation</u>				
Street Number	<u>520 Main S</u>	Street Name	<u>GREAT NECK ROAD NORTH</u>		
City	<u>Mashpee</u>	State	<u>MA</u>	Zip Code	<u>02649</u>
Telephone	<u>508-539-1416</u>	Email	<u>mbradbury@mashpeema.gov</u>		

SECTION 3 - APPLICANT INFORMATION

Applicant Name	<u>Mary K. Bradbury</u>				
Street Number	<u>520</u>	Street Name	<u>Main Street</u>		
City	<u>Mashpee</u>	State	<u>MA</u>	Zip Code	<u>02673</u>
Business Telephone	<u>508-539-1416</u>	Email	<u>mbradbury@mashpeema.gov</u>		

SECTION 4 - MAILING ADDRESS

Street Number	<u>520 Main Street</u>	Street Name	<u>Main Street</u>		
City	<u>Mashpee</u>	State	<u>MA</u>	Zip Code	<u>02649</u>
Telephone	<u></u>				

SECTION 5 - PRIMARY CONTACT INFORMATION

Primary Contact Name Mary K. Bradbury

Non-Profit Organization / Event ☐ Yes ☐ No

Day Phone 508-539-1416

Email mbradbury@mashpeeema.gov

Cell Phone _____

Website _____

SECTION 6 - EVENT INFORMATION

Event Name Luck of the Draw Pickleball Tournament to Benefit American Red Cross

Event Producer Mashpee Recreation

Physical location if no address and description of area being used 162 Ashumet Road, Mashpee Pickleball Park

Starting Date 10/21/23 Time 10:00 AM Ending Date 10/21/23 Time 4:00 PM

Total Attendance Expected 50

Rain Plan _____

List any streets to be closed for special event N/A

Summary of Event - Please describe in full detail the special features of the event within the box below. After application is submitted, you may attach a flyer to your application from the home page.

A pickleball tournament, open to the public as a fund raiser for American Red Cross

Applicant to confirm they are applying for an event on city property ☐ Yes ☐ No

Will Food be served? ☐ Yes ☐ No

SECTION 7 - RELEASE/HOLD HARMLESS/INDEMNIFICATION AGREEMENT (REQUIRED FOR USE OF TOWN PROPERTY ONLY)

We/I, Mary K. Bradbury (name of individual[s], partnership, or corporation) hereby agree and promise to release, hold harmless and indemnify the Town of Mashpee, including employees, officials, board members, etc., from all liability of any kind or nature arising or resulting from the activity entitled Luck of the Draw Pickleball Tournament to Benefit Amer. (name of event) to be held on 10/21/23.

The undersigned represents that he/she has the authority to execute this Agreement.

Signed on 09/21/23 on behalf of Mashpee Recreation the event's

Director

X *Mary K. Bradbury*

SECTION 8 - DECLARATION

✓ I do hereby certify under the pains & penalties of perjury that the information provided above is true and correct.

Date *09/21/23*

Please contact the Selectmen's Office at (508) 539-1401 if you have any question regarding this application form.

SPECIAL EVENT PERMIT APPLICATION

Application packet must be received no later than **45 days prior to the event.**

APPLICATION DETAILS

Application #:	<u>SE-23-118164</u>	Date Issued:	<u></u>	Permit #:	<u></u>	Date Paid:	<u></u>
Fee Payable: (\$)	<u>0.00</u>	Fee Paid: (\$)	<u>0.00</u>	Receipt #:	<u></u>		

SECTION 1 - SITE INFORMATION

Street Name	<u>LAKE AVE</u>	Map Block Lot	<u>28-0-1</u>
Street Number	<u>40</u>	Zone	<u>R5</u>
Unit No.	<u></u>		

SECTION 2 - BUSINESS OWNER INFORMATION

Business Owner Name	<u>Town of Mashpee</u>				
Street Number	<u>520 Main S</u>	Street Name	<u>16 great Neck Road North</u>		
City	<u>Mashpee</u>	State	<u>MA</u>	Zip Code	<u>02649</u>
Telephone	<u>508-539-1416</u>	Email	<u>mbradbury@mashpeema.gov</u>		

SECTION 3 - APPLICANT INFORMATION

Applicant Name	<u>Mary K. Bradbury</u>				
Street Number	<u>520</u>	Street Name	<u>Main Street</u>		
City	<u>Mashpee</u>	State	<u>MA</u>	Zip Code	<u>02673</u>
Business Telephone	<u>508-539-1416</u>	Email	<u>mbradbury@mashpeema.gov</u>		

SECTION 4 - MAILING ADDRESS

Street Number	<u>520 Main Street</u>	Street Name	<u>Main Street</u>		
City	<u>Mashpee</u>	State	<u>MA</u>	Zip Code	<u>02649</u>
Telephone					

SECTION 5 - PRIMARY CONTACT INFORMATION

Primary Contact Name Mary K. Bradbury

Non-Profit Organization / Event ☐ Yes ☐ No

Day Phone 508-539-1416

Email mbradbury@mashpeeema.gov

Cell Phone _____

Website _____

SECTION 6 - EVENT INFORMATION

Event Name Polar Plunge

Event Producer Mashpee Recreation

Physical location if no address and description of area being used Attaquin Beach

Starting Date 01/01/24

Time 10:00 AM

Ending Date 01/01/24

Time 11:30 AM

Total Attendance Expected 85-100

Rain Plan N/A

List any streets to be closed for special event N/A

Summary of Event - Please describe in full detail the special features of the event within the box below. After application is submitted, you may attach a flyer to your application from the home page.

Polar Plunge in concert with Naukabout Brewery to benefit Kiwanis Club of Mashpee

Applicant to confirm they are applying for an event on city property ☐ Yes ☐ No

Will Food be served? ☐ Yes ☐ No

SECTION 7 - RELEASE/HOLD HARMLESS/INDEMNIFICATION AGREEMENT (REQUIRED FOR USE OF TOWN PROPERTY ONLY)

We/I, Mary K. Bradbury (name of individual[s], partnership, or corporation) hereby agree and promise to release, hold harmless and indemnify the Town of Mashpee, including employees, officials, board members, etc., from all liability of any kind or nature arising or resulting from the activity entitled Polar Plunge (name of event) to be held on 01/01/24.

The undersigned represents that he/she has the authority to execute this Agreement.

Signed on 09/21/23

on behalf of Mashpee Recreation

the event's

Director

X *Mary K. Bradbury*

SECTION 8 - DECLARATION

✓ I do hereby certify under the pains & penalties of perjury that the information provided above is true and correct.

Date *09/21/23*

Please contact the Selectmen's Office at (508) 539-1401 if you have any question regarding this application form.



TOWN OF MASHPEE


OFFICE OF THE SELECT BOARD

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

MEMORANDUM

Date: September 28, 2023

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

From: Stephanie A. Coleman, Administrative Secretary 

Re: Special Event Application

Background

Discussion and approval of the following Special Event Applications:

White Light Nation Meditation and Breakfast: Mashpee Community Park and Gazebo; October 8, 15, 22 and 29, 2023 9:30 am-12 pm.

This event is for community building and group meditation. The group meditation will be taking place 10/8/23, 10/15/23, 10/22/23 and 10/29/23.

Department Recommendation/ Requirements

Board of Health: Approved.

Building: Not Applicable.

DPW: Approved. Applicant shall pick up litter after each event.

Fire: Approved.

Police: Approved. No details will be required for this event.

Attached is the Special Event Application.

SPECIAL EVENT PERMIT APPLICATION

Application packet must be received no later than **45 days prior to the event.**

APPLICATION DETAILS

Application #:	<u>SE-23-117960</u>	Date Issued:	<u></u>	Permit #:	<u></u>	Date Paid:	<u></u>
Fee Payable: (\$)	<u>0.00</u>	Fee Paid: (\$)	<u>0.00</u>	Receipt #:	<u></u>		

SECTION 1 - SITE INFORMATION

Street Name	<u>GREAT NECK RD NORTH</u>	Map Block Lot	<u>36-0-7</u>
Street Number	<u>13</u>	Zone	<u>C2</u>
Unit No.	<u></u>		

SECTION 2 - BUSINESS OWNER INFORMATION

Business Owner Name	<u>Justin Gagne</u>		
Street Number	<u>147</u>	Street Name	<u>james circle</u>
City	<u>Mashpee</u>	State	<u>MA</u>
		Zip Code	<u>02649</u>
Telephone	<u></u>	Email	<u></u>

SECTION 3 - APPLICANT INFORMATION

Applicant Name	<u>Justin Gagne</u>		
Street Number	<u></u>	Street Name	<u></u>
City	<u>Mashpee</u>	State	<u>MA</u>
		Zip Code	<u>02649</u>
Business Telephone	<u></u>	Email	<u></u>

SECTION 4 - MAILING ADDRESS

Street Number	<u></u>	Street Name	<u></u>
City	<u>Mashpee</u>	State	<u>MA</u>
		Zip Code	<u>02649</u>
Telephone	<u></u>		

SECTION 5 - PRIMARY CONTACT INFORMATION

Primary Contact Name Justin Gagne

Non-Profit Organization / Event ☐ Yes ☐ No

Day Phone _____ Email _____

Cell Phone _____ Website _____

SECTION 6 - EVENT INFORMATION

Event Name White light nation meditation and breakfast Event Producer justin gagne

Physical location if no address and description of area being used 13 Great Neck Rd N, Mashpee, MA 02649

Starting Date 10/08/23 Time 930 Ending Date 10/29/23 Time 12:00

Total Attendance Expected 10 Rain Plan cancel

List any streets to be closed for special event _____

Summary of Event - Please describe in full detail the special features of the event within the box below. After application is submitted, you may attach a flyer to your application from the home page.

This event is for community building and group meditation. It will give the spiritual community to connect with other seeking the same path. The group meditation will be taking place 10/8/23, 10/15/23, 10/22/23 and 10/29/23

Applicant to confirm they are applying for an event on city property ☐ Yes ☐ No

Will Food be served? ☐ Yes ☐ No If so please explain baked goods and coffee from dunkin donuts

SECTION 7 - RELEASE/HOLD HARMLESS/INDEMNIFICATION AGREEMENT (REQUIRED FOR USE OF TOWN PROPERTY ONLY)


We/I, Justin Gagne (name of individual[s], partnership, or corporation) hereby agree and promise to release, hold harmless and indemnify the Town of Mashpee, including employees, officials, board members, etc., from all liability of any kind or nature arising or resulting from the activity entitled White light nation meditation and breakfast (name of event) to be held on 10/08/23.

The undersigned represents that he/she has the authority to execute this Agreement.

Signed on 09/09/23 on behalf of justin gagne the event's

X *justin gagne*

SECTION 8 - DECLARATION

 I do hereby certify under the pains & penalties of perjury that the information provided above is true and correct.

Date 09/11/23

Please contact the Selectmen's Office at (508) 539-1401 if you have any question regarding this application form.



TOWN OF MASHPEE


OFFICE OF THE SELECT BOARD

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

MEMORANDUM

Date: September 28, 2023

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

From: Stephanie A. Coleman, Administrative Secretary 

Re: Board, Committee and Commission: Appointments

Description

Interview, Discussion and Approval of the Following *Appointments*:

- Community Garden Advisory Committee: *Roslyn Mann - Member at Large (Term Expires June 30, 2026)*
- Community Garden Advisory Committee: *Brian Logan - Member at Large (Term Expires June 30, 2025)*
- Community Garden Advisory Committee: *Polly Minugh - Member at Large (Term Expires June 30, 2025)*
- Design Review Committee: *Carolyn Szarlan – Member at Large (Term Expires June 30, 2024)*

Attached are the preliminary evaluation forms and letters of interest for each candidate.

PRELIMINARY EVALUATION FORM

Candidate: Polly Minugh

Board/Committee/Commission/Council: Mashpee Community Garden
Advisory Committee (MC@AG)

Interview Date: 9/20/23 Evaluator: Virginia Scharfenberg, Chair
& Board members

Did the candidate appear available for scheduled meetings? YES [☒] NO [☐]

Did the candidate appear knowledgeable on role/responsibilities? YES [☒] NO [☐]

Did the candidate appear competent and qualified to serve? YES [☒] NO [☐]

Comments/Observations:

Polly has been an active community gardener for
2 years, and has volunteered her technical
skills to chart volunteer hours & other records
for us. She is eager to learn more
as a gardener & has proven to be
collaborative in every way.

On 1-5 scale (5 the strongest and 1 the weakest) my rating of this candidate is: 5

I attest that this evaluation is true and accurate to my knowledge and belief after impartially evaluating the candidate's performance in the initial interview.

Virginia Scharfenberg
Signature

Mary ("Polly") Minugh

Mashpee, MA 02649

August 24, 2023

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

Dear Members of the Board,

This letter is to express my interest in becoming a board member of the Mashpee Community Garden Advisory Committee.

I have had a garden plot at the Mashpee Community Garden for two years and have appreciated the opportunity to get my hands dirty growing vegetables for my family, while also enjoying the fellowship of other gardeners. The Mashpee community is extremely lucky to have a community garden with such excellent facilities and stewardship, which is why I am happy to offer my time to help to continue to grow and care for our lovely gardens.

I have always been interested in both flower and vegetable gardening but my career as a Consulting Partner at Deloitte Consulting left me with limited time for my hobby. Therefore, when I retired in September of 2020, I was anxious to literally "dig in"! I am currently an Executive Board member of The Garden Club of Hingham ("GCOH"), which will celebrate its centennial anniversary in 2024. I also serve as the External Communications Chair for GCOH, leading our website and social media operations. Additionally, I am a member of the Landscape Committee of The Residences at Black Rock in Hingham where I also own property. The Black Rock golf community has extensive grounds and landscaping is the largest budget item for our homeowner's association. Finally, after working for 32 years as a consultant in the healthcare industry, I serve on the Finance Committee of the Board of Directors of Norwell's NVNA and Hospice.

Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Polly Minugh".

Polly Minugh

PRELIMINARY EVALUATION FORM

Candidate: Roslyn Robinson Mann

Board/Committee/Commission/Council: Mashpee Community Garden
Advisory Committee (MCGAC)

Interview Date: 9/20/23 Evaluator: Virginia Scharfenberg, Chair
& Board members

Did the candidate appear available for scheduled meetings? YES [☒] NO [☐]

Did the candidate appear knowledgeable on role/responsibilities? YES [☒] NO [☐]

Did the candidate appear competent and qualified to serve? YES [☒] NO [☐]

Comments/Observations:

Roslyn has been an active community gardener
for 2 years. She has a history of community gardening
including years in Hingham.

She has enthusiastically volunteered to chair
our programming/education committee

She is collaborative & committed to our community
garden success.

On 1-5 scale (5 the strongest and 1 the weakest) my rating of this candidate is: 5

I attest that this evaluation is true and accurate to my knowledge and belief after impartially evaluating the candidate's performance in the initial interview.

Virginia Scharfenberg
Signature

Roslyn Robinson Mann

Mashpee, Massachusetts
02649

August 22, 2023

Dear Members of the Board,

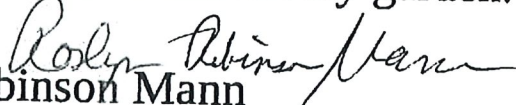
This letter to let you know of my interest in becoming a board member on the Mashpee Community Garden Committee.

I have resided in Mashpee for 5 years and this is my second season having a garden.

My professional background included Recreation and Parks for 40 years, and I have volunteered in various capacities. I oversaw the operation of a senior citizen garden for several years in the Town of New Castle, Chappaqua New York. I was at the time Coordinator ,Senior Citizen services. I have enjoyed growing gardens over my lifetime wherever I resided. I volunteered several seasons at the Bascom Lodge on Mt Greylock pulling invasive plants and weeds in the immediate area of the lodge. The love of gardening dates back many generations in my family.

Educationally, I am a graduate of Emerson College, Boston and I hold a masters degree from Herbert Lehman College, City University of New York. I was a Certified Geriatric Manager and had my own practice for 20 years. I served on the National Institute Of Senior Centers Delegate Council, a constituent unit of the National Council on Aging in Washington DC.

I would be honored to serve on this committee and contribute my time and efforts to this lovely garden.

Sincerely, 
Roslyn Robinson Mann

PRELIMINARY EVALUATION FORM

Candidate: Brian Logan

Board/Committee/Commission/Council: Mashpee Community Garden
Advisory Committee (MCGAC)

Interview Date: 9/20/23 Evaluator: Virginia Scharfenberg, Chair
& Board members

Did the candidate appear available for scheduled meetings? YES [☒] NO [☐]

Did the candidate appear knowledgeable on role/responsibilities? YES [☒] NO [☐]

Did the candidate appear competent and qualified to serve? YES [☒] NO [☐]

Comments/Observations:

Brian has been gardener for 2 years.

Actively engaged in garden work days and
other volunteer efforts.

Collaborative & committed to community
garden success

On 1-5 scale (5 the strongest and 1 the weakest) my rating of this candidate is: 5

I attest that this evaluation is true and accurate to my knowledge and belief after impartially evaluating the candidate's performance in the initial interview.

Virginia Scharfenberg
Signature

Brian Logan

Mashpee, Ma 02649

August 24, 2023

Selectboard

Mashpee Town Hall

16 Great Neck Road North

Mashpee, MA 02649

Dear Members of the Board,

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

I have been a property owner for over ten years and was delighted when I was informed that I have a
plot last year!

I have done gardening for over forty years

I have had a great time in meeting new people and exchanging ideas with them. I believe

I feel I would be an asset to the advisory committee, and can contribute to the growth as well.

If you have any questions, please free to contact me at

Thank you for your consideration

Sincerely

A handwritten signature in black ink, appearing to read 'Brian Logan', written over a horizontal line.

Brian Logan



Town of Mashpee

*16 Great Neck Road North
Mashpee, MA 02649*

MEMO TO: Select Board Office

FROM: David Morris, Chair for Design Review Committee

DATE: September 21, 2023

SUBJECT: Carolyn Szarlan Recommendation as a new Design Review Committee Member

The Select Board Office Secretary sent an email to the Design Review Committee on September 6, 2023 recommending Carolyn Szarlan for consideration as a new Design Review Committee member.

The Design Review Committee interviewed Carolyn Szarlan at an open meeting on Tuesday, September 19, 2023. Each Committee member discussed the requirements under §174-48 of the Zoning Bylaws, and asked Ms. Szarlan general questions. Attached is the evaluation form for recommendation to the Select Board at their next available hearing.

Thank you for your time and consideration for the Design Review Committee.

PRELIMINARY EVALUATION FORM

Carolyn Szarlan

Candidate: _____

Board/Committee/Commission/Council: Design Review

Interview Date: 9/19/23 Evaluator: David Morris

Did the candidate appear available for scheduled meetings? YES [☒] NO [☐]

Did the candidate appear knowledgeable on role/responsibilities? YES [☒] NO [☐]

Did the candidate appear competent and qualified to serve? YES [☒] NO [☐]

Comments/Observations:

Landscape Designer. Will be a nice
replacement for Tyler that had to
resign due to moving to Sandwich.

On 1-5 scale (5 the strongest and 1 the weakest) my rating of this candidate is: 4

I attest that this evaluation is true and accurate to my knowledge and belief after impartially evaluating the candidate's performance in the initial interview.

David Morris
Signature

Carolyn Szarlan

Letter of interest:

Good Day,

I raised 2 children in western Mass with my late husband. We vacationed on cape for 30 years and I have seen many changes. I retired in 2020 and moved to my house in Mashpee with my mother and work part time for Clipper Landscape I the horticulture division. I am also responsible for the H2b filing annually for Clipper Landscape. I spend my spare time, hiking, fishing, boating, gardening, shell fishing, and caring for my mom and grandchildren.

Mashpee is a special town with all the wonderful Indian heritage, great schools, and special communities within. Having said that, I realize there are numerous issues that face the residents that affect the taxes, the conservation land, waterways, and housing.

I use the trails daily, the marina in the summer and the beaches year round. I am grateful for the access we have to these places and want to do what I can to help protect them. My goal is to participate in committees and learn as much as I can to help the town preserve and protect the land, water, wildlife, and the residents.

I am interested in participating on a committee and feel I have much to offer from my technical background to my knowledge of the waterways and woodland areas. It is my desire to help keep Mashpee the wonderful community it is.

The Following Committees interest me the most however, I am willing to entertain other ways to serve.

Shellfish Commission

Planning and construction committee

Design Review

Community Preservation Act

Barnstable County Dredge

Thanks you for your time

Carolyn Szarlan

Carolyn Szarlan

Experience

2020-Current (Part time)

Horticulturist/Clipper Landscape

I am responsible for annual plantings for all of Clippers customers. Designing the gardens, purchasing the plants, installing maintaining and removing plants in all gardens. Additionally, I bill customers for all work involved in the planting process.

As the employment coordinator, I am responsible for maintaining the job websites, interviewing the candidates and recommending possible candidates. I am also responsible for the entire process involved in obtaining H2B visa workers.

2014-2020

Chief Information Technology Officer/Savers Bank

In this role, as with Monson Savings Bank, I was responsible for all aspects of technology and the employees in the department. I compiled the budget to purchase, equipment, software and all hardware in the institution. I was expected to stay up to date on technology and propose new processes and equipment to the board. I managed the purchase and installation of all processes. I reported to the Board. I retired in March 2020.

2008-2014

VP Information Technology/ Monson Savings Bank

In this role I was responsible for all aspects of technology and the employees in the department. I compiled the budget to purchase, equipment, software and all hardware in the institution. I was expected to stay up to date on technology and propose new processes and equipment to the board. I managed the purchase and installation of all processes.

1991-2008

Information Technology Officer/ Monson Savings Bank

When I was given this position, there was no technology department at the bank. I was the only employee and created a network and linked the branches together. I was responsible for all aspects of technology. I compiled the budget to purchase, equipment, software and all hardware in the institution. I was expected to stay up to date on technology and propose new processes and equipment to the board. I managed the purchase and installation of all processes.

Education

1974-1979

**Information Technology
Northeastern University
Boston, MA**

Skills

**Creativity
Leadership
Organization
Problem solving
Teamwork**

Contact

Mashpee, MA 02649