



MEETING MINUTES

March 19, 2024 @ 8:30 AM
Falmouth Chamber of Commerce
2nd Floor Conference Room
20 Academy Lane, Falmouth, MA 02540

Present: Mark Lowenstein (Co-Chair), Colin Reed (Co-Chair), Kevin Holmes (T), Robert Mascali.

Guest Invitee: Sam Patterson and Mike Galasso

Absent: Adrian Merryman

8:30 Call to Order & Agenda Update

A quorum was established. The Co-Chair, Reed, called the meeting to order.

8:31 Public Comment

None

8:31 Approval of Board Meeting Minutes

MOTION: Mascali made a motion to approve and release the February 20, 2024, Public Session Board Meeting Minutes. Holmes 2nd the Motion. All others in favor. Motion approved.

MOTION: Mascali made a motion to approve and not release the February 20, 2024, Executive Session Board Meeting Minutes. Holmes 2nd the Motion. All other is favor. Motion approved.

8:32 Finance: Kevin Holmes

- Holmes stated that it was a quiet month. Cash balance is down \$7k from last month. The EDIC purchased two CDs: one of 4 mos. and one of 8 mos. both earning 4 $\frac{3}{4}$ %.
- Operating standpoint P&L vs budget, some CPC funding is still coming in, if CPC funding and expense is backed out of budget, Net Income would be +/- \$10,000 over budget.
- No comments or questions on budget.
- **MOTION: Holmes made a motion to approve the March 12, 2024, Warrant in the amount of 49,168.98. Mascali 2nd the Motion. All others in favor. Motion approved.**

8:34 Guest Speaker: Mike Galasso:

- Galasso thanked the EDIC for support with the 455 Main St. project converting the old nursing home into workforce housing. He said that it has been a struggle with the Falmouth ZBA. He has had a great deal of support from the EDIC and public and mentioned that there were over 50 letters of support.
- Galasso handed out a pamphlet and discussed a new Healey-Driscoll Administration program to support redevelopment of commercial properties into housing.
- Galasso recommended that the EDIC reach out to the Town regarding a joint effort in applying for this funding.
- Galasso stated that there is \$1 million in funds available, and that the application had to be from a municipality or not-for-profit and not a private developer.

- There was discussion regarding any suitable vacant commercial buildings, and suggestions of empty municipal buildings and schools.
- Reed suggested that the Board take 30 days to take it under advisement.

8:50 Board Member Recruitment Update: Wayne Lingafelter

- Lingafelter commented that he has three potential candidates identified and he had met with two of those individuals. He commented that all three are women and bring diversity and hopes to hear back from them soon. Lingafelter stated that the Board opening announcements are advertised on both the EDIC website and listed with the Town.
- Reed suggested that Lingafelter revisit any previous applicants from past open Board positions.
- Lingafelter commented that he would like to bring gender diversity to the board and has reached out to both Sen. Moran's office and to the Falmouth Human Services for recommendations.
- Reed asked that Lingafelter follow up with individuals on this list and that the Board produce additional potential names. Lingafelter said he would update the board next month.

8:57 Board Strategy Session Update: Wayne Lingafelter

- Lingafelter handed out a memo that provided a list of individuals within the community as potential attendees of the EDIC Strategic Planning Session along with suggested questions.
- Reed posed the question, who are we missing, who is a big thinker? He commented that Housing is a big part but what else is a priority in economic development in town? Lowenstein suggested that State representatives should be on the list, as well as a representative from Falmouth internet initiatives.
- Galasso suggested that youth be added to the list and recommended getting someone from the school committee involved.
- Reed stated that it is important for the EDIC to find out where the town wants to trend for economic growth. Reed mentioned that Falmouth school enrollment is trending downward, Galasso added that more students are on the lunch assistance program. Lowenstein commented that the demographics show that it is less affordable for people to live and work on Cape Cod. Lingafelter said that he is going to add non-profit organizations to the list for community outreach.
- Patterson suggested that the EDIC host a community roundtable within the next 6-8 weeks. Lowenstein recommended a group of 8-10 individuals to discuss potential attendees. Patterson suggested that the EDIC reach out to the Cape Cod Commission as a great resource of strategic information. Lingafelter stated that he had just attended their Strategic Planning Session a few weeks ago and can do so at the proper time.
- Galasso asked for clarity of the EDIC Strategic Planning Session and Lingafelter commented that the EDIC wants to understand where the EDIC should apply their energy in the next 3-5s years to support the economic development for the Town of Falmouth.

Future Speakers:

- Reed suggested that Cape Cod Commission be on the list and suggested that the EDIC get the collected data from Cape Cod Commission.
- The Board targeted three strong objectives: 1. What type of business can succeed on Cape Cod? 2. How can the EDIC retain existing businesses in Falmouth? 3. How can the EDIC support new business growth in Town?

9:19 Executive Director Report: Wayne Lingafelter

FTP Lot# 21 Warrant Article -April Town Meeting and ANR Plan:

- Lingafelter gave an update on The Petitioner's Article #23 that the EDIC submitted to the Town meeting regarding Lot #21 that the EDIC owns at the Falmouth Technology Park. He shared that it was agreed by the Town that the EDIC would not dedicate the water tank parcel to the Town. He stated that the EDIC is continuing the process through Town Meeting on April 8th, the reconfiguration of the parcel into 2 separate lots; one lot for the EDIC to sell, and the other to house the Town Water Tank with an Easement for the Town.

- Lingafelter stated that the EDIC has revised the ANR plan for an additional 100ft frontage for access to the lot and has received approval from the DPW. He said that Geoff Nickerson, attorney for the EDIC, will go to the Town Planning Board for approval. Lingafelter stated that this will give Nickerson the ability to launch into the land court application and will provide for a more marketable lot to sell.
- Lingafelter stated that he will attend the Town meeting and will be prepared if there are any questions.

Station Update: Lingafelter reported that the Station reset has not experienced any negative issues over the past two months. The Station has been open for ten hours a day from 7:30am – 5:30 pm without incident. He commented that the signage is good, and folks are exiting the building prior to the alarm being set.

- Lingafelter said that there has been a complete cleaning of the Station, the office space, and interior painting completed.
- Lingafelter stated that Mullin has been working to add a Welcome page to the TV monitors.
- Lingafelter reported that the masonry project at the Station has been on hold due to weather and should begin again in April. The work to be done now is in addition to the scope of work originally planned as there is still \$20,000-\$30,000 of funding still available. The next project is to wash the exterior brick.
- Lingafelter stated that the furnace needs to be replaced at the Station and gave two options. 1. Replace the furnace with a gas fired furnace and boiler system. 2. Replace the existing Mitsubishi mini split systems that currently cool the Station with heat pump units that will both heat and cool the Station. Lingafelter reported that Rise Engineering gave an estimate of \$20,000 to replace the Mitsubishi units after subsidies and the current HVAC company that services the Station gave an estimate of \$25,000 to replace the furnace.
- Lingafelter reported that the EDIC may apply for full funding from the Community Preservation Committee (CPC) for the installation of new heat pump units and that he has a three-week deadline to submit the application. Lingafelter asked the Board for guidance. The consensus of the Board was to take the subsidy while it is available from the CPC, and that the expense of a new furnace can be removed as an expenditure on the budget. The decision was further supported by the current age of the existing Mitsubishi units and that they will need to be replaced at some point in the next three to five years. Patterson suggested that the current furnace could remain in place as a back- up if needed for additional heating during extreme cold temperatures.
- Lowenstein asked if the Station could have Solar Panels to off- set the cost of electricity, Lingafelter stated that he was not sure, as the building is registered on the State Historic Register.

Amenities Update at the Station: Lingafelter reported that Mullin has been meeting with vending companies regarding machines at the Station, and he and Mullin have met with a local food business regarding having a food truck outside the Station. He stated that there is interest and there needs to be follow-up with details and Lease. Lingafelter stated that he had not heard back from another local business that had originally had interest. He mentioned that he would like to see a combination of food trucks, ice-cream and vending machines being offered at the Station during the busy months of summer.

- Reed asked if there needs to be an RFP. Lingafelter responded that the threshold is below the requirement for an RFP.
- Mascali commented on the signage for the Station Grill, and Lingafelter stated that he is taking the Station Grill sign down, and further remarked that the future businesses will be advertised on the TV Monitors in the Station and on the EDIC website and does not foresee any large signage.
- Mullin gave a report on vending machines. She stated that she met with Dual State Vending, and American Food Vending. Mullin reported that Dual State maintains machines at the Joint Base, and the American Food Vending company maintains machines at Falmouth Hospital and other local locations. She stated that the American Food machines electronically notify the company when stock is low as opposed the Dual State that would require notification from staff that the stock is low.
- Lingafelter commented that both companies offer a business model that will place the machines in the Station, stock them, and repair them, but they do not pay rent and there is no profit share from sales. Galasso stated that in California he has arrangements with vending companies that offer profit-share of sales. The Board suggested that Mullin have further conversation with the companies regarding potential rent or profit share.

Operations Update: Lingafelter reported that Mullin is working on enhancing the information on the TV Monitors at the Station with a Welcome Page. He stated that he is meeting with Rachel Lovett at the Museum on the Green to discuss enhancing the presentation at the Station about the history of the Station.

- Lingafelter reported that he is in the midst of conversations with Peter Pan, the Chamber of Commerce, and Cape Cod Transit regarding a collaboration for a paid staff member to be present at the Station during the busy summer months. Reed suggested that the EDIC investigate repurposing some local volunteers. Mullin suggested tapping into the senior community.

Additional Items: Lingafelter reported that he has made a submission of interest, the first step in the State funding process, in the amount of \$75,000 and is waiting for the State to respond and provide some guidance on where he can find the full application.

- He is working on the CPC funding application with a deadline date of April 9, 2024.
- He has a follow-up call with MassDOT attorneys regarding the negotiation of lease that permits workforce housing at the Station.
- Lingafelter will give an update on all these items at the April meeting.

10: 00 MOTION: Mascali made a Motion to adjourn the March 19th Public Session Meeting. Holmes 2nd the Motion. All in favor. Motion approved.

❖ **Times posted are intended merely for guidance.**