



## MEETING MINUTES

January 9, 2024 @ 8:30am  
Falmouth Town Hall, 59 Town Hall Square, Falmouth, MA 02540  
Select Board Meeting Room

**Present:** Mark Lowenstein (CK), Samuel Patterson, Colin Reed, and Robert Mascali

**Absent:** Kevin Holmes (T), Adrian Merryman

### 8:31 Call to Order & Agenda Update

A quorum was not established. Lowenstein called the meeting to order.

### 8:32 Public Comment

- None

### 8:32 Approval of Meeting Minutes:

- **MOTION:** Patterson made a motion to approve the November 14<sup>th</sup> 2023 Public Session Board Meeting Minutes. Reed 2<sup>nd</sup> the motion. All others in favor. Motion approved.
- **MOTION:** Patterson made a motion to approve and not release Executive Session Meeting Minutes of November 14<sup>th</sup> 2023, Public Session Board Meeting. Reed 2<sup>nd</sup> the motion. All in favor. Motion approved.
- **MOTION:** Patterson made a motion to approve the December 12<sup>th</sup> 2023 Public Session Board Meeting Minutes. Mascali 2<sup>nd</sup> the motion. All other in Favor. Motion Approved.
- **MOTION:** Patterson made a motion to approve and not release Executive Session Meeting Minutes of December 12<sup>th</sup> 2023, Public Session Board Meeting Macali 2<sup>nd</sup> the motion. All in favor. Motion approved.

### 8:35 Finance – Kevin Holmes absent /Wayne Lingafelter commented on Finance highlights.

- Lingafelter stated that the cash balance is down roughly \$80k this month which will be recovered in January, timing was CPC reimbursement for masonry project expenses at the Station which and not out of the ordinary.
- Lingafelter stated that the rent was not received in December from the Station Grill. There is now approximately \$8k outstanding receivable from Mr. Marcellino.
- Lingafelter stated that Net Income is approximately \$90k ahead of budget, half of which is attributed to expense control at the Station. Noteworthy items are legal expenses, landscaping, cleaning, and the repair and maintenance budget line items. The balance of the \$90k is not related to the Station.
- Lingafelter stated that when the budget is adjusted for the CPC related project expenses and reimbursement the total Net Income for the year is a positive \$17k.

8:36 **MOTION:** Patterson made a motion to approve the Warrant, Mascali 2<sup>nd</sup> the motion. All in favor. Motion approved.

### 8:37 Discussion of Election of Executive Officers

- Lowenstein reported that Thomas Feronti has resigned his position as Interim EDIC Board Chair.

- Discussion and election of new officers was deferred at Lowenstein recommendation until all six members of the current Board are present. This discussion and election will take place next month.

### **8:38 Board Member Recruitment**

- Lowenstein reported that the Board is down one Member.
- Lingafelter stated that the town has been notified of the open position and the town will advertise the opening.
- Lingafelter stated that a bylaw requirement is that certain types of background be held by Board Members. Tom Feronti held the real estate position for the board and the position now open should be filled by a person with a real estate background.
- Reed asked if there were two spots open on the Board, Lingafelter clarified that there is one spot open.
- Lingafelter clarified that Lowenstein is designated as the Industrial Development representative, Holmes is designated as the financial representative, Mascali is designated as the municipal government representative, Patterson is the designee for the low-income population in town. The fifth and final position representative is the real estate person, and the other two positions are open positions and do not require any specific requirement experience.
- Lowenstein stated that he would like to see diversity of the Board in terms of race and gender.
- Lowenstein stated to the press, if they are writing a story, the Board is happy to look at all candidates. Elizabeth Saito from Falmouth Enterprise made a public comment that if a press release is sent to the Enterprise and they will publish a public service announcement about the opening and the experience required. The board can go to the Enterprise website to find out where to send the Press Release or to send it to her directly.
- Lingafelter stated that he will spend time filling this position and welcomes suggestions from the Board if they have any recommendations. Lingafelter stated that there is a process, and he will meet with candidates prior to the Board interview. Lingafelter stated that the Board needs to be aggressive in filling the spot.
- Lingafelter stated that all applications for the Board position will be given to the Select Board for their review and consideration. The EDIC Board will make a recommendation based on their interview with candidates if there is more than one potential applicant. Lingafelter stated that the process usually takes several months.

### **8:43 Executive Director's Report – Wayne Lingafelter**

#### **Falmouth Station Update**

- Lingafelter reported that the Station masonry work has been ongoing since October.
- The masonry work has been completed on the parapet restoration, south windows and the chimney. There is a fourth element of the project, certain capstones of the parapet have deteriorated and need replacement. They have replaced six of the capstones. There are two additional capstones identified to be replaced. The contractor recommends holding off replacing the additional two capstones until temperatures warm. There will be a punch list of work completed at the Station done on Wednesday January 10th subject to weather. Lingafelter said he will get confirmation that the work is ready to be signed off on in the next couple of days. There are no cost overruns for the work completed to date. There are significant funds left that can be applied to additional work that was originally bid out. Lingafelter will provide information to the Station subcommittee.
- Lingafelter stated that there is a \$23k of change order related to both the additional capstones that will be added to parapet and work on the South facade and replacing mortar joints that are in poor shape. This later work was bid as an add alternative in the initial round of bidding and will now be accepted.
- Lingafelter stated that on a positive note that leaves \$40k of CPC funding. The administrator of CPC funding has agreed that those funds can be used next spring when the weather improves for masonry work.
- Lingafelter will be speaking with the Gale Associates to discuss some of the additional work that needs to be done. Board will be kept updated by Lingafelter.

- Patterson asked if the additional work would fall under the CPC scope of work. Lingafelter stated that the work on the additional capstones and masonry replacement of mortar was taken as an add-alternate so it is within scope of CPC funding, any additional work that needs to be done will need to be within the scope but may not have been bid.
- Lingafelter stated that there is an obligation to report twice a year to the status of the project to the CPC and this report is due prior to the end of the month. He will identify and include the work that was not originally in assessment to obtain approval from CPC.
- Lowenstein stated that the building is important to the Town. The Board wants to maintain the integrity of the building and asked if there are any other major issues to building. Lingafelter stated that with the age of the building there will always be issues but that the work being done currently is the most pressing but that other issues will require investment as well.
- Lingafelter stated that in the 2024 budget there is a list of other capital investments that are required for maintenance that will fall outside of any CPC funding.
- Lingafelter said that the John Marcellino mailed the keys to attorney Geoff Nickerson. Most of the tenant's equipment has been removed but there is Station Grill property left in the Peter Pan office. Lingafelter is communicating with Peter Pan about removing these items. Mr. Marcellino will be given more time to remove his equipment from the basement. This includes a refrigerator, ice maker, paper goods, and food. Lingafelter will follow up with Mr. Marcellino.
- Lingafelter stated that new cameras and security equipment have been installed at the Station and are operating. This new equipment allows off-site monitoring and permits access to station changes remotely for locking and unlocking doors. All interior and exterior locks have been changed. Full cleaning of the station will take place this week.
- Broderick has contacted all artists displaying art in Station. Lingafelter and Broderick met with artists and explained that the Station may be opened unattended and those that want to leave artwork in the Station must sign a waiver.
- Lingafelter is going to meet with Peter Pan Bus to explore the possibility of them providing a staff member within the Station during the busy season. Mascali asked if there is anything mentioned in the lease regarding the responsibility of having a staff member in the station. Lingafelter stated no, but that they did hire a staff member at one time but that stopped due to Covid, at that time Peter Pan then hired Mr. Marcellino to assist with ticket sales. Lingafelter said that the Board will have to keep in mind that Plymouth Brockton is now offering bus service at the Station and a conversation will have to be had with them as well. Patterson asked if online sales increased over Covid. Lingafelter stated that Peter Pan spent money on their website for patrons to purchase tickets online; however, he said that when he visited the Station there are still many patrons that walk into the station thinking that they can purchase tickets in person. Lowenstein commented that he thinks patrons can buy tickets from bus drivers. Public comment by Charles Rader, he had written to the Board a while ago about how difficult it is to purchase a bus ticket online and bus drivers have not been willing to sell tickets. Lingafelter stated that Plymouth Brockton had a kiosk in the Station in August of 2021 when they began service, and it had its own set of issues, so it was removed. Lingafelter stated that he will speak to the bus lines for protocol to sell tickets.
- Lingafelter and Lowenstein are speaking to several vendors about putting vending machines into the Station and having food trucks on premises.
- Lingafelter has received two unsolicited expressions of interest in the cafe space and said that there is a process to go through to vet people if that is the route the Board wants to take.
- Lingafelter asks the Board if they will allow the Station to be opened unattended. He stated that there are new security cameras. Patterson asked if cameras can be viewed off-site and if they record. Lingafelter stated, yes, the new system has processing equipment locked up in an office in the Station. Lingafelter stated that there are no notices posted regarding security. Patterson said that public notice of security is a good deterrent. Lingafelter agreed and said that he will investigate purchasing signs. Lowenstein asks if the Station should be open on a trial basis unattended. Reed asked about liability. Mascali commented that the insurance company should be contacted regarding liability. Lingafelter suggested that the vestibule be open for the first bus in the morning and the main part of Station be open around 8 or 9 am and remain open until dark while vestibule can remain open until the last bus, which is around 9pm. Lingafelter stated that on occasion there have been individuals sleeping in the vestibule. Patterson agrees to hours and recommends that Falmouth Town manager and Police dept be notified, and asked if they can make regular rounds to the Station.

- Reed agreed to Lingafelter's recommendation. Patterson agrees but asks that the insurance company be contacted regarding liability prior to opening the Station unattended. Lingafelter will contact the insurance company and police station and will confirm winter bus schedules to make sure that the vestibule and main part of Station are open accordingly. A memo summarizing Lingafelter's recommendations on Station operations will be sent to the full Board prior to implementation of the new procedures.
- **MOTION: Patterson makes a motion to set a policy to make the Station as accessible to the public as is reasonably possible and monitor it closely for inappropriate use. Executive Director Lingafelter is to determine hours of operation and related proceeds for an unattended Station. Lowenstein 2nd the motion. All in favor. Motion accepted.**
- Lingafelter stated that he and attorney Geoff Nickeson have a conference call on Wednesday January 10th with MassDOT regarding amendment of the Lease Agreement with MassDOT to open the negotiations of those issues associated the potential workforce development on the Station property.

#### 8:50 Miscellaneous Scheduling Matters

##### 2024 Budget Review.

- Lingafelter would like to get this review of the budget completed next week and a separate Board meeting is appropriate. Meeting scheduled for January 18th at 8:30 at the Chamber Office conference room. Meeting notice will be posted with the Town.

##### Strategic Session

- Lingafelter proposed that the Strategic Planning Session be held mid-to-late February after the next Board meeting.
- Lingafelter, Lowenstein and Reed previously had met and discussed themes to be discussed in the Strategy Session and recommended that they should be focused on the community's economic development needs and role of EDIC supporting those needs.
- Lingafelter said that he reached out to Town manager, Mike Renshaw, and Chamber of Commerce president, Mike Kasparian to determine if they would be interested in attending the session.
- Lingafelter would consider other topics and prepare an outline for the Board within the next week.
- Lingafelter recommends that this meeting should be a Boards Strategy Session which he would facilitate, but the Boards attendance and input is critical.
- Reed states that the Board should get other town constituents input on economic development. Lowenstein agrees and recommends that a few Board members meet with key committees in town to gather information.
- Time of Strategy Session to be determined subject to this community outreach.
- Broderick recommends reaching out to both Woods Hole and Falmouth Village Associations. Reed recommends Falmouth Affordable Housing Committee. Lowenstein suggests any thoughts be sent to Executive Director Wayne Lingafelter to put together a list of places and people to approach and recommends Lingafelter and a few Board members meet with those individuals.
- Lingafelter clarifies that the discussion with individuals is not regarding a specific EDIC project but the role that EDIC plays in the community. Lowenstein comments that the discussion is about getting input from town constituents and support for the notion that there is a need for the EDIC in town, and what can the EDIC do to assist in the needs of the community as it applies to the EDIC mission. Reed states that the more information the Board gathers from constituents the better sense it will have to work on projects over the next five years to insure that as a community we are moving forward together. Patterson asked to include government entities, education entities such as MBL and WHOI.

#### 8:54 Future Agenda Items or Guest Speakers

- Lingafelter suggested that he would like to have Municipal Light be a guest speaker.
- Reed suggested that the Board should ask some of the individuals that they are reaching out to be a part of the Strategic Session to be guest speakers in the months of February and March.

**9:06 MOTION: Lowenstein made a motion to adjourn the meeting. Patterson 2nd the motion. All in favor. Meeting adjourned.**