



Wellfleet Selectboard

Note: Start Time of 6pm

The Wellfleet Selectboard will hold a public meeting on **Tuesday, March 12, at 6:00 p.m.** located at the Wellfleet Adult Community Center (ACC), 715 Old King's Highway, Wellfleet, MA 02667. Remote participation will be available by Zoom and telephone as provided below, in compliance with 940 CMR 29.10 and the Town's Remote Participation Policy. If technological problems interrupt remote participation, the meeting may be suspended or ended at the discretion of the Chair in consultation with the Board.

Selectboard meetings are broadcast live on Comcast cable (Wellfleet Government TV Channel 18) and are recorded. Recordings of meetings are available at wellfleet-ma.gov

Note: Any individual may record the meeting, but must first notify the Chair, and may not interfere with the meeting to record it. See M.G.L. c. 30A, s. 20(f).

Join the meeting hosted in Zoom by using the following link:

<https://us02web.zoom.us/j/85689604806?pwd=blpIVFFBZzViQ0xNWkZKMm9iMVdrdz09>

By Phone: +1 929 205 6099 and enter Meeting ID: 856 8960 4806 | Passcode: 611877

To participate during public comment:

In person: go to closest available microphone.

Zoom: raise hand to be called on to speak.

Phone: dial *9 to raise hand to be called on

All participants must be recognized by the Chair prior to speaking during public comment or at any other time during the meeting. See "Speech and Conduct at Public Meetings" page following Agenda for further information on the law governing public participation.

I. *Announcements and Public Comments*

Note: Public comments are limited to no more than three minutes per speaker, and a speaker will be allowed to speak only once. The Board will not deliberate or vote on any matter raised solely during Announcements & Public Comments.

II. *Consent Agenda*

A. Use of Town Property – Wellfleet United Methodist Church; Newcomb Hollow Beach parking lot, for Sunrise service, March 31, 2024, 6:15am – 6:45am

B. Use of Town Property ~ Wellfleet Gardeners ~ Driveway between Town Hall and Abiyoyo, for plant sale, May 25, 2024, 6am – 2pm.

C. Wellfleet Herring River Restoration OPR services Amendment #2 for Year 2 Services.

III. *Public Hearings*

A. Amendment of Wellfleet Marina Schedule of fees ~ Will Sullivan, Harbormaster; Brittany Tilton, Assistant Harbormaster

- B. Amendment of Wellfleet Building Department schedule of fees ~ Angelo Salamone, Building Inspector; Dureen Davis, Administrative Assistant

IV. ***Licenses***

A. ***Renewal of Seasonal Alcohol licenses***

- Rookies Inc, DBA Bobs Sun N Cone
- Chequesset Yacht & Country Club
- Lobster & Chowder House
- Vrs Inc, Van Rensselaer's
- Fobro, Inc. DBA: Flying Fish Café
- Wellfleet Harbor Seafood Company DBA: Mac's Shack
- New Fleet Corp. DBA: Hog Island Surf Lodge & Beer Yard

V. ***DOT Project***

- A. Tree Removal ~ 10 Main Street, status report and discussion

II. ***Use of Town Property***

- A. WAO (Wellfleet Oyster Alliance) ~ Oysterfest ~ Application updated with improvements made with the board and public recommendations and suggestions. See full application in the packet.
- B. WOA – Tonya Felix, Wellfleet Oyster Crawl, May 26, 2024; 2:30pm – 5:00pm
- C. Provincetown Swim for Life ~ Provincetown Community Compact; September 7, 2024; 9:00am – 12:00pm ~ Great Pond
- D. Walter Baron ~ Old Wharf Dory Co; 10th Annual Wellfleet Rowing Rendezvous, free event; September 21, 2024; 11:00am -3:00pm.

III. ***Board/Committee Appointments and Updates***

- A. Jean Caviness ~ interview and possible vote to be appointed to the Cultural Council as a voting member.
- B. Andrew Spangler ~ interview and possible vote on being appointed to the Cable Advisory Committee as a voting member.

IV. ***Business***

- A. Maurice's Campground ~
 - Maurice's Campground Master Planning Services Recommendations – Votes may be taken.
- B. Fuss O'Neill to present to the board options for the exterior face of the Chequessett neck river bridge.
- C. Town Elections
 - Discussion on scenarios and public outreach.
- D. Dredging
 - To discuss professional assistance on dredging matters.

V. ***Selectboard Reports***

VI. ***Topics for Future Discussion***

VII. ***Minutes***

- A. February 20, 2024
- B. February 22, 2024
- C. February 27, 2024

D. February 29, 2024

VIII. *Adjournment*

Speech and Conduct at Public Meetings

The SJC's Barron v. Kolenda case decided in March of 2023 held that "civility cannot be required regarding the content of speech at a public comment session in a public meeting."

Barron v. Kolenda also held that public bodies may impose restraints on the conduct of individuals at a public meeting:

"What can be required is that the public comment session be conducted in an "orderly and peaceable" manner, including designating when public comment shall be allowed in the governmental meeting, the time limits for each person speaking, and rules preventing speakers from disrupting others, and removing those speakers if they do. We have concluded that such time, place, and manner restrictions do not violate either the right to assembly under art. 19 or the right to free speech under art. 16.

In addition to the SJC's instructions in Barron v. Kolenda on a public body's right to require "orderly and peaceable" public comment, the Massachusetts Open Meeting Law contains rules for conduct at public meetings. From Mass. General Laws Chapter 30A, s. 20:

- No person shall address a meeting of a public body without permission of the chair, and all persons shall, at the request of the chair, be silent.
- No person shall disrupt the proceedings of a meeting of a public body.
- If, after clear warning from the chair, a person continues to disrupt the proceedings, the chair may order the person to withdraw from the meeting
- If the person does not withdraw, the chair may authorize a constable or other officer to remove the person from the meeting.

Public comment at Selectboard meetings

The Selectboard does not seek to, and will not regulate the content of speech by participants at public comment (with the exception of threats, incitements to violence, or other jeopardy to public safety). However, consistent with the Barron v. Kolenda case, the Chair will enforce the above rules to prevent disruption of meetings and to ensure "orderly and peaceable" public comment. Examples of conduct that disrupts a meeting include:

- Addressing the Board or the public when not recognized by the Chair, whether at the microphone or in the audience.
- Interrupting a speaker recognized by the Chair.
- Interrupting a Board member or Board discussion.
- Continuing to speak when time for comment has expired and the Chair has advised that the speaker is no longer recognized.
- Refusing to cease any of the above or other disruptive conduct when requested by the Chair

The Chair will flag disruptive conduct and issue a verbal warning to the individual engaged in it. If an individual who has received a verbal warning continues to disrupt proceedings (at that time or later in the meeting), the individual will be asked to leave the meeting. If the individual does not leave the meeting, the Chair will authorize his or her removal from the meeting.



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: March 12, 2024

I

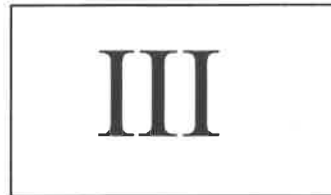
ANNOUNCEMENTS AND PUBLIC COMMENTS

REQUESTED BY:	Wellfleet Selectboard
DESIRED ACTION:	Announcements to the board and public
PROPOSED MOTION: SUMMARY:	<i>NOTE: Public comments are limited to no more than three minutes per speaker and be allowed to speak once during open comments.</i> The Board will not deliberate or vote on any matter raised solely during Announcements & Public Comments.
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: March 12, 2024



CONSENT AGENDA

REQUESTED BY:	Various Parties
DESIRED ACTION:	To approve the following without objection
SUMMARY:	I move to approve the following items with no objection: <ul style="list-style-type: none">• Use of Town Property ~ Wellfleet United Methodist Church; Newcomb Hollow Beach Parking lot for Easter Sunrise service, March 31, 2024, 6:15am – 6:45am• Use of Town Property ~ Wellfleet Gardner's; driveway between town hall and Abiyoyo for their annual plant sale; May 25, 2024; 6am – 2pm• Wellfleet Herring River Restoration OPR Services amendment #2 for year 2 services
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Conditions:
VOTED:	Yes _____ No _____ Abstain _____

APPLICATION FOR PERMIT TO USE TOWN OWNED PROPERTY

TOWN OF WELFLEET
300 MAIN STREET
WELFLEET, MA 02667

Applicant Sieglinde Rogers, Pastor

Affiliation or Group Wellfleet United Methodist Church

Telephone Number 508-399-7217

Mailing Address 246 Main St

Email address wellfleetumc.pastor@gmail.com Wellfleet, MA 02667

Town Property to be used (include specific area) Ocean Front of Beach Parking lot

RIGHT SIDE of Newcomb Hollow Beach

Date(s) and hours of use: MARCH 31, 2024 6:15am - 6:45am

Describe activity including purpose, number of persons involved, equipment to be used, parking arrangements, food/beverage service, etc. Also, please indicate if fees will be charged by applicant.

ECUMENICAL
Easter Service Sunrise, 25-30 people, NO FOOD, NO BEVERAGE,
NO EQUIPMENT, PARKING in Beach parking lot, Free Community
EVENT

Describe any Town services requested (police details, DPW assistance, etc.)

NONE

NOTE TO APPLICANTS: All applications must be accompanied by a non-refundable \$50.00 processing fee. Applications must be received at least 30 days prior to the first event date to ensure that all reviews can be completed prior to the event. This application is only for permission to use Town property. Any additional licenses, such as food service permit, etc., may be required and it is the applicant's responsibility to secure the same.

Action by the Board of Selectmen:

_____ Approved as submitted

_____ Approved with the following condition(s): _____

_____ Disapproved for following reason(s): _____

Date: _____

Processing Fee: \$50.00 ✓

Fee: _____

(over)

APPLICANT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSPECTIONS

Health/Conservation Agent: N/A Comments/Conditions: Permits/Inspections needed:	Inspector of Buildings: N/A Comments/Conditions: Permits/Inspections needed:
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Police Department: ok - Kevin LaRocco Comments/Conditions:	Fire Department: ok - Chief Pauley Comments/Conditions:
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DPW: OK ~ Jay Norton Comments/Conditions	Community Services Director: ok Suzanne Thomas Comments/Conditions:
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Harbormaster: N/A Comments/Conditions	Shellfish: N/A Comments/Conditions
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Recreation: Comments/Conditions	Town Administrator: ✓ Comments/Conditions
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APPLICATION FOR PERMIT TO USE TOWN OWNED PROPERTY

TOWN OF WELLFLEET
300 MAIN STREET
WELLFLEET, MA 02667

Applicant Karen Kaminski Affiliation or Group Wellfleet Gardeners
Telephone Number 201-410-8463 Mailing Address: P.O. Box 1495 Wellfleet
Email address Karen.e.Kaminski@gmail.com

Town Property to be used (including specific area: driveway between town hall & Abyayo)

Date(s) and hours of use: May 25, 2024 6AM - 2PM

Describe activity including purpose, number of persons involved, equipment to be used, parking arrangements, food/beverage service, etc. Also, please indicate if fees will be charged by the applicant.
SALE of plants on portable tables, no food

Describe any Town services requested (police details, DPW assistance, etc.) none

NOTE TO APPLICANTS: All applications must be accompanied by a non-refundable \$50.00 processing fee. Applications must be received at least 30 days prior to the first event date to ensure that all reviews can be completed prior to the event. This application is only for permission to use Town property. Any additional licenses, such as food service permit, etc., may be required and it is the applicant's responsibility to secure the same.

Action by the Board of Selectmen:

_____ Approved as submitted.
_____ Approved with the following condition(s): _____
_____ Disapproved for following reason(s): _____

Date: 2/23/2024

Processing Fee: \$50.00 paid

Fee: _____

(over)

APPLICANT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSPECTIONS

Health/Conservation Agent: N/A Comments/Conditions: Permits/Inspections needed:	Inspector of Buildings: Comments/Conditions: Permits/Inspections needed:
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Police Department: ok - Kevin DiRocco Comments/Conditions:	Fire Department: ok - Rich Pauley Comments/Conditions:
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DPW: OK - Jay Norton Comments/Conditions	Community Services Director: N/A Comments/Conditions:
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Harbormaster: N/A Comments/Conditions	Shellfish: N/A Comments/Conditions
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Recreation: N/A Comments/Conditions	Town Administrator: ✓ Comments/Conditions
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February 2, 2024

Mr. Jay Norton, DPW Director
Mr. Richard Waldo, PE
Town Administrator
Town Offices
300 Main St
Wellfleet, MA 02667

**RE: Wellfleet-Herring River Restoration OPR Services
Amendment #2 for Year 2 Services**

Dear Jay and Richard:

As requested, Environmental Partners Group, LLC (Environmental Partners) has prepared this amendment for Owner's Project Representative (OPR) services to be provided in Year 2 (2024) for the Herring River Restoration Project.

The original contract for OPR services envisioned amending the contract on a yearly basis as construction progressed. This contract was executed in January 2023 for a fee of \$319,794.00 for services in calendar year 2023. This cost was based on services to be provided during an estimated construction duration of 24 weeks. In 2024, it is anticipated that MIG Construction will work for approximately 50 weeks. Accordingly, the cost for services will increase.

The cost for services for Year 2 is estimated at \$658,813.00. This cost is within the budget line items for OPR services from the project funders (Massachusetts Department of Environmental Restoration, USDA NRCS, and NOAA), and is equivalent to an estimated monthly invoice of \$54,900.

For reference, Environmental Partners' monthly invoices during 2023 ranged from approximately \$31,000 to \$81,000. The average invoice over the last four months of the year was approximately \$46,600. Therefore, the forecasted cost is commensurate with the expected increase in construction work and activity at the project site when compared to 2023.

Amendment #2 is attached. The scope of services for Task 1 and Task 2 are defined in the original contract and are unchanged.

Please feel free to contact me if you have any questions or would like to discuss this project further.



Very Truly Yours,

Environmental Partners Group, LLC

A handwritten signature in black ink that reads "Paul C. Millett". The signature is written in a cursive, flowing style.

Paul C. Millett, P.E.
Senior Principal

P: (617) 657-0276

E: pcm@envpartners.com

Encl. Amendment #2.

CONTRACT AMENDMENT NO. 2

OWNER'S PROJECT REPRESENTATIVE SERVICES

**SUPPLEMENTAL SERVICES
IN CONNECTION WITH**

Herring River Restoration Project

FEBRUARY 2024

**ENVIRONMENTAL
 PARTNERS**

THIS SECOND AMENDMENT, is entered upon this ____ day of February in the year Two Thousand and Twenty Four and amends the Agreement dated January 1, 2023 by and between the Town of Wellfleet, acting through its Town Administrator, (hereinafter called the OWNER), and ENVIRONMENTAL PARTNERS GROUP, LLC, a limited liability company duly organized and existing under the laws of the Commonwealth of Massachusetts, and having its principal place of business at 1900 Crown Colony Drive, Quincy, Massachusetts (hereinafter called Environmental Partners or EP).

WITNESSETH, that in consideration of the mutual agreements herein contained, the parties hereto agree to amend the above referenced contract.

Make the following changes to the Scope of Services.

Revised Scope of Services

Task 1 and 2:

As requested by the Town and funders, and as anticipated in the contract, these services are hereby extended for one (1) year. ENVIRONMENTAL PARTNERS will provide these services for the Chequessett Neck Road (CNR) Bridge Replacement and Pedestrian Accessway during construction.

For the CNR construction contract, ENVIRONMENTAL PARTNERS is basing the level of effort on the Year 1 costs, adjusted by 4% for inflation, and further adjusted for construction over 12 months. Services for this task shall be provided on a Time and Materials basis at the hourly rates in the agreement, adjusted by 4% for inflation. The breakdown of the level of effort for each Task and Subtask is provided in the attached table. Estimated level of effort for the following ENVIRONMENTAL PARTNERS key staff is as follows:

Project Manager: 522 hours. Construction Manager: 1942 hours. Project Engineer: 340 hours.

ENVIRONMENTAL PARTNERS shall not be responsible for the acts or omissions of any Designer or Contractor, or subcontractor, or any of the Contractor(s)' or subcontractors' agents or employees or any other persons (except ENVIRONMENTAL PARTNERS' own employees and agents) at the site or otherwise performing any of the Designer(s)' or Contractor(s)' work.

Compensation:

Compensation for services described above shall be made on the basis of a not to exceed fee of Six Hundred and Fifty Eight Thousand, Eight Hundred and Thirteen Dollars and Zero Cents (\$658,813.00).

The break down by task is provided in the table below:

Contract Task	Contract Budget Year 1	Amendment No.1	Amendment No.2 Year 2	Total Fee
Task 1- Project Initiation and Coordination	\$103,884	\$0.00	\$143,636	\$247,520.00
Task 2 – Construction Management & Oversight	\$215,911	\$0.00	\$515,177	\$731,088.00
Task 3 - Preparation of Town Pit cleanup Bidding Documents	\$0.00	\$12,925.00	\$0.00	\$12,925.00
Task 4 - On-Call Services	\$0.00	\$31,460.00	\$0.00	\$ 31,460.00
Total	\$319,795.00	\$44,385.00	\$658,813.00	\$ 1,022,993.00

IN WITNESS WHEREOF, the parties hereto have made and executed this Contract Amendment as of the day and year herein below written.

Town of Wellfleet, MA

Town Administrator

Date

ENVIRONMENTAL PARTNERS GROUP, LLC



Ryan J. Trahan, P.E., President

February 5, 2024

Date



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: March 12, 2024

III

PUBLIC HEARINGS

~ A ~

REQUESTED BY:	Will Sullivan; Harbormaster & Brittany Tilton, Assistant Harbormaster
DESIRED ACTION:	To approve the amendment of the Wellfleet Marina Schedule of fees.
PROPOSED MOTION:	I move to approve the amended 2024 Wellfleet Marina schedule of fees as presented.
SUMMARY:	
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

TOWN OF WELLFLEET
PUBLIC HEARING

Notice is hereby given that the Wellfleet Selectboard will hold a public hearing on Tuesday, March 12, 2024; 6:00pm. virtually and in person via zoom and at the Wellfleet Community Center (715 Old King's Highway) for the following reasons:

- To amend the Wellfleet Marina Schedule of fees.
- Copies of the proposed changes will be available in the Administration Office By February 25, 2024.

Join Zoom Meeting

<https://us02web.zoom.us/j/85689604806?pwd=blplVFFBZzViQ0xNWkZKMm9iMVdrdz09>

Meeting ID: 856 8960 4806

Passcode: 611877

Dial by your location:

- +1 929 205 6099 US (New York)

TOWN OF WELLFLEET MARINA 2023 FEE SCHEDULE

DESCRIPTION	TAXPAYER	NON-TAXPAYER
A ≤ 25	\$ 1,937.00	\$ 2,657.00
B ≤ 35	\$ 2,130.00	\$ 2,851.00
C ≤ 30	\$ 1,937.00	\$ 2,657.00
D ≤ 40	\$ 2,323.00	\$ 3,046.00
E ≤ 45	\$ 2,516.00	\$ 3,230.00
OUTBOARD SLIPS ≤ 20	\$ 1,371.00	\$ 1,937.00
BOW TIE UP ≤ 16	\$ 405.00	\$ 523.00
ACE MOORINGS	\$ 255.00	\$ 305.00
WATERWAYS MOORINGS	\$ 85.00	\$ 115.00
DINGHY TIE UP	\$ 328.00	\$ 328.00
TRANSIENT DOCKAGE	\$65/ NIGHT + \$2/FT>30'	\$5 NT/ \$20 WK ELECTRICITY
TRANSIENT MOORING	\$47/NIGHT +\$2/FT>30'	
OFF SEASON DOCKAGE	\$27/NIGHT \$152/WEEK	\$5 NT/ \$20 WK ELECTRICITY
OFFSEASON MOORING	\$9/ NIGHT \$39/WEEK	
LAUNCH RAMP FEE	\$10 PER LAUNCH	
SEASONAL LAUNCH RAMP FEE	\$200/ SEASON	
COMMERCIAL LAUNCH	\$820/ COMMERCIAL OPERATION	
LUNCH DOCKAGE/MOORING	\$20/ 2HR +\$10/HR ADDITIONAL	
OVERNIGHT/ EVENT PARKING	\$25/ NIGHT	\$1500 SEASONAL
SLIP WAITING LIST	\$20/ YEARLY	
MOORING WAITING LIST	\$20/ YEARLY	
COMMERCIAL		
SOUTH BULKHEAD	\$ 2,255.00	\$ 2,957.00
L-PIER/ MOSQUITO DOCK	\$45/FOOT	\$57/FOOT
F/V, FLOATS & RAFTS	\$45/NIGHT	\$45/NIGHT
F/V UNLOADING	\$ 55.00	
OFFSEASON F/V >25' 4/1-5/15, 10/15-12/1	\$ 250.00	
OFFSEASON F/V <25' 4/1-5/15, 10/15-12/1	\$ 150.00	
WINTER DOCKAGE F/V >25' 12/1-4/1	\$ 750.00	
WINTER DOCKAGE F/V <25' 12/1-4/1	\$ 500.00	
WINTER STORAGE	\$ 1,500.00	
ESCROW	\$ 1,500.00	

PROPOSED 2024 FEE SCHEDULE 2024

Description of Line Item	Taxpayer Rate	Non-Taxpayer Rate
Slip Holder Fees		
Bow Tie: Under 16'	\$434.00	\$570.00
Outboard: 16' up to 20'	\$1,467.00	\$2,073.00
A Section: 20' up to 25'	\$2,073.00	\$2,657.00
C Section: 25' up to 30'	\$2,657.00	\$2,843.00
B Section: 30' up to 35'	\$2,280.00	\$3,051.00
D Section: 35' up to 40'	\$2,486.00	\$3,259.00
E Section 40' up to 45'	\$2,693.00	\$3,457.00
ACE Mooring Field	\$273.00	\$327.00
Waterways Moorings	\$91.00	\$124.00
Dinghy Dock Tie up	\$351.00	\$351.00
Transient Mooring Nightly	\$51/Night +\$3/FT>30'	
Transient Dockage Nightly	\$70/ Night +\$3/FT> 30'	
Electricity Surcharge	\$5.00/Night or \$20.00/Week*	
Lunch Dockage/Mooring	\$20.00/2HRs+ \$10.00/HR Additional*	
Off Season Dockage	\$29.00/Night or \$163.00/Week	
Off Season Mooring	\$10.00/Night or \$42/Week	
** Post-Seasonal Penalty	??*/ Night Past October 15th	
Launch Ramp Fees		
Daily Launch Ramp Fee	\$10.00/ Day*	
Seasonal Launch Ramp Fee	\$200.00/ Season*	
Commercial Launch	\$878/ Commercial Operation	
Overnight/Event Parking	\$25/Night*	
Waitlist Fees		
Slip Waiting List	\$20.00 Yearly*	
Mooring Waiting List	\$20.00 Yearly*	

Commercial Dockage Fees

South Bulkhead	\$2,413.00	\$3,164.00
L-Pier/ Mosquito Dock	\$49/Foot	\$61/ Foot
F/V Floats and Rafts	\$49/Night	\$45/Night
F/V Unloading	\$59.00	
Offseason F/V Under 25' 4/1-5/15, 10/15-12/1	\$160.00	
Offseason F/V Over 25' 4/1-5/15, 10/15-12/1	\$802.00	
Winter Dockage F/V Under 25 12/1-4/1	\$535.00	
Winter Dockage F/V Over 25' 12/1-4/1	\$1,605.00	
Escrow	\$1,500.00*	

Notes:

- * Unchanged From Previous Years Fee
- ** New Fee Proposed, See next Sheet



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: March 12, 2024

III

PUBLIC HEARINGS

~ B ~

REQUESTED BY:	Angelo Salamone, Building Inspector
DESIRED ACTION:	To review and approve the Wellfleet Building Departments amendment of fee schedule.
PROPOSED MOTION:	I move to approve the Wellfleet Building department's 2024 amended building schedule of fees as presented, to begin implementation on April 1, 2024.
SUMMARY:	
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

TOWN OF WELLFLEET
PUBLIC HEARING

In accordance with M.G.L. Chapter 138, notice is hereby given that a public hearing will be held on Tuesday, March 12, 2024, at 6:00 p.m. both virtually and at the Wellfleet Community Center (715 Old King's Highway) to consider the following:

- To amend the fees of the Building Department (*Documents of the changes can be found in the administration office at town hall*)

Join Zoom Meeting

<https://us02web.zoom.us/j/85689604806?pwd=blplVFFBZzViQ0xNWkZKMm9iMVdrdz09>

Meeting ID: 856 8960 4806

Passcode: 611877

Dial by your location

+1 929 205 6099 US (New York)

WELLFLEET SELECTBOARD

Massachusetts General Laws Chapter 40 Section 22f:

Section 22F. Any municipal board or officer empowered to issue a license, permit, certificate, or to render a service or perform work for a person or class of persons, may, from time to time, fix reasonable fees for all such licenses, permits, or certificates issued pursuant to statutes or regulations wherein the entire proceeds of the fee remain with such issuing city or town, and may fix reasonable charges to be paid for any services rendered or work performed by the city or town or any department thereof, for any person or class of persons; provided, however, that in the case of a board or officer appointed by an elected board, the fixing of such fee shall be subject to the review and approval of such elected board.



Town of
WELLFLEET
Massachusetts

Published on *Wellfleet MA* (<https://www.wellfleet-ma.gov>)

[Home](#) > [Departments](#) > [Building](#) > FEES

FEES

Fees for any work not listed below will be determined by the Building Commissioner. Fees are non refundable once permit is issued (All Departments). Please confirm up-to-date fees with

Building Department. Records request that will take more than 20 minutes will be charged at Department Assistant pay rate.

Fees tripled for all work started without a permit (All Departments).

RESIDENTIAL BUILDING CONSTRUCTION FEES	effective 7/1/16
New Construction (New Structures & Additions)	\$0.65 per sq. ft. or \$55 minimum
Existing Structures (Alterations & Repairs)	\$0.55 per sq. ft. or \$55 minimum
New & Existing Un-Conditioned Space, Porch	\$0.40 per sq. ft. or \$55 minimum
Decks	\$0.25 per sq. ft. or \$55 minimum
Garages, Barns, Accessory Structures/Sheds over 120 sf	\$0.25 per sq. ft. or \$55 minimum
Accessory Structures/Sheds 120 sf and under	\$55
Window / Door Replacement, Re-roofing, Re-siding	\$55 + 1% of construction value
Chimneys, Wood Stoves, Fireplaces	\$55
Fire Sprinklers	\$55
Pools Above Ground	\$115
Pools In ground	\$115 plus \$0.25 per sq. ft.
Solar Panel	\$55 + 1% of construction value
Wind Generation	\$55 + 1% of construction value
Signs	\$50 + \$25 per sf over 24 sf
Mechanical / Duct Work/Exhaust Hood	\$55 + 1% of job value
Retaining Walls, Foundation Walls only, Trench	\$55
Awnings, Tents, Temporary Construction Trailers	\$55

RESIDENTIAL BUILDING CONSTRUCTION FEES

Demolition - 300 sq. ft. & under	\$60
Demolition - 301 sq. ft. & over	\$115
Moving Structures	0.25 per sf or \$55 minimum
Dock, Floats, Piers	\$115 + \$1.25 per sf
Certificate of Occupancy - each unit	\$55
Re-inspection	\$55
Emergency, Off-hour, Week-end Inspections	\$115

effective 7/1/16

COMMERCIAL BUILDING CONSTRUCTION FEES

New Construction (New Structures & Additions)	\$0.65 per sq. ft. or \$55 minimum
Existing Structures (Alterations & Repairs)	\$0.55 per sq. ft. or \$55 minimum
New & Existing Unconditioned Space, Porch	\$0.40 per sq. ft. or \$55 minimum
Decks	\$0.25 per sq. ft. or \$55 minimum
Garages, Barns, Accessory Structures / Sheds over 120 sf	\$0.25 per sq. ft. or \$55 minimum
Accessory Structures / Sheds 120 sf and under	\$75
Window / Door Replacement, Re-roofing, Re-siding	\$55 application fee + 1% of construction costs
Chimneys, Wood Stoves, Fireplaces	\$55
Fire Sprinklers	\$55
Pools Above Ground	\$125
Pools In ground	\$150 plus \$0.25 per sq. ft.
Solar Panel	\$55 application fee + 1% of construction costs
Wind Generation	\$55 application fee + 1% of construction costs
Cell Towers	\$250 plus \$0.25 per linear foot
Signs	\$125 plus \$0.25 per sf. over 24 sq ft.
Mechanical/Duct Work / Exhaust Hood	\$55
Retaining Walls, Foundation Walls only, Trench	\$55
Awnings, Tents, Temporary Construction Trailers	\$55
Demolition - 300 sq. ft. & under	\$60
Demolition - 301 sq. ft. & over	\$110
Moving Structures	\$0.25 per sq. ft. or \$55 minimum
Dock, Floats, Piers	\$225 plus \$1.25 per sq. ft.

effective 7/1/16

COMMERCIAL BUILDING CONSTRUCTION FEES	effective 7/1/16
Certificate of Occupancy - each unit	\$55
Certificate of Occupancy - Hotels & Motels	\$55 plus \$5 per room
Re-inspection	\$55
Emergency, Off-hour, Week-end Inspections	\$125
Commercial Annual Inspection	\$50
ELECTRICAL / WIRING PERMIT FEES	effective 7/1/16
Residential & Commercial (New, Addition, Alteration, Repair)	\$60 per inspection
New & Temporary Service	\$60
Re-inspection	\$50
Extra Inspection	\$50
Emergency, Off-hour, Week-end Inspections	\$100
All solar installations require 2 inspections	\$60 each
PLUMBING PERMIT FEES	effective 7/1/16
Residential & Commercial (New, Addition, Alteration, Repair)	\$60 plus \$10 per fixture
Re-inspection	\$50
Emergency, Off-hour, Week-end Inspections	\$100
GAS PERMIT FEES	effective 7/1/16
Residential & Commercial (New, Addition, Alteration, Repair)	\$60 plus \$10 per fixture
Re-inspection	\$50
Emergency, Off-hour, Week-end Inspections	\$100
ZONING BOARD OF APPEALS APPLICATION FEES	effective 7/1/16
Change in Use Only (No Construction):	\$85
Affordable Accessory Dwelling Unit	\$85
Residential Change in Use	\$85
Commercial / Business Change in Use	\$195
Construction of any sort: \$ 0 - \$ 1,000	\$90
\$ 1,001 - \$ 10,000	\$145
\$ 10,001 - \$ 50,000	\$195
\$ 50,001 - \$ 100,000	\$295
\$ 100,001 - \$ 250,000	\$395

ZONING BOARD OF APPEALS APPLICATION FEES	effective 7/1/16
\$ 250,001 - \$ 500,000	\$595
\$ 500,001 - \$1,000,000	\$1,045
\$1,000,001 - \$1,500,000	\$1,545
\$1,500,001 - and above	\$2,045
Amendment to Active Special Permit	\$90
Request for Extension to Special Permit	\$95
Appeal As Person Aggrieved	\$95

GENERAL CONDITIONS	effective 7/1/16
Building Permit Renewal	\$115
Replacement of Building Sign Off Card	\$35
Building Commissioner Opinion Letter	\$55
Building Permit Amended (All Departments)	\$55
Not Calling For Required Inspection (All Departments)	\$55
Covering Up work Without Inspection (All Departments)	\$115
Removal of Stop Work Order (All Departments)	\$210

Fees for any work not listed above will be determined by the Building Commissioner. Fees are non-refundable once a permit has been issued (All departments).

Please confirm up-to-date fees with the Building Department. Records requests that will take more than 20 minutes will be charged at Department Assistant pay rate.

Fees tripled for all work started without a permit. (All Departments)

Source URL:<https://www.wellfleet-ma.gov/building-department/pages/fees>

To the Select Board

I wanted the Board to take note prior to this evening's meeting. I have not been contacted by any official in regard to my concerns regarding fencing for the upcoming festival. The fencing across the sidewalk and the front of my business along with heavy police and security personnel was both embarrassing and had an extreme financial impact. The Wellfleet Spirits Shoppe is the longest family-owned business on Main Street (almost 50 years).

In the spring of 2023, I was asked to provide a \$number to close during the actual festival as the proposed fencing would definitely impact my business. I presented the board with a number and with the supporting information, within days I was sent an email that there would be no compensation as my business would not be affected.

I understand the safety issues and control of alcohol consumption during the festival is challenging. I observed many open cans of wine, beer and distilled Truly (vodka & soda) on Main Street both days being consumed outside the designated open container areas. Winslows and the Prez Hall were thriving and good for them.

I reached out to Spat/WOA after last year's fest to discuss all of my concerns but was informed any discussion would be referred to their attorney Bruce Bierhans, I had to contract an attorney to speak with their council. I am not looking to impede the success of the Oyster Fest and all the good work they do, however the lack of communication, lack of good faith negotiating, extreme fencing and security was truly a detriment to this business and access to the lower business at 313 Main Street. I would encourage the Board to be a part of the conversation with WOA in regard to the fencing and/or compensation to close Wellfleet Spirits Shoppe during the Oyster Fest activities Saturday and Sunday. I appreciate the attention to access/parking for customers and deliveries during the set-up period prior to the festival noted in their application.

The Oyster Fest should celebrate and support the extremely hard work our shellfish industry performs and also the Community of Wellfleet.

Respectfully submitted,
Julie Seabury
Wellfleet Spirits Shoppe

FEES

Fees for any work not listed below will be determined by the Building Commissioner.

Fees are non refundable once a permit is issued. (All Departments)

Please confirm up to date fees with the Building Department.

Building Department records request that will take more than 20 minutes will be charged at the Department Assistance pay rate.

Fees tripled for all work started with a permit (All Departments)

Fees will be rounded up to the nearest dollar amount

RESIDENTIAL BUILDING CONSTRUCTION FEES	Effective:
New Construction (New Structures and Additions) and Existing Structures (Alterations and Repairs)	\$0.75 per sq ft or \$75.00 minimum
Un-Conditioned Space, Porch	\$0.55 per sq ft or \$75.00 minimum
Decks	\$0.50 per sq ft or \$75.00 minimum
Garages, Barns, Accessory Structures/Sheds over 120 sq.ft	\$0.50 per sq ft or \$75.00 minimum
Accessory Structures/Sheds 120 sq ft and under	\$60.00
Window/Door Replacement, Re-Roofing, Re-Siding	\$60.00 + 1% of construction Value
Chimneys, Wood Stoves, Fireplaces	\$75.00
Pools Above Ground	\$125.00
Pools In Ground	\$125.00 + \$0.35 per sq ft
Solar Panels	\$75.00 + 1% of construction Value
Wind Generation	\$75.00 + 1% of construction Value
Signs	\$75.00 + \$0.25 per sq ft over 24 sq ft
Mechanical/Duct Work/Exhaust Hood	\$75.00
Retaining Walls, Foundation Wall only, Trench	\$75.00
Awnings, Tents, Temporary Construction Trailers	\$75.00
Demolition - 300 sq, ft and under	\$75.00
Demolition - 301 sq, ft and over	\$125.00
Moving Structures	\$0.35 per sq ft or \$75.00 minimum
Re-Inspection	\$75.00
Emergency, Off-hour, Week-end Inspections	\$150.00
COMMERCIAL BUILDING CONSTRUCTION FEES	Effective:
New Construction (New Structures and Additions) and Existing Structures (Alterations and Repairs)	\$0.75 per sq ft or \$75.00 minimum
Un-Conditioned Space, Porch	\$0.55 per sq ft or \$75.00 minimum
Decks	\$0.50 per sq ft or \$75.00 minimum
Garages, Barns, Accessory Structures/Sheds over 120 sq.ft	\$0.50 per sq ft or \$75.00 minimum
Accessory Structures/Sheds 120 sq ft and under	\$60.00
Window/Door Replacement, Re-Roofing, Re-Siding	\$60.00 per 1% of construction Value
Chimneys, Wood Stoves, Fireplaces	\$75.00
Pools Above Ground	\$150.00

Pools In Ground	\$200.00 + \$0.35 per sq ft
Solar Panels	\$75.00 + 1% of construction Value
Wind Generation	\$75.00 + 1% of construction Value
Cell Towers	\$350.00 plus \$1.00 per linear foot
Signs	\$125.00 + \$0.25 per sq ft over 24 sq ft
Mechanical/Duct Work/Exhaust Hood	\$150.00
Retaining Walls, Foundation Wall only, Trench	\$75.00
Awnings, Tents, Temporary Construction Trailers	\$75.00
Demolition - 300 sq ft and under	\$100.00
Demolition - 301 sq ft and over	\$150.00
Moving Structures	\$0.35 per sq ft or \$75.00 minimum
Re-Inspection	\$75.00
Emergency, Off-hour, Week-end Inspections	\$150.00
Commercial Annual Inspection	\$75.00
ELECTRICAL/WIRING PERMIT FEES	Effective:
Residential & Commercial (New, Addition, Alteration and Repair)	\$75.00 PER Inspection
New and Temporary Service	\$75.00
Re-Inspection	\$100.00
Extra Inspection	\$75.00
Emergency, Off-hour, Week-end Inspections	\$150.00
All Solar Installation require 2 Inspections	\$150.00
PLUMBING PERMIT FEES	Effective:
Residential & Commercial (New, Addition, Alteration and Repair)	\$75.00 for the permit and \$10.00 per fixture
Re-Inspection	\$100.00
Emergency, Off-hour, Week-end Inspections	\$150.00
GAS PERMIT FEES	Effective:
Residential & Commercial (New, Addition, Alteration and Repair)	\$75.00 for the permit and \$10.00 per fixture
Re-Inspection	\$100.00
Emergency, Off-hour, Week-end Inspections	\$150.00



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: March 12, 2024

IV

LICENSES SEASONAL ALCOHOL RENEWALS

~ A ~

REQUESTED BY:	Executive Assistant
DESIRED ACTION:	Vote to approve the renewal of the seasonal alcohol licenses found in the selectboard packet for March 12, 2024.
PROPOSED MOTION: SUMMARY:	I move to approve the renewal of the seasonal alcohol licenses to the businesses listed below: Rookies Inc. DBA: Bobs Sub N Cone Chequessett Yacht & Country Club Lobster and Chowder House Vrs. Inc, DBA Van Rensselaer's Fobor, Inc. DBA: The Flying Fish Café Wellfleet Harbor Seafood Company DBA: Mac's Shack New Fleet Corp. DBA: Hog Islands Surf Lodge & Beer Yard
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition (s):



Commonwealth Of Massachusetts
Alcoholic Beverages Control Commission

Jean M. Lorizio, Esq.
Commission Chairman

2024
Retail License Renewal

License Number: 00060-RS-1348

Municipality: WELLFLEET

License Name : Rookies Inc

License Class: Seasonal

DBA : Bobs Sub N Cone

License Type: Restaurant

Premise Address: 814 State Highway Wellfleet, MA 02667

License Category: All Alcoholic Beverages

Manager: Robert Nelson

I hereby certify and swear under penalties of perjury that:

1. I am authorized to sign this renewal pursuant to M.G.L. Chapter 138;
2. The renewed license is of the same class, type, category as listed above;
3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
4. The premises are now open for business (if not, explain below).

Robert Nelson
Signature

3/01/2024
Date

ROBERT NELSON
Printed Name

OWNER/MANAGER
Title

Additional Information:

Please sign this form only in the month of March and return to your Local Licensing Authority.



Commonwealth Of Massachusetts
Alcoholic Beverages Control Commission

Jean M. Lorizio, Esq.
Commission Chairman

2024
Retail License Renewal

License Number: 00028-RS-1348

Municipality: WELLFLEET

License Name : Chequessett Yacht And Country Club
Inc

License Class: Seasonal

License Type: Restaurant

DBA : Chequessett Yacht And Country Club

Premise Address: 680 Chequessett Neck Road Wellfleet, MA
02667

License Category: All Alcoholic Beverages

Manager: Barry K McLaughlin

I hereby certify and swear under penalties of perjury that:

1. I am authorized to sign this renewal pursuant to M.G.L. Chapter 138;
2. The renewed license is of the same class, type, category as listed above;
3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
4. The premises are now open for business (if not, explain below).

Signature

March 1, 2024

Date

Barry K. MCLAUGHLIN

Printed Name

GENERAL MANAGER

Title

Additional Information:

Please sign this form only in the month of March and return to your Local Licensing Authority.



Commonwealth Of Massachusetts
Alcoholic Beverages Control Commission

Jean M. Lorizio, Esq.
Commission Chairman

2024
Retail License Renewal

License Number: 00062-GP-1348	Municipality: WELLFLEET
License Name : Chequessett Yacht And Country Club Inc	License Class: Seasonal
DBA : Chequessett Yacht And Country Club	License Type: General On-Premises
Premise Address: 675 Chequessett Neck Road Wellfleet, MA 02667	License Category: All Alcoholic Beverages
Manager: Barry K McLaughlin	

I hereby certify and swear under penalties of perjury that:

1. I am authorized to sign this renewal pursuant to M.G.L. Chapter 138;
2. The renewed license is of the same class, type, category as listed above;
3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
4. The premises are now open for business (if not, explain below).

Barry K. McLaughlin
Signature

March 1, 2024
Date

Barry K. McLaughlin
Printed Name

General Manager
Title

Additional Information:

Please sign this form only in the month of March and return to your Local Licensing Authority.



Commonwealth Of Massachusetts
Alcoholic Beverages Control Commission

Jean M. Lorizio, Esq.
Commission Chairman

2024
Retail License Renewal

License Number: 06056-RS-1348

Municipality: WELLFLEET

License Name : LPXO2663 LLC

License Class: Seasonal

DBA : Lobster & Chowder House

License Type: Restaurant

Premise Address: 975 Route 6 Wellfleet, MA 02667

License Category: All Alcoholic Beverages

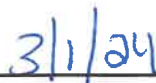
Manager: Timothy F McNulty

I hereby certify and swear under penalties of perjury that:

1. I am authorized to sign this renewal pursuant to M.G.L. Chapter 138;
2. The renewed license is of the same class, type, category as listed above;
3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
4. The premises are now open for business (if not, explain below).



Signature



Date



Printed Name



Title

Additional Information:

Please sign this form only in the month of March and return to your Local Licensing Authority.



Commonwealth Of Massachusetts
Alcoholic Beverages Control Commission

Jean M. Lorizio, Esq.
Commission Chairman

2024
Retail License Renewal

License Number: 00015-RS-1348 Municipality: WELLFLEET
License Name: Vrs Inc License Class: Seasonal
DBA: Van Rensselaer'S License Type: Restaurant
Premise Address: 1019 Route 6 Wellfleet, MA 02667 License Category: All Alcoholic Beverages
Manager: Peter V R Hall

I hereby certify and swear under penalties of perjury that:

- 1. I am authorized to sign this renewal pursuant to M.G.L. Chapter 138;
- 2. The renewed license is of the same class, type, category as listed above;
- 3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
- 4. The premises are now open for business (if not, explain below).

Peter V R Hall
Signature

MARCH 1, 2024
Date

PETER V. R. HALL
Printed Name

GENERAL MANAGER/PRESIDENT
Title

Additional Information:
OPENING APRIL 18, 2024 FOR 2024 SEASON

Please sign this form only in the month of March and return to your Local Licensing Authority.



Commonwealth Of Massachusetts
Alcoholic Beverages Control Commission

Jean M. Lorizio, Esq.
Commission Chairman

2024
Retail License Renewal

License Number: 00033-RS-1348

Municipality: WELLFLEET

License Name : Fobro, Inc.

License Class: Seasonal

DBA : Flying Fish Cafe

License Type: Restaurant

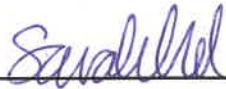
Premise Address: 29 Briar Lane Wellfleet, MA 02667

License Category: All Alcoholic Beverages

Manager: Sarah R Robin

I hereby certify and swear under penalties of perjury that:

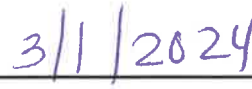
1. I am authorized to sign this renewal pursuant to M.G.L. Chapter 138;
2. The renewed license is of the same class, type, category as listed above;
3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
4. The premises are now open for business (if not, explain below).



Signature



Printed Name



Date



Title

Additional Information:

Please sign this form only in the month of March and return to your Local Licensing Authority.



Commonwealth Of Massachusetts
Alcoholic Beverages Control Commission

Jean M. Lorizio, Esq.
Commission Chairman

2024
Retail License Renewal

License Number: 00047-RS-1348

Municipality: WELLFLEET

License Name : Wellfleet Harbor Seafood Company
Inc

License Class: Seasonal

License Type: Restaurant

DBA : Mac'S Shack

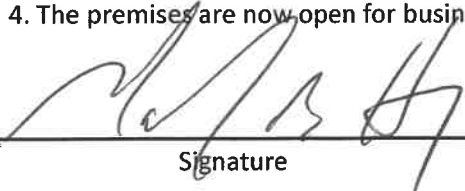
Premise Address: 91 Commercial Street Wellfleet, MA 02667

License Category: All Alcoholic Beverages

Manager: Macgregor B Hay

I hereby certify and swear under penalties of perjury that:

1. I am authorized to sign this renewal pursuant to M.G.L. Chapter 138;
2. The renewed license is of the same class, type, category as listed above;
3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
4. The premises are now open for business (if not, explain below).



Signature

3/1/2024

Date

MACGREGOR HAY

Printed Name

Pres / CEO

Title

Additional Information:

Please sign this form only in the month of March and return to your Local Licensing Authority.



Commonwealth Of Massachusetts
Alcoholic Beverages Control Commission

Jean M. Lorizio, Esq.
Commission Chairman

2024
Retail License Renewal

License Number: 06222-RS-1348

Municipality: WELLFLEET

License Name : NEW FLEET CORP.

License Class: Seasonal

DBA : Hog Island Surf Lodge & Beer Yard

License Type: Restaurant


Premise Address: 842 State Highway Route 6 Wellfleet, MA
02667

License Category: All Alcoholic Beverages

Manager: Michael Mcnamara

I hereby certify and swear under penalties of perjury that:

1. I am authorized to sign this renewal pursuant to M.G.L. Chapter 138;
2. The renewed license is of the same class, type, category as listed above;
3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
4. The premises are now open for business (if not, explain below).


Signature

3/1/2024
Date

Michael Mcnamara
Printed Name

Manager
Title

Additional Information:

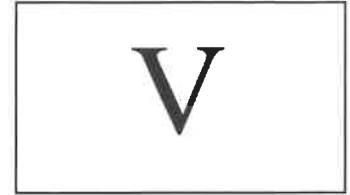
Please sign this form only in the month of March and return to your Local Licensing Authority.





SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: March 12, 2024



DOT PROJECT

~ A ~

REQUESTED BY:	Zachary Ment – letter
DESIRED ACTION:	To discuss with the board the removal of a three at 10 Main Street
PROPOSED MOTION:	To Be Determined
SUMMARY:	
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

Rebekah Eldridge

From: Zachary Ment <zac@pipingplover.com>
Sent: Thursday, March 7, 2024 6:14 PM
To: Jay Norton
Cc: Peter Morris; Roland Letendre; Board of Selectmen; Cyr, Julian (SEN)
Subject: Re: Rt 6/Main updates

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Jay,

I do have a call in to the resident engineer and I just messaged him with the following (via the state projects website) hoping for a response tomorrow:

| Hi Ian,

I'm urgently seeking your help and attention on the preservation of a specific tree that I understand is slated for immediate removal at 10 Main Street in Wellfleet. To you, it may just be a dot on a plan, but in reality it is a large native, and extremely valuable specimen with a tremendous amount of historic and cultural significance to the Town of Wellfleet.

Could we schedule a brief phone call at your earliest convenience to discuss this matter? I am sorry this is happening so last minute, but until very recently, we (myself and the landowner, Roland CC's) were only told by the State that the trees would remain. Apparently, it was and remains marked for removal on a plan, but such marking is eligible and nonsensical to a layman and the tree was specifically absent from any eminent domain valuation of the project impact on our property where other natural items like grass were mentioned. This specific Cedar tree is perfectly healthy per your own Arborist and several feet away from the limit of work. It is also extremely valuable and is extremely historically and culturally significant to the entire Town of Wellfleet - Please contact me on my cell at 845-304-8375.

Thank you for your immediate consideration.

However, I have no way of knowing if these messages are even getting through!!! Can you please forward it to him and anyone else who may be able to stop this nonsense from happening? And...could you please set up a meeting between the decision makers at MassDOT and us - as has been offered before but never done - to try to avert a completely unnecessary and very expensive tragedy?

Wellfleet Select Board and State Rep Julian Cyr CC'd

Zachary Ment



T: (845) 304-8375

10 Main Street, Wellfleet MA 02667

pipingplover.com @PipingPloverWellfleet

On Thu, Mar 7, 2024 at 3:37 PM Jay Norton <Jay.Norton@wellfleet-ma.gov> wrote:

MassDOT District 5 Construction office 857-368-5000.

If you get in touch with them I'd appreciate being kept in the loop to understand your intentions and also curious to hear your initial reactions to my previous email. Thanks

JRN

Get [Outlook for iOS](#)

From: Zachary Ment <zac@pipingplover.com>

Sent: Thursday, March 7, 2024 3:20:47 PM

To: Jay Norton <Jay.Norton@wellfleet-ma.gov>

Subject: Re: Rt 6/Main updates

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Jay can you please provide me a contact for mass dot ?

Zachary Ment



T: (845) 304-8375

10 Main Street, Wellfleet MA 02667

pipingplover.com @PipingPloverWellfleet

On Thu, Mar 7, 2024 at 2:40 PM Jay Norton <Jay.Norton@wellfleet-ma.gov> wrote:

FYI - Lawrence Lynch will begin clearing activities on Main Street starting Monday March 11, 2024. I would urge if anyone has underlying issues or questions that they contact MassDOT ASAP. Thank you

Jay Norton
DPW Director
Town of Wellfleet

Get [Outlook for iOS](#)

From: Jay Norton <Jay.Norton@wellfleet-ma.gov>

Sent: Tuesday, March 5, 2024 2:25:38 PM

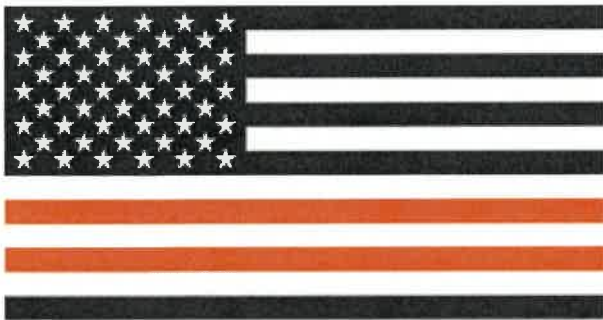
To: mike shannon <mshannon100@yahoo.com>; Zachary Ment <zac@pipingplover.com>; abuttignol@ymail.com <abuttignol@ymail.com>; Brad Reichard <breichard@me.com>; Peter Cook <cookpd@comcast.net>

Cc: The Wicked Oyster <info@thewickedo.com>; Rodolfo Machado <rodolfom@machado-silvetti.com>; Jorge Silvetti <jorges@machado-silvetti.com>; Tom Guerino <Tom.Guerino@wellfleet-ma.gov>; McLaughlin, Jill <Jill.McLaughlin@stantec.com>; Moo and Judy Inn at Duck Creeke <duckinn@capecod.net>; Kevin LaRocco <kevin.larocco@wellfleet-ma.gov>; Rebekah Eldridge <Rebekah.Eldridge@wellfleet-ma.gov>

Subject: Re: Rt 6/Main updates

FYI - please see attached Arborists report

Jay R. Norton – DPW Director
Department of Public Works
Town of Wellfleet
[220 West Main Street](#)
[Wellfleet, MA 02667](#)
508-349-0315
jay.norton@wellfleet-ma.gov



From: Jay Norton <Jay.Norton@wellfleet-ma.gov>

Sent: Tuesday, February 20, 2024 3:59 PM

To: mike shannon <mshannon100@yahoo.com>; Zachary Ment <zac@pipingplover.com>; abuttignol@ymail.com <abuttignol@ymail.com>; Brad Reichard <breichard@me.com>; Peter Cook <cookpd@comcast.net>

Cc: The Wicked Oyster <info@thewickedo.com>; Rodolfo Machado <rodolfom@machado-silvetti.com>; Jorge Silvetti <jorges@machado-silvetti.com>; Tom Guerino <Tom.Guerino@wellfleet-ma.gov>; McLaughlin, Jill

<Jill.McLaughlin@stantec.com>; Moo and Judy Inn at Duck Creeke <duckinn@capecod.net>; Kevin LaRocco <kevin.larocco@wellfleet-ma.gov>; Rebekah Eldridge <Rebekah.Eldridge@wellfleet-ma.gov>

Subject: Rt 6/Main updates

Good afternoon all,

We've conducted a few walk throughs since our last communication so I'd like to provide an update to the group. We will be receiving a report soon from the state's arborist and I will share with the group if I have permission to do so.

This is the current predicted schedule that I have thus far. Vegetation clearing will begin next month.

Winter/Spring 2024 - Construction will commence with smaller tasks such as the installation of advanced warning signs and message boards. Tree protection and erosion controls will be implemented. Also, crews will begin to prune, clear and grub areas along Main street and Rt 6 to prepare for roadway work. I don't anticipate major traffic impediments or lane closures during this phase, although that is subject to change.

Fall 2024 - Spring 2026 - More substantial work will commence including the headwall/tide gate replacement on Main street. The installation and/or relocation of various underground/overhead utilities will begin with a heavy focus on drainage infrastructure which could lead to traffic delays and/or lane closures/detours. The utility work will continue until the Spring of 2026. Expect traffic delays during this phase, including but not limited to lane closures, alternating traffic lanes and detours.

Spring 2026 - Fall 2031 - This phase will include roadway reconstruction, sidewalk/curbs and shoulder work and traffic signal replacement. With ultimate project closeout anticipated late Fall of 2031. Expect traffic delays during this phase, including but not limited to lane closures, alternating traffic lanes and detours.

Property specific updates:

10 Main Street - We had a lengthy discussion regarding the condition of the large cedar tree. It was noted that the tree has already endured damage from the parking lot installation and would likely not survive after construction even with air spading, etc. From my understanding, the state strongly advised the tree be removed because it could pose a public safety risk, but the owner would still like to retain this tree. The current plan set shows the tree as being removed. We will need a statement from the owner that they want to retain the tree with the understanding that it would be the responsibility of the owner to maintain the tree following construction and any liability would fall on the owner. [@Zachary Ment](#) please advise.

30 Main Street - Given the heartiness of the existing Norway Maple, the arborist didn't have any major concerns with it's health subsequent to construction. So no changes with the plan. [@cookpd@comcast.net](#)

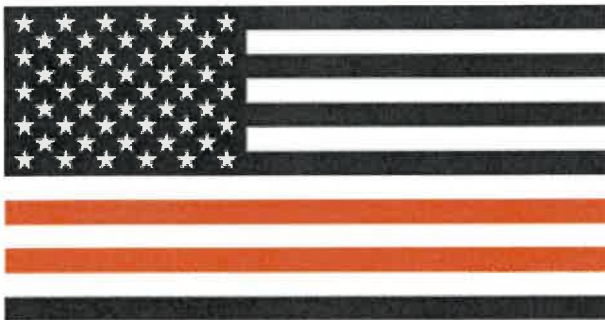
35, 40, 50, 70 Main Street - No changes

45 Main Street - Surveyors will be out to the property sometime this week (week of 2/20/24) to install stakes showing easement areas. The arborist and construction supervisor were made aware to limit removal of the privet hedges as much as possible. Based on observations, it appears that only the front row of hedges will need to be removed which will allow growth of the inner layer. They mentioned it would be better for the health of the vegetation. The cedar trees are proposed to remain as well. On site, it was determined that the existing utility pole between 45 and 55 Main can be retained and reused in it's current footprint. This was also verified with Eversource and Verizon. Due to this, the amount of site disturbance and clearing is anticipated to be reduced. [@abuttignol@ymail.com](mailto:abuttignol@ymail.com)

55 Main Street - As stated above, the utility pole that will be retained will hopefully eliminate the need to temporarily remove the fence and minimize vegetation disturbance. Still be aware that there will be a catch basin installed at the gutter line. [@mike shannon @Brad Reichard](#)

Sorry for the long update - just want to be as transparent as I can during this. As always reach out to me or district 5 construction office with questions.

Jay R. Norton – DPW Director
Department of Public Works
Town of Wellfleet
[220 West Main Street](#)
[Wellfleet, MA 02667](#)
508-349-0315
jay.norton@wellfleet-ma.gov



From: Jay Norton <Jay.Norton@wellfleet-ma.gov>
Sent: Thursday, January 25, 2024 1:44 PM
To: mike shannon <mshannon100@yahoo.com>
Cc: Zachary Ment <zac@pipingplover.com>; The Wicked Oyster <info@thewickedo.com>; abuttignol@ymail.com <abuttignol@ymail.com>; Rodolfo Machado <rodolfom@machado-silveti.com>; Jorge Silveti <jorges@machado-silveti.com>; Brad Reichard <breichard@me.com>; Richard Waldo <Richard.Waldo@wellfleet-ma.gov>; McLaughlin, Jill <Jill.McLaughlin@stantec.com>; Peter Cook <cookpd@comcast.net>; Moo and Judy Inn at Duck Creeke <duckinn@capecod.net>; Kevin LaRocco <kevin.larocco@wellfleet-ma.gov>; Rebekah Eldridge <Rebekah.Eldridge@wellfleet-ma.gov>
Subject: Route 6 & Main Street ~ Site Walk through 1/24/24

Good afternoon all,

I set up a site walkthrough with DPW, MassDOT, Lawrence Lynch, and Stantec yesterday to look at the preliminary limits of disturbance and associated property impacts/concerns to make sure the project team is aware of the intricacies with this project. It was very helpful to have the team explain methodologies and next steps in the process. I'm confident that we have a solid team of professionals in place that truly care about preserving/protecting your properties as much as they can. Here is a quick bullet summary:

- Lawrence Lynch/MassDOT showed us the limit of work and disturbance lines for all properties affected on Main street.
- We spent a great detail discussing the preservation of existing vegetation to the maximum extent practical.
- Vegetation clearing, grubbing and preliminary utility work will begin in late February or early March. You will notice some stakes and flagging in front of your properties that estimate the limit of disturbance.

- A walk through meeting needs to occur with the team arborist to review various trees within the work limit that are depicted to remain. This is TBD but must occur prior to any clearing
- See attached preliminary project schedule (Purple highlight pertains to Main street)

We will be posting a message on the Town website as well as social media to inform the public of the anticipated clearing activities in the next coming days. As always, reach out to me with questions.

Jay Norton
 DPW Director
 Town of Wellfleet

From: Jay Norton <Jay.Norton@wellfleet-ma.gov>
Sent: Wednesday, November 1, 2023 9:45 AM
To: mike shannon <mshannon100@yahoo.com>
Cc: Zachary Ment <zac@pipingplover.com>; The Wicked Oyster <info@thewickedo.com>; abuttignol@ymail.com <abuttignol@ymail.com>; Rodolfo Machado <rodolfom@machado-silvetti.com>; Jorge Silvetti <jorges@machado-silvetti.com>; Brad Reichard <breichard@me.com>; Richard Waldo <Richard.Waldo@wellfleet-ma.gov>; McLaughlin, Jill <Jill.McLaughlin@stantec.com>; Peter Cook <cookpd@comcast.net>; Moo and Judy Inn at Duck Creeke <duckinn@capecod.net>; Kevin LaRocco <kevin.larocco@wellfleet-ma.gov>; Rebekah Eldridge <Rebekah.Eldridge@wellfleet-ma.gov>
Subject: Re: Route 6 & Main Street ~ Virtual Pre-Construction Conference

Good morning,

I attended the virtual preconstruction meeting on Monday that MassDOT organized. Not much yet to report, but here are the highlights:

1. Commencement of construction will be Spring 2024. I connected with the project manager from Lawrence Lynch (awarded contractor) and made it known that I want to be kept in the loop on schedules and other items that will impact you all and the Town in general. I've worked with him on many projects in the past, so I'm confident he will communicate effectively.
2. Prior to construction, vegetation/trees that are to be disturbed or require protection will have to be brought to the Tree Warden (me) to review. We emphasized the importance of this item and to try and preserve as much vegetation/trees as much as practical.
3. Work days will be 7-3:30 PM Monday-Friday with a work moratorium from Memorial Day to Labor Day. Any night work on Route 6 will have to be approved by the engineer in consultation with the Town and would be conducted Sunday-Thursday 9PM-6AM. This would be required for drainage work, paving, etc.
4. Key players: Ian Bettencourt (MassDOT Resident Engineer), Dan Mastrangelo (MassDOT Area Manager), Mark Carrol (MassDOT Inspector), Mike Norton (Lawrence Lynch Project Manager).
5. Any questions/concerns should still be relayed to the MassDOT District 5 Construction office at 857-368-5000. I would ask that if you reach out to them, please keep me in the loop so I'm aware of the concerns as well.

As always - reach out to me anytime. I am your advocate for this project and want to make sure you are all well informed and satisfied with the process.

Jay R. Norton – DPW Director
 Department of Public Works

Town of Wellfleet
[220 West Main Street](#)
[Wellfleet, MA 02667](#)
508-349-0315
jay.norton@wellfleet-ma.gov



From: Jay Norton <Jay.Norton@wellfleet-ma.gov>
Sent: Saturday, October 28, 2023 8:42 AM
To: mike shannon <mshannon100@yahoo.com>
Cc: Zachary Ment <zac@pipingplover.com>; The Wicked Oyster <info@thewickedo.com>; abuttignol@ymail.com <abuttignol@ymail.com>; Rodolfo Machado <rodolfom@machado-silvetti.com>; Jorge Silvetti <jorges@machado-silvetti.com>; Brad Reichard <breichard@me.com>; Richard Waldo <Richard.Waldo@wellfleet-ma.gov>; McLaughlin, Jill <Jill.McLaughlin@stantec.com>; Peter Cook <cookpd@comcast.net>; Moo and Judy Inn at Duck Creeke <duckinn@capecod.net>; Kevin LaRocco <kevin.larocco@wellfleet-ma.gov>; Rebekah Eldridge <Rebekah.Eldridge@wellfleet-ma.gov>
Subject: Re: Route 6 & Main Street ~ Virtual Pre-Construction Conference

Hi Mike

Hope all is well. I personally reached out to the state to see if this meeting is open to the public (specifically affected properties and businesses) but it is only for the contractors, engineers and Town officials to discuss the contract requirements. From MassDOT...

“This is a preconstruction meeting to discuss contract requirements with the contractor. This is not a public forum for residents and business owners. Prior to the start of construction, MassDOT's Resident Engineer will send out a town notification to the Town of Wellfleet with information about the project. Questions or concerns from abutters can be routed to the D5 Construction Office and handled accordingly. As always, MassDOT and our contractor will make every effort to limit impacts during construction to abutters and businesses, construction operations will be planned to limit such impacts.”

Not my call unfortunately. I will report back to you all with highlights from meeting to keep you engaged. In the meantime, please refer any concerns to the district 5 construction office and/or myself. We will be learning more about who the specific contacts will be, including the state engineer that will be assigned to the construction. Sorry about this.

JRN

Get [Outlook for iOS](#)

From: mike shannon <mshannon100@yahoo.com>

Sent: Friday, October 27, 2023 7:51:06 PM

To: Jay Norton <Jay.Norton@wellfleet-ma.gov>

Subject: Route 6 & Main Street ~ Virtual Pre-Construction Conference

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Jay

Would you please remind the state to provide the zoom dial in info for the virtual conference this coming Monday at 10AM?

Thanks

Mike Shannon

55 Main St

Rebekah Eldridge

From: Jay Norton
Sent: Thursday, March 7, 2024 6:21 PM
To: Zachary Ment
Cc: Peter Morris; Roland Letendre; Board of Selectmen; Cyr, Julian (SEN)
Subject: Re: Rt 6/Main updates

Zack - thanks for the message. Your correspondence is definitely reaching MassDOT, they have confirmed that with me. A meeting will be set up as soon as possible (hopefully tomorrow). I understand the importance of the tree and we (The Town) are trying everything we can to advocate for you. Have a good night.

Jay Norton
DPW Director
Town of Wellfleet

Get [Outlook for iOS](#)

From: Zachary Ment <zac@pipingplover.com>
Sent: Thursday, March 7, 2024 6:14:19 PM
To: Jay Norton <Jay.Norton@wellfleet-ma.gov>
Cc: Peter Morris <Peter.Morris@wellfleet-ma.gov>; Roland Letendre <roland@nicheinc.com>; Board of Selectmen <BoS@wellfleet-ma.gov>; Cyr, Julian (SEN) <Julian.Cyr@masenate.gov>
Subject: Re: Rt 6/Main updates

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Jay,

I do have a call in to the resident engineer and I just messaged him with the following (via the state projects website) hoping for a response tomorrow:

Hi Ian,

I'm urgently seeking your help and attention on the preservation of a specific tree that I understand is slated for immediate removal at 10 Main Street in Wellfleet. To you, it may just be a dot on a plan, but in reality it is a large native, and extremely valuable specimen with a tremendous amount of historic and cultural significance to the Town of Wellfleet.

Could we schedule a brief phone call at your earliest convenience to discuss this matter? I am sorry this is happening so last minute, but until very recently, we (myself and the landowner, Roland CC's) were only told by the State that the trees would remain. Apparently, it was and remains



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: March 12, 2024



USE OF TOWN PROPERTY

~ A ~

REQUESTED BY:	Wellfleet Oyster Alliance ~ (WOA) formally SPAT
DESIRED ACTION:	To approve the use of town property for Main Street for the Wellfleet Oysterfest
PROPOSED MOTION: SUMMARY:	I move to approve the use of town property with all the amendments made from the public meeting held in January, to the Wellfleet Oyster Alliance to hold the annual Oystefest on October 15, 2024; through October 23, 2024, for set up, the festival and the cleanup; for a fee of \$1,200.00.
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

APPLICATION FOR PERMIT TO USE TOWN OWNED PROPERTY

TOWN OF WELLFLEET
300 MAIN STREET
WELLFLEET, MA 02667

Applicant: Deirdre Oringer, agent for Wellfleet Oyster Alliance (formally SPAT) et al
Affiliation or Group: Wellfleet Oyster Alliance (WOA) - Wellfleet OysterFest
Date: February 14th, 2024

Telephone Number: Office 508-349-3499, Cell 508-776-8408
Mailing Address: WOA - PO Box 2156, Wellfleet, MA 02667
Physical Address: WOA - 95 Commercial St., Suite 101 Wellfleet MA 02667
Email Address: vendors@wellfleetspat.org

Town Property to be used (include specific area):

- Town Hall and WPH Parking Lots
- Main St. to Bank St., Intersection at Holbrook Ave. & W.Main St. inclusive (vendors booths will be on one side of Main Street only)
- The grounds in the rear of WPH
- Live for Lou Memorial Garden
- Bank St. to Commercial St.
- Town parking lot at the intersection of Bank & Commercial (for bicycle parking)
- A small area of Town Pier near Harbormaster's Building (for portable restrooms and trash receptacles) and turn-around coned off for bus route by sticker shack
- Newcomb Hollow, White Crest and Lecounts Hollow parking lots, & Mayo Beach Lot.
- Approximately 75 spaces in Mayo Beach Lot will be reserved for handicapped, vendor and volunteer parking.
- Town Hall Conference room on the second floor for use by Event Organizers for administrative duties.
- Use of Town water to fill barrels as ballast for tents, hand washing stations and public water-bottle refilling stations.
- Plug in to electricity boxes in parking lot and at Town Hall

Date(s) and hours of use:

- 'Fest is October 19th - 20th, 2024
- ****8:00 AM Tuesday 10-15-24 through 12:00 AM Monday 10-23-24: Casual set-up and break down of general infrastructure and fencing begins on Tuesday with no impediment to any parking.** Parking restrictions in Town Hall Lot from Thursday through Sunday. Parking restrictions in Prez Hall lot Friday through Sunday. Main Street & parking lots are not closed to any traffic Tuesday 15th or Wednesday 16th. Starting Thursday, restrictions in Town Hall parking lot and Prez Hall lot will be cordoned off and traffic will be directed by police officer. **Thursday deliveries will be managed for**

businesses on Main Street by officer and be able to park in Town Hall lot for off-loading. Town hall parking limited to west side of lot only for Town Hall employees.

- Friday- 8:00 AM to 8:00 PM, set up; **Town Hall & Prez Hall Lots Closed. Deliveries on Main St only or as directed by police officer**
- **(Shuttle Service from pier to town round trip)**
- 4:00 to 8:00 PM, Beer, Food & DJ **Town Hall Lot Closed**
- Saturday & Sunday 6:00 AM to 6:00 PM event, **Both Lots closed**
- Monday & Tuesday 8:00 AM to 6:00 PM clean up, **Lots available for parking in between breakdown of tents and other infrastructure**

**** This permit is now 6 days and not 7 - Based on information provided from Main Street businesses and the community, WOA will provide free round trip shuttle bus service from the pier to Main Street all day Friday starting at a time to be determined in AM to a time to be determined in the PM (probably 8 AM to 8 PM), to mitigate any other parking issues etc in the center of town. We encourage Main Street businesses to utilize this shuttle for employee parking and to create events happening in town on Friday until 8 pm.**

Describe activity including purpose, number of persons involved, equipment to be used, parking arrangements, food/beverage service, etc. Also, please indicate if fees will be charged by applicant:

- Purpose: Wellfleet OysterFest is WOA's main annual fundraiser. The festival will include: raw bars, food trucks, beer and wine (including hard seltzer), art and craft exhibitors, non-profit tents, a Family Fun Area, educational lectures at Wellfleet Public Library, shellfish farm tours, culinary programs at WPH, and main stage activities and live music featuring the annual Shuck Off.
- Number of persons involved: Up to 10,000 per day per recommendation of Police/Fire Safety Committee (Saturday and Sunday). This includes ticketed attendees per day, volunteers, adjunct staff, fire, rescue, police, and security. Admission gates will be controlled and monitored by WOA admissions team, Police and security team.
- Equipment, Food and Beverage: Main Stage, self contained food vendor trucks, miscellaneous tents, beer garden, porta potties, sanitizing stations, raw bars, shellfish holding and refrigeration, supplemental power panels, sound equipment and tent, video production equipment & big screens, miscellaneous kids area equipment.
- Parking Arrangements: Satellite parking at Newcomb Hollow, White Crest and Lecounts Hollow, town pier & Mayo Beach with drop off stops by Main Street and Holbrook Ave.
- Fees: Admission for adults is \$23 per person per day. Children under 12 will be admitted free. Wellfleet residents will be admitted free on Sunday with a valid driver's license or other verified ID.

Additional:

**** The parts highlighted in blue are new.**

***The information in bold print has been what we have always done but is highlighted here and explicitly described so as to alleviate any misunderstanding of access and parking.**

WOA agrees to pay for all town services utilized in the production of this event including permit fees, police and fire details, DPW support services, town water used for the event, and transfer station dump fees.

- Planning meetings with all Town Department Heads
- Planning with the Fire Department and Public Safety- Incident Action Plan will be in effect.

Permits to be obtained:

- Building (tents and stage)
- BOH (Temp Food and Sanitation)
- Electric (Power)
- Special Event Liquor License

Describe any Town services requested (police details, DPW assistance, etc):

WOA will pay all police, fire, rescue, shuttle, and outside security personal

Department of Public Works (DPW):

- Provide "No Parking" & "handicapped" signs
- Provide barriers
- Maintain grounds pre fest
- Maintenance and repair post fest
- Help with on site signage
- Close TH & Beach Parking lot restrooms
- After Fest street sweeping

Police Department

- Work with WOA to develop security and traffic plans
- Police details throughout the weekend including security, traffic flow, parking, etc
- Arrange highway signs
- Install barrier fences as needed
- Help monitor alcohol consumption & parameters

Fire & Rescue

- Provide staff necessary for emergency services including medical tent and ambulance located strategically outside of the Fest
- Deliver light tower to main stage
- Secure fire escape to TH
- Help monitor crowd control / safety

NOTE TO APPLICANTS: All applications must be accompanied by a non-refundable \$50.00 processing fee. Applications must be received at least 30 days prior to the first event date to ensure that all reviews can be completed prior to the event. This application is only for permission to use Town property. Any additional licenses, such as food service permit, etc., may be required and it is the applicant's responsibility to secure the same.

Action by the Board of Selectmen:

_____ Approved as submitted

_____ Approved with the following condition(s): _____

_____ Disapproved for the following reason(s): _____

Date: _____

Processing Fee: \$50.00

Fee: _____

**Addendum I
FOR
“APPLICATION FOR PERMIT TO USE TOWN OWNED PROPERTY”**

Describe any Town services requested (police details, DPW assistance, please see above)

- ***WOA will continue to use our Haas & Wilkerson Insurance Agency General Liability insurance policy (1 million - 3 million aggregate for the fest).***

APPLICANT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSPECTIONS

<p><u>Health/Cons. Agent Signature:</u></p> <p><u>Comments/Conditions: Permits/Inspections needed:</u></p>	<p><u>Inspector of Buildings Signature:</u></p> <p><u>Comments/Conditions: Permits/Inspections needed:</u></p>
--	--

<p><u>Police Dept. Signature:</u> <i>ok - Kevin LaFocco</i> <u>Comments/Conditions:</u></p>	<p><u>Fire Dept. Signature:</u> <i>ok - Rich Pauley</i> <u>Comments/Conditions:</u></p>
<p><u>DPW Signature:</u> <u>Comments/Conditions</u></p>	<p><u>Beach Dept. Signature:</u> <i>ok - Suzanne Thomas</i> <u>Comments/Conditions:</u></p>
<p><u>Shellfish Constable Signature:</u> <u>Comments/Conditions:</u></p>	<p><u>Harbormaster Signature:</u> <u>Comments/Conditions:</u></p>
<p><u>Recreation Dept. Signature:</u> <u>Comments/Conditions:</u></p>	<p><u>Town Administrator:</u> <u>Comments/Conditions:</u></p>



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: March 12, 2024

V

USE OF TOWN PROPERTY

~ B ~

REQUESTED BY:	Wellfleet Oyster Alliance (WOA) formally SPAT ~ Tonya Felix
DESIRED ACTION:	To approve the use of Mainstreet for the Oyster Crawl
PROPOSED MOTION:	I move to approve the use of Main Street on May 26, 2024; from 2:30pm to 5:00pm for the Wellfleet Oyster Crawl; to Wellfleet Oyster Alliance for a fee of \$110.
SUMMARY:	
Project	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

APPLICATION FOR PERMIT TO USE TOWN OWNED PROPERTY

**TOWN OF WELLFLEET
300 MAIN STREET
WELLFLEET, MA 02667**

Applicant Tonya Felix

Affiliation or Group Wellfleet Oyster Alliance/SPAT

Telephone Number 508-349-3499 Mailing Address WOA/SPAT P.O.Box 2156 Wellfleet Ma 02667

Email address events@wellfleetoa.org

Town Property to be used (include specific area) _____

- Public Parking at Lot across from Preservation Hall
- Participants will be walking from Shop to Shop on sidewalks on Mainstreet and Commercial Street
- Portable Restrooms will be set up behind Preservation Hall

Date(s) and hours of use: May 26th 2024 2:30pm to 5:00pm

Describe activity including purpose, number of persons involved, equipment to be used, parking arrangements, food/beverage service, etc. Also, please indicate if fees will be charged by applicant.

- Guests will gather at the Prez Hall for a welcome , Overview and to receive tickets then proceed to participating shops
- Definite participants Abiyoyo, Wellfleet Market Place, Aim Thrift Shop, Up Front Clothing. More to be announced and confirmed
- All shops and Restaurants are invited to participate.
- WOA is asking each participant to offer a donation of a door prize. Guests will be encouraged to visit the inside of the shops , thus generating business.
- At four of the participating locations there will be a licensed raw bar serving the guests.
- Shellfish will be opened by the shell fisher person that grew and harvested it and talk about the process.
- A spat representative will serve cold canned water and soda. Two drink tickets will be distributed to each guest for Beer and Wine. WOA will apply for one day liquor license.
- Any shop locations with a raw bar location will have a designated bathroom and hand wash sink
- Portable Restrooms will be available for event attendees
- At 430 guests will return to Preservation Hall for the drawing of the door prizes from participating shops. Prez hall will host the remainder of the event.
- Ticket Price is \$80 includes Maximum attendance is 200.

Describe any Town services requested (police details, DPW assistance, etc.)

no

NOTE TO APPLICANTS: All applications must be accompanied by a non-refundable \$50.00 processing fee. Applications must be received at least 30 days prior to the first event date to ensure that all reviews can be completed


APPLICANT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSPECTIONS

Health/Conservation Agent: Comments/Conditions: Permits/Inspections needed:	Inspector of Buildings: Comments/Conditions: Permits/Inspections needed:
--	---

Police Department: <i>ok - Kevin DiRocco</i> Comments/Conditions: <i>must have a detail for the event</i>	Fire Department: <i>ok - Rich Pauley</i> Comments/Conditions:
---	--

DPW: Comments/Conditions	Community Services Director: <i>ok - Suzanne Thomas</i> Comments/Conditions:
--	---

Harbormaster: <i>N/A</i> Comments/Conditions	Shellfish: <i>N/A</i> Comments/Conditions
---	--

Recreation: <i>N/A</i> Comments/Conditions	Town Administrator:  Comments/Conditions
---	--



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: March 12, 2024

V

USE OF TOWN PROPERTY

~ C ~

REQUESTED BY:	Provincetown Community Compact ~ Jay
DESIRED ACTION:	To approve the use of Great Pond for the annual Swim for Life
PROPOSED MOTION:	I move to approve the use of Great Pond to the Provincetown Community compact for their annual Swim for Life and Paddler Flotilla.
Summary:	
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

use_of_town_property_2017 (1).pdf

Open with

APPLICATION FOR PERMIT TO USE TOWN OWNED PROPERTY

TOWN OF WELLFLEET
300 MAIN STREET
WELLFLEET, MA 02667

Applicant Provincetown Swim for Life Affiliation or Group Provincetown Community Compact
& Paddler Flotilla
Telephone Number _____ Mailing Address PO Box 819
Email address 774-840-0458 Provincetown, MA 02657
jay@thecomact.org
Town Property to be used (include specific area) Great Pond

Date(s) and hours of use: September 7, 2024, 9:00am - noon

Describe activity including purpose, number of persons involved, equipment to be used, parking arrangements, food/beverage service, etc. Also, please indicate if fees will be charged by applicant.

This is a benefit for AIDS, women's health and the Community-
12 non-profits who service the Outer Cape and beyond. We will
limit the number of swimmers to 50 as in previous years.

No fees charged - swimmers raise pledges. Parking will be
coordinated with the Council on Aging for parking access.

Describe any Town services requested (police details, DPW assistance, etc.)
We are not requesting Town services.

NOTE TO APPLICANTS: All applications must be accompanied by a non refundable \$50.00 processing fee. Applications must be received at least 30 days prior to the first event date to ensure that all reviews can be completed prior to the event. This application is only for permission to use Town property. Any additional licenses, such as food service permit, etc., may be required and it is the applicant's responsibility to secure the same.

Action by the Board of Selectmen:

_____ Approved as sub: Page 1 / 2

_____ Approved with the following condition(s): _____

pd. 50

APPLICANT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSPECTIONS

Health/Conservation Agent: Comments/Conditions: Permits/Inspections needed:	Inspector of Buildings: N/A Comments/Conditions: Permits/Inspections needed:
--	--

Police Department: ok - Kevin LaRocco Comments/Conditions:	Fire Department: ok - Rich Pauley Comments/Conditions:
---	---

DPW: Comments/Conditions	Community Services Director: ok - Suzanne Thomas Comments/Conditions:
--	--

Harbormaster: N/A Comments/Conditions	Shellfish: N/A Comments/Conditions
--	---

Recreation: NA Comments/Conditions	Town Administrator: ✓ Comments/Conditions
---	--



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: March 12, 2024

V

USE OF TOWN PROPERTY

~ D ~

REQUESTED BY:	Old Wharf Dory Co.; Walter Baron
DESIRED ACTION:	To approve the use of Mayo Beach for the annual Rowing and Rendezvous
PROPOSED MOTION:	I move to approve the use of Mayo Beach on September 21, 2024; from 11:00am – 3:00pm for the 10th annual Wellfleet Rowing and Rendezvous.
SUMMARY:	
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

APPLICATION FOR PERMIT TO USE TOWN OWNED PROPERTY

TOWN OF WELLFLEET
300 MAIN STREET
WELLFLEET, MA 02667

Applicant WALTER BARON Affiliation or Group OLD WHARF DORY CO.
Telephone Number 508-349-2383 Mailing Address 170 OLD CHEEQ. NR. RD.
Email address WALTER@OLDWHARF.COM WELLFLEET, MA 02667
Town Property to be used (include specific area) MAYO BEACH

Date(s) and hours of use: 9/21/24 11AM-3PM

Describe activity including purpose, number of persons involved, equipment to be used, parking arrangements, food/ beverage service, etc. Also, please indicate if fees will be charged by applicant.

10TH ANNUAL WELLFLEET ROWING RENDESVOUS
SMALL BOATS ROWED OFF THE BEACH, 50-100 PEOPLE
FREE EVENT - NO CHARGE

Describe any Town services requested (police details, DPW assistance, etc.)

USE OF MARINA BOAT RAMP

NOTE TO APPLICANTS: All applications must be accompanied by a non-refundable \$50.00 processing fee. Applications must be received at least 30 days prior to the first event date to ensure that all reviews can be completed prior to the event. This application is only for permission to use Town property. Any additional licenses, such as food service permit, etc., may be required and it is the applicant's responsibility to secure the same.

Action by the Board of Selectmen:

Approved as submitted
 Approved with the following condition(s): _____

Disapproved for following reason(s): _____

Date: _____

Processing Fee: \$50.00 pd ✓

Fee: _____

(over)

APPLICANT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSPECTIONS

Health/Conservation Agent: Comments/Conditions: Permits/Inspections needed:	Inspector of Buildings: N/A Comments/Conditions: Permits/Inspections needed:
--	--

Police Department: ok - Kevin LaRocco Comments/Conditions:	Fire Department: ok - Rich Pauley Comments/Conditions:
---	---

DPW: Comments/Conditions	Community Services Director: ok - Suzanne Thomas Comments/Conditions:
--	--

Harbormaster: N/A Comments/Conditions	Shellfish: N/A Comments/Conditions
--	---

Recreation: Comments/Conditions	Town Administrator: ✓ Comments/Conditions
---	--



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: March 12, 2024

VI

BOARD/COMMITTEE APPOINTMENTS AND UPDATES

~ A ~

REQUESTED BY:	Jean Caviness
DESIRED ACTION:	To be appointed to the Wellfleet Cultural Council as a voting member
PROPOSED MOTION:	I move to appoint Joan Caviness as a voting member to the Wellfleet Cultural Council, for a term of three years, to be signed in by the town clerk before voting at a meeting.
SUMMARY:	
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____



**TOWN OF WELLFLEET
APPLICATION FOR TOWN BOARDS & COMMITTEES MEMBERSHIP**

Wellfleet depends on its citizens to carry out many of our government's activities. Your community needs your help. *Please volunteer.*

FILL OUT THE FORM BELOW and mail it to:
Wellfleet Selectmen's Office, Town Hall, 300 Main Street, Wellfleet, MA 02667

Name Jean Caviness Date 2/20/24

Mailing Address 360 Cove Rd, Wellfleet, MA 02667

Phone (Home) _____ (cell) 508-517-0950

E-mail cavbean@comcast.net

Please describe briefly any work experience, including volunteer service, that you feel would be useful to the Town: _____

MFA - Washington University, 13 years as Art Director in fashion advertising, 15 years owner/business manager of veterinary hospital, painter and graphic artist. Volunteer for Pan Mass, Wellfleet Food Pantry and SKIP in Provincetown.

Please add any other information that you think may be useful, including education or other formal training, specialized courses, professional licenses or certifications, etc.:

- Committees/Boards of Interest: 1) Cultural Council
2) Open Space Committee
3) Recycling Committee



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: March 12, 2024

VI

BOARD/COMMITTEE APPOINTMENTS AND UPDATES

~ C ~

REQUESTED BY:	Andrew Spangler
DESIRED ACTION:	To be appointed to the Cable Internet and Cellular Service Advisory Committee as a voting member
PROPOSED MOTION:	I move to appoint Andrew Spangler to the Wellfleet Cable, Internet and Cellular Service Advisory Committee as a voting member for a term of Three years, to be sworn in by the Town Clerk before voting at the next meeting.
SUMMARY:	
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____



**TOWN OF WELLFLEET
APPLICATION FOR TOWN BOARDS & COMMITTEES MEMBERSHIP**

Wellfleet depends on its citizens to carry out many of our government's activities. Your community needs your help. *Please volunteer.*

FILL OUT THE FORM BELOW and mail it to:
Wellfleet Selectmen's Office, Town Hall, 300 Main Street, Wellfleet, MA 02667

Name Andrew Spangler Date Feb 28, 2024

Mailing Address 310 Pleasant Point Ave, Wellfleet, MA 02667

Phone (Home) _____ (cell) (360) 540-6396

E-mail atspangler@gmail.com

Please describe briefly any work experience, including volunteer service, that you feel would be useful to the Town: _____

Currently employed in tech industry (full time/remote)

Prior experience installing/configuring municipal fiber optic infrastructure (2009/10)

Vested personal interested in high-quality data signals for Wellfleet and the Outer Cape.

Please add any other information that you think may be useful, including education or other formal training, specialized courses, professional licenses or certifications, etc.:

Committees/Boards of Interest:1) Cable Advisory Committee

2) _____

3) _____



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: March 12, 2024

VII

BUSINESS

~ A ~

REQUESTED BY:	Maurices Campground – Architect
DESIRED ACTION:	To review the Service recommendations and the technical proposal for the property
PROPOSED MOTION:	If a motion is needed one will be made at the time of the meeting.
SUMMARY:	
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____



Maurice's Campground Master Planning Services Recommendation



Minimum Criteria

Minimum Criteria: Proposals must demonstrate/ satisfy all six of the Minimum Evaluation Criteria below. Proposals that fail to demonstrate/ satisfy these Criteria will not be further considered.

- The respondent must comply with all the proposal submission requirements.
- The Respondent must be an established business (corporation, partnership, firm, or other form of organization) that normally furnishes the services described in this RFP as part of its principal operations, or a team comprised of the same.
- The Respondent has successfully completed a participatory master or neighborhood planning engagement for a municipality or other public or private entity that is similar in nature to the project described herein.
- The Respondent must demonstrate a diversity of capacity and expertise in all required disciplines (neighborhood planning, site design, architecture, affordable housing development, and community engagement).
- The project principal/leader must have provided similar services to one or more municipalities or other entities and should demonstrate strong leadership skills, including productive working relationships with clients and firms with whom the principal/leader has previously partnered.
- The Respondent must be able to start work on the project within thirty (30) days of award and must be able to work without interruption to complete the project within the time anticipated in this RFP or as reasonably extended.



Comparative Evaluation Criteria

- Overall Firm/ Team Experience
- Diversity of Expertise: Neighborhood Planning, Site Design, Architecture, Affordable Housing Development, Community Engagement
- Project management capacity.
- Creativity

Criteria Scoring

	Overall Firm/Team Experience	Diversity of Expertise	Project Management Capacity	Creativity
Tighe & Bond	Advantageous	Advantageous	Advantageous	Not Advantageous
Studio G	Advantageous	Advantageous	Highly Advantageous	Highly Advantageous
Fuss & O'Neill	Advantageous	Advantageous	Not Advantageous	Advantageous

Note: Studio G's Proposal was the highest-scoring proposal in each criteria



Composite Score

	Composite
Tighe & Bond	Advantageous
Studio G	Highly Advantageous
Fuss & O'Neill	Advantageous

The Committee is extremely excited to recommend Studio G's proposal and looking forward to moving this project forward





TOWN OF WELFLEET
300 Main Street
Wellfleet, MA 02667

**REQUEST FOR PROPOSALS FOR
MASTER PLANNING SERVICES, MAURICE'S
CAMPGROUND**
Issue Date: October 23, 2023

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Request for Proposals for Master Planning Services

LEGAL NOTICE

TOWN OF WELLFLEET
REQUEST FOR PROPOSALS
MAURICE'S CAMPGROUND
PLANNING SERVICES

The Town of Wellfleet is seeking sealed proposals under G.L. c.30B from professional firms or teams with blended expertise in the areas of neighborhood planning, site design, architecture, affordable housing development, and community engagement, to work with the Town-appointed planning committee to create a Master Plan for the 21.5 acre site known as Maurice's Campground which is located at 80 State Highway, Wellfleet, MA. The initial term of the contract will be one year. The Town will hold the exclusive option to extend the contract for an additional two (2) year term as outlined in the Request for Proposals.

Specifications are available at the Assistant Town Administrator's Office, beginning on Monday October 23, 2023, from 8 AM to 4:00 PM and by email at silvio.genao@wellfleet-ma.gov. Proposals must be submitted by **2 PM** On Tuesday December 19, 2023, at which time all proposals will be publicly opened. **One original and 11 hardcopies of the proposals must be submitted and placed in one (1) sealed envelope clearly marked: "MAURICE'S CAMPGROUND MASTER PLANNING SERVICES NON-PRICE PROPOSAL" and one (1) sealed envelope clearly marked: "MAURICE'S CAMPGROUND MASTER PLANNING PRICE PROPOSAL."** Bidders must also submit an electronic version of the proposal (USB Drive) with their submission.

A pre-bid site walk (not mandatory but encouraged) will take place on November 15, 2023, at 11 AM Questions are due by November 21, 2023, at 4 PM. The Town Administrator or designee(s) will evaluate the proposals, on or before February 22, 2023, and shall make a recommendation to the Wellfleet Selectboard, as the Awarding Authority. The award shall be made to the proposer determined to be the most advantageous taking into consideration both non-price and price factors as set forth in this Request for Proposals.

The Town of Wellfleet reserves the right to reject any and all proposals when it is deemed to be in the best interest of the Town.

Richard Waldo, MCCPO
Town Administrator

PROJECT SUMMARY & BACKGROUND

The Town of Wellfleet is seeking responses from professional firms or teams with blended expertise in the areas of neighborhood planning, site design, architecture, affordable housing development, and community engagement, to work with the Town-appointed planning committee to create a Master Plan for the 21.5 acre site known as Maurice's Campground.

Located on the east side of Route 6 just north of the Eastham-Wellfleet town line, the Campground was purchased by the Town in December 2022 to address the scarcity of year-round and seasonal affordable and workforce housing for individuals and families who are critical to the Outer Cape's economy. The acquisition provides a unique opportunity for the Town to dramatically expand the affordable housing supply and living options available in Wellfleet's high-cost real estate market. Pursuant to the town meeting vote and the use of Community Preservation Act funds for the purchase, at least a three-acre portion of the site is deed restricted for use as affordable housing.

This land purchase follows on the Town's forthcoming lease of a 6-acre Town-owned parcel at Lawrence Road for a 46-unit Low Income Housing Tax Credit (LIHTC)-financed rental development. Construction is expected to begin on that project in the next year or two. The surrounding Outer Cape towns have also either recently approved or are planning affordable housing developments on Town-owned parcels.

In addition to increasing the supply of affordable rental units, the Town hopes to provide units at Maurice's that fill other, harder to finance, gaps in the local residential real estate market---by offering opportunities for affordable homeownership, by serving seasonal workers and moderate-income households, by providing a greater variety of building types, and by allowing more choices of living arrangements. Because capital subsidies for these housing forms are virtually nonexistent, and because the scale of the site offers the potential to create an entirely new neighborhood, this project presents unique challenges and opportunities.

For this reason, Wellfleet is interested in identifying and retaining the services of an especially creative professional firm or team to prepare the Master Plan for development of the Campground property. The Town will be an active partner in the Master Planning process and is prepared to judiciously and flexibly exercise its regulatory authority to control the character of the development and realize its aspirations for the site's future uses.

The Select Board and Town Administrator have appointed nine residents to the Maurice's Campground Planning Committee (the Committee or MCPC), and have charged it with making recommendations for development of this new neighborhood in close consultation with the community and key stakeholders. Stakeholders will be represented (in part) through a Town-appointed Stakeholders' Committee, currently in formation. The Master Planning firm or team will work at the MCPC's direction.

The selected firm or team will advise and assist the Committee in:

Request for Proposals for Master Planning Services

- Developing an overall vision for the size, configuration, and character of the proposed new neighborhood.
- Preparing a conceptual/schematic site plan outlining the areas appropriate for housing (and the number of units supportable), for ancillary uses (such as recreational or commercial), and for providing the physical infrastructure and community amenities needed to support the proposed development (and the South Wellfleet neighborhood generally).
- Identifying strategies to facilitate the provision of diverse housing types with tenure forms and affordability levels that address the specific needs identified in Wellfleet's Housing Production Plan: <https://www.wellfleet-ma.gov/home/news/read-the-2023-wellfleet-housing-production-plan>.
- Developing design guidelines that integrate the neighborhood into the fabric of the Wellfleet community.
- Identifying opportunities to increase affordability, utilization of renewable energy, and climate resiliency, while minimizing the neighborhood's environmental impact, especially on water quality, and
- Designing and facilitating a process for robust community participation and engagement of local residents, workers, business owners, and other stakeholders in planning the new neighborhood.

Working with the Committee, the firm or team will propose and review alternative plans with the community and stakeholders before finalizing a proposed Master Plan for the Committee to recommend to the Select Board.

The Town intends to issue one or more Requests for Proposals for real estate developers to implement part or all of the Town-adopted Master Plan no later than 3 years from the date of site acquisition (i.e., in 2025), with the intent to see construction beginning no more than 3 years later (2028). (The terms of the Town's acquisition require that site continue to be used as a campground for 6 years.)

The Town envisions that the Master Plan phase of the project will be completed in [12] months from the date of contract execution, but consideration will be given to proposed work plans that conclude prior to or extend beyond this anticipated completion date. The contract is subject to funding availability.

PROJECT GOALS.

The Master Plan will reflect the following goals:

- provide housing opportunities for multiple needs, circumstances, and life stages, including but not limited to affordable, workforce, senior, transitional, homeownership, and seasonal worker housing.
- since developable land for affordable housing is scarce in Wellfleet, optimize use of the property to address the Town's housing needs for residents with incomes insufficient to find decent, safe, and affordable housing on the Outer Cape.
- create a well-planned, coherent, and desirable residential neighborhood that "fits" into, and is identifiable as part of Wellfleet despite its relatively higher residential density, and that expands the facilities and services available to South Wellfleet residents.
- be sensitive to opportunities and constraints inherent in the site (e.g., buffer from the traffic and noise of Route 6 but provide a CCRTA Flex bus stop; provide access to Mass Audubon's Wellfleet Bay Wildlife Sanctuary to the west, Cape Cod Rail Trail, and National Seashore to the East, etc.)
- minimize the environmental impact of the development and maximize the potential for innovative renewable energy, climate resiliency, and other ecological initiatives.
- in coordination with the Town's wastewater consultant, incorporate and plan for siting of innovative wastewater management solutions, that can also service other properties in the vicinity, to the extent feasible.
- provide creative solutions to accommodate the recreational, vocational, and transportation equipment storage needs of local residents.

FURTHER PLANNING OBJECTIVES AND GUIDANCE

It is anticipated that the selected firm or team will:

- Incorporate and build on the results of Wellfleet's Housing Production Plan <https://www.wellfleet-ma.gov/home/news/read-the-2023-wellfleet-housing-production-plan>.
- Work with the Committee to conduct further outreach and research.
- Reflect Net Zero and Smart Growth development principles.
- Incorporate any findings/recommendations of Town Counsel with respect to existing and potential rights of access to property.
- Conduct a collaborative and transparent planning process that provides opportunities for meaningful input from the community, Town staff, and other stakeholders, and is fully compliant with the Massachusetts Open Meeting Law.
- Recommend zoning changes to accomplish proposed uses and development of the Property.
- Prepare a development strategy, including recommendations for phasing and single vs. multiple developer approaches that will enable the Town to offer designated areas of the site to qualified developers on terms that best facilitate achievement of the Town's goals.

SCOPE OF SERVICES (PROJECT TASKS & DELIVERABLES)

The selected firm or team will produce a Master Plan that provides a comprehensive blueprint for development of the Maurice's Campground property and is supported by the community. The plan should consist of a Site/Land Use Plan, a Development Program, and a Development Strategy. The Master Plan will take into consideration existing site conditions, land use regulations, the feasibility of various uses, and the Town's needs, goals, and priorities, and should be developed in close coordination with the Town's wastewater management consultant/ plan. The final deliverables will form the basis of one or more Requests for Proposal issued for development of the property. Project tasks and deliverables will include:

1. Community Engagement (ongoing)

The selected firm or team will lead a participatory community process that builds on the Town's recently completed strategic planning activities and previous outreach efforts, including surveys for the Maurice's Campground site.

A. Committee Meetings

As part of this process, the firm or team will attend Committee meetings, prepare meeting agendas in consultation with the Committee Chair, draft minutes, and develop and maintain a project schedule with events and key milestones. Meetings will be held as frequently as needed to maintain progress, gain consensus, and complete the project on schedule. In addition, the firm or team will be expected to engage regularly with Town staff and Committee leadership to ensure ongoing collaboration and progress.

B. Community Participation

The firm or team will conduct activities designed to assess community needs, solicit, and receive public input, and fully engage community stakeholders in the planning process for the site. Effort will be made to reach key sectors not adequately represented through prior outreach or surveys. Activities may include:

- **Focus groups** (including with elementary school parents, recent high school graduates, seasonal employees, town employees and other essential workers, members of the shellfishing/ aquaculture community who are required to reside in Wellfleet, local area businesses, year-round retirees, and neighbors and abutters);
- **Visioning or listening/ feedback session(s)**, and
- **Presentation of planning options** for the site. A minimum of 3 public meetings should be held, including: (1) an initial meeting to present key

Request for Proposals for Master Planning Services

planning issues, introduce the team, describe the team's workplan and schedule, and solicit general community input; (2) a second meeting to consider preliminary option(s) selected by the Committee; and (3) a third meeting to present the Committee's recommended plan prior to submission to the Select Board.

At the conclusion of the project, the firm or team will submit to the Committee a summary report documenting the community engagement process.

2. Data Collection/Analysis & Site Assessment In conjunction with the initial community engagement process, the firm or team will undertake the following preliminary activities:

- Review all relevant documents, including Wellfleet's Housing Production Plan <https://www.wellfleet-ma.gov/home/news/read-the-2023-wellfleet-housing-production-plan>, applicable regional housing, transportation, economic development, environmental, and water/ wastewater management reports (<https://www.capecodcommission.org/>), and documents pertaining specifically to the Maurice's Campground site <https://www.wellfleethousing.org/maurices-campground>.
- Conduct interviews with Wellfleet, Eastham and regional officials, civic leaders, local area businesses, and representatives of other key stakeholder constituencies.
- Conduct a site analysis to identify physical, technological, intergovernmental, and regulatory opportunities and constraints for the development program and strategy, including the site's relationship to South Wellfleet and the Town of Eastham. With respect to wastewater management, the site analysis should reflect the preliminary findings of the Town's wastewater management consultant.
- Assess potential traffic and transportation issues, as well as opportunities to improve traffic flow and pedestrian/ bicycle access and safety along (and across) the Route 6 corridor and the Cape Cod Rail Trail.
- Identify and document successful initiatives in other communities that could serve as models for this neighborhood, including (1) developments of comparable scale or character that illustrate relevant features of site design, land use, residential density, etc.; and (2) creative approaches to affordable homeownership, seasonal worker housing, year-round rental workforce housing and other non-traditional housing forms (e.g. cohousing, tiny houses, congregate housing, etc.) identified by the firm or team in consultation with the Committee that may be appropriate for this site.

A brief report summarizing all findings will be prepared at the conclusion of this task.

3. Land Use Plan and Development Program

A. Land Use Plan

The firm or team will prepare a conceptual land use plan(s) illustrating how proposed uses of the site are distributed. A minimum of two options, with alternative conceptual designs, will be presented to the Committee for selection prior to presentation to the community. Following community input, the preferred plan, including graphic renderings that are easily understandable by the general public, will be presented to the Committee for approval. After additional community feedback, the Committee will approve a final plan for submission to the Select Board. The conceptual plan(s) should include the following elements:

- Recommended site layout and configuration/ relationship of uses.
- Distribution and density of structures on each portion of the site, including square footage, height, proposed building types, and number of housing units.
- Siting of commercial uses and types.
- Siting of community and recreational facilities (indoor/ outdoor, passive/ active, adult/child oriented).
- Siting of walkways, roadways, access roads, utilities, entrances, and exits to and from the property.
- Parking layouts to accommodate intended uses, including accessible parking and space for larger vehicles to onload/ offload (e.g., school busses, delivery trucks, Cape Cod Regional Transit Flex bus service).
- Location of proposed wastewater facility(s) and/or components (consistent with the recommendations of the Town's wastewater consultant).
- Stormwater retention and/or bio retention areas.
- Pathways, gathering spaces, and outdoor seating areas.
- Naturalized areas, planting areas, community gardens, and green spaces.

Request for Proposals for Master Planning Services

- Potential solar canopies and/or rooftop solar, electric vehicle charging stations, and the like.

B. Development Program (Narrative Report)

The firm or team will prepare a Development Program (Narrative Report) containing recommendations for site development and land use, along with their rationale and supporting analysis, that corresponds to the Land Use Plan. The initial draft Development Program may include alternative sections corresponding to the alternative conceptual site plans, as applicable. The draft and final Development Programs will be presented to the Committee and the community in conjunction with the Land Use Plans, as described above. The Development Program should include the following elements:

- Proposals for a variety of housing types serving the needs identified through the planning process, including numbers of units by affordability and/or occupancy category, bedroom size, tenure type, building type, and location.
- Proposals for active and passive recreational opportunities, commercial facilities, community facilities, and other ancillary uses.
- Proposed approaches to address infrastructure needs, including broadband internet, electricity, cable, transportation access, water, and wastewater management (reflecting the feasibility analysis and siting recommendations provided by the Town's wastewater consultant).
- Recommendations for incorporating solar and climate resiliency initiatives into the development plan.
- Proposed approaches for integrating the site with the surrounding neighborhood.
- An assessment of the proposed development's potential impact on traffic flow and transportation safety; the natural environment (including water and wastewater disposal); the Town's housing and economic needs; the surrounding neighborhood and land uses; and the Town's services, tax base, and employment.
- For proposed housing types, where state funding is not typically or readily available (e.g., affordable homeownership, seasonal workers housing), a preliminary feasibility analysis including projected costs and financing sources.

4. Development Strategy/ Implementation Plan

The firm or team will assist the Committee in preparing for implementation of the Land Use Plan and Development Program, including the following activities:

- Propose a strategic path and timeline for project implementation, through developer selection, permitting, and construction. The implementation plan should address considerations relative to project phasing, optimal sequencing of development activities, and the use of single vs. multiple developer RFPs, taking into account funding constraints and the mix of housing uses proposed. The timeline should be closely coordinated with the implementation schedule for the proposed new wastewater treatment system (as developed by the Town's consultant).
- Prepare guidelines for site and building design, sustainability, climate resiliency, and related objectives that the Town seeks developers to address, for incorporation into the RFP(s).
- Propose zoning and other local regulatory changes needed to accomplish the proposed development plan.
- Identify any additional studies that should be undertaken, and costs and staffing needs that the Town should anticipate incurring, to facilitate the Master Plan's implementation.

PROPOSAL SUBMISSION REQUIREMENTS AND PROCUREMENT PROCEDURE

This Request for Proposals (RFP) has been issued pursuant to Massachusetts General Law Chapter 30B, Uniform Procurement Act, and all stages of the selection process will be governed by that Act. The RFP and related information may be obtained beginning Monday October 23, 2023, at 8AM by contacting Assistant Town Administrator, Town of Wellfleet, at silvio.genao@wellfleet-ma.gov.

A pre-bid site walk (not mandatory but encouraged) will take place on November 15, 2023, at 11 AM. Questions are due by November 21, 2023, at 4 PM.

Responses to this RFP require separate Technical Proposals and Price Proposals, each submitted in its own sealed envelope. Failure to comply with this and other submission requirements described herein may result in a Proposal being considered nonresponsive.

In preparing their Price Proposals, Respondents should address all of the tasks described in the preceding Scope of Services.

Proposals as described within should be submitted to Silvio Genao, Assistant Town Administrator, Town of Wellfleet, 300 Main Street, Wellfleet, MA 02667, no later than 2:00 p.m. on Tuesday, December 19, 2023, with an electronic copy of the Technical Proposal submitted on a USB drive. Late Proposals will not be accepted.

The Town of Wellfleet reserves the right to reject any or all Proposals which are not responsive to this RFP, in whole or in part, as deemed in the best interests of the Town, in accordance with G.L. c. 30B, Uniform Procurement Act.

1. Decision to Use RFP Process

Pursuant to G.L. c. 30B, §6(a), the Town's Chief Procurement Officer has determined that selection of the most advantageous Proposal requires comparative judgment of factors in addition to price.

The Town seeks Proposals for master planning services for the approximately 21.5-acre Maurice's Campground site. The RFP process will enable the Town to provide higher ratings to consultants who have significant experience providing similar master planning services to municipalities or other entities at the scale required.

2. Anticipated Schedule for Procurement of Services*

RFP issued	October 23, 2023	8:00 am
Pre-Bid Site Walk	November 15, 2023	11:00 am
Questions Due	November 21, 2023	4:00 pm
Proposals due	December 19, 2023	2:00 pm
Review of Technical Proposal Submissions	January 15, 2024	Not applicable

Request for Proposals for Master Planning Services

Interviews	January 30, 2024	TBD
Evaluation of Proposals	February 22, 2024	Not applicable
Notice of Award	March 14, 2023	TBD
Notice to Proceed	April 2, 2023	TBD

*The town reserves the right to extend these timeframes as needed.

3. Contract and Contract Term

After selection of the most advantageous Proposal, as determined through the process described below, a written contract shall be executed by the successful Respondent and the Town. Subject to funding availability, the Town anticipates a start date no later than April 2, 2024, and the term of the contract is anticipated to be through April 1, 2025. At the Town's discretion, the contract may be extended for up to 2 additional years, at no additional cost to the Town.

4. Changes to the RFP (Addenda)

If it becomes necessary to revise any part of this RFP or otherwise provide additional information, an addendum to the RFP will be issued. Respondents who have requested and received a copy of the RFP will be notified of such addenda by email. The addenda will also be posted on the Town website. Please check the Town website for addenda before submitting a Proposal to the Town. In their submitted Proposals, Respondents shall acknowledge receipt of all addenda issued.

5. Questions

Prospective respondents should not rely upon information not contained in this RFP or solicited from any other source. Questions and/or requests for clarification must be submitted in writing via email to Silvio.Genao@wellfleet-ma.gov. All responses to such questions or requests (together with the questions/requests themselves) will be posted on the Town's website as addenda to the RFP and will be incorporated into the RFP. Respondents who have requested and received a copy of the RFP will be notified of such addenda by email. Please check the Town website for addenda before submitting a Proposal to the Town.

6. Responsive Proposals

A responsive Proposal is one that has been properly and timely submitted; contains all required attachments and consists of a separately sealed Technical Price Proposal meeting the Submission Requirements below. Any Proposal which fails to include any material information or documentation specified in the Submission Requirements is non-responsive and will be rejected.

All Proposals shall remain valid for a minimum period of 90 days following the date Proposals are due December 19, 2023, at 2 pm. This provision shall be specifically referenced within a submitted Proposal.

7. Submission Requirements

A. Technical Proposal

Request for Proposals for Master Planning Services

- Hard Copies: One original and eleven copies of the Technical Proposal shall be submitted in a sealed envelope which is marked: "MAURICE'S CAMPGROUND MASTER PLANNING SERVICES NON-PRICE PROPOSAL" submitted by [name of Respondent]."
- An Electronic, Text-Searchable, copy of the Technical Proposal shall be submitted on a thumb drive along with the hard copies.

The Technical Proposal must not contain any reference to price. The Technical Proposal must include the Contents specified in Section 16 below.

B. Price Proposal

A Price Proposal shall be submitted in a sealed envelope which is marked: "MAURICE'S CAMPGROUND MASTER PLANNING SERVICES PRICE PROPOSAL" submitted by [name of Respondent]." The Price Proposal must contain a fee schedule identifying the proposed cost for each task included in the Master Planning project (see Scope of Services, above).

C. Delivery Address

Proposals shall be delivered or mailed to the following address:

Silvio Genao, Assistant Town Administrator
Town of Wellfleet
300 Main St.
Wellfleet, MA 02667

All Proposals must be received no later than 2:00 p.m., local time, on December 19, 2023. It is the responsibility of the Respondent to ensure that the Technical and Price Proposals are received at the proper location prior to the stated deadline. Respondents should plan accordingly for timely delivery. Faxed Proposals will not be accepted.

8. Town's Reservation of Rights

The Town of Wellfleet reserves the right to cancel this RFP, or to reject all proposals, should such action be in the best interest of the Town.

The Town of Wellfleet reserves the right to modify this RFP as needed to serve the interests of the Town. If any modifications are made to the RFP, an addendum will be issued as described above.

The Town reserves the right to waive any mistakes or informalities in the Proposals received and may request supplementary information from any Respondent if it is determined that the granting of such waiver or the receipt of such additional information would be in the best interest of the Town.

9. Proposal Corrections and Withdrawals

Request for Proposals for Master Planning Services

Following submission of a Proposal, a Respondent is not permitted to modify such Proposal, except for minor corrections. Corrections shall be in sealed envelopes, clearly marked to indicate contents, with the name and address of the Respondent. No Proposal may be amended so as to prejudice fair competition or the Town of Wellfleet. A request for withdrawal must be in writing.

10. Opening of Proposals

Technical Proposals will be opened on the date and time specified above and the names of Respondents will be read and recorded.

Technical Proposals will be opened privately, and their contents will not be disclosed to the public or competing Respondents until the evaluation process is complete. A register of Proposals will be compiled; this register may be reviewed upon request.

11. Evaluation of Technical Proposals and Interviews

The evaluation of Technical Proposals will be conducted by an Evaluation Committee. The judgment of the evaluators will be based upon the evaluation criteria set forth in this RFP. The Evaluation Committee may interview qualified, responsive, and responsible Respondents. Respondents whose submittals do not meet the minimum requirements will not be interviewed. There is no entitlement to an interview. The Town reserves the right to extend the time during which interviews may be undertaken.

12. Rule for Award

Any contract resulting from this RFP shall be awarded to the responsive and responsible Respondent offering the most advantageous Proposal, taking into consideration all evaluation criteria and Proposal prices. As used herein, the terms "responsive" and "responsible" shall have the meanings given to such terms under G.L. c. 30B, §2.

13. Proposal Acceptance and Execution of Contract

The Town will provide notice of acceptance of the successful Proposal by award letter, which shall include a contract between the Town and the Respondent. This RFP, and the successful Proposal shall be incorporated into the final contract document. The Respondent shall deliver the contract duly signed and properly executed within ten (10) calendar days of receipt of the notice of acceptance. If the successful Respondent fails to execute the contract within such period, or within such period as extended by mutual agreement, the Town may accept another proposal.

- **Insurance**

The selected Respondent will be required to obtain and maintain, at its own expense, general liability and motor vehicle liability insurance policies in connection with any operations included in the contract and shall have the Town of Wellfleet listed as an additional insured on such policies. Workers' compensation insurance, in accordance with the requirements of Massachusetts law, will also be required if applicable. Insurance coverage and limits are

included as part of Town of Wellfleet contract terms and conditions (see Appendix 2).

- **Indemnification**

The selected Respondent will be required to indemnify, defend, and hold harmless the Town of Wellfleet, all of the Town officers, agents and employees from and against all suits and claims of liability of every name and nature, including attorney's fees and costs of defending any action or claim, for or on account of any claim, loss, liability or injuries to persons or damage to property of the Town or any person, firm, corporation or association arising out of or resulting from any act, omission, or negligence of the Respondent, subcontractors and their agents or employees in the performance of the work covered by this Contract and/or their failure to comply with terms and conditions of this Contract. The foregoing provisions shall not be deemed to be released, waived, or modified in any respect by reason of any surety or insurance provided by the Respondent under contract with the Town.

14. Public Records

Following completion of the selection process, all Proposals submitted in response to this RFP are, subject to disclosure under the Massachusetts Public Records Law, G.L. c. 66, §. 10 and c. 4, §. 7, subsection 26.

All reports and materials prepared by the Selected Respondent will be public information and shall not be copyrighted.

15. Compliance

In submitting a Proposal, a Respondent agrees that if selected, the Respondent will comply with all applicable federal, state, and local laws in its performance of a contract with the Town of Wellfleet.

16. Contents of Technical Proposal

Technical Proposals must provide the information necessary to demonstrate satisfaction of the Minimum Criteria set forth below, and the information necessary for assessment of the Proposal under the Evaluation Criteria set forth below.

Technical Proposals should conform to the following format:

- a. Cover letter: Indicating the Respondent's interest and ability to complete the Scope of Services contained in this RFP. The cover letter should also acknowledge all addenda issued and must be signed by a duly authorized representative of the Respondent.
 - Profile: Please provide a description of the lead Respondent's company and services offered. If the Respondent is a team, describe the relevant services provided by each company. The Profile should include for each member of the team: the legal name of the company and all contact information.

Request for Proposals for Master Planning Services

- principal place of business and any local offices
 - number of years in business and services offered
 - representative clients with description of completed scope of work and work products
 - description of completed or in progress engagements similar to the one described in this RFP, and that demonstrate creative and innovative approaches to planning challenges and opportunities.
- c. Personnel and Statement of Qualifications: Please identify and describe the qualifications of the key personnel who will be responsible for providing services to the Town under contract. This should include, for each such person:
- description of specific credentials and experience
 - number of years of experience providing relevant services
 - description of experience providing services similar to those described in this RFP.
 - Resumes or CVs.
- d. Approach to Work and Work Plan: Please describe how the Respondent plans to approach and complete the work, and provide a schedule/timeline, for each task and deliverable outlined in the Scope of Services, i.e.
- Community Engagement (Committee meetings and community participation)
 - Data Collection/ Analysis and Site Assessment
 - Land Use Plan and Development Program
 - Development Strategy/ Implementation
- e. Work Sample: provide a representative sample of master or neighborhood planning work completed by the Respondent. NOTE: in the interest of conserving resources, this may be provided by link to Respondent's website. The Town reserves the right to request printed copies of the Work Sample as needed.
- g. References: Please provide at least 3 references, including clients to whom the Respondent has provided services similar to those identified in this RFP, including name, contact information, and type of engagement.
- h. Certifications: Please complete and sign the following Certifications attached as Appendix 1:
- Certificate of Non-Collusion
 - Certificate of Corporate Authority
 - Certificate of Tax Compliance

17. Contents of Non-Price Proposal – Price Proposal Form

18. Evaluation Criteria

a. **Minimum Criteria:** Proposals must demonstrate/ satisfy all six of the Minimum Evaluation Criteria below. Proposals that fail to demonstrate/ satisfy these Criteria will not be further considered.

- The respondent must comply with all the proposal submission requirements.
- The Respondent must be an established business (corporation, partnership, firm, or other form of organization) that normally furnishes the services described in this RFP as part of its principal operations, or a team comprised of the same.
- The Respondent has successfully completed a participatory master or neighborhood planning engagement for a municipality or other public or private entity that is similar in nature to the project described herein.
- The Respondent must demonstrate a diversity of capacity and expertise in all required disciplines (neighborhood planning, site design, architecture, affordable housing development, and community engagement).
- The project principal/leader must have provided similar services to one or more municipalities or other entities and should demonstrate strong leadership skills, including productive working relationships with clients and firms with whom the principal/leader has previously partnered.
- The Respondent must be able to start work on the project within thirty (30) days of award and must be able to work without interruption to complete the project within the time anticipated in this RFP or as reasonably extended.

b. Comparative Evaluation Criteria

Proposals that meet or exceed the Minimum Evaluation Criteria above will be evaluated and rated based on the following Comparative Evaluation Criteria.

Ratings of Highly Advantageous (HA); Advantageous (AD); or Not Advantageous (NA) will be given to each of the criteria below for each Proposal. A composite rating will then be determined. Proposals that are non-responsive, incomplete, and/or that fail to achieve an Acceptable rating in each category will not be scored and may be eliminated from further consideration.

The Town reserves the right to request additional supporting information from any Respondent in order to clarify their proposal.

The following criteria will be used in the evaluation of Proposals:

i. Overall Firm/ Team Experience

Request for Proposals for Master Planning Services

Highly Advantageous	Firm or team has extensive experience in providing comparable, neighborhood-scale master planning services to municipalities or other entities (5 or more projects).
Advantageous	Firm or team has significant experience in providing comparable, neighborhood-scale master planning services to municipalities or other entities (3 to 4 projects).
Not Advantageous	Firm or team has experience in providing comparable, neighborhood-scale master planning services to municipalities or other entities (1 or 2 projects).

ii. Diversity of Expertise: Neighborhood Planning, Site Design, Architecture, Affordable Housing Development, Community Engagement

Highly Advantageous	Firm or team is comprised of professionals with substantial expertise and demonstrated track record in their disciplines, and at least some prior experience working together as a team.
Advantageous:	Firm or team includes a majority of members with substantial expertise and demonstrated track records in their disciplines
Not Advantageous	Firm or team includes members with reasonable expertise and track records in their disciplines.

Request for Proposals for Master Planning Services

iii.

Highly Advantageous	The Respondent provides superior project management capacity.
Advantageous	The Respondent provides strong project management capacity.
Not Advantageous	The Respondent provides reasonable project management capacity.

iv. Creativity

Highly Advantageous	Respondent documents creative and innovative solutions to the same types of challenges and opportunities identified in the RFP's goals and objectives
Advantageous	Respondent documents creative and innovative approaches to challenges and opportunities that are similar to those identified in the RFP's goals and objectives.
Not Advantageous	Respondent documents creative and innovative approaches to planning challenges and opportunities.

19. Reference Documents

For convenience, a locus map is contained in Appendix 3. Assessor's database can be accessed here: [Wellfleet Assessor's Database](#)

Background reports and additional information on the Maurice's Campground site can be found here <https://www.wellfleet-ma.gov/maurices-planning-committee>

Price Proposal Form

Master Planning Services, Maurice's Campground, Town of Wellfleet

Name and Contact Information of Respondent

Contact Person's Name	Phone Number
Firm Name	Email Address
Street Address	
City/Town	State Zip Code

Proposed Price

Provide the total fee for each Phase identified in the Scope of Services, payable in accordance with RFP and contract documents.

TASK	FEE
Community Engagement	\$
Data Collection/Analysis & Site Assessment	\$
Land Use Plan and Development Program	\$
Development Strategy/ Implementation Plan	\$
Total fee for Year 1	\$

Statements and Certifications

- By signing and submitting this form, the Respondent certifies the following:
- The proposed prices are a firm and a binding offer by the Respondent/Proposer to the Town.
- The proposed price is consistent with and contemplates the terms and conditions in the RFP, unless specific exceptions or conditions are noted and attached.
- The proposed price is valid for a period of at least 90 days from the due date of the Response.
- The signer is a duly authorized representative of the Respondent.

Signature	Date
-----------	------

Print Name	Print Title
------------	-------------

Appendix 1

**CERTIFICATIONS REQUIRED BY
LAW**

You must COMPLETE and SIGN the following certifications. You must also print, at the bottom of this page, the name of the contractor for whom these certifications are submitted.

STATE CERTIFICATIONS

Pursuant to Chapter 62C of the Massachusetts General Laws, Section 49A(b), I, the undersigned, authorized signatory for the below-named contractor, do hereby certify under the pains and penalties of perjury that said contractor has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Further, per Executive Order of 481, I shall not knowingly use undocumented workers in connection with the performance of all Town of Wellfleet contracts; that pursuant to federal requirements, I shall verify the immigration status of all workers assigned to such contracts without engaging in unlawful discrimination; and that the I shall not knowingly or recklessly alter, falsify, or accept altered or falsified documents from any such worker(s). I understand and agree that breach of any of these terms during the period of each contract may be regarded as a material breach, subjecting me to sanctions, including but not limited to withholding of payments, contract suspension or termination.

Pursuant to M.G.L. Ch. 268A, this statement is to certify that no municipal employee of the Town of Wellfleet, nor any spouse, parent, child, brother or sister of such municipal employee, has any financial interest in the bidder on this proposal.

NON-COLLUSION

The undersigned certifies under the penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

REGISTRATION WITH THE MASSACHUSETTS SECRETARY OF STATE

If the undersigned is a Foreign Corporation (located outside of Massachusetts), I hereby certify that I comply with the provisions of Massachusetts General Laws, Chapter 30, Section 39L and Chapter 156D as they relate to Foreign Corporations and am registered and in good standing with the Massachusetts Secretary of State.

COMPLETE AND SIGN BELOW:

Authorized Person's Signature Date

Print Name & Title of Signatory

Name of Contractor

CERTIFICATE OF CORPORATE AUTHORITY

At a duly authorized meeting of the Board of Directors of

(Name of Corporation)

held on _____ it was VOTED that:
(Date)

(Name) (Officer)

of this corporation, be and he/she hereby is authorized to execute contracts, deeds and bonds in the name and on behalf of said corporation, and affix its corporate seal hereto; and such execution of any contract, deed or obligation in this corporation's name on its behalf by such _____ under seal of the company, shall be valid and binding upon this
(Officer)
corporation.

A True Copy,

ATTEST: _____

TITLE: _____

PLACE OF BUSINESS: _____

DATE OF THIS CERTIFICATE: _____

I hereby certify that I am the clerk of the _____
that _____ is the duly elected _____
of said corporation, and that the above vote has not been amended or rescinded and remains in full force and effect as of the date of this contract.

(Clerk)

CORPORATE SEAL:

Appendix 2

AGREEMENT FOR _____

The following provisions shall constitute an Agreement between the Town of Wellfleet, acting by and through its Owner, hereinafter referred to as "Town," and _____, with an address of _____, hereinafter referred to as "Contractor", effective as of the ___ day of _____, 202__. In consideration of the mutual covenants contained herein, the parties agree as follows:

ARTICLE 1: SCOPE OF WORK:

The Contractor shall perform all work and furnish all services necessary to provide the Town with _____, including the scope of services set forth in Attachment A.

ARTICLE 2: TIME OF PERFORMANCE:

The Contractor shall complete all work and services required hereunder commencing _____, 202__ through _____.

ARTICLE 3: COMPENSATION:

The Town shall pay the Contractor for the performance of the work outlined in Article 1 above the contract sum of \$ _____. The Contractor shall submit monthly invoices to the Town for services rendered, which will be due 30 days following receipt by the Town.

ARTICLE 4: CONTRACT DOCUMENTS:

The following documents form the Contract and all are as fully a part of the Contract as if attached to this Agreement or repeated herein:

1. This Agreement.
2. Amendments, or other changes mutually agreed upon between the parties.
3. All attachments to the Agreement.

In the event of conflicting provisions, those provisions most favorable to the Town shall govern.

ARTICLE 5: CONTRACT TERMINATION:

The Town may suspend or terminate this Agreement by providing the Contractor with ten (10) days written notice for the reasons outlined as follows:

1. Failure of the Contractor, for any reason, to fulfill in a timely and proper manner its obligations under this Agreement.
2. Violation of any of the provisions of this Agreement by the Contractor.
3. A determination by the Town that the Contractor has engaged in fraud, waste, mismanagement, misuse of funds, or criminal activity with any funds provided by this Agreement.

Either party may terminate this Agreement at any time for convenience by providing the other party written notice specifying therein the termination date which shall be no sooner than thirty (30) days from the issuance of said notice. Upon receipt of a notice of termination from the Town, the Contractor shall cease to incur additional expenses in connection with the Agreement. Upon such termination, the Contractor shall be entitled to compensation for all satisfactory work completed prior to the termination date as determined by the Town. Such payment shall not exceed the fair value of the services provided hereunder.

ARTICLE 6: INDEMNIFICATION:

The Contractor shall defend, indemnify and hold harmless the Town and its officers, agents, and all employees from and against claims arising directly or indirectly from the contract. Contractor shall be solely responsible for all local taxes or contributions imposed or required under the Social Security, Workers' Compensation, and income tax laws. Further, the Contractor shall defend, indemnify and hold harmless the Town with respect to any damages, expenses, or claims arising from or in connection

with any of the work performed or to be performed under this Agreement. This shall not be construed as a limitation of the Contractor's liability under the Agreement or as otherwise provided by law.

ARTICLE 7: AVAILABILITY OF FUNDS:

The compensation provided by this Agreement is subject to the availability and appropriation of funds.

ARTICLE 8: APPLICABLE LAW:

The Contractor agrees to comply with all applicable local, state and federal laws, regulations and orders relating to the completion of this Agreement. This Agreement shall be governed by and construed in accordance with the law of the Commonwealth of Massachusetts.

ARTICLE 9: ASSIGNMENT:

The Contractor shall not make any assignment of this Agreement without the prior written approval of the Town.

ARTICLE 10: AMENDMENTS:

All amendments or any changes to the provisions specified in this Contract can only occur when mutually agreed upon by the Town and Contractor. Further, such amendments or changes shall be in writing and signed by officials with authority to bind the Town. No amendment or change to the contract provisions shall be made until after the written execution of the amendment or change to the Contract by both parties.

ARTICLE 11: INDEPENDENT CONTRACTOR:

The Contractor acknowledges and agrees that it is acting as an independent contractor for all work and services rendered pursuant to this Agreement and shall not be considered an employee or agent of the Town for any purpose.

ARTICLE 12: INSURANCE:

Request for Proposals for Master Planning Services

The Contractor shall be responsible to the Town or any third party for any property damage or bodily injury caused by it, any of its subcontractors, employees or agents in the performance of, or as a result of, the work under this Agreement. The Contractor and any subcontractors used hereby certify that they are insured for workers' compensation, property damage, personal and product liability. The Contractor and any subcontractor it uses shall purchase, furnish copies of, and maintain in full force and effect insurance policies in the amounts here indicated.

General Liability

Bodily Injury Liability:	\$1,000,000 per occurrence
Property Damage Liability	\$ 500,000 per occurrence
(or combined single limit)	\$1,000,000 per occurrence

Automobile Liability

Bodily Injury Liability:	\$1,000,000 per occurrence
Property Damage Liability	\$ 500,000 per occurrence
(or combined single limit)	\$1,000,000 per occurrence

Workers' Compensation Insurance

Coverage for all employees in accordance with Massachusetts General

Laws

Professional Liability Insurance

Minimum Coverage	\$1,000,000 per occurrence
------------------	----------------------------

Prior to commencement of any work under this Agreement, the Contractor shall provide the Town with Certificates of Insurance which include the Town as an additional named insured and which include a thirty day notice of cancellation to the Town.

ARTICLE 13: SEVERABILITY:

If any term or condition of this Agreement or any application thereof shall to any extent be held invalid, illegal or unenforceable by the court of competent jurisdiction, the validity, legality, and enforceability of the remaining terms and conditions of this

Agreement shall not be deemed affected thereby unless one or both parties would be substantially or materially prejudiced.

ARTICLE 14: ENTIRE AGREEMENT:

This Agreement, including all documents incorporated herein by reference, constitutes the entire integrated agreement between the parties with respect to the matters described. This Agreement supersedes all prior agreements, negotiations and representations, either written or oral, and it shall not be modified or amended except by a written document executed by the parties hereto.

ARTICLE 15: COUNTERPARTS:

This Agreement may be executed in any number of counterparts, each of which shall be deemed to be a counterpart original.

Request for Proposals for Master Planning Services

CERTIFICATION AS TO PAYMENT OF STATE TAXES

Pursuant to Chapter 62C of the Massachusetts General Laws, Section 49A(b), I, _____, authorized signatory for the Contractor do hereby certify under the pains and penalties of perjury that said Contractor has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Social Security Number or
Federal Identification Number

Signature of Individual or
Corporate Name

By:
Corporate Officer
(if applicable)

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the day and year first above written.

CONTRACTOR

TOWN OF _____

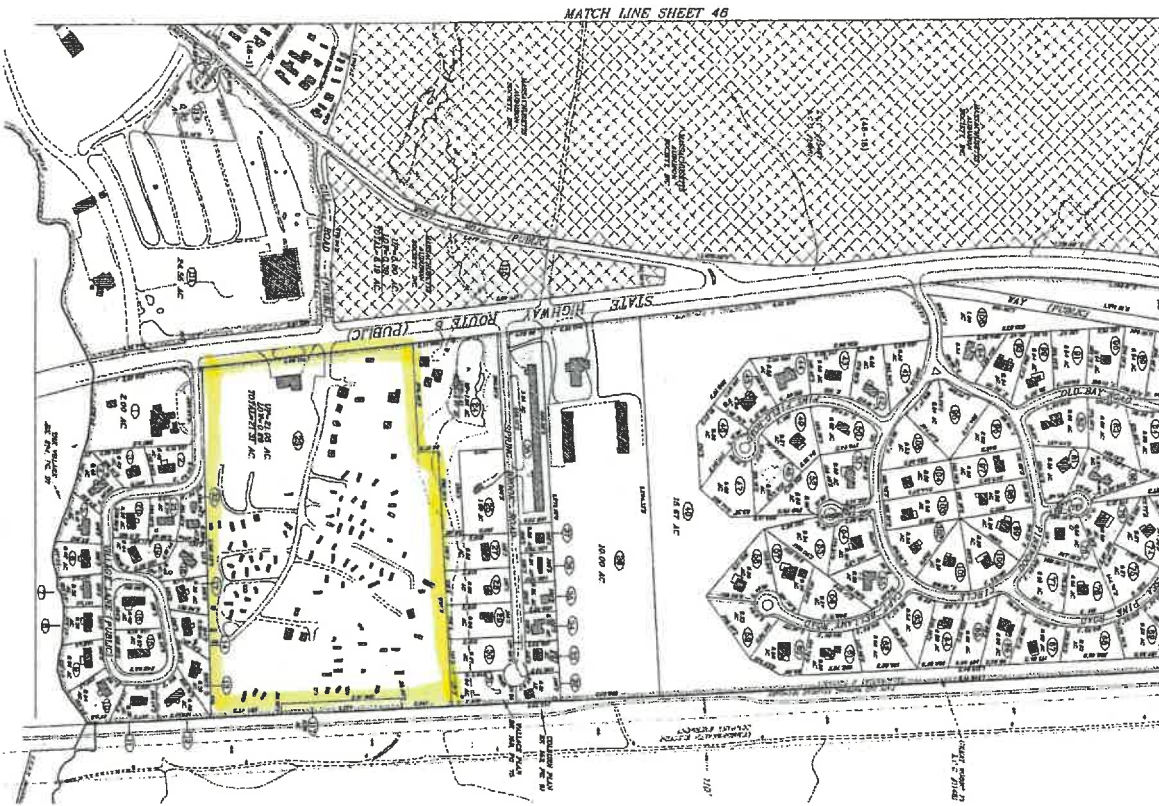
By

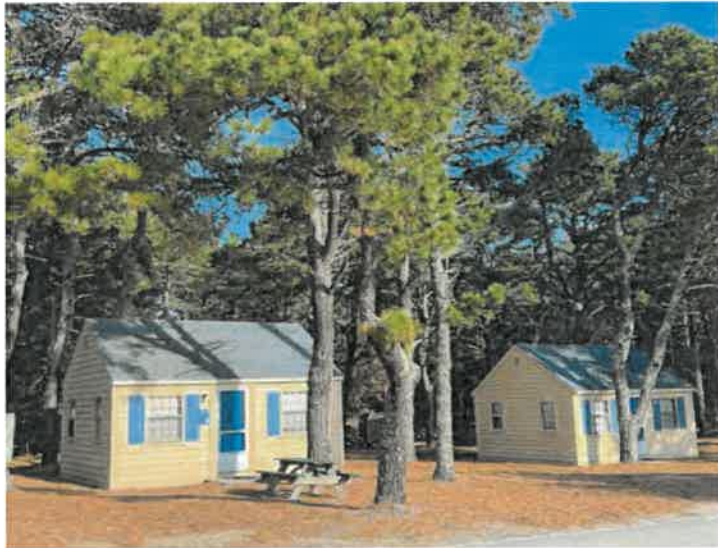
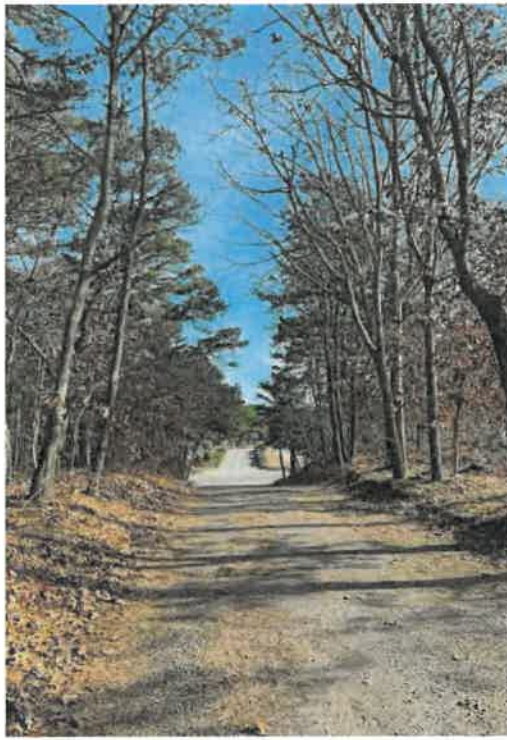
by its Select Board

Printed Name and Title

Approved as to Availability of Funds:

Town Accountant (\$ _____)
530276/99999/0003 Contract Sum





TECHNICAL PROPOSAL FOR MAURICE'S CAMPGROUND PLANNING SERVICES

December 19, 2023



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December 19, 2023

Silvio Genao, Assistant Town Administrator
Town of Wellfleet
300 Main Street
Wellfleet, MA 02667

RE: Request for Proposals for Master Planning Services, Maurice's Campground

Dear Mr. Genao,

My team and I are immensely enthusiastic about the possibility of helping the Town of Wellfleet with the Master Planning Study for Maurice's Campground. We realize the Town stands at a crucial moment, ready to embark on a transformative journey to shape the community's future with the remarkable opportunity afforded by this site.

Our collaborative team, comprising Studio G Architects, JM Goldson, Langan, and Boston Communities, is committed to:

- delivering a master plan that aligns seamlessly with the town's values and aspirations
- addressing the outer Cape's diverse housing needs and some commercial and community needs
- and maximizing the potential for smart, sustainable, and ecological growth as well as climate resiliency on the site.

Studio G Architects, as the prime consultant, brings a wealth of creative and innovative expertise in planning and architecture. Our commitment to meaningful and inclusive community engagement, sustainable and resilient design, as well as a 30-year track record in adept management of project teams, ensures that the master plan for Maurice's Campground will be deeply rooted in the community's vision. We will lead a study that results in a thoughtful forward-looking development 'blueprint' that sets the stage for future development on this site and others.

Studio G doesn't do 'cookie cutter' master planning. We pursue studies that resonate with our mission to *build sustainable communities* and deliver plans that reflect each community's aspirations, goals, and needs and are shaped by the opportunities and constraints of the site and local ecosystem.

Managing Principal Gail Sullivan, a part-time Wellfleet resident, personally led the design team for the Residences at Lawrence Hill as she will for this study, reflecting her commitment to ensuring Wellfleet is a sustainable community socially, economically, and environmentally.

JM Goldson, a leader in strategic public engagement and community planning, will play a crucial role in integrating the voices and visions of Wellfleet residents and the



data from previous efforts into the master plan. With a proven track record in stakeholder engagement and authorship of the Wellfleet Housing Production Plan, completed in early 2023, JM Goldson is well-versed in the community's housing needs and the goals that Maurice's Campground will address.

Langan will provide civil engineering, landscape architecture, and transportation/traffic consulting. They will address sensitive ecological considerations on-site and nearby, aligning the master plan with principles of ecologically appropriate development and environmental stewardship. Landscape Architect Michael Hunton's familiarity with Wellfleet ensures a thoughtful and contextually relevant approach to landscape design.

Boston Communities' extensive experience in housing development, analysis of financing opportunities, and feasibility testing will bring creativity and breadth of experience to identify funding opportunities for proposed future development. Their expertise as a developer and development consultant ensures that Maurice's Campground master plan will be financially viable.

Our team is diverse, with one MBE and two WBE firms. We are collaborative by nature, which this endeavor demands, and are committed to establishing a collaborative partnership with the Planning Committee and town leaders. We know that extensive community engagement with the many stakeholders who call Wellfleet home is an integral component of the study and will ensure that the aspirations and concerns of Wellfleet residents shape the plan for the better.

We are ready to bring our collective expertise; innovative, creative thinking and design; and proven track records to bear on a master plan of exceptional quality and lasting value for Wellfleet.

We have read the Request for Designer Services (RFS) dated October 23, 2023, its attachments, and the Responses to Questions dated November 30, 2023, and its attachments.

Thank you for considering our proposal. We look forward to the opportunity to discuss our ideas further and contribute to the growth and development of the Town of Wellfleet.

Sincerely,

Gail Sullivan, FAIA
Managing Principal





TEAM PROFILE

STUDIO G ARCHITECTS TEAM COMPARATIVE EVALUATION CRITERIA MATRIX

	HIGHLY ADVANTAGEOUS	ADVANTAGEOUS	NOT ADVANTAGEOUS
OVERALL TEAM EXPERIENCE	✓		
DIVERSITY OF EXPERTISE: <ul style="list-style-type: none"> • Neighborhood Planning • Site Design, Architecture • Affordable Housing Development • Community Engagement 		✓*	
PROJECT MANAGEMENT CAPACITY	✓		
CREATIVITY	✓		

*Studio G's team holds ALL required experience

THE RIGHT TEAM

The Town of Wellfleet stands at a pivotal moment, ready to embark on a transformative journey to shape the future of this community. The town aspires to increase housing for year-round residents like shellfish farmers, teachers and other town employees, and those who work in local businesses “by offering opportunities for affordable home ownership, by serving seasonal workers and moderate-income households, by providing a greater variety of building types, and by allowing more choices of living arrangements.” Maurice’s Campground can deliver on these goals, with 21.5-acres brimming with untapped potential.

This Master Planning Study requires a highly experienced, innovative multidisciplinary team to shape a development blueprint that:

- Creatively addresses the housing needs and life stages of varied people of different means, ages and circumstances with an implementable development plan, design guidelines and financial analysis
- Optimizes the site to maximize housing opportunities in a neighborhood that feels the right fit for Wellfleet
- Utilizes Smart Growth principles to work with the opportunities and constraints of the site and surrounding environment and maximizes connectivity to natural and other resources
- Minimizes negative environmental impact and maximizes the potential for renewable energy, climate resiliency, decarbonization and innovative wastewater management solutions
- Supports the recreational, vocational and other needs of local residents



Residences at Lawrence Hill, Wellfleet - Studio G Architects



Residences at Lawrence Hill, Wellfleet - Studio G Architects



Corcoran Park Site Development Plan - Studio G Architects

We are thrilled to introduce our collaborative team — Studio G Architects, JM Goldson, Langan, and Boston Communities. Each firm brings a wealth of expertise, innovative thinking, and a proven track record in their respective fields, promising a dynamic collaboration that will yield a master plan of exceptional quality and lasting value.

Studio G Architects brings a creative and visionary approach to planning and architecture, steeped in the culture, character and landscape of each place we work, ensuring that the master plan for Maurice’s Campground is deeply rooted, functional, and aesthetically inspiring. Studio G brings broad experience with multiple housing typologies, from transitional and congregate housing to senior and family housing. The firm’s commitment to sustainable and inclusive design will contribute to a vision for a vibrant, resilient new neighborhood in Wellfleet. Managing Principal Gail Sullivan a part-time Wellfleet resident, led the design team for the Residences at Lawrence Road. Studio G is the prime consultant for the Master Plan, with a 30-year track record in managing project teams.



South Portland Comprehensive Plan
JM Goldson

JM Goldson, a leader in strategic public engagement and community planning, delivers a track record of thoughtfully-implemented stakeholder engagement in many municipalities. Their expertise will ensure the many Wellfleet voices and visions are integrated into the master plan, and that the new neighborhood fits cohesively into the broader fabric of Wellfleet meets residents' needs. As author of the Wellfleet Housing Production Plan completed in early 2023, they are steeped in Wellfleet's housing needs and the 5-year goals and strategies of which Maurice's Campground will be one part.

Langan's prowess and thoughtfulness in civil engineering and landscape design will be instrumental in addressing the sensitive ecological considerations on-site and nearby, ensuring that the master plan aligns well with principles of environmental stewardship. They deliver substantial expertise and experience with master planning of public and private places, including in waterfront communities. Landscape Architect Michael Hunton brings a long familiarity with Wellfleet.



Middletown Master Plan - Langan with Cooper Robertson

Boston Communities delivers extensive experience in housing development, financial analysis and feasibility testing, and preparation of sources and uses budgets, both as a developer and a development consultant in Massachusetts communities. Boston Communities has researched and analyzed co-housing, micro-housing, and congregate housing for previous projects and will research seasonal worker housing for this study, reporting on the feasibility of funding the varied housing types. They bring creativity to the subject of funding opportunities for the proposed development, ensuring that the Maurice's Campground master plan will be achievable.

Innovative Planning + Community Engagement

Studio G delivers creative, innovative experience leading feasibility and master planning at varied scales, from a single parcel to the neighborhood and community scales. Some have been stand-alone studies, and some studies leading to design and construction.

JM Goldson, Langan and Boston Communities each have led or participated in multiple studies and master plans for housing development. Additionally, Langan has extensive experience in master planning open and civic spaces. All team members have consulted with municipalities and other public entities.

Studio G's team envisions a process where community engagement is not just a step in the planning process but an integral component, ensuring that the aspirations and concerns of Wellfleet residents help shape the plan for the better. The master plan for Maurice's Campground will reflect the community's collective vision and serve as a guide for sustainable growth, economic vitality, and social well-being.



Energy-Positive Housing Development, Studio G Architects

Sustainable Design and Development Expertise

Wellfleet has adopted the Mass. Specialized Energy Code effective January 1, 2024. Studio G's project team is committed to sustainable design and development, to eliminating fossil fuel use and decarbonization, and mindful of climate resilience and environmental stewardship. Each firm brings expertise in establishing appropriate goals for sustainability and resilience and assisting clients in implementing these goals in a plan or physical development.

Studio G has designed fossil fuel-free, passive building designs for multi-family housing projects like the nearly complete Heading Home @ 37 Wales St and E+ Highland Park, both in Boston; the Residences at Lawrence Hill in Wellfleet and Corcoran Park in Cambridge. The latter three will be Phius-certified with photovoltaic panels ensuring net zero or energy positive performance. We have tested Lawrence Hill, which already complies with the opt-in code. There are LEED AP, WELL and Phius Certified Consultants (CPHC) on staff.

The Boston Communities team also has extensive experience building sustainable communities and has developed Passive House, LEED, and Enterprise Green certified buildings. They are familiar with the financial implications and funding opportunities.



Superior Project Management

Studio G has extensive experience as the Prime Designer managing multidisciplinary teams for public and private clients including the Commonwealth of Mass., the US General Services Administration, municipalities, non-profit and corporate clients. We are adept at establishing the goals, workplan and responsibilities for each team, and ensuring that work is thorough, deliverables are on time, and all is coordinated with a client's external deadlines. Each of our subconsultants has senior project managers to coordinate their internal work.

"Working with Studio G has been an amazing experience. They are a very professional organization. They have been excellent in terms of providing services, designing, implementing their design, and the overall project. I can't be happier with the work and the relationship that the town of Groton has had with Studio G."

-Mark Haddad, Town Manager, Town of Groton

Inclusivity and Diversity

Studio G is inclusive and diverse in personnel and in approach. Our study team for Maurice's Campground includes one MBE and two WBE firms. The team will establish a collaborative partnership with the Planning Committee beyond traditional planning approaches to ensure broad engagement. We are excited to embark on a journey to shape the future of Maurice's Campground and the vibrant future of Wellfleet itself.

Town of Wellfleet

Maurice's Campground Planning Committee



**Architect
Studio G
Architects, Inc**

WBE Certified

Gail Sullivan, FAIA, NCARB
Managing Principal
MA Reg. #8666

Principal in Charge

Gabriela Shelburne, AIA, NOMA
Senior Project Manager
MA Reg. #951965

Senior Project Manager

Keihly Moore, AIA, CPHC
Staff Architect
MA Reg. #951792

**Asst. Project Manager and
Lead Planner**

**Community Planning
JM Goldson**

Jenn Goldson, AICP
Founder
MA Reg. #N/A
Principal in Charge

Kadineyse Paz
Community Planning Analyst
MA Reg. #N/A

Elana Zabar, CNU-A
Community Planner for Land Use & Long Range
Planning and Community Engagement Specialist
MA Reg. #N/A

Noah Harper
Community Planner for Housing and Equity
MA Reg. #N/A

WBE Certified

**Civil & Landscape Engineering
Langan Engineering and
Environmental Services, Inc.**

Frank Holmes, PE
Executive Associate
MA Reg. #40203 Civil

Michael Hunton, PLA, ASLA
Senior Project Manager
MA Reg. #4044 Landscape

Achan Sookying, PLA, SLA
Senior Staff Landscape Architect
MA Reg. #4378 Landscape

Hilary Holmes, PE
Senior Project Engineer
MA Reg. #51427 Civil

Daniel Clarey, PE
Senior Project Manager
MA Reg. #N/A

**Financial/Development Consultant
Boston Communities**

Phillip Cohen
Principal
MA Reg. #N/A

F. Marie Morriset
Principal
MA Reg. #N/A

Matthew Robayna
Principal
MA Reg. #N/A

MBE Certified

STUDIO G PROFILE

Principal Place of Business:
179 Boylston St. Bldg. P, 3rd Floor
Jamaica Plain, MA 02130

Local Office:
Baker Road
Wellfleet, MA 02667

of Years in Business: 30

Services Offered:

- Architecture
- Master Planning
- Community Engagement



WHO WE ARE

Studio G Architects was founded in 1991 to build sustainable communities through building, urban design, and planning.

WE SPECIALIZE IN:

- Designing beautiful, functional places to live, learn, work, play, and gather
- Sustainable, green and healthy buildings and landscapes
- Preserving historic structures, often adapted for new uses
- Urban revitalization



The 20-person firm is led by founder and Managing Principal, Gail Sullivan. Gail is committed to designing sustainable communities that support a diverse population, leading by example to demonstrate the power of public interest architecture. She integrates high quality architectural design with a collaborative process that engages diverse clients to resolve complex functional, social, and programmatic concerns. She is a licensed architect in Massachusetts, Maine, and Rhode Island. Additionally, seven other team members are licensed in Mass.

Studio G Architects is a certified woman-owned business (WBE) in Massachusetts and Rhode Island. We are diverse by design: multi-racial and multi-ethnic, LGBTQIA+ friendly, and 60% women.

We recruit, support and mentor diverse employees who share a commitment to design excellence, superior client service, and environmental and social sustainability.

"I would never hesitate to recommend [Studio G Architects] to anyone that wants to beautify [and] dignify their surroundings."

Beatriz M. Zapater, Director of Greater Eggleston Community High School 1992–2002



VISION

Studio G Architects aims to improve lives and enhance spaces through insightful and responsive design solutions. We believe architects have a unique opportunity and social responsibility to leverage the creative potential of design to respond to the individual needs and the challenges defining our era.

In the 21st century, the threat of global climate change is palpable. At Studio G Architects, we embrace the critical role designers play in confronting this issue by utilizing sustainable principles, practices and technologies to renew humanity's reciprocal relationship with the environment and preserve our planet's built and natural landscapes.

Studio G Architects' commitment to sustainable design is our foundation. Our understanding of sustainability encompasses economic and social viability, as well as environmental issues. For us, sustainable communities are distinguished by architecture that is:

ENVIRONMENTALLY SENSITIVE

We integrate environmentally sensitive and sensible materials and techniques into our projects to minimize the use of non-renewable resources. We investigate the life cycle value of systems and materials to ensure efficient use of limited resources.

We balance these considerations against the client's specific constraints, to develop responsive, buildable designs that reflect their values and support their priorities.

PEOPLE-CENTERED

A successful design captures the essence of a community to support and enhance the activities that transpire there. Our designs reflect our clients' values and the qualities that make them unique.

Our varied experience in different types of buildings and architectural style, speaks to the diversity of our clients' visions, values and requirements, and to our dedication to crafting spaces that sustain their communities.

We contribute to supporting organizations that, with broad visions and modest means, make a difference in the communities they serve.

PLACE-SPECIFIC

We are curious designers who utilize design as a tool to enhance the fabric of community. In the design of any building, landscape or neighborhood, there is an opportunity to explore the specific culture, history and physicality of a place and the people who live there. Design which embraces the cultures, values and traditions of a community and engages the idiosyncrasies of a site defines a unique sense of place.

MIXED-USE

Neighborhoods that possess a mix of housing types, workplaces, commerce and public spaces tend to be economically diverse and resilient, supporting people of varied ages, means and lifestyles. With public transit nearby, accessible pedestrian and bicycle paths and welcoming public spaces, such diverse neighborhoods encourage interaction and sustain community.



Sturgis Charter High School

THREE DIMENSIONS OF DESIGN

Design is a powerful tool. It resolves problems, reveals unexpected solutions, and unifies different points of view into a satisfying and singular outcome. Yet, a great project isn't the only outcome of good design.

Backed by a thoughtful process and vision, design educates, builds relationships, transforms spaces and the people who inhabit them. Studio G Architects strives to utilize this potential to elevate the quality and effectiveness of our design work.

DESIGN EDUCATES

We appreciate each opportunity to educate clients about the value of design and the potential of the process in order to engage their interest and participation.

Simultaneously, our clients educate us. Their vision, needs and constraints, and the values and characteristics that define them, are central to our design process. Engaging with clients, our design explores expectations, validates or challenges requirements, supports or re-frames aspirations.

From such an in-depth process, the team develops a cohesive and unified project vision that guides design efforts and produces a resolved and highly functional design.

DESIGN ENGAGES

Because people are at the heart of Studio G Architects' design approach, the relationships developed through the process are as important as the final design. Each project has multiple communities inside and outside the client organization with distinct perspectives, from building committee to neighborhood

stakeholders. The integration and management of these groups are critically important to fuel progress. We engage each group strategically to develop ideas, manage concerns, stimulate excitement and generate support.

We thrive on such an integrative, collaborative process. It produces a richer design which echoes the values and experiences of the whole community.

DESIGN TRANSFORMS

Studio G Architects aims to counteract the trend of throw-away, out-sized and thoughtless construction with projects that transform the places people inhabit. We aspire to create vibrant, livable, pedestrian-oriented villages that are truly sustainable communities.

Just as the shopping mall surrounded by asphalt can define 20th century development, we seek to ensure that distinctive and vibrant communities are the hallmark of 21st century design.

We are challenged by our clients' needs to rethink common problems and provide original solutions consistent with this vision of 21st century sustainable communities.

In so doing, we help our clients flourish, and contribute to the long-term health and viability of the communities they occupy.

"The architectural team at Studio G has really made this an engaging process for our school community. It is clear through their creative and innovative design scheme that they took the time to learn about us. We are excited to transition to this new building that truly represents who we are as a community."

- Brian O'Donoghue, Principal, Florence Roche Elementary School



Landscape Plan by KMDG

CORCORAN PARK REDEVELOPMENT MASTER PLAN

Studio G was hired by the Cambridge Housing Authority (CHA) to redesign the 9-acre Corcoran Park housing development in West Cambridge where seniors and families live in 153 units in 26 buildings, with a small community center.

Originally constructed in the 1960s over several urban blocks, the housing development has a history of flooding due to a high water table and insufficient stormwater infrastructure. The buildings are non-compliant with the building code and current affordable housing standards.

Studio G completed a multi-year, multi-phase study, analyzing the site, buildings, existing units and infrastructure, and the surrounding neighborhood context. Several engagement sessions were held with tenants to gather their concerns and visions for the redevelopment. Multiple master planning options were tested to deliver a target of 250-300 public housing units with community space and resident parking, while maintaining existing mature trees and the character of the neighborhood.

The City of Cambridge has adopted an Affordable Housing Overlay (AHO), providing as-of-right zoning based on stringent design and development guidelines. Corcoran Park’s

redevelopment will adhere to these guidelines, necessitating a careful balance between meeting the client’s goals and satisfying the city’s requirements.

The proposed development approach includes new private roads to enhance walkability and direct access to housing, new below-grade infrastructure, preservation of as many existing trees as possible, and raising the average ground plane by approximately 3.5 feet to avoid future flooding and ensure resilience.

The selected master plan distributes 270 units across 15 buildings of varying scales. Two elevator buildings will be discreetly positioned behind low-rise structures to harmonize with the neighborhood scale. Property management offices, maintenance, and community spaces are integrated at ground floors. Three-story buildings, including rowhouses and walk-up buildings with flats and duplexes, will line public and private roads, featuring deliberately varied architecture to integrate seamlessly with the neighborhood. Shared laundries and bike storage rooms will be strategically located throughout the site.

The development will be executed in phases, likely spanning three phases to accommodate financing constraints.



ROWHOUSES



3BR DUPLEXES OVER 3BR FLATS & 2BR DUPLEXES OVER 2BR FLATS



3BR DUPLEXES OVER 3BR FLATS



3BR DUPLEXES OVER 3BR FLATS & 2BR DUPLEXES OVER 2BR FLATS

CLIENT CAMBRIDGE HOUSING AUTHORITY
LOCATION CAMBRIDGE, MA



RESIDENCES AT LAWRENCE HILL

The Residences at Lawrence Hill (RLH) are designed to create a new neighborhood sheltered by native woodlands and reflective of the unique character of Wellfleet. Drawing inspiration from Cape Cod vernacular and mid-century modern house design, the project expresses its 21st century origins with a sustainably designed site, airtight Passive House certified buildings, and all-electric systems. With photovoltaic panels on south- and west-facing roofs the project will achieve net zero or near-net zero energy.

The development will have a total of 46 units, the “Upper Village” will feature 22 townhouses and 2 flats in seven buildings, while the “Lower Village” consisting of one three-story building with 24 one- and two-bedroom flats. Most of the units will be income-restricted at income levels ranging from 30% to 60% of Area Median Income (AMI) and will serve the housing needs of families and seniors from Wellfleet and the surrounding communities. Universal design approach ensures that RLH is comfortable and inclusive for varied and diverse households.

The Upper Village townhouses are designed with families in mind, with first floor living/ dining and kitchen, and upper floor sleeping spaces. These units can easily serve multiple types of households, including older adults with a next-generation caregiver and households of non-family members. The separate Community Building will provide a gathering space for residents and a hub for a variety of resident service programs. A community living room, galley kitchen and storage closet make the space flexible for multiple uses. Inside the entry are resident mailboxes, a package concierge system and lavatory. On the other side is the shared laundry room.



The Lower Village has a single elevator building with 22 flats, a community living room and adjacent trellis-covered patio and BBQ area, community gardens and laundry. The community room will provide a gathering space for residents, serving as an opportunity for events, as well as a hub for a variety of resident service programs.

Prioritizing sustainable site development, building will take place primarily on previously developed and disturbed areas to preserve surrounding woodlands in their natural state. Using this landscape to improve livability, common green spaces are scattered throughout the site. An accessible fitness + walking path connects the upper village community building to the lower village with a spur connecting to the parking lot and front entry, and the main path continuing to the rear gathering patio. The lower village’s outdoor patio is shaded by a trellis and the high tree canopy. Adjacent green space will include benches and community gardens. Behind the community building, the gathering patio and adjacent natural play yard and community gardens will include seating benches for residents of all ages to enjoy passive and active recreation in a woodland setting.

CLIENT PRESERVATION OF AFFORDABLE HOUSING +
COMMUNITY DEVELOPMENT PARTNERSHIP

LOCATION WELLFLEET, MA



JACKSON SQUARE PLANNING INITIATIVE

Working with the Boston Redevelopment Authority (now BPDA), and 31 local community groups comprising the Jackson Square Coordinating Group (JCG), Studio G Architects undertook a planning process to establish community priorities for the development of public and private land for the Jackson Square area connecting Jamaica Plain and Roxbury. The area, which includes two large public housing developments, faced numerous challenges such as vacant and underutilized properties, public safety concerns related to gang activity, and elevated asthma rates according to a public health study.

In response to calls for change by community organizations, Studio G led a multi-layered planning process in 2001. Studio G engaged broad participation and obtained hundreds of residents' concerns and visions for the future. The engagement process featured a Photo Slam for local youth, showcasing their work at the charrettes to stimulate dialogue. The team trained designers and community facilitators to lead community design charrette teams and developed specialized graphic tools and presentations to facilitate participation. Studio G led two tri-lingual design charrettes, the first with 250 residents followed by a session with 75 representatives from the 10 original teams. Our efforts culminated in the comprehensive report and action plan titled "Putting the Pieces Together, the Jackson Square Planning Initiative." This document incorporated data from 60 focus groups and synthesized the community's recommendations for the 150-acre area. The consensus emphasized promoting a mix of housing, especially affordable, and commercial development,

recreational facilities, open space, traffic calming measures, and public transportation connections. Following the planning phase, the BPDA led a competitive selection process for a developer for publicly owned parcels, selecting Partners for Jackson. Prior to their initial development, Studio G designed the first new building in Jackson Square — 30 units of affordable housing developed by JPNDC. Since the planning initiative, multiple buildings with market-rate and affordable housing, childcare, retail, and other community uses have been developed in the area, by Partners for Jackson and others.



Credit: B'Nai B'Brith Housing



Credit: Stantec

CLIENT BOSTON REDEVELOPMENT AUTHORITY
LOCATION BOSTON, MA



EDISON ACADEMY CAMPUS

Studio G designed a campus master plan for a new independent middle and high school, for day and boarding students with language based learning disabilities. With a focus on experiential learning, the campus plan includes 21st century learning spaces in three academic buildings, one focused on STEAM, or science, technology, engineering, art and math, which includes a maker space and labs. The general academic buildings are flexible, with classrooms organized around multipurpose commons.

The founders want a school that is as responsive to its environment as it is to its students. Most of the 100 acre riverfront site in Fort Myers, Florida is located in the Caloosahatchee River flood zone, thus the design is an eco-village which sits lightly on the natural landscape. Studio G's climate responsive campus design references 'Cracker Style' houses of early Florida settlers, built on stilts with deep sheltering roofs, porches and cross-ventilation. Boardwalks and paths link buildings and outdoor spaces around the campus.



CLIENT EDISON ACADEMY
LOCATION FORT MYERS, FL



E+ HIGHLAND AFFORDABLE HOUSING COOPERATIVE



Working with Rees-Larkin Development, Studio G Architects is designing an energy-positive project in Roxbury’s Highland Park neighborhood -- designed to produce more energy than will be consumed on an annual basis. Our project was selected by the City of Boston and the neighborhood as part of Boston’s Energy Positive (E+) Green Building Program. The 23-unit elevator building will restore the urban fabric and contribute to the residential character of Highland Street and the neighborhood.

E+Highland uses Low Income Housing Tax Credits (LIHTC). It’s limited equity cooperative structure, with 15 units to be sold to families whose income is between 0 and 100%AMI, the project will also provide broader and deeper affordability than City of Boston requirements.

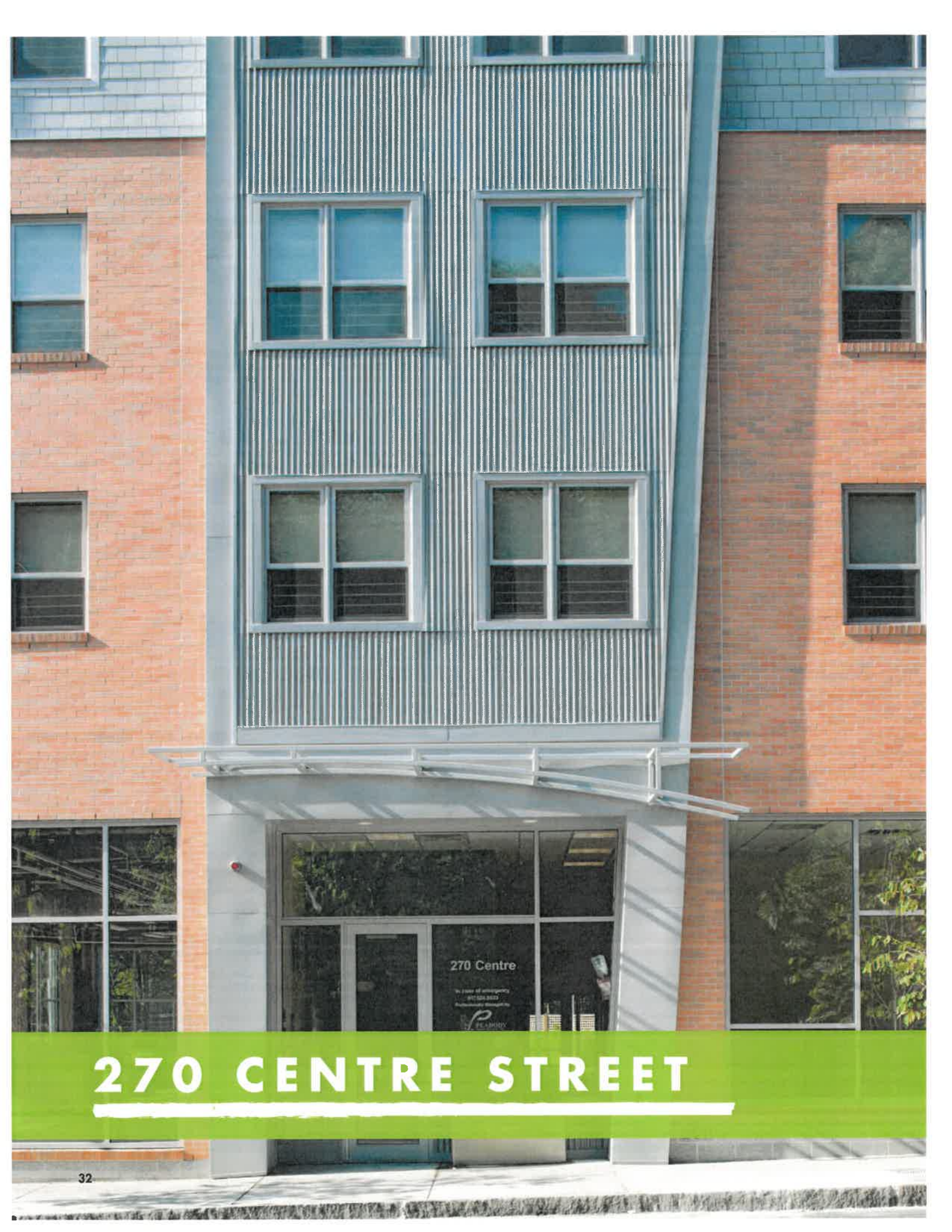
The 4-story multifamily building will house 4 1BR, 15 2BR, and 4 3BR units. The corner entry angles toward the Marcella Playground, with a plaza leading to a glazed lobby, stairs and first floor artist work/gallery space. Partial below grade parking takes advantage of and mitigates the significant grade change across the site. The building’s masonry and wood-like materials palette reduces the apparent mass and reflects

the traditional materials used in the Highland Park neighborhood.

The design reinforces community connections on one of Boston’s famous hills with new community amenities. The artist work/gallery space responds to a community request for artist space, coupled with the entry plaza it offers a gathering space for the community and residents. A new path will provide a much-desired pedestrian connection to Marcella St and the park at the top of the hill.

The building will be energy positive annually, contributing surplus clean energy to the power grid or a community micro-grid. Building facades are shaded by deep roof overhangs, which provide additional roof area for rooftop photovoltaic (PV) panels. The building envelope is optimized following passive building principles to create an extremely comfortable living environment. Right-sized mechanical and plumbing systems significantly reduce heating and cooling loads while providing superb indoor air quality. PV panels will generate more electricity than residents’ annual needs. The project will surpass LEED Platinum and is expected to produce over 95 kWh of renewable energy. E+ Highland is an International Living Futures Institute Living Building Challenge Affordable Housing Pilot program project.

CLIENT REES-LARKIN DEVELOPMENT
LOCATION ROXBURY, MA



270 CENTRE STREET



This 40,000 SF mixed-use project for the Jamaica Plain NDC incorporates retail and office space at the first floor and affordable housing units on the upper three floors. Located across from the Jackson Square T Station and adjacent to the Southwest Corridor Park, the project is a sustainable, Transit-Oriented Development (TOD).

Spanning Centre, Wise and Lamartine Streets, the site bridges between the small scale one- and two-family homes of Wise Street and the seven story Bromley Heath Housing Development. The first new construction in Jackson Square, it continues the streetwall from Hyde Square, Boston's Latin Quarter. The façade has a rhythm of projected multi-story bays that break the building massing, and relate to nearby houses. Facing Jackson Square, the corner bay is curved, with a prow above of vegetated screen. The corner facing Hyde Square projects out at an angle, as if reaching for its neighbors. The brick exterior at the streets gives way to fiber-cement clapboard at the rear. Bays are corrugated sheet metal.

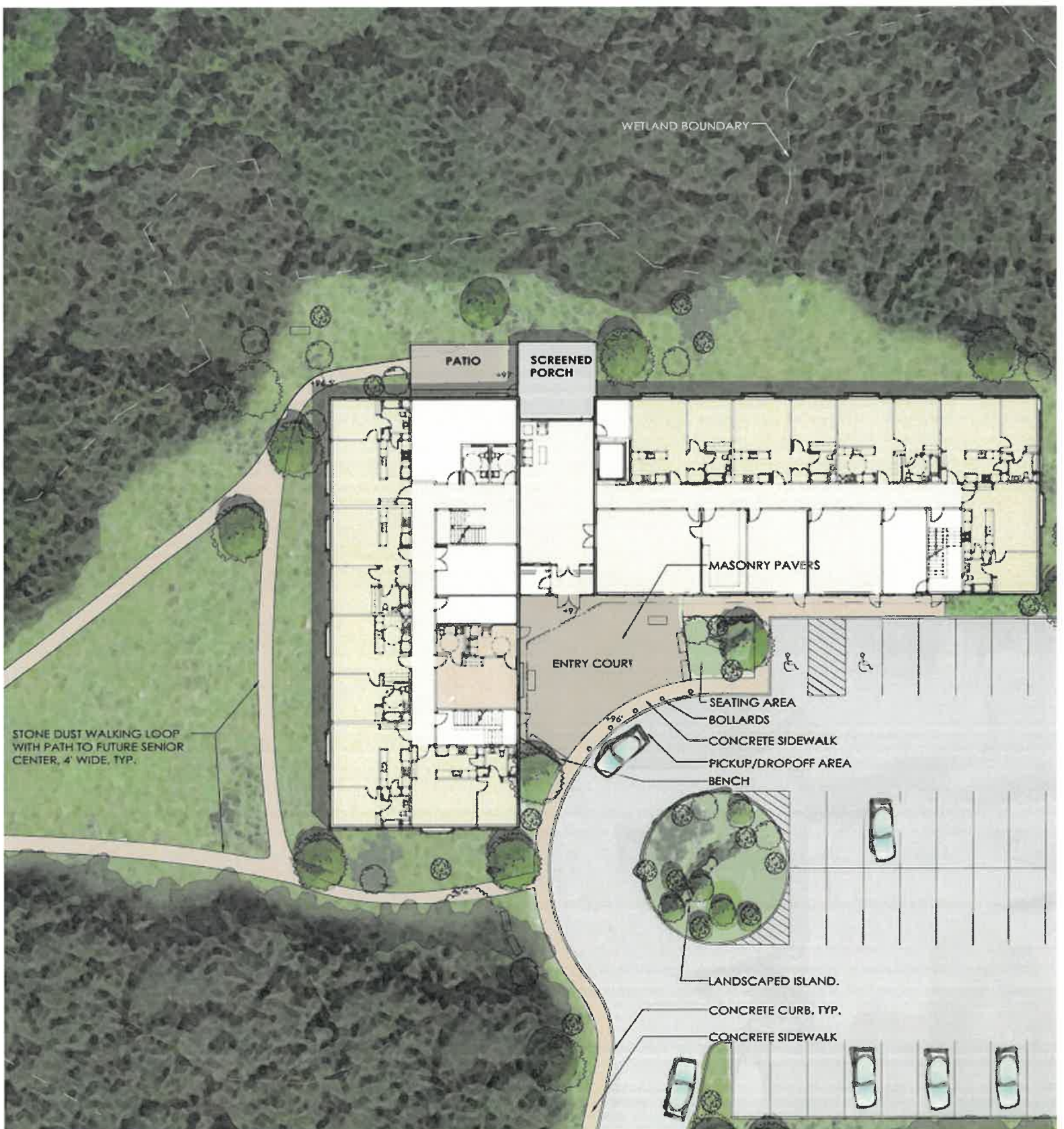
The mixed use building is designed to minimize fossil fuel use, preserve natural resources, and maximize indoor air quality. With a high

CLIENT JPNDC
LOCATION JAMAICA PLAIN, MA

performance envelope and energy efficient systems, it meets Energy Star and LEED standards. The building design includes passive solar strategies, such as orienting the building with long elevations to the north and south and maximizing natural light and ventilation with large operable windows. The roof incorporates a photovoltaic array providing electricity to the building, and drought-resistant vegetation to reduce the heat island effect. Studio G's focus on leading edge energy efficiency and healthy indoor environment was key to EOHLC's Low income Housing Tax Credits (LIHTC) approval.

Residential units range from studios to three bedrooms, with barrier-free apartments in all sizes. Units are designed in accordance with the Massachusetts Fair Housing Act, the Department of Mental Health, Massachusetts Architectural Access Board, and MOH and EOHLC standards.





STONE DUST WALKING LOOP WITH PATH TO FUTURE SENIOR CENTER, 4' WIDE, TYP.

WETLAND BOUNDARY

PATIO

SCREENED PORCH

MASONRY PAVERS

ENTRY COURT

SEATING AREA

BOLLARDS

CONCRETE SIDEWALK

PICKUP/DROPOFF AREA

BENCH

LANDSCAPED ISLAND.

CONCRETE CURB, TYP.

CONCRETE SIDEWALK

ROCKLAND SENIOR HOUSING



Studio G Architects worked with South Shore Housing and Rockland Housing Foundation on preliminary design for forty units of new housing for seniors on a wooded site of uncommon natural beauty. The building is designed on the only upland area of a site which is primarily wetlands with a vernal pool, accessed through a nearby residential neighborhood. Perfect for seniors, it is located near Rockland’s commercial center and in close proximity to multiple services.

The ground floor of the three-story building includes a spacious lobby, large community room with serving kitchen, screened porch, laundry and management offices. Dwelling units are located on all three floors, ten percent of which will be fully accessible, and all visitable and adaptable for tenants’ needs. Universal design is fundamental to the project, supporting residents’ ability to age in place. Common areas are designed for adaptability over time to respond to residents’ needs for health care, delivered meals, and services in the building.

The building facade is primarily stucco, with large windows irregularly spaced to reflect the dappled light visible through the trees. The base of the building is earth-colored split-face block, relating to the forest floor. The two wings of apartments are bisected by a central 3-story glass bridge, reminiscent of the intermittent stream that bisects the site, and allowing residents to see through the building to the rear woods.

The building is designed to minimize fossil fuel use and carbon footprint by maximizing passive solar design with the south-facing entry court, which provides passive solar gain in wintertime. A high performance envelope and systems will reduce energy demand, and shading devices at east- and west-facing walls will minimize unwanted summer heat.

The project was submitted to the HUD 202 program for senior housing, but was unable to move forward when the 202 program was cancelled.

CLIENT ROCKLAND HOUSING FOUNDATION
LOCATION ROCKLAND, MA



45 TOWNSEND STREET



This amenity-rich 300-unit mixed use development in Roxbury is a model of forward-thinking sustainable development. Guided by Passive House strategies, the building will rely on a high-performance envelope to reduce heating and cooling demand and deliver a healthy living environment. The roof is blanketed in photovoltaic panels to generate a substantial portion of the energy requirements. Interactive energy performance data will be displayed in units and lobbies to increase occupant awareness. Storm water will be collected for irrigation. The project is targeting LEED Platinum Certification.

The site offers spectacular views of downtown Boston from atop a steep slope. Four residential wings step up the site, linked by a central spine of shared amenity spaces. Vehicle traffic is limited to a drive up one side of the site. Parking and loading are tucked beneath a large recreational green roof.

The design engages the existing neighborhood with townhouses with individual entry stoops

CLIENT KENSINGTON INVESTMENT COMPANY

LOCATION ROXBURY, MA

and projecting bays east of the ground floor lobby. A local café and a coworking space to incubate local businesses are also at the ground floor.

The lobby is daylit by a 5-story atrium with an open stair linking to a 2nd floor community gallery of local art, and a 3rd floor lounge which opens to a 'zen garden' with patios and fire pits for enjoying sunset. Open stairs continue up the hill to the 5th floor lounges, exhibition kitchen, fitness center, and games room, and adjacent green roof with decks, lawn and natural pool.

Studio G provided architectural services through Schematic Design.



TOWN OF TOPSFIELD - FUTURE LAND USE PLAN INITIAL DRAFT

- ▲ Schools
- Municipal Facilities
- Historic District
- Connectivity Improvement Intersections
- Connectivity Improvement Corridors
- Connectivity Improvement Buffers
- Conservation Areas
- Historic Preservation Opportunities
- Evolving Opportunity Areas



MUNICIPAL FACILITIES

ID	Site Name
1	DPS Building
2	Fire Station
3	Library
4	Town Hall
5	Pine Brook Park
6	D&H Highway Garage
7	Park & Cemetery Building
8	Police Station
9	Water Pump - North
10	Water Pump - South



Map created by JM Goldson & Associates, Inc. in 2015. All rights reserved. No part of this map may be reproduced without the written permission of JM Goldson & Associates, Inc.

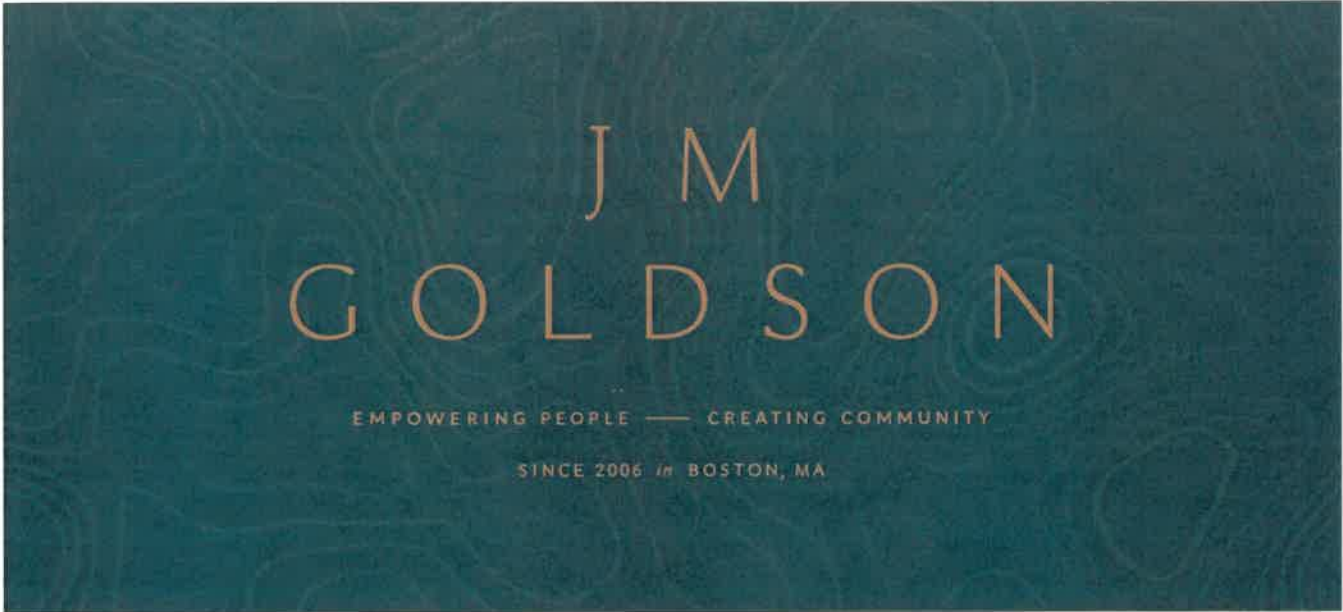
JM GOLDSON PROFILE

Principal Place of Business:
4428 Washington St.
Roslindale, MA 02131

of Years in Business: 17

Services Offered:

- Community Preservation & Planning
- Public Engagement
- Historic Preservation
- Affordable Housing



FIRM PROFILE

Founded in 2006, JM Goldson community preservation + planning assembles a team of professional planners to provide communities with a balanced approach to community preservation and planning. JM Goldson provides expertise in community visioning, historic preservation, community preservation, and affordable housing as well as a renowned approach for facilitating highly-interactive public engagement.

JM Goldson has a strong track record assisting communities with community visioning, master planning, community preservation act implementation and planning, and affordable housing planning, including Community Vision Plans, Housing Production Plans, Housing Needs Assessments, Community Preservation Plans, Affordable Housing Trust Action Plans, Slums and Blight Surveys, and Historic Resource Inventories.

JM Goldson's founder, Jennifer M. Goldson, AICP, is the principal author of multiple guidebooks published by the Massachusetts Housing Partnership including the Community Preservation Act and Affordable Housing guidebook, Create, preserve, support (2016), the Municipal Affordable Housing Trust Implementation Manual (2015), and the award-winning Municipal Affordable Housing Trust Guidebook (2009).

Located in Boston, JM Goldson's work represents a wide range of projects tailored to best meet the individual needs of client communities. The firm's clientele includes a mix of public- and private-sector clients.



COMPREHENSIVE PLAN

— GLOUCESTER, MA —

The City of Gloucester is working in partnership with its residents to collaboratively update the City's Comprehensive Plan, last updated in 2001. The new plan will serve as a guiding resource for long-term planning, land use and zoning policies, capital improvement planning, and future policy changes.

Recognizing that the City's 2001 plan was resident-led, JM Goldson worked collaboratively with the City to develop a Public Engagement & Outreach Plan (PEOP), detailing the project's engagement opportunities. The project committee developed a list of qualitative and quantitative outreach goals.

The Public Engagement and Outreach Plan developed by JM Goldson set an overall outreach goal of 10 percent of the City's residents, or 2,973 participation points. Clarity and transparency in the process was provided by specifying that multiple means of engagement are being employed, offering multiple ways to engage that preserve privacy, are accessible, and proportionally reach historically marginalized and excluded groups.

OUTREACH GOALS

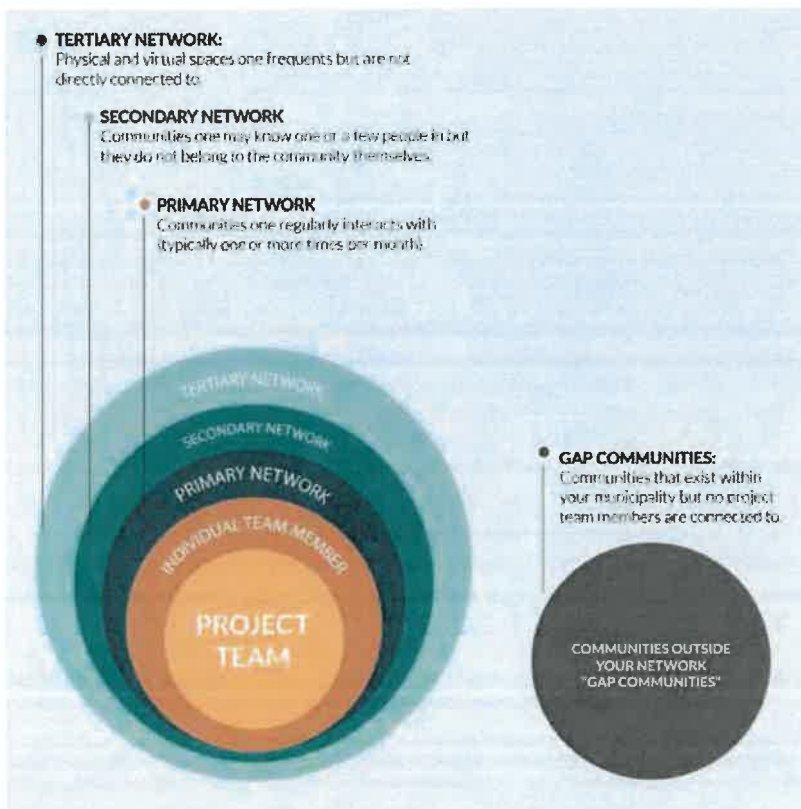
1. Create informative and educational outreach materials to share with Gloucester community members;
2. Conduct community outreach to inform the public about upcoming engagement opportunities and promote a transparent planning process;
3. Ensure community outreach is broad and reaches a representational portion of Gloucester's community, including historically marginalized and excluded groups;
4. Assure privacy in the engagement process by providing anonymous ways to provide feedback.

OUTREACH GOAL



10 PERCENT
of Gloucester*
2,973 TOTAL
PARTICIPATION
POINTS

*Based on 2020 U.S. Census



Members of the City Team were sent a Network Mapping Assessment to gain a better understanding of what formal and informal communities existing within Gloucester and which of those communities the City Team is already connected to. Team members were asked to identify their primary, secondary, and tertiary networks as well as community outside their networks that should be engaged in the process.

Phase II Vision and Goal Engagement Tools launched mid-October 2023 and will remain open through the holidays until January 2023.

Project Status: Ongoing, expected completion January 2025
Project Managers: Jennifer Goldson, AICP; Elana Zabar, CNU-A
Project Contact: David Fields, Community Development Director
dfields@gloucester-ma.gov | 978-325-5230

JM
GOLDSON

COMPREHENSIVE PLAN

SOUTH PORTLAND, ME



JM Goldson is working with South Portland to update their 2012 Comprehensive Plan. This update is intended to be a model for inclusive, and consensus-based long range planning. The Comprehensive Plan Committee (CPC) launched a volunteer ambassador program to reach as many community members as possible. Ambassadors were especially tasked with identifying key concerns, priorities and needs of historically excluded or underrepresented groups in South Portland.

JM Goldson hosted a virtual ambassador training to demonstrate how to use different engagement tools and provide more instruction on outreaching vulnerable populations. Together, the entire project team has been working to amplify the community's voices and provide ample opportunities to engage. Engagement materials were provided in nine total languages including: Arabic, English, French, Kinyarwanda, Lingala, Portuguese, Somali, Spanish, and Swahili.

The vision and goal setting engagement process received 191 crowdmap submissions, 197 Meeting-in-a-Box (MIAB) participants, 383 online comments, and 1,258 responses at tabling events across the City —totaling 2,029 responses (about eight percent of their residents) in just three months.

JM Goldson facilitated a working session with the CPC to write the first draft of their Vision and Goals statements. Our project team is currently collecting public comments on these statements through three engagement tools: 1) in-person open house event, 2) online questionnaire, and 3) community listening sessions during City Board and Committee meetings.



Project Status: Ongoing, expected completion January 2025
Project Manager: Jennifer Goldson, AICP
Project Contact: Milan Nevajda, Planning Director
mnevajda@southportland.org | 207-767-7649

J M
GOLDSON

MASTER PLAN

TOSPSFIELD, MA



Topsfield's last Master Plan was written in 1980 when the population was 5,709. While a state grant enabled the Town's Planning Board was able to update some elements of the Plan in between 2003-2004, the majority has remained untouched since 1980. The 2020 Census showed Topsfield had reached 6,565 residents, suggesting a need to understand the cultural, demographic, environmental, and physical changes of the last 40 years.

The vision and goal setting engagement process included 756 community survey responses, and 127 crowdmap submissions, and five Meeting-In-A-Box (MIAB) meetings used for targeted outreach to hear from those less likely to participate in public processes, including group home residents and elementary school students.

Topsfield reached 960 participation points (137 percent of their outreach goal) just through these three tools. Altogether, Topsfield has reached roughly 16.5 percent of its total population so far.

These methods were intended to determine the community's aspirations for the future of Topsfield, which were a crucial source of information for generating goals and strategies in later phases. Five core themes emerged during this process: 1) Preserving historical and natural resources; 2) Connected, accessible, and affordable community; 3) Strategic economic and business development; 4) Bringing people together; and 5) Meeting community needs.

This process was able to capitalize off ongoing community events to outreach additional community members. Our team hosted a Kick-Off public forum alongside the Town's Holiday on the Green event to reach those who may not traditionally participate in the public process. Team members also handed out project business cards and flyers during community Farmer's Markets and Summer Concerts.

Above: Excerpt from Topsfield's Aggregated Community Engagement Summary (ACES).



INTRODUCTION

Phase II of the Topsfield Master Plan aimed to determine the community's aspirations for the Town's future. The project team implemented three engagement tools throughout Spring 2023, designed to understand better what community members hope Topsfield will look and feel like in ten years. Community engagement tools included a survey on the master plan elements, a Meeting-In-A-Box (MIAB) facilitation guide to generate community conversations, and a web-based Crowdmap platform to collect place-based suggestions. The Topsfield Master Plan Steering Committee (MPSC) and Town staff promoted these tools - which were all available on the Master Plan Project Website - through a variety of outreach strategies.

ENGAGEMENT TIMELINE

- March 1, 2023**
Launch PII Engagement Tools
- March 30, 2023**
Mid-Engagement Representative Presentation at MPSC Meeting
- April 27, 2023**
MPSC Mid-Engagement Overview
- May 10, 2023**
Close Community Engagement Tools



77 MIAB PARTICIPANTS



756 SURVEY RESPONSES



127 CROWDMAP SUBMISSIONS



960 TOTAL PARTICIPATION POINTS



137 PERCENT OF ENGAGEMENT GOAL



Project Status: Ongoing, expected completion April 2024
 Project Manager: Laura Smead, AICP
 Project Contact: Kevin Harutunian, Town Administration
 kharutunian@toppsfield-ma.gov | 978-887-1500

J M
GOLDSON

MASTER PLAN

- WENHAM, MA



JM Goldson LLC is currently working collaboratively with the Town of Wenham to create their first Master Plan in over 50 years to guide the Town's future growth and development. Through this initiative the Town is seeking to identify its goals, existing and future needs, and priorities, and develop strategies and recommendations in the following areas: land use, housing, natural resources, historic and cultural resources, open space, economic development, and transportation.

Through a variety of engagement tools, JM Goldson has helped the Town of Wenham collect 775 participation points, equaling 16 percent of their community and surpassing their ten percent goal.

The Master Plan will be a guidebook for Wenham as it grows over the next ten years. The JM Goldson team believes the best plans are written collaboratively with the residents and creates ample opportunity for community members to weigh in. This project began by hosting a project naming and logo design competition to give community members creative design over the process.



In the Vision and Goals setting phase, JM Goldson launched three engagement tools collecting 614 participation points (roughly 12 percent of the Town's population). These tools included a comprehensive community survey, a DIY Meeting-in-a-Box facilitation guide, and an interactive crowdmapping tool that allowed participants to make place-based recommendations for the Town.

Using the results of those three tools, the Master Plan Advisory Committee was able to write the first draft of their Vision and Goals statements over two consultant-facilitated working sessions. JM Goldson works to capture the community's voice and amplify it through this process.

TOWN OF WENHAM - CROWDMAP SUGGESTIONS BY FREQUENCY

J M GOLDSON



**Map adjusted to fit page.

Project Status: Ongoing, expected completion March 2024
 Project Manager: Jennifer Goldson
 Project Contact: Margaret Hoffman, Planning Coordinator
 mhoffman@wenhamma.gov | 978-468-5520 Ext 8

J M
GOLDSON

LANGAN PROFILE

Principal Place of Business:
300 Kimball Drive, 4th Floor
Parsippany, NJ 07054

Local Office:
100 Cambridge Street, Suite 1310
Boston, MA 02114

of Years in Business: 53

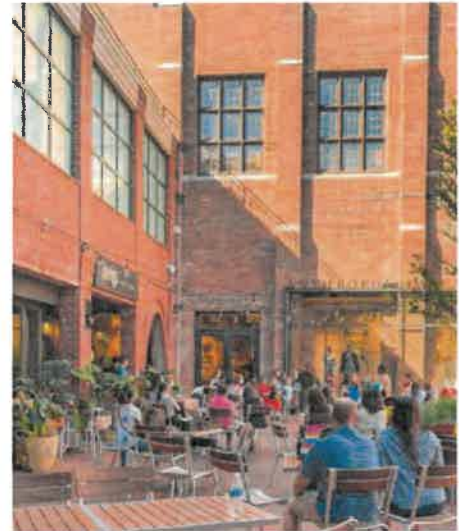
Services Offered:

- Master Planning
- Landscape Architecture & Planning
- Site & Civil
- Sustainability
- Transportation Engineering

Master Planning

Master planning requires a collaborative process whether on a small-scale urban site, or a large-scale suburban campus. Langan's holistic and iterative design approach focuses on working with our clients to develop a unified vision and guiding principles. Our round-table, multi-discipline master planning process combines the key elements of creative design in landscape architecture with our practical expertise in civil and transportation engineering in order to ensure a positive outcome and an achievable result. The combination of conceptual freedom grounded in realistic results is what makes our projects successful.

Within mixed-use and residential development, Langan focuses on creating a unique sense of place at a human-scale. Design elements prioritize a pedestrian-first environment, reinforced by universal accessibility, multi-modal transportation, and creating opportunities for place-making that become the cultural fabric of the master plan.



Landscape Architecture + Planning

Langan Landscape Architects and Planners understand what makes places work. We shape effective design solutions that range from regional or city scale down to the most intimate courtyards and garden spaces. In every project we strive to identify and enhance the “sense of place,” which makes every site unique and memorable. This places us at the forefront of the rebirth of our cities and aging downtowns, guiding their revitalization as destinations where people live, work, shop and play.

Landscape Architecture & Planning Services:

- Master Planning
- Site Feasibility and Yield Studies
- High Performance Site Planning
- Land Development Approvals
- Brownfield Redevelopment
- Waterfront Design
- Park and Playground Design
- Complete Streets, Streetscape Design and Traffic Calming
- Landscape Planting and Irrigation Design
- Landscape Restoration Design
- Contract Documents
- Rooftop Garden Design
- Site Lighting Design
- Water Feature Design
- Construction Administration and Inspection
- Expert Testimony and Zoning Reviews
- Community Outreach

Sense of Place

Langan's Landscape Architecture + Planning Studio leads the planning, design, and engineering for each project site driven by three guiding principles:



People

We connect people with places we build. We believe that the designed environment should be an expression of attitudes, responding to social, economic and environmental conditions.



Layers

Through a collaborative approach, our landscape architects provide synergy to this equation and develop design solutions that are guided by patterns found on the site, leading to more sustainable and cost effective projects.



Places

We understand what makes places work, shaping effective design solutions from regional scale down to the most intimate public spaces. In every project we strive to identify and enhance the “sense of place” that makes every site unique and memorable.

LANGAN

Site/Civil

Responsiveness that Delivers Results

As an integral component of the design team, Langan works closely with the owner to develop conceptual site plans and realistic cost estimates. Our deadline-oriented professionals are available to our clients 24/7 to ensure timely approvals and permits to advance projects toward construction, occupancy, and ultimately revenue. Langan also supports projects with construction inspection and overall project management.

Langan Site/Civil Services:

- Project Management
- Site Feasibility Studies
- Conceptual Planning
- Site Engineering & Planning
- Grading & Drainage Design
- Stormwater Management Design
- Value Engineering
- Sanitary Treatment Plant Design
- Utility Infrastructure Design
- Water Supply/Hydrological Investigations
- Permitting/Regulatory Compliance
- Wetland Delineation/ Mitigation
- Landscape Architecture
- Regulatory Negotiation Survey-Boundary/ Topographical/GPS
- Traffic/Transportation Engineering
- Waterfront Systems Design
- Property Acquisition Support
- Conceptual Reuse Planning
- Funding Identification/Grant Assistance
- Regulatory Coordination/ Compliance
- Decommissioning/ Demolition Design
- Construction Management
- Construction Inspection
- CADD/GIS/Computer Animations
- SITEOPS® Optimization Services



LANGAN

Sustainability

LEEDing the Way

With more than 100 LEED APs on staff, sustainable design weaves through all Langan services. Our diverse portfolio of intelligent site planning, design, and engineering coupled with our Brownfield and site remediation expertise places us at the forefront of the sustainable design movement.

Langan has been an instrumental player on dozens of Leadership in Energy and Environmental Design (LEED) and sustainable design projects. Our expertise allows us to make significant contributions in developing sustainable sites with an emphasis on stormwater management, low impact landscapes, brownfield redevelopment, materials recycling, energy conservation, and renewable energy design.

Langan Sustainable Design Services:

- LEED Site Feasibility Analysis
- Air Quality Assessments
- Asbestos Assessment and Abatement
- Ecological Wastewater Treatment Design
- Low Impact Stormwater Design / Master Planning
- Brownfield Redevelopment
- High Efficiency Site Lighting and Irrigation Design
- Green Roof Design
- Streambank Restoration and Bioengineering Design
- Baseline Ecological Evaluations
- Wildlife and Habitat Evaluations
- Urban Design and Regeneration Planning
- Geothermal Feasibility Studies and System Design Support



LANGAN

Transportation Engineering

Safe, Efficient, Innovative

Access is critical to any facility and Langan possesses decades of experience in total transportation engineering and planning services. In fact, from hospitals to universities to shopping centers to stadiums, we have developed programs, designs, and creative solutions that enhance access and circulation for facilities and major transportation systems throughout the United States.

Langan's transportation engineering and planning work includes highway and local street design, as well as the design of parking, transit, and non-motorized transportation facilities. For the planning and design of these types of facilities we have provided simulation modeling, master plans, traffic impact studies, operational analysis, signal design, traffic calming measures, signage and wayfinding studies, origin/destination surveys, travel demand modeling, corridor studies, urban transportation plans, transit station and route planning, terminal planning, bikeway planning, and permitting services through counties, municipalities, and the various transportation agencies.

Langan Transportation Services:

- Vehicular Traffic Studies
- Stadium and Event Planning
- Traffic Modeling & Simulation
- Master Planning
- Transit Studies
- Station Planning
- Parking Studies
- Corridor Studies
- Site Access / Site Engineering
- Airport Studies
- Site Feasibility Studies
- Streetscape Improvements
- Traffic Calming
- Value Engineering
- Bicycle & Pedestrian Safety Studies
- Toll Facilities
- Urban Development
- Grading & Roadway Design
- Infrastructure Rehabilitation
- Cost Estimates
- Contract Documents
- Construction Administration & Inspection
- Permit Application Packages
- Technical Specification



LANGAN



Credit: Cooper Robertson

Return to the Riverbend Master Plan

The City of Middletown hired Langan's design team to develop a comprehensive master plan and real estate development framework to provide a guide for future development along the riverfront, including areas surrounding Harbor Park and a mixture of residential and industrial properties to the south.

Langan analyzed the river's edge and site conditions, traffic and parking constraints, and how it could impact redevelopment opportunities. Langan assisted in designing the riverfront open space network and trails, public parks and esplanade, living shorelines and overlooks, as well as the development of complete streets that would connect the downtown to the river.

Langan also evaluated potential areas for waterfront access and activities and potential constraints of other critical regulatory conditions such as floodplain.

SERVICES:

- Site/Civil Engineering
- Landscape Architecture
- Waterfront Engineering
- Traffic Engineering

LOCATION:

Middletown, Connecticut

CLIENT:

City of Middletown
Cooper Robertson

REFERENCE:

Michael Aziz, Partner/Director of Urban Design
Cooper Robertson
212.247.1717



Credit: Goody Clancy & Partners

Bushnell South Master Plan

The City of Hartford, the Capital Region Development Authority (“CRDA”), the Bushnell Center for the Performing Arts and Spinnaker Real Estate Partners hired the design team to develop a comprehensive master plan and real estate development framework to provide a guide for future development in the area of Main Street, Buckingham Street, Washington Street / Trinity Street and Elm Street, known as Bushnell South in Hartford, Connecticut.

Langan analyzed the site conditions and utility constraints, and how it could impact redevelopment opportunities. Langan identified the potential limitations of the existing water supply, sewage and stormwater infrastructure serving the Bushnell South study area.

Langan also evaluated potential constraints of other critical utilities and explored costs and considerations of potential utility, street and landscape improvements.

SERVICES:

- Site/Civil Engineering
- Landscape Architecture

LOCATION:

Hartford, Connecticut

CLIENT:

City of Hartford
Bushnell Management Services

REFERENCE:

Kathleen Onufer
Goody Clancy & Associates
617.850.6517



Faneuil Gardens

Langan is working with The Community Builders on the Master Planning and Permitting phase work for the redevelopment of the Faneuil Gardens affordable, public housing community in Brighton, MA. The project is in the Boston Planning & Development Agency's (BPDA) Article 80 Large Project Review process. The existing housing community contains 258 units within ten 3-story buildings and will be redeveloped to provide approximately 450 residential units, retail space, artist live/workspace, and community space within five new buildings.

Our multidiscipline team, including survey, site/civil, environmental, transportation, and geotechnical engineering, are collaborating with the architects, landscape architect, and client to design a comprehensive master plan that provides a connected, engaging, inclusive, and resilient community. To prioritize the pedestrian boulevard down the center of the site, the surface parking is shown on the outer limits of the site with connecting courtyards and amenity spaces at each building. Some of the site considerations include project phasing, preservation of existing trees, maintaining existing utility easements, and adapting to existing site topography on the site. Transportation and mobility considerations include providing safe pedestrian crossings, incorporating vehicular drop-off areas, and minimizing potential for parking lot cut through traffic.

SERVICES:

- Site/Civil Engineering
- Environmental Engineering
- Survey
- Geotechnical Engineering
- Transportation Engineering

LOCATION:

Brighton, Massachusetts

CLIENT:

The Community Builders, Inc.

REFERENCE:

David Valecillos, Senior Development
Project Manager

The Community Builders, Inc.

Phone: 617.695.9595

Multifamily Housing

Langan has supported the growth and development of high quality housing communities across the country. Our firm has an experienced local team based in our Boston office, supported by more than 1,600 staff, across more than 35 regional locations nationwide. Langan helps developers and architects achieve their objectives, in addition to helping communities who are seeking to provide housing options that meet the diverse needs of their residents. Over the years, our team has developed innovative solutions through our multi-disciplinary engineering and environmental services, which allows us to provide critical support among various design teams.

Some of our recent projects in the Northeast Region include:

- **Faneuil Gardens**, Brighton, MA
- **Merrick at the Square**, Worcester, MA
- **Plumley Village**, Worcester, MA
- **237 Pleasant Street**, Franklin, MA
- **Olive + Wooster**, New Haven, CT
- **Hill-to-Downtown Development**, New Haven, CT
- **Meadow Gardens**, Norwalk, CT
- **Wharfside Commons**, Middletown, CT
- **11 Crown Street**, Meriden, CT
- **1435 & 1455 State Street**, New Haven, CT
- **Cherry Street Lofts**, Bridgeport, CT
- **Albion Street Apartments**, Bridgeport, CT
- **The Residences @ Canal Place**, New Haven, CT
- **Ellis Street Commons**, New Britain, CT
- **Womens Institute**, Killingly, CT
- **Halstead Station**, New Rochelle, NY
- **Bronx Point**, Bronx, NY
- **Sendero Verde**, New York, NY
- **414 and 445 Gerard Avenue**, Bronx, NY
- **Via Verde – The Green Way**, Bronx, NY
- **The Balton and The Douglass Park**, New York, NY
- **420 Kent Avenue**, Brooklyn, NY
- **Via 57 West**, New York, NY
- **Riverside 2 (21 West End Avenue)**, New York, NY



Merrick at the Square, Worcester, MA



Halstead Station, New Rochelle, NY



The Residences at Fort Trumbull, New London, CT



Olive + Wooster, New Haven, CT

Affordable Housing



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Meadow Gardens

Location: Norwalk, CT | **Client:** Norwalk Housing Authority

Langan is providing landscape architecture, site/civil and geotechnical engineering services to support the master plan through construction administration phases of a new 56-unit affordable housing complex. Meadow Gardens, a low-income housing complex in South Norwalk, will be demolished and rebuilt to increase the number of dwelling units, provide a variety of unit sizes, and increase the number of parking spaces for residents and visitors. The new complex, led by Norwalk Housing Authority, will include a community + learning center with photovoltaic panels on the roof, and over 12,000 SF of amenity and open space through the center of the complex.



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Pleasant Street Housing Development

Location: Franklin, MA | **Client:** The Community Builders

Langan is providing integrated engineering services for the proposed site for the Pleasant Street Mixed-Income Housing Development in Franklin, MA. The development includes the renovation of an existing church and seven new residential buildings.

Services include site/civil engineering, boundary and topographic site survey, and geotechnical investigation.



Leyden Woods Redevelopment

Location: Greenfield, MA | **Client:** The Community Builders

The Leyden Woods community includes 200 residential units in Greenfield, MA. In order to preserve important affordable housing resources, all of the existing buildings were demolished and replaced with 49 buildings made up of 200 modular, factory-built apartments. In addition to the apartments, site-wide improvements were made to resident amenities and parking. Greenspaces and an accessible walking and biking path were also constructed. *Completed by Frank Holmes prior to joining Langan.*



Olmsted Village - Boston Communities with MASS Design Group

BOSTON COMMUNITIES PROFILE

Principal Place of Business:

29 Humphreys Street

Boston, MA 02119

of Years in Business: 3

Services Offered:

- Land Development & Redevelopment
- Real Estate Development Consulting
- Affordable Housing Consulting
- Underwriting/Proforma Analysis
- Owner Project Manager

Boston Communities is a Massachusetts certified Minority Business Enterprise with a mission to bring in the next generation of diverse real estate development teams while developing quality mixed-income communities across Massachusetts. Established in 2021, we believe housing is the foundation of a healthy community and a catalyst for economic growth. Housing creates generational wealth and can provide a strong foundation for future financial success.

Boston Communities Principals have a deep understanding of permitting and public policy having permitted over \$2.1B and over 4M square feet of construction, including over 2,000 housing units, over half a million square feet of commercial space, and over 80 thousand square feet of retail across Boston Planning & Development Agency projects. Our Founder, Phil Cohen, was one of the first members of the City of Boston Mayor's Housing Innovation Lab, worked on Linkage, density bonuses, affordable commercial space, compact units, middle-income housing policies, and wrote the 2015 Inclusionary Development Policy that has leveraged private development to create over 3,000 income-restricted housing units and raised over \$100M in affordable housing funds.

Working with various private, public agencies, community organizations and nonprofits, Boston Communities and its Principals have extensive experience in public engagement and community engagement practices. Some of our partners and clients include Arx Urban, New Boston Fund, Lena Park CDC, 2Life Communities, City of Boston Mayor's Office of Housing, etc. These relationships have been critical in forming our understanding of community development and continue to shape how we engage with and effectively engage community stakeholders.

Boston Communities has many years of direct experience developing affordable rental housing, affordable ownership housing, and workforce housing. We are intimately familiar with available funding sources, caps and limitations on resources, design and massing considerations, and the hurdles associated with the development of these types of communities.

Market Research: Boston Communities has researched and analyzed co-housing, micro-housing, and congregate housing for previous roles and will research and report on seasonal worker housing as part of this planning effort.

Underwriting: Boston Communities has direct experience working on mixed-use developments and large master planning and infrastructure developments and is familiar with the subsidies, sources, and legal structuring needed to accomplish these types of developments.

Increasing Sustainability: Boston Communities has direct experience working on mixed-use developments and large master planning and infrastructure developments and is familiar with the subsidies, sources, and legal structuring needed to accomplish these types of developments.

Principal Place of Business:

29 Humphreys Street
Boston, MA 02119

Services offered:

- Underwriting / Proforma Analysis
- Land Development & Redevelopment
- Real Estate Development Consulting
- Affordable Housing Consulting
- Owners Project Manager

PROJECTS



4th @ Broadway, Chelsea

Boston Communities & Arx Urban

- **Mixed-income** - 62 mixed-income units comprised of 28 affordable, 19 middle-income, and 5 market-rate homes
- **Transit-oriented** - 0.4 miles from the Chelsea Commuter Rail
- **Sustainable** - Passive House certified all-electric Enterprise Green



Olmsted Village, Mattapan

Boston Communities, New Boston Fund, 2Life Communities, & Lena Park CDC

- **Mixed-income** - 252 mixed-income rental and ownership units including 127 affordable senior rentals, 60 intergenerational rentals, and 78 mixed-income ownership opportunities
- **Transit-oriented** - 9-minute bus ride to Forest Hills Station
- **Sustainable** - Passive House certified and solar powered



Mary Ellen McCormack, South Boston

WinnDevelopment

- **Mixed-income** - 1,016 deeply affordable public housing authority homes and ~2,000 middle-income and market rate homes
- **Transit-oriented** - Spans the Andrew Square and JFK/UMass MBTA stations
- **Sustainable** - Every building will be Passive House



1201 River Street, Hyde Park

B'nai B'rith Housing New England

- **Affordable** - 63 all-affordable elderly homes
- **Transit-oriented** - 0.2 miles from both Hyde Park and Fairmount Commuter Rails
- **Sustainable** - Passive House certified all electric and net zero

PROJECTS



The Preserve, Mattapan

New Boston Fund & Lena Park CDC

- **Mixed-income** - 80 mixed-income ownership units including 63 middle-income and 17 market-rate units
- **Transit-oriented** - 9-minute bus ride to Forest Hills Station



Mission Main, Mission Hill

WinnDevelopment

- **Mixed-income** - 535 total homes, 445 of which are deeply affordable public housing authority homes
- **Transit-oriented** - Connects the Longwood Medical and Roxbury Crossing MBTA stations
- **Sustainable** - Increasing the energy efficiency of the current community



Eva White, South End

WinnDevelopment

- **Affordable** - 102 deeply affordable elderly BHA homes
- **Transit-oriented** - 0.3 miles from Tufts MBTA station
- **Sustainable** - First of its kind, REALIZE Deep Energy Retrofit



Harborwalk, East Boston

WinnDevelopment

- **Mixed-income** - 22 deeply affordable public housing authority homes, 14 middle-income condos, and 16 market-rate condos
- **Transit-oriented** - 0.1 mile from Maverick MBTA station
- **Sustainable** - LEED Gold certified

PROJECTS



Wells School, Southbridge

WinnDevelopment

- **Mixed-income** - 62 elderly homes, 56 of which are affordable
- **Sustainable** - Enterprise Green Communities certified



American Optical Mill, Southbridge

WinnDevelopment

- **Affordable** - 48 affordable homes
- **Sustainable** - LEED Certifiable



Pickle II, Mission Hill

WinnDevelopment

- **Attainable ownership** - 63 market-rate and 3 affordable condos for first-time home buyers and middle-income households
- **Transit-oriented** - 0.4 miles from Roxbury Crossing MBTA station





**TEAM
PERSONNEL
QUALIFICATIONS**

GAIL SULLIVAN



Gail Sullivan is a visionary architect and master planner who has dedicated over 30 years to building sustainable communities. As the founder of Studio G Architects, she has been a trailblazer in advancing social equity, environmental sustainability, community preservation, and empowerment through engagement.

Gail's leadership and design work exemplify the impact of public interest architecture. Her diverse portfolio includes projects ranging from housing and K-12 schools to higher education, early learning centers, public and institutional buildings, commercial buildings, and community centers.

Passionate about engaging people of all backgrounds and project sizes, Gail is renowned for her collaborative community process. She excels in synthesizing divergent perspectives into a cohesive vision, embracing the challenge of making tough decisions. Her expertise lies in achieving artful resolutions to complex functional, social, and programmatic concerns, particularly in projects integrating building, neighborhood, and larger scales.

An illustrative example of Gail's community-focused approach is her collaboration with the Boston Redevelopment Authority (now the BPDA) and 31

local community groups in the Jackson Square area. Facing vacant and underutilized properties, Gail led a planning process that involved two community design charrettes engaging over 250 area residents, from which Gail and her team synthesized a community vision and specific recommendations for development. The result was a comprehensive report and action plan, "Putting the Pieces Together, the Jackson Square Planning Initiative."

Before her career in architecture, Gail spent a decade as an activist for human rights, social justice, and environmental causes. Her experiences with organizations such as the American Indian Movement, the Mass. Coalition of Battered Women's Groups, and Greenpeace New England have significantly influenced her planning and architectural design approach.

Gail's commitment extends globally, with volunteer work such as leading tours for Architects and Planners in Support of Nicaragua and collaborating with feminist activists through Women Across Borders in Central America. Locally, she has actively contributed to initiatives in Jamaica Plain, serving on the Forest Hills Planning Initiative, the Design Advisory Group to Mass. DOT for the Casey Overpass replacement, and the Impact Advisory Group for the redevelopment of the former Boston State Hospital campus.

Gail Sullivan's work focuses on creating sustainable, inclusive, and vibrant communities through thoughtful architecture and planning.

Gail Sullivan, FAIA, NCARB, Managing Principal

gails@studiogarchitects.com 179 Boylston Street Jamaica Plain, MA 02130
T 617.524.5558

EMPLOYMENT

Studio G Architects, Inc 1991 - present
Sunset Street Associates 1986 - 1990

SELECTED EXPERIENCE

Municipal Projects

Town of Groton, Florence Roche Elementary School. current
City of Easthampton, Mountain View School 2022
(Associate Architect to Caolo & Bieniek)
Town of Rockland, Rockland Senior Center 2014
Town of Natick, Natick High School, South Campus Improvements 2010
City of Boston, Salem Street Redesign 2007-2008
Town of Wendell, Wendell Free Library Study + Preliminary Design 2005
City of Boston, Greater Egleston Community High School 2002
Boston Redvelopment Authority, Jackson Square Planning Initiative 2001
City of Boston, Mattapan Community Center 2000
City of Boston, Highland Park Historic District Feasibility Study 1999

Planning and Study Projects

General Services Administration, New Bedford Custom House Study 2017
Edison Academy Campus Master Plan, Ft. Meyers, FL - 100 acre site 2015
Boston Latin School Green Roof Learning Center, Feasibility Study 2014
Brewery Master Plan + Renovations 2013
Mass. Emergency Management Agency (MEMA) Planning Study 2013
Innovation Academy Charter School Master Plan - 200 acre site 2011
Saint Marks Area Main Streets, Peabody Square Planning Process 2004
Brighton Main Streets, Washington Street Community Planning Process 2002
Dudley Street Neighborhood Initiative Visioning Process 1993, 2012

Multifamily Residential/Mixed Use Projects

The Residences at Lawrence Hill, Wellfleet ON HOLD
Beverly Housing Authority, ModPhase 2020 Balch Renovation current
Nubian Ascends Affordable Housing (Associate Architect to Studio Enée) ON HOLD
Cambridge Housing Authority, Modernization of Corcoran Park current
E+ Highland Housing current
Heading Home, 37 Wales Street Supportive Housing current
Cambridge Redevelopment Authority Margaret Fuller Neighborhood House 2022
45 Townsend Street (through SD) 2018
Y2Y Harvard Square Youth Shelter 2016
South Shore Housing, Depot Crossing Apartments 2012
Beverly Housing Authority, Montserrat Affordable Rental Housing 2012
270 Centre, Mixed Use Deveopment 2011
Cambridge Housing Authority, Federalization of State Units 2011
Heading Home, 100 Devon & 96 Bellevue 2011
Casa Myrna Transitional Housing 2009
Beverly Housing Authority, Garden City Towers 2008
Beverly Housing Authority, Courtney Drive, New Balch Street 2007
Terrace Street Lofts in association with Stull + Lee, Inc 2006
Brookview House 2004
Ka Fanm/Women's Institute of Housing and Economic Development 1996

OTHER PROFESSIONAL WORK

Our Lives Have Changed, Our Housing Hasn't	1991
Dudley's Young Architects and Planners Project	1990-1991
Massachusetts Coalition of Battered Women's Groups	1979-1981
Transition House: Shelter for Battered Women	1977-1979

PUBLICATIONS

<i>"Student Ideas for Green Roof Make School a Teaching Lab"</i>	2010
The Boston Globe	
<i>"How to Make a Greener, Healthier, More Productive Workplace"</i>	2007
Women's Business Boston	
<i>"Triple Bottom Line is Best Measure for Sustainable Building Design"</i>	2006
Banker and Tradesman	
<i>Putting The Pieces Together: A Report on the Jackson Square Planning Initiative</i>	2001
Boston Redevelopment Authority	
<i>Preserving Highland Park: Protecting a Livable Community</i>	1999
Boston Landmarks Commission	
<i>Youthful Visions: Building a Foundation for Community</i> , Coauthor	1991
Dudley St. Neighborhood Initiative	

EDUCATION

Massachusetts Institute of Technology	1986
Goddard College	1976

AWARDS

Built Environment Plus Green Building Award: Equity + Inclusion E+ Highland	2023
College of Fellows, American Institute of Architects	2016
Massachusetts Historic Commission - Taunton WRAP	2017
Boston Society of Architects, Women in Design Award of Excellence	2013
City of Boston Green Business Award	2009
Massachusetts Historical Commission, Roxbury Presbyterian Church	2008
Boston Preservation Alliance, Paige Academy	2004
Massachusetts Historical Commission, Paige Academy	2004

MEMBERSHIPS & REGISTRATIONS

American Institute of Architects
AIA College of Fellows
Boston Society of Architects
Citizen's Housing and Planning Association
US Green Building Council
CREW Boston
Association for Learning Environments
NCARB

Massachusetts #8666, Maine #ARC4241, RI #5365, NY #044722

GABRIELA SHELBURNE



Gabriela Shelburne is a highly accomplished Senior Project Manager at Studio G Architects, known for her leadership and expertise in architecture and planning projects. She consistently delivers innovative solutions that integrate design, functionality, and sustainability seamlessly. Her commitment to excellence and a keen eye for detail make her an invaluable asset to Studio G Architects and our clients.

Gabriela's professional journey is a testament to her dedication and skills. She approaches each project believing that good design can be an equalizer and should be available to everyone. With 17 years of experience working on various projects, including multi-family housing, mixed-use, educational, and institutional buildings, she brings a passion for problem-solving and maximizing design opportunities to her work.

As Project Manager for the Corcoran Park Feasibility and Master Plan, Gabriela has led Studio G's team through a multi-year, multi-phase study to analyze the site, buildings, existing units, infrastructure, and the neighborhood context. Considering both immediate needs and future resilience, the final master plan proposes 270+/- affordable residential

units on a 9-acre site with an approach to improve traffic and walkability, underground infrastructure, and preserving tree canopy.

A Phius Certified Consultant (CPHC®), Gabriela prioritizes sustainable and resilient design principles, creating spaces that harmonize with the natural environment while meeting the evolving needs of communities. E+ Highland is a 23-unit multi-family housing project designed to be Energy Positive and part of Boston's Energy Positive Green Building Program. Gaby manages this exciting project in her neighborhood of Highland Park, applying a comprehensive design approach with strategies to meet Passive House and LEED Platinum requirements and establish a new benchmark for sustainable living in the city. The development will be a 100% affordable Limited Equity Cooperative, with affordability maintained for at least 50 years.

Gabriela is a member of the National Organization of Minority Architects, the Boston Society of Architects, Builders of Color Coalition, Building Green, and Built Environment Plus (formerly USGBC Mass). She regularly speaks at industry events and conferences to share her project experience and sustainability design knowledge.

Gabriela Shelburne, AIA, NOMA, Senior Project Manager
 gabrielas@studiogarchitects.com 179 Boylston Street Jamaica Plain, MA 02130
 T 617.524.5558

EMPLOYMENT

Studio G Architects, Inc	2011 - present
Dooling Woodbrier Architects	2008 - 2010
Centrepont Architects	2006 - 2008

EXPERIENCE

Municipal Projects

Rockland Senior Center	2014
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Multifamily Residential/Mixed Use Projects

Nubian Ascends Affordable Housing (<i>Associate Architect to Studio Enée</i>)	ON HOLD
Cambridge Housing Authority, Modernization of Corcoran Park	current
E+ Highland Housing	current
Heading Home, 37 Wales Street Supportive Housing	current
Cambridge Redevelopment Authority Margaret Fuller Neighborhood House	2022
E+ Parker Terrace (Developer Proposal)	2013
South Shore Housing, Depot Crossing Apartments, CA only	2012
Beverly Housing Authority, Montserrat Affordable Rental Housing	2012
60 E. Springfield [<i>Centrepont Architects</i>]	2010
Hancock Street Apartments [<i>Centrepont Architects</i>]	2009
245 River Street Place [<i>Dooling Woodbrier Architects</i>]	2009
The Mills at Milton Village [<i>Dooling Woodbrier Architects</i>]	2008
Urbanica Engine One [<i>Centrepont Architects</i>]	2007
Ipswich River Townhouses [<i>Centrepont Architects</i>]	2007
58 E. Springfield [<i>Centrepont Architects</i>]	2006

EDUCATION

Boston Architectural College, Bachelor of Architecture	2012
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AWARDS

Built Environment Plus Green Building Award: Equity + Inclusion E+ Highland	2023
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MEMBERSHIPS & REGISTRATIONS

American Institute of Architects
 Boston Society of Architects
 National Organization of Minority Architects Boston
 BuildingGreen
 Builders of Color Coalition
 Built Environment Plus
 Massachusetts #951965

LANGUAGES

English, Spanish

KEIHLY MOORE



Keihly infuses her enthusiasm for civic innovation, energy conservation, sustainable site design, and a deep appreciation for art and creativity into each project she undertakes. Viewing every endeavor as a canvas of design possibilities, she brings over 19 years of academic and professional expertise, encompassing diverse projects ranging from small-town community design charrettes to creating super-low energy buildings.

Driven by a passion for research, community capacity building, and transforming conceptualizations into tangible realities, Keihly's explorations have taken her to Germany, the Netherlands, and Sweden, mainly focusing on stormwater management and sustainable urbanism research initiatives. Her commitment to interconnecting larger systems and adopting a holistic approach to spatial planning led her to pursue a dual Master of Architecture and Urban Design degree, where she honed her skills in crafting environments that seamlessly blend comfort with functionality.

As a planner, Keihly collaborates with the team to envision comprehensive development goals and translate them into actionable guidelines and

frameworks. Her discerning eye for integrating water elements, natural systems, and placemaking adds a valuable dimension to each design.

Over several years, Keihly joined the international effort and organized PARK(ing) Day activities in Charlotte and Boston, turning parking spaces for cars into parks for people for a day (parklets). The largest event was held in Charlotte and received grant funding from the Knight Foundation. Nine parklets popped-up in Uptown Charlotte and showcased a variety of ways space could be used other than for cars. As part of their parklet design, each team also built a little free library donated to a local neighborhood, creating a lasting impact beyond that day.

Keihly is an active member of the NE Sustainable Energy Association (NESEA) mentoring younger members, volunteering at conferences, and presenting. She is also a BuildingGreen Sustainable Design Leader, and a Phius Certified Consultant (CPHC®). She regularly participates in industry panel discussions and presentations, sharing her knowledge of high-performance design and sharing lessons learned so that others may have successful projects.

Keihly Moore, AIA, CPHC, LEED Green Associate, Staff Architect
 keihlym@studiogarchitects.com 179 Boylston Street Jamaica Plain, MA 02130
 T 617.524.5558

EMPLOYMENT

Studio G Architects, Inc	2015 - present
Stantec	2015
The Lawrence Group	2013-2014; 2012
University of NC Charlotte Urban Institute	2012-2013
Passive House Institute US	2009-2010
The Workspace	2004-2009
McKeller and Associates Architects	2006

EXPERIENCE

Planning and Study Projects

King Terminal Masterplan, South Boston, MA (Stantec)	2015
<i>Reinvisioning development of a formerly industrial area into housing, mixed use, office, and recreation</i>	
Town of Summerville Vision Plan, Summerville, SC (Lawrence Group)	2014
<i>Assessment of the town's Zoning and Planning Development Ordinances, allowing the town to identify and fix shortcomings in the development process, and ensure that the rules for development fit the Vision Plan's recommendations.</i>	
Waxhaw Highway 16 Corridor Plan, Waxhaw, NC (Lawrence Group)	2013
<i>Highway 16 is Waxhaw's primary growth corridor, linking residents to Charlotte's retail and employment centers. This plan documents a wide range of suggested improvements and community-focused projects along Highway 16, developed through a week-long community design charrette.</i>	
Waxhaw Downtown Neighborhoods Plan, Waxhaw, NC (Lawrence Group)	2013
<i>This plan examines issues and opportunities in Waxhaw's three "in-town" neighborhoods and documents a wide range of suggested improvements and community focused projects that were developed as a result of a week long community design charrette.</i>	
The Prince Frederick Town Center Charrette Report, Prince Frederick, MD (Lawrence Group)	2013
<i>This plan provides recommendations for future growth in housing, commercial areas, smaller area plans, open space, mobility and sustainability topics.</i>	
Greenville West Side Comprehensive Plan, Greenville, SC (Lawrence Group)	2013
<i>This comprehensive plan unifies components of previous studies and provides policy, development and infrastructure recommendations for the West Side based on a robust public engagement process.</i>	
Haynie-Sirreine Neighborhood Master Plan Update, Greenville, SC (Lawrence Group)	2013
<i>This plan updates a 2002 plan, responding to new market opportunities and pressures while retaining key elements. This plan also incorporated recommendations from subsequent City plans relevant to the neighborhood.</i>	
Beaufort Civic Masterplan, Beaufort SC (Congress for New Urbanism Award) (Lawrence Group)	2012
<i>The purpose of the Civic Master Plan is to identify and prioritize the allocation for public investment in the City of Beaufort's infrastructure (infrastructure is public service systems, open space, institutional buildings, museums, etc).</i>	

- Town of Davidson Station Area Update, Davidson, NC (Lawrence Group) 2012
Analysis of needs for green space, infrastructure, ordinance changes, and public-private partnerships. The plan proposed a comprehensive strategy to prepare the downtown for redevelopment with or without commuter rail services.
- Waxhaw Downtown Vision Plan, Waxhaw, NC (Lawrence Group) 2012
The goal is to unify the previously adopted plans and create a working framework for development and investment in the downtown area.

Multifamily Residential/Mixed Use Projects

- Cambridge Housing Authority, Modernization of Corcoran Park current
 E+ Highland Housing, Roxbury, Boston current
 Nubian Ascends Artist Housing, Roxbury ON HOLD
(Associate Architect to Studio Enée)
 Residences at Lawrence Hill, Wellfleet, MA ON HOLD
(Sustainability Design Coordinator)
 Heading Home, 37 Wales Street Supportive Housing current
 E+ Parker Terrace Housing, Mission Hill, Boston (Concept Design) 2022
 45 Townsend Street, Roxbury, Boston (through SD) 2018

EDUCATION

- University of NC-Charlotte, Dual Master of Architecture & Urban Design 2013
 Iowa State University, Bachelor of Architecture, Minor in Environmental Studies 2009

AWARDS

- Built Environment Plus Green Building Award: Equity + Inclusion E+ Highland 2023
 Boston Society of Architects Foundation Grant Recipient - Design/Build Bike 2016
 Corral, Roslindale, Boston
 Knight Foundation Grant recipient for organizing PARK(ing) Day event in 2014
 Charlotte, NC (8 Parklets, 9 Little Free Libraries donated to neighborhoods)
 UNCC Architecture Director's Graduate Research Award 2013
 Architectural Research Centers Consortium ARCC King Student Medal for 2013
 Excellence in Architectural & Environmental Research
 AIA Charlotte + UNCC School of Architecture Traveling Fellowship 2012
 2009 AIA Medal 2009
 Alpha Rho Chi Medal 2009
 National Public Radio's SoundClip Feature appearance: Recycling Sock 2007

MEMBERSHIPS & REGISTRATIONS

- Certified Passive House Consultant*
American Institute of Architects
US Green Building Council
NE Sustainable Energy Association
Boston Society of Architects
BuildingGreen Sustainable Design Leader
Massachusetts Architect #951792

JENN M. GOLDSON

AICP, FOUNDER



Jennifer M. Goldson, a certified professional planner, formed JM Goldson community preservation + planning in 2006 to help communities create successful community visions and master plans, community preservation programs, and address affordable housing needs. Her 25+ year professional background

blends affordable housing, comprehensive planning, historic preservation, open space conservation, community engagement, and implementation of the Massachusetts Community Preservation Act. Jennifer is certified by the American Institute of Certified Planners and is a member of the International Association of Facilitators.

JM Goldson provides client communities with a balanced approach to planning. JM Goldson's approach focuses on protecting community assets and enhancing housing choice in ways that are compatible with other community and regional goals. JM Goldson is known for facilitating highly-interactive public engagement and customizing services to best meet client communities' needs.

JM Goldson has a strong track record assisting communities with community visioning and master planning, community preservation, and affordable housing planning and implementation, including Community Vision Plans, Housing Production Plans, Housing Needs Assessments, Community Preservation Plans, and Affordable Housing Trust Action Plans. Jennifer is the primary author of Massachusetts Housing Partnership's (MHP) Municipal Affordable Housing Trust Guidebook, which received the 2010 Outstanding Planning Award from the Massachusetts Chapter of the American Planning Association. Jennifer is also the primary author of MHP's Municipal Affordable Housing Trust Implementation Manual, released in November 2015, and the updated MHP and CHAPA Community Preservation and Affordable Housing Guidebook Create, preserve, support, released in early 2016.

Among JM Goldson's municipal clients are Agawam, Amherst, Arlington, Barnstable, Brewster, Bridgewater, Brookline, Chelsea, Concord, Eastham, Easton, Hopkinton, Grafton, Manchester-by-the-Sea, Medway, Middleborough, Norwood, Pelham, Stockbridge, Stoughton, Somerville, Southborough, Sudbury, West Bridgewater, Westford, Westport, and Williamstown. In 2008, Jennifer was the primary author of the Community Preservation Coalition's CPA Update, a monthly email-newsletter subscribed to by Community Preservation Committees across the state.

Prior to forming JM Goldson, Jennifer managed the City of Newton's Community Preservation program, one of the first and largest CPA programs in Massachusetts. Under her management, Newton's CPA program funded over \$12 million in community housing, open space, recreation, and historic preservation projects, including the city's purchase of Angino Farm, the last farm in Newton, and Kessler Woods. Working with the city from inception of the CPA program, she established and administered a clear and effective evaluation and review process that the Community Preservation Committee relied on to select projects in highly competitive funding rounds.

As project manager for the Town of Brookline's comprehensive planning initiative, Jennifer worked closely with the Comprehensive Plan Committee, town officials, and neighborhood groups to identify issues and opportunities in

J M
GOLDSON

the areas of affordable housing, parks and open space, historic preservation, transportation, economic development, and community facilities. Jennifer was primary author of The Brookline Plan: Program & Progress, a document culminating the first phase of the comprehensive planning process.

In addition to her experience in local government, Jennifer has extensive experience in the private sector. She was a preservation planner for the Newport Collaborative Architects, a full-service architecture and planning firm in Newport, Rhode Island, where she prepared community visioning and master plans. She also developed town-wide historic resource surveys for the Connecticut Historical Commission and prepared historic tax credit applications for rehabilitation projects in Rhode Island. Prior to that, Jennifer was a preservation research associate for the Conservation Technology Group in Newport, a firm specializing in the conservation of historic sites, architecture, and monuments.

Jennifer earned a Master's degree in Community Planning from the University of Rhode Island and a BS in Historic Preservation with a minor in Architecture from Roger Williams University. She was editor of the New England Planning Newsletter and served on the Board of the Massachusetts chapter of the American Planning Association.

In her hometown, Jennifer served as vice president of the Roslindale Village Main Street (RVMS) Board of Directors, co-chair of the RVMS Design Committee, and was appointed by Mayor Menino as a member of the Roslindale Advisory Group for Strategic Planning & Rezoning. She was recognized by Mayor Menino for her contributions to the RVMS Design Committee as volunteer of the year.



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KADINEYSE PAZ

COMMUNITY PLANNING ANALYST



Kadineyse is a policy professional with experience in housing, education, and environmental justice. She is a Boston native passionate about working from a social change and equity lens, a mission she's pursued since advocating for equitable policies in housing and environment as a college intern. Through her work, she has continued to seek partnering with other zealous

change-makers. As newly joined Community Planning Analyst with JM Goldson, Kadineyse will be working to support multiple planning projects including community visioning, housing plans, and community preservation plans. Kadineyse works to develop comprehensive community planning data and analysis reports.

Before joining the JM Goldson team, Kadineyse advocated locally and statewide to address health and housing issues. She's collaborated nationwide to leverage the work of non-profits, led community meetings for campaigns, and advocated for the organization's goals at rallies, on television, newspapers, and classrooms. At Clean Water Action, a nationwide environmental advocacy organization, she advocated for environmental health policies like the Children and Firefighters Protection Act signed into law in 2021, as well as worked with community to educate and pass legislation that protects us from harmful chemicals found in personal use and children's products.

While working at the Boston Tenant Coalition, a local housing rights and policies advocacy non-profit, she used her coalition's collective action and data to strengthen housing campaigns like the Inclusionary Development Policy, codified in 2021. Other policies she's collaborated on were the Just-Cause Eviction legislation, and the Assessment of Fair Housing within the Affirmatively Furthering Fair Housing Policy (AFFH). Kadineyse and her peers coordinated with city officials and departments to create a more equitable and collaborative process for the AFFH and embed it into city zoning.

After her work in advocacy Kadineyse worked as a Dean of Enrichment at Codman Academy where she leveraged resources and collaborated with team members to create fulfilling, fun, and relevant enrichment opportunities for their student body. Recently, Kadineyse was Family-Led Stability Initiative Program Manager at Boston's Higher Ground which collaborated with city and state departments, and non-profits to house homeless families and students in the Boston Public School system. By using data to tell a story of their work and progress with families, the organization was successful in creating partnerships that helped progress their mission and connect families to life changing resources. Her leadership skills earned her a spot as a Posse Scholarship recipient, a full-tuition scholarship to an elite undergraduate college

Her community advocacy and organizing work earned her the CHAPA Fair Housing Open Door Champions Award in 2021, and a Fellowship at Tufts University in their Master of Public Policy Program in 2022. Kadineyse hopes to lift community voices by creating more community-centered, equitable, and just policies.

Kadineyse holds a Bachelor of Arts degree in Growth and Structure of Cities from Bryn Mawr College with a minor in Environmental Studies and is currently completing a Master of Arts degree from Tufts University in their Public Policy program.

She is fluent in both English and Spanish.

ELANA ZABAR, CNU-A

COMMUNITY PLANNER II FOR LAND USE AND LONG RANGE PLANNING & COMMUNITY ENGAGEMENT SPECIALIST



Elana Zabar is a community changemaker passionate about connecting historically marginalized populations to municipal processes and building sustainable communities. As Community Planner II for Land Use and Long Range Planning & the Community Engagement Specialist at JM Goldson, Elana supports multiple planning projects including comprehensive plans, community visioning, housing plans, and community preservation plans. She develops robust and inclusive engagement processes tailored to individual communities to advance their engagement goals. Elana's experience includes facilitation training, community inclusion and belonging, promoting universal design principles, placemaking, and sustainability.

At JM Goldson, Elana has contributed to 20+ projects focusing on coordinating engagement efforts. She combines engagement best practices and innovative strategies to collaboratively develop an engagement process that best suits each community's needs. She works to ensure all community members have equal and equitable access to participate in the public process.

Before joining the JM Goldson team, Elana served as the Community Engagement Fellow for the North Shore Community Development Coalition where she assisted with evaluating their former Point Vision and Action Plan for the Point Neighborhood in Salem, MA. In this role, Elana developed engagement tools to connect with residents to better understand their needs and helped design programs to improve neighborhood access. Additionally, Elana worked to develop a community engagement plan for the Punto Urban Art Museum (PUAM), a social-justice placemaking initiative in the community, to reach residents and collaborate with local artists.

Elana's fellowship with North Shore Community Development Coalition occurred in tandem with her master's program at Merrimack College.

For her master's thesis, Elana developed a Community Engagement curriculum for her hometown of Swampscott, MA. This curriculum provided municipal officials with a wide variety of community engagement techniques that could be utilized at any stage of a project. Each technique was intentionally designed to prioritize equitable representation of marginalized populations in the community. Her thesis centered on the idea of *whole communities*.

Elana's planning work is augmented by her three years as a Judge William W. Treat Fellow where she received facilitation training and diversity, equity, and inclusion (DEI) training. In this role, Elana designed co-facilitated 15+ campus conversations and DEI trainings for K12 students, university students, staff, faculty, and administrators.

Her work experience centers around understanding complex issues and building community. She strives to understand how people interact with their built and social environments in an effort to improve quality of life. Elana has also previously worked at the Swampscott Housing Authority and in the Constituent Services Office for former Massachusetts Governor Charlie Baker.

Elana holds a Master of Education in Community Engagement from Merrimack College and a Bachelor of Science in Community and Environmental Planning with a dual degree in Sustainability and minor in Political Science from the University of New Hampshire. She is an accredited professional member through the Congress for the New Urbanism.



NOAH HARPER

COMMUNITY PLANNER FOR HOUSING AND EQUITY



Noah Harper is a housing and equity planner, focused on promoting land use planning strategies that boost housing affordability and create a vibrant, economically resilient urban realm. As a planner, he works to use his research, analysis, and communication skills to advocate for equitable, innovative solutions that help build beloved, inclusive communities.

Before joining J M Goldson, Noah worked as a Transit-Oriented Development consultant for the Massachusetts Bay Transportation Authority, advising on impact mitigation, value capture, and planning processes from a transit agency perspective. He also assisted the agency in developing new tools to plan for growth and service impacts from transit-oriented development, as well as facilitating interviews with counterparts in New York and Los Angeles.

Noah holds a master's degree in city and regional planning from Rutgers University's Edward J. Bloustein School of Planning and Public Policy. While at Rutgers, he supported New Jersey's Transit Village program, a statewide initiative intended to promote transit-oriented development at rail and bus hubs. He also interned in New Jersey Transit's Transit Friendly Planning department, helping to catalog and analyze municipal land use regulations at each of the agency's 232 rail transit stations, and develop the Transit-Friendly Planning Guide (2022).

Prior to planning school, Noah worked in field organizing for campaigns in Brooklyn, New York, developing robust community engagement and data analysis skills.

He received undergraduate degrees from Brandeis University, in the fields of English and Film, Television, and Interactive Media, while working at the campus paper as arts editor and serving as President

of Brandeis Television. He graduated magna cum laude and was inducted into the Phi Beta Kappa society.

Noah achieved the rank of Eagle Scout in 2011.

Outside of work, he writes about planning and development in a variety of contexts—thinking about how places grew in the past, and how to build more equitable, edifying neighborhoods today. In recognition of his writing, he was invited to attend the Lincoln Institute for Land Policy's 2023 Journalists Forum, focusing on innovations in affordability.

He also serves as the membership chair for the Boston chapter of Young Professionals in Transportation (YPT), and volunteers with the Somerville chapter of Abundant Housing Massachusetts (AHMA), working to promote equitable planning and growth in his own community.





FRANK HOLMES

PE, LEED AP, WEDG

Executive Associate | Boston Civil Engineering Lead
Site/Civil Engineering

Education

- B.S. Civil Engineering
Worcester Polytechnic
Institute, 1992
- MBA Suffolk University,
2003

Professional Registration

- Professional Engineer - MA
#40203
- LEED Accredited
Professional (LEED AP)

Affiliations

- National Association
of Industrial and Office
Properties (NAIOP)
- Urban Land Institute
- International Council of
Shopping Centers
- Waterfront Alliance

Mr. Holmes has over 30 years of civil engineering consulting experience specializing in site development, permitting, stormwater management, and utility infrastructure. He has been the project engineer and project manager responsible for the engineering design and preparation of contract documents for a wide variety of projects. He has significant experience with multifamily projects, including affordable housing and projects for public housing authorities. He also has a wide range of experience working with municipalities and state agencies. His project manager responsibilities have included the supervision of multi-disciplined teams of engineers in the execution of projects from the due diligence/planning stage through approvals and construction.

SELECTED PROJECTS:

Master Planning

- Faneuil Gardens Affordable Housing
Development, Brighton, MA
- Belmont Hill School Master Plan
Implementation, Belmont, MA
- Athena Health Master Plan, Boston,
MA*

Multifamily Housing

- Merrick at the Square Affordable
Housing Development, Worcester, MA
- Plumley Village Affordable Housing
Development, Worcester, MA
- 237 Pleasant Street Affordable
Housing Development, Franklin, MA
- Roslindale Redevelopment, Roslindale,
MA
- 200 Pond Road Senior Living
Development, Wellesley, MA
- Harvard Street Community Health
Center, Boston, MA
- Marshfield Housing Authority – Grace
Ryder House, Marshfield, MA*
- Brookline Housing Authority – Dummer
Street Apartments, Brookline, MA*
- Residences at South Brookline 40B
Housing Development, Brookline, MA*

- Cambridge Housing Authority –
Roosevelt Towers, Cambridge, MA*
- Leyden Woods, Greenfield, MA*
- Shirley Commons, Shirley, MA*
- Madison Park, Boston, MA *
- Puddingstone at Chestnut Hill,
Brookline, MA*
- Putnam Green, Cambridge, MA*
- Trolley Square, Cambridge, MA*

Additional Experience

- 2Life Communities, Brighton Campus,
Boston, MA*
- Senior Center Feasibility Study,
Southampton, MA
- The Possible Project, Jamaican Plain,
MA
- Boston Healthcare for the Homeless,
Boston, MA*
- Waterstone at Wellesley, Wellesley,
MA*
- Waterstone at the Circle, Boston, MA*
- Waterstone Lexington, Lexington, MA*
- Community Rowing Boathouse,
Boston, MA*
- Cabot Corporation, Billerica, MA*

*Performed while with a previous employer.

LANGAN



MICHAEL HUNTON

PLA, ASLA, WEDG

Senior Project Manager | New England Studio Lead
Landscape Architecture + Planning

Education

- B.S., Landscape Architecture Rutgers University

Professional Registration

- Professional Landscape Architect (PLA) in MA, CT, NY, RI, ME, NH, VT, NJ
- Waterfront Edge Design Guidelines (WEDG) Associate

Affiliations

- American Society of Landscape Architects
- Urban Land Institute
- Professional Women in Construction
- ACE Mentor Program
- Waterfront Alliance

Michael Hunton leads our New England Landscape Architecture + Planning Studio and has over 18 years of experience in the industry. Michael's work focuses on experiential design, creating innovative nature-based solutions that integrate community vision, education, and universal access. He has been instrumental in the design of various projects throughout the Northeast and abroad. His experience includes urban residential design, senior living, streetscape design, rooftop garden and courtyard design, university campus planning, elementary and high schools, lifestyle retail centers, waterfront and shoreline resiliency projects, multi-use trails, cemetery, playgrounds, office parks, industrial warehouse campuses, and brownfield redevelopment sites. He is involved in the details of site design including tree inventories, planting plans, lighting plans, site architecture design, grading, and stormwater plans. Project scope ranges from initial concept to public meeting presentations, to construction documentation, through the last built construction detail.

SELECTED PROJECTS:

Master Planning

- Faneuil Gardens Affordable Housing Development, Brighton, MA
- Saugatuck TOD Master Plan, Westport, CT
- Return to the Riverbend Master Plan, Middletown, CT
- Reconnecting the Riverfront Master Plan, Westport, CT

Multifamily Housing

- Merrick at the Square Affordable Housing Development, Worcester, MA
- Plumley Village Affordable Housing Development, Worcester, MA
- Olive + Wooster Mixed-Use Development, New Haven, CT
- Quarry Walk Mixed-Use Development, Oxford, CT
- 1439 State Street Residential Development, New Haven, CT
- Cherry Street Lofts Mixed-Use Development, Bridgeport, CT

- Residences at Fort Trumbull, New London, CT
- Hill-to-Downtown Mixed-Use Development, New Haven, CT
- Halstead Station Apartments, New Rochelle, NY
- 139 East Houston Street Residential Development, New York, NY
- Bedford Square Mixed-Use Development, Westport, CT
- Orange Senior Living, Orange, CT
- North Haven Senior Living, North Haven, CT

Additional Experience

- Four Freedoms Memorial Park, Roosevelt Island, New York, NY
- South Point Park, Roosevelt Island, New York, NY
- Delamar Hotel and Artisan Restaurant, West Hartford, CT
- The Boathouse at Canal Dock, New Haven, CT

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ACHAN SOOKYING

PLA, ASLA

Senior Staff Landscape Architect
Landscape Architecture + Planning

Education

- B.S., Landscape Architecture University of Kentucky

Professional Registration

- Professional Landscape Architect (PLA) in MA

Affiliations

- American Society of Landscape Architects
- National Association of Industrial and Office Properties (NAIOP)

Mr. Sookying is a senior staff landscape architect with eight years of experience. His experience includes master planning, life sciences, multi-family residential, commercial, senior living, affordable housing, and hospitality design. He is involved with all parts of the project, from initial concept to public meeting presentations, to construction documentation, through the last built detail on the construction site.

SELECTED PROJECTS:

Master Planning

- Brockton Yards Redevelopment, Brockton, MA
- Belmont Hill School Master Plan Enabling, Belmont, MA
- Reconnecting the Riverfront Master Plan, Westport, CT
- Boynton Yards Master Plan, Somerville, MA*
- Ursuline Academy, Boston, MA
- 696 Fort Pond Road, Lancaster, MA
- 149 Main St, North Andover, MA
- Stoughton Logistics Park, Stoughton, MA
- 12 Industrial Way, Wilmington, MA
- Eolian Energy Storage, Medway, MA
- 495 Lafayette, Hampton, NH

Multifamily Housing

- Plumley Village, Worcester, MA
- Merrick at the Square, Worcester, MA
- Roslindale Mixed-Use, Boston, MA
- Allston Yards, Boston, MA*
- Bremen Street Development, Boston, MA*
- 71NK, Boston, MA*
- 1550 Soldier's Field Road, Boston, MA*
- 99 Washington / Oak Grove Mill, Melrose, MA*
- Boynton Yards 101 South Mixed-Use Development, Somerville, MA*
- Boynton Yards Building 2 Mixed-Use Development, Somerville, MA*
- 15 McGrath Life Sciences Development, Somerville, MA*
- Alexan Kingston, Kingston, MA*
- Suffolk Downs Parcel R9, Revere, MA*
- St. Therese, Everett, MA*
- Sun Life Financial – Park 9, Wellesley, MA*
- Battersea Power Station, London, GB*
- Cheval Blanc, Kaplankaya, Turkey*

Additional Experience

- Boston Collegiate Charter School, Boston, MA
- Excel Academy, Boston, MA
- The Fessenden School, Newton, MA
- The Roxbury Latin School, Boston, MA

**Performed while with a previous employer.*

LANGAN



HILARY HOLMES

PE, LEED AP BD+C

Senior Project Engineer
Site/Civil Engineering

Education

- B.S. Environmental Engineering, Northwestern University

Professional Registration

- Professional Engineer - MA #51427
- LEED AP® BD+C

Affiliations

- American Society of Civil Engineers (ASCE)
- Boston Society of Civil Engineers (BSCES)

Ms. Holmes is a Senior Civil Engineer with over 15 years of experience in design, permitting, and project management. Her experience spans a broad range of projects including commercial, institutional, and residential land development, roadway infrastructure, and streetscapes and parks. She specializes in green stormwater infrastructure, stormwater management, and site development design. Her focus is to provide a sustainable and cost-effective solution to meet her client's needs. Hilary conducts site analyses, develops conceptual drawings through construction documentation, provides cost estimates and specifications, and performs construction administration tasks.

SELECTED PROJECTS:

Master Planning

- Faneuil Gardens Affordable Housing Community, Brookline, MA
- Belmont Hill School Phase I Master Plan Implementation, Belmont, MA
- Northeastern University Institutional Master Plan, Northeastern University, Boston, MA*

Multifamily Housing

- 200 Pond Road Senior Living Development, Wellesley, MA
- Charlesview at Brighton Mills Affordable Housing Community, Allston, MA*
- 530 Western Avenue Apartments, Brighton, MA*
- Telford 180 Condominiums and Parking Garage, Allston, MA*
- The Harmon Apartments Mixed-Income Community, Boston, MA*
- Avalon Residences at Hingham Shipyard 40B Housing Development, Hingham, MA*
- The West Roxbury Residences at 1235-1237 VFW Parkway, West Roxbury, MA*
- 1486 Tremont Street Mixed-Use Development, Boston, MA*

- 40 Trinity Place Mixed-Use Development, Boston, MA*

Additional Experience

- Boston Public Garden Tool Shed Renovation & New Building, Boston, MA
- Harvard Street Neighborhood Community Health Center, Boston, MA
- Logistics Center, Stoughton, MA
- Logistics Center, Hudson, NH
- Southampton Senior Center Feasibility Study, Southampton, MA
- Chapter 90 Contract 23 and 24 Roadway Improvement Projects, Cambridge, MA*
- Nubian Square Complete Street Project, City of Boston Public Works Department, Boston, MA*
- Wastewater Treatment Facility Nature-based Resiliency Design, Hull, MA*
- Central Square Renovation, East Boston, MA*
- 7 Tide Street, Clake Showroom, South Boston, MA*
- Cubesmart Self Storage, VLR-Roxbury, LLC., West Roxbury, MA*
- Fisher Hill Reservoir Park, Brookline, MA*

*Performed while with a previous employer.

LANGAN



DANIEL CLAREY

PE

Senior Project Manager
Traffic & Transportation Engineering

Education

- B.S., Civil Engineering, University of Arizona
- United States Coast Guard Academy

Professional Registration

- Professional Engineer (PE) in NH

Affiliations

- Chairman, Herkimer Historic Preservation Commission
- Member of Mohawk Valley Conversation

Mr. Clarey has over 37 years of experience in civil engineering, real estate development and construction. His career has included both leadership of land development firms and as a developer. This experience provides Mr. Clarey with a unique perspective, bringing value to our clients.

Mr. Clarey's skills include land development planning & permitting, transportation planning, traffic engineering, construction management, contract review and negotiation, contract management, strategic planning, and team development and corporate leadership.

SELECTED PROJECTS:

Master Planning

- Westport Downtown Master Plan, Westport, CT
- 495 Center, Marlborough/Northborough, MA*
- LL Bean Downtown Freeport Transportation and Parking Master Plan, Freeport, ME*
- University Hospitals/University Circle Transportation and Parking Master Plan, Cleveland, OH*

Additional Experience

- Village at New Loudon Apartments, Colonie, NY*
- Dick's House of Sport at Rockingham Park, Salem, NH
- 25 Maple Street, Stoughton, MA
- 149 Main Street, North Andover, MA
- 630-670 American Legion Highway, Boston, MA
- Ursuline Academy, Dedham, MA
- St. Aloysius School, New Canaan, CT
- Target Stores, Various Sites in New England
- Walmart Stores, Various Sites in New England, NY and VA
- The Home Depot, Various Sites in New England
- TD Bank, NY, VT and NH
- McDonald's, Various Sites in New England

**Performed while with a previous employer.*

Phil D. Cohen, Principal



Phil leverages over a decade of affordable and mixed-income housing development experience working in both the public and private. Phil's projects include over 4,000 units of housing and leverage local, state, and federal resources to create affordable and market-rate rental and ownership housing for families and elderly adults.

Phil has worked with Low Income Housing Tax Credits, Historic Tax Credits, Workforce Housing funds, Commonwealth Builders funds, RAD and Section 18 conversions, and myriad local funding sources. In the public section, Phil wrote the 2015 Inclusionary Development Policy and worked on other middle-income housing policies including Linkage, density bonuses, and compact unit policies while permitting over \$2B and over 4M square feet of construction including thousands of housing units.

Phil grew up in a half Puerto Rican and half Jewish household, is a musician, kiteboarder, and an instructor of capoeira at Mandingueiros dos Palmares.

He holds a Master of Science in Real Estate Development from the MIT Center for Real Estate, is the Co-President of the MIT CRE Alumni Association, is on the Mayor of Boston's Affordable Housing Development Review Advisory Committee, and is an active member of the Builders of Color Coalition

boston
communities

EDUCATION & LICENSES

Master of Science, Real Estate Development, MIT

Bachelor of Science, Political Science, Northeastern University

Realtor, Massachusetts

SELECTED PROJECTS

Welcome Home Harvard, Dorchester, MA
Project Sponsor 24 family-sized affordable ownership opportunities. Transit-oriented, Enterprise Green certified, all electric, and zero emissions building

Olmsted Village, Mattapan, MA
Development Consulting with New Boston Fund, 2Life Communities & Lena Park CDC - 269 mixed-income rental and ownership units for families, intergenerational households, and older adults

4th @ Broadway, Chelsea, MA
Development Consulting with Arx Urban - 62 mixed-income units comprised of 28 affordable, 19 middle-income, and 5 market-rate homes

4200 Washington, Roslindale, MA
Project Sponsor - 31 mixed-income homes including 7 for 30% AMI households, 2 for 50% AMI households, 18 for 60% AMI households, and 4 for market-rate households

PROFESSIONAL AFFILIATIONS

Instructor, Builders of Color Coalition
Affordable Housing Fellowship

VOLUNTEER WORK

Board, Alumni Association of the Center for Real Estate

F. Marie Morrisset, Principal



F. Marie Morrisset, brings more than a decade of real estate investment, development, operations, and leasing experience. At Boston Communities, Marie works on all aspects of the development life cycle including financing and closing large mixed-income multifamily rental and ownership communities.

Marie's professional experience expands 20 years across financial services, management consulting, health care, information technology.

Marie is a Haitian-born native American who moved to Massachusetts with her family in pursuit of a better life and education. While growing up, her parents were offered affordable housing in one of Nuestra Comunidad's properties where her family resided for more than 15 years before purchasing their first home. This experience has helped her define what it takes to create thriving and sustaining communities.

Marie is also an active member on several non-profit boards that intersect real estate development, childhood education, food access, and helping marginalized communities including the Builders of Color Coalition, Stetson School Fund, South Shore Stars, and Mass Farmers Markets.

She holds a Master of Science in Project Management from Boston University and is a Certified Professional in Commercial Real Estate.

**boston
communities**

EDUCATION & LICENSES

Master of Project Management, Boston University

Construction Supervisor License

Certified Professional in Commercial Real Estate

SELECTED PROJECTS

Welcome Home Harvard, Dorchester, MA

Project Sponsor 24 family-sized affordable ownership opportunities. Transit-oriented, Enterprise Green certified, all electric, and zero emissions building

Olmsted Village, Mattapan, MA

Development Consulting with New Boston Fund, 2Life Communities & Lena Park CDC - 269 mixed-income rental and ownership units for families, intergenerational households, and older adults

4th @ Broadway, Chelsea, MA

Development Consulting with Arx Urban - 62 mixed-income units comprised of 28 affordable, 19 middle-income, and 5 market-rate homes

4200 Washington, Roslindale, MA

Project Sponsor - 31 mixed-income homes including 7 for 30% AMI households, 2 for 50% AMI households, 18 for 60% AMI households, and 4 for market-rate households

PROFESSIONAL AFFILIATIONS

Founding Partner, Morrisset Real Estate
Co-Founder, Visionary Investors Building Equity
Strategy Consultant, Mass General Brigham

VOLUNTEER WORK

Board Member: Builders of Color Coalition,
South Shore Stars

Elected Trustee: Stetson Fund, Town of
Randolph MA

Matthew Robayna, Principal



Matt Robayna brings over a decade of affordable housing experience through a range of roles in the affordable housing industry. Matt served as a Senior Project Director at WinnDevelopment, where he led efforts on development projects in MA, CT, NY, and NJ. In his time at WinnDevelopment, Matt has secured over \$317M of financing for the construction of 900 units of affordable and supportive housing.

Matt brings special expertise in complex financing structures and multi-layered capital stacks, which has included working to develop a new tax-exempt bridge loan product with the Connecticut Housing Finance Authority. Matt also brings significant experience working with state and federal historic tax credits, completing numerous adaptive reuse and historically sensitive renovation projects in his career. Prior to joining WinnDevelopment, Matt worked at what is now the Executive Office of Housing and Livable Communities (EOHLC) on the underwriting and funding of Low Income Housing Tax Credit projects throughout Massachusetts.

Matt grew up in an immigrant Cuban household, where he learned firsthand the importance of housing stability and home-ownership for promoting generational wealth and economic stability. While hailing from Miami, Matt calls Dorchester MA home, where he lives with his partner and cat.

boston
communities

Matt also serves as a mentor for the Builder of Colors Coalition Affordable Housing Development Fellowship and was a member of WinnCompanies Diversity, Equity, and Inclusion Committee, where his focus was working to increase the number of people of color in leadership positions within the company.

EDUCATION & LICENSES

Master of Science, Real Estate Development, MIT

Bachelor of Science, Political Science, University of Miami

SELECTED PROJECTS

Ellis Street Commons, New Britain, CT
WinnDevelopment - 154 units of affordable housing, with 20% of the units at 30% AMI. Creative use of state historic tax credits to leverage \$15M of equity

Gordon H. Mansfield Veterans Vil., Tinton Falls
WinnDevelopment - Creation of 70 supportive homes for formerly homeless veterans. Deep collaboration between WinnDevelopment and Soldier On, Inc

Enterprise Abbott Apartments, Waterbury, CT
WinnDevelopment - HUD M2M legacy project with 100% of the 187 units covered by a Section 8 contract. Property had not seen major upgrades in over 40 years. Significant green measures undertaken, including installation of a 160 kW solar array.

Farr Alpaca Mill, Holyoke, MA
WinnDevelopment - Construction of 88 units of affordable housing in long-vacant mill in downtown Holyoke. Complex redevelopment effort in a National Historic District

PROFESSIONAL AFFILIATIONS

Mentor, Builders of Color Coalition Affordable Housing Fellowship



A large, stylized, light green letter 'g' is positioned on the left side of the page. It has a thick, rounded stroke and a small leaf-like shape at the top right. The text 'APPROACH + WORKPLAN' is overlaid on the right side of the 'g' and extends to the right.

APPROACH + WORKPLAN

MASTER PLAN PROJECT GOALS

- Provide **options for housing** people with varied needs, circumstances, and life stages, including **affordable, workforce, senior, transitional, homeownership, and seasonal worker housing**.
- **Optimize the property** to address the housing needs for residents with incomes insufficient to find decent, safe, and affordable housing on the outer cape.
- Create a well-planned, **desirable residential neighborhood** that “fits” into, and is **identifiable as part of Wellfleet** despite relatively higher density
- **Expand facilities and services** available to South Wellfleet residents and **accommodate the recreational, vocational and transport equipment storage** needs of local residents
- Address opportunities and constraints inherent in the site and provide connectivity to CCRTA Flex bus stop, Mass Audubon’s Wellfleet Bay Wildlife Sanctuary, Cape Cod Rail Trail, and the National Seashore
- **Minimize negative environmental impact** of the development and **maximize potential for innovative renewable energy, climate resiliency, and other ecological initiatives**
- Coordinate with the town’s wastewater consultant to plan for innovative wastewater management solutions that might also service nearby properties
- **Utilize net zero and smart growth development principles**
- Conduct a **collaborative and transparent planning process** that provides opportunities for meaningful input from the community, town staff, and other stakeholders, compliant with the Mass. Open Meeting Law
- Recommend **zoning changes** to accomplish proposed uses and development of the property.
- Prepare a **development strategy**, including recommendations for phasing and single or multiple developer approaches that enables the town to offer designated areas of the site to qualified developers to achieve the town’s goals



APPROACH TO MASTER PLANNING STUDY

Ongoing Coordination With Town + Committee

The study team will partner with town staff and Planning Committee throughout the approximately year-long study to manage the study process. The team will attend meetings, coordinate preparation of meeting agendas, produce minutes, etc. Meetings will focus on progress review, building consensus, setting next steps and tracking project schedule to ensure on-time delivery.

Regular communication with Town staff and Committee leadership will ensure ongoing collaboration and progress throughout the process and final report submission.

Fee is based on total of 10 virtual committee meetings plus 3 public meetings and additional communication by email and calls.

Process and Workflow

This approach follows the structure of the Scope of Services in the RFP. However, the actual workflow is more synchronous: community engagement will continue well into Task 3 with the Visioning Charrette, Document and Site Analysis will begin during early Community Engagement. Options Development may also begin during Community Engagement.

Meetings

Kick off Meeting with Committee will review and perhaps refine the Project Goals set out in the RFP; and review and finalize the study process, workflow, project timeline and meeting schedule. The study team will maintain and update the project schedule with events and key milestones.

Public Meeting #1 early in the study will introduce the team, present key planning issues, describe

the team's workplan, community engagement approach and schedule; and solicit general community input. Public meetings are assumed to be hybrid Zoom/in-person or solely Zoom.

Deliverables

- Meeting agendas and minutes
- Updated workplan
- Updated project schedule with events, meetings, deliverable deadlines



1. COMMUNITY ENGAGEMENT + OUTREACH PLAN

We envision participatory community engagement as a continuous thread through the process. The team will build upon the Town's recently completed strategic planning and previous outreach efforts, including surveys for the Maurice's Campground site and Wellfleet's Housing Production Plan produced by team member JM Goldson (JMG).

We propose a 'ground-up' engagement approach. Wellfleet relies on and is enriched by citizen volunteers who participate in town government, community organizations and business organizations from the Affordable Housing Trust to Wellfleet Council on Aging and the Wellfleet Oyster Alliance. These existing community networks can be utilized to amplify community engagement and secure broad involvement.



South Portland Comprehensive Plan, JM Goldson

Engagement Methodology + Tools

JMG will create a Public Engagement & Outreach Plan including stakeholder network mapping with committees. The team will utilize a mix of Zoom focus groups, social media, project website, and internet-based engagement tools, as well as an in-person site tour and design charrette.

Through these, we can 'crowd-source' concerns, goals and great ideas from many stakeholders to consolidate a vision and design, development and environmental guidelines to be incorporated into the Development Plan which will inform the future RFP(s) for development.

Focus Groups

JMG and SGA will work with Planning Committee members who might assist in hosting/facilitating the focus groups. This can set a table of trust and allows participating committee members direct information from the groups. Key stakeholders from business, housing, civic and other community constituencies should be engaged in the focus groups.

JMG will coordinate and conduct 4 online focus groups, coordinate Sign-Up Genius for these groups and provide pre-work worksheets to all prospective attendees as well as to local organizations to distribute.

To extend the reach of the community engagement effort beyond the capacity of the Master Planning team, JMG and Studio G will prepare a set of questions and provide them to local constituent-based groups who can organize and facilitate their own focus groups and submit meeting notes to be incorporated in the team's summary. Studio G successfully used this method in the Jackson Sq Planning Initiative. It enhanced participants' trust that they were being heard, and may have elicited input they wouldn't have shared in a broader group.

Focus Group Participation

Focus group participation should include elementary school parents, recent high school graduates, seasonal employees, town employees and other essential workers, members of the shellfishing/aquaculture community who are required to reside in Wellfleet, local area businesses, year-round retirees, neighbors and abutters, and current campground trailer owners.

Additional focus groups can be organized through business networks including Wellfleet Chamber of Commerce, Wellfleet Shellfishermen's Association, Wellfleet Oyster Alliance, Community Development Partnership; and housing and community organizations including the Affordable Housing Trust, Wellfleet Council on Aging, Wellfleet Elementary School PTA, and Outer Cape Health Services.

JMG will prepare for Planning Committee review a summary of key findings based on notes from all focus groups as submitted.

Visioning Charrette

The team proposes one 2-4 hour long in-person community design charrette that will begin with a site observation tour led by Studio G, JMG and Langan followed by the hands-on charrette on-site or nearby (cinema, old schoolhouse).

Project Goals will be presented and discussed with participants as will Smart Growth principles and strategies for Triple Net Zero (zero energy, zero water, zero waste) development. The team will utilize the large scale physical model prepared by Cape Cod Tech students, sketches, questions and hands-on activities to engage participants in sharing verbally, in writing and in drawing their visions, hopes and concerns for the future of Maurice's Campground.

The team can organize non-synchronous virtual activities to engage those unable to attend the in-person charrette.

JMG will prepare individual summaries for each engagement event and an aggregated community engagement summary. This aggregated summary will be updated if necessary, at the conclusion of the project to document the entire community engagement process. Key findings and summaries of these events will be shared on the project website and social media outlets.

Meetings

- Assume 2-3 meetings with Committee to plan engagement and review progress
- Multiple focus group meetings
- Visioning Charrette

Deliverables

- Summary of key findings from all focus groups
- Individual summaries for each engagement event including the design charrette
- Aggregated summary report of the engagement process



Topsfield Master Plan Goals Workshop, JM Goldson

2. DATA COLLECTION + ANALYSIS, SITE ASSESSMENT

Document Review + Interviews

The team will review relevant documents, including Wellfleet's Housing Production Plan prepared by JMG, applicable Cape Cod Commission regional housing, transportation, economic development, environmental, and water/wastewater management reports, and documents pertaining specifically to the Maurice's Campground site.

The team will conduct one interview each with Wellfleet, Eastham and regional leaders.

Site Analysis

Langan's team will lead the site analysis on-site and based on documentation to identify and record physical, technological, intergovernmental, and regulatory opportunities and constraints for the development program and strategy, including the site's relationship to South Wellfleet and the Town of Eastham.

The site analysis will incorporate the preliminary findings of Wellfleet's wastewater management consultant and the assumption that the Town of Eastham is providing a 12" water main to the site.

The analysis will be documented on a site plan and in narrative.

Traffic Analysis

Langan's traffic consultant will assess potential traffic and transportation issues, and opportunities to improve vehicle traffic flow and pedestrian/bicycle access and safety along and across Route 6 and access to Cape Cod Rail Trail.

Precedents + Reference Projects

Identify successful initiatives in other communities that could be appropriate reference and model for this neighborhood:

- developments of comparable scale and character that illustrate relevant features of site design, land use, residential density
- creative approaches to affordable homeownership, seasonal worker housing, year-round rental workforce housing
- non-traditional housing such as cohousing, tiny houses, congregate housing

Meetings

Assume up to 1-2 meetings with Committee to gather information and review progress

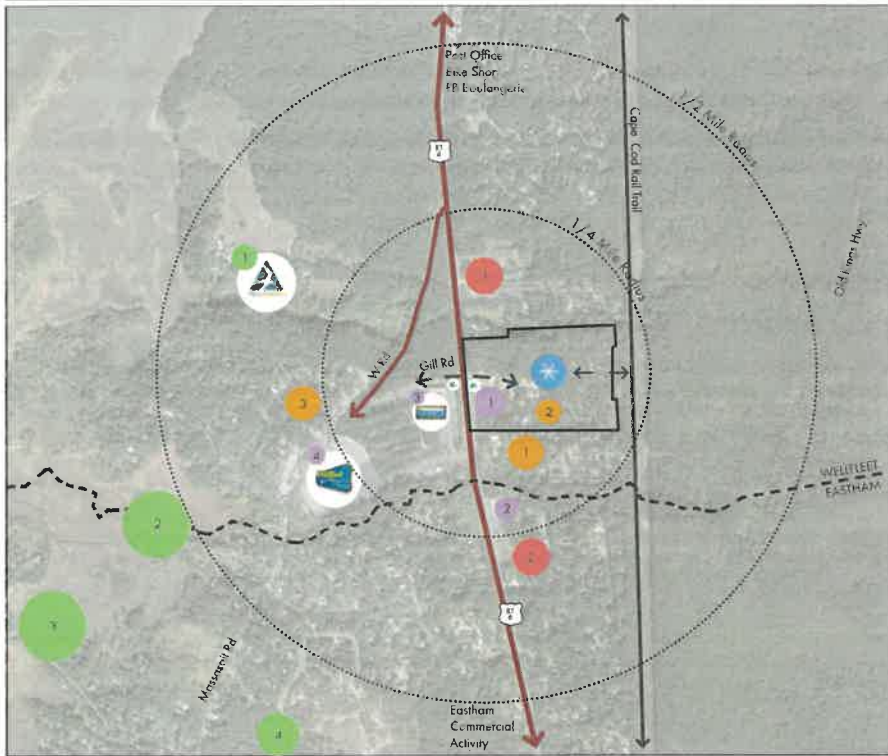
Deliverables

Brief report summarizing all findings at the conclusion this task including:

- Summary of key regulatory, permitting and environmental issues
- Site analysis plan(s)
- Simple written/graphic traffic analysis
- Summary with images of innovative ideas for non-traditional housing and other precedents

Context

Wellfleet, MA



SITE	RESIDENTIAL COMMUNITIES	LODGING	NATURE RESERVES	COMMERCIAL	BUS STOP
1	Village Lane Neighborhood	Wellfleet Motel	Mass Audubon Wellfleet Bay Wildlife Sanctuary	Maurice's Market	
2	Spring Brook Neighborhood	Blue Dolphin Inn	North Sunken Meadow	Laura & Tony's Kitchen Amazing Breakfast	
3	Manassah Hill Inlet Park		Sunken Meadow	Wellfleet Creams	
4			Sandy Meadow Open Space	Wellfleet Drive-In + Flea Market	

— Main Access — Proposed Connection — Property Line



Maurice's Campground Context Map, Langan

Natural Resources

Wellfleet, MA



Legend

- Tidal Flats
- Salt Marsh
- Wooded Marsh
- Marsh/Bog
- Open Water
- Cranberry Bog
- Marion Wildlife Management Area



Maurice's Campground Natural Resources Map, Langan

3. LAND USE PLAN AND DEVELOPMENT PROGRAM – MASTER PLAN

3.1 Land Use Plan

The design plans and narrative are in separate sections of the RFP but the workflow will be integrated and simultaneous, and discussed together in Committee and public meetings. This task will begin early in the Community Engagement process to provide the analysis, draft goals, and initial thoughts and sketches that the Visioning Charrette will build upon.

Establish a Draft Consensus Vision for Maurice’s Campground

The team will draw upon the information, key findings, principles and visions gathered from the community engagement (Task 1) and from the analysis of existing documents, the 21.5 acre site and the immediate surrounding environment, and precedent projects (Task 2), as well as the Wellfleet Housing Production Plan and the Project Goals to draft a comprehensive vision and development goals to present and discuss with the Planning Committee.

The vision and goals will incorporate Smart Growth, sustainable design/development, and climate resiliency principles as well as an approach to wastewater compliant with the direction of the Town’s engineering consultant.

Prioritization of housing typologies will be informed by Boston Communities’ analyses of co-housing, micro-housing, and congregate housing and their years of experience in developing affordable rental, affordable ownership, and workforce housing and their knowledge of available funding sources, caps and limitations for each housing type.



Corcoran Park Master Plan, Studio G Architects

The comprehensive vision, development program and land use plan will be shaped by several key factors likely to set guiderails if not development limitations. These will be discussed with the Committee and direction should be established before diving deeply into conceptual land use plans.

Key factors:

- capacity limitations of wastewater treatment system options
- financial feasibility of various housing typologies
- environmental protection requirements
- buffering of abutting residential neighborhoods and the CCRT
- finding a density that balances the goal of increased housing with the goal for fitting well into Wellfleet’s fabric and character.

The comprehensive Master Plan will take into consideration existing site conditions, land use regulations, the feasibility of various uses, and the Town’s needs, goals, and priorities, and should be developed in close coordination with the Town’s wastewater management consultant/ plan. It will be revised based on input from town staff and the committee, and then utilized to guide the development program and land use plan (Task 4).

Land Use Plan - Process

Studio G and Langan will test 2 to 3 options including variety of housing typologies and how they are sited, incorporation of community and/or commercial and storage uses on site, site organization mindful of environmental and neighbors' sensitivities, how best to address the Route 6 frontage, connectivity options across and along Route 6 and CCRT. Options will account for the minimum 3 acres designated for affordable housing near the front of the site.

The team will present to the Committee 2 to 3 options with different conceptual land use design that achieve the comprehensive vision and goals for review and selection of a preferred option to be presented to the community.

Public Meeting 2 will be held to review and comment on the Committee's preferred option.

Following community input, the preferred plan will be refined/revised with graphic renderings easily understood by the general public, will be presented to the Committee for approval. After additional community feedback through the Committee and social media, the Committee will approve a final plan for submission to the Select Board.



*E+ Highland Neighborhood Connectivity and Amenities Map,
Studio G Architects*

Land Use Plans

The conceptual plan(s) will include:

- Recommended site layout, location, distribution and relationship of housing, other uses and open space
- Distribution and density of structures on each portion of the site, including approximate square footage, height, proposed building types, and number of housing units
- Siting of potential commercial uses and types
- Siting of community and recreational facilities (indoor/outdoor, passive/active, adult/child oriented)
- Siting of walkways, roadways, access roads, utilities, entrances, and exits to and from the property
- Parking layouts for intended uses, including accessible parking and larger vehicles
- Potential location(s) for on/offloading by school bus, delivery truck, Cape Cod Regional Transit Flex bus service
- Location of proposed wastewater facility(s) and/or components based on recommendations of the Town's wastewater consultant
- Approximate stormwater retention and/or bio retention areas
- Pathways, gathering spaces, and outdoor seating areas
- Naturalized areas, planting areas, community gardens, and green spaces
- Potential solar canopies and/or rooftop solar, electric vehicle charging stations, ground source heat pumps

3.2. Narrative of Development Program

Master Plan Narrative - Process

The team will prepare a narrative Development Program containing data and guidance on the key factors noted above and recommendations for site development and land use. The narrative will include reference to the vision and goals, supporting analysis, and rationale for decisions. It will correspond to the Land Use Plan. The initial draft Development Program will include alternative sections corresponding to the alternative concept site plans, as applicable. The draft and final Development Programs will be presented to the Committee and the community in conjunction with the Land Use Plans, as described above.

Boston Communities' narrative will address available funding sources, caps and limitations for affordable rental, affordable ownership, and workforce housing and delivers expertise in Boston Communities has researched and analyzed co-housing, micro-housing, and congregate housing for previous roles and will research and report on seasonal worker housing as part of this planning effort.



Corcoran Park Master Plan, Studio G Architects

Narrative Development Program

The narrative will include:

- Proposed variety of housing types to serve the needs and priorities established in planning process, including numbers of units by affordability and/or occupancy category, bedroom size, tenure type, building type, and location.
- Proposals for active and passive recreational opportunities, commercial facilities, community facilities, and other ancillary uses.
- Proposed approaches to address infrastructure needs, including broadband internet, electricity, cable, transportation access, water, and wastewater management reflecting the feasibility analysis and siting recommendations of the Town's wastewater consultant.
- Sustainable design/development and climate resiliency recommendations – see below section
- Proposed approaches for integrating the site with the surrounding neighborhood.
- Preliminary feasibility analysis by Boston Communities, including projected costs and financing sources for proposed housing types, including those for which state funding is not readily available (affordable homeownership, and seasonal worker housing)
- Assessments of project impacts on:
 - Traffic flow and transportation safety
 - The natural environment (including water and wastewater disposal)
 - The town's housing and economic needs
 - The surrounding neighborhood and land uses
 - The Town's services, tax base, and employment



Sustainable Design/Development

As of January 1, 2024, construction in Wellfleet must comply with the Mass. Opt-In Specialized Code, which requires Phius-certified passive building design with all-electric HVAC systems, making net zero or energy-positive housing more than feasible as a goal for Maurice's Campground parcel. Studio G's design for the Residences at Lawrence Hill, completed last year, has demonstrated compliance with these new regulations. The Committee may want to consider setting a goal of Triple Net Zero (zero energy, zero water, zero waste) development.

Meetings

- Assumes 3-4 Committee meetings to review ideas and constraints in comprehensive vision, preliminary design/development options, more developed land use plan
- Public Meeting 2 to review of preferred land use plan

Deliverables

- Draft land use conceptual options
- Preferred land use plan in more detail
- Finalized land use plan with refined graphics
- Draft and final development narrative

4. DEVELOPMENT STRATEGY/ IMPLEMENTATION PLAN

Development and Design Goals

The team will work with the Committee to draft and finalize design and development goals to be incorporated into future Development RFP(s). These will build upon the Study Project Goals and incorporate the comprehensive vision. It will include goals for sustainability and resilience, character of the development, etc. Many of these will be surfaced in the focus groups and design charrette and further developed in Task 3.

Implementation Plan

The team will assist the Committee in preparing for implementation by preparing:

- A strategic path and timeline for project implementation, through developer selection, permitting, and construction. The implementation plan should address
- considerations relative to project phasing, optimal sequencing of development activities, and the use of single vs. multiple developer RFPs, taking into account funding constraints and the mix of housing uses proposed. The timeline should be coordinated with the implementation schedule for the proposed new wastewater treatment system to be developed by the Town's consultant.
- Goals and guidelines for site and building design, sustainability, climate resiliency, and related objectives for incorporation into the RFP(s).
- Propose zoning and other local regulatory changes needed to accomplish the proposed development plan [This will be an additional service]
- Identify any additional studies that should be undertaken, and approximate costs and staffing needs the Town should anticipate incurring to facilitate implementation.



E+ Highland, Studio G Architects



Residences at Lawrence Hill, Studio G Architects

Meetings

- Assumes 1-2 meetings with Committee to gather information and review progress
- Public Meeting 3 to present the Committee's recommended plan prior to submission to the Select Board.

Deliverables

Comprehensive blueprint for development including:

- Site/Land Use Plan
- Development Program
- Development Goals and guidelines
- Narrative including financial/funding analysis and summary of sources and uses for preferred housing options: affordable rental, affordable ownership, workforce, seasonal worker, co-housing, micro-housing, and congregate housing
- Implementation Plan with Timeline

The final deliverables will form the basis of one or more Requests for Proposal issued for development of the property.

Studio G Team Scope Responsibility Matrix

Task	Subtask
Overall Project Management	
1. Community Engagement (ongoing)	
	<p>A. Committee Meetings</p> <p>PUBLIC MEETING (1) early in this task: an initial meeting to present key planning issues, introduce the team, describe the team's workplan and schedule, and solicit general community input.</p> <p>B. Community Participation The firm or team will conduct activities designed to assess community needs, solicit, and receive public input, and fully engage community stakeholders in the planning process for this site.</p> <p>Focus groups organized by study team, others lead by local leaders with direction from study team.</p> <p>Visioning or listening/ feedback session(s): PROPOSED SITE TOUR + VISIONING CHARRETTE</p> <p>Presentation of planning options for the site. A minimum of 3 public meetings should be held. See tasks for proposed public meetings.</p> <p>At the conclusion of the project, the firm or team will submit to the Committee a summary report documenting the community engagement process.</p>
2. Data Collection/Analysis & Site Assessment	
In conjunction with the initial community engagement process, the firm or team will undertake the following preliminary activities:	
	Review all relevant documents.
	Conduct interviews with Wellfleet, Eastham and regional officials.
	Assess potential traffic and transportation issues, as well as opportunities to improve traffic flow and pedestrian/ bicycle access and safety along (and across) the Route 6 corridor and the Cape Cod Rail Trail.
	A brief report summarizing all findings will be prepared at the conclusion of this task.

Studio G	JM Goldson	Langan	Boston Communities
Primary			
Secondary	Primary		
Shared			
All Participate			
Secondary	Primary		
Secondary	Primary		
Secondary	Primary	Attend	Attend
Co-lead			
Secondary	Primary		
Secondary	Primary		
All Review Documents			
	Responsible		
		Responsible	
Shared			

Studio G Team Scope Responsibility Matrix

Task	Subtask
3.1 Land Use Plan and Development Program - Land Use Plan	
	Graphic site analysis - opportunities and constraints
	Recommended site layout and configuration/ relationship of uses.
	Distribution and density of structures on each portion of the site, including square footage, height, proposed building types, and number of housing units.
	Siting of commercial uses and types.
	Siting of community and recreational facilities (indoor/ outdoor, passive/active, adult/ child oriented).
	Siting of walkways, roadways, access roads, utilities, entrances, and exits to and from the property.
	Parking layouts to accommodate intended uses, including accessible parking and space for larger vehicles to onload/ offload (e.g., school buses, delivery trucks, Cape Cod Regional Transit Flex bus service).
	Location of proposed wastewater facility(s) and/or components (consistent with the recommendations of the Town's wastewater consultant).
	Stormwater retention and/or bio retention areas.
	Pathways, gathering spaces, and outdoor seating areas.
	Naturalized areas, planting areas, community gardens, and green spaces.
	Potential solar canopies and/or rooftop solar, electric vehicle charging stations, and the like.

Studio G	JM Goldson	Langan	Boston Communities
Primary		Secondary	
		Responsible	
Shared		Shared	
Responsible			
Responsible			
Shared		Shared	
		Responsible	
		Responsible	
		Responsible	
		Responsible	
		Responsible	
		Responsible	
		Responsible	
Shared		Shared	

Studio G Team Scope Responsibility Matrix

Task	Subtask
3.2 Land Use Plan and Development Program - Development Program (Narrative Report)	
	Proposals for a variety of housing types serving the needs identified through the planning process, including numbers of units by affordability and/or occupancy category, bedroom size, tenure type, building type, and location.
	Proposals for active and passive recreational opportunities, commercial facilities, community facilities, and other ancillary uses.
	Proposed approaches to address infrastructure needs, including broadband internet, electricity, cable, transportation access, water, and wastewater management (reflecting the feasibility analysis and siting recommendations provided by the Town’s wastewater consultant).
	Recommendations for incorporating solar and climate resiliency initiatives into the development plan.
	Proposed approaches for integrating the site with the surrounding neighborhood.
	Assessment of the proposed development’s potential impact on traffic flow and transportation safety; the natural environment (including water and wastewater disposal); the Town’s housing and economic needs; the surrounding neighborhood and land uses; and the Town’s services, tax base, and employment.
	For proposed housing types, where state funding is not typically or readily available (e.g., affordable homeownership, seasonal workers housing), a preliminary feasibility analysis including projected costs and financing sources.
	PUBLIC MEETING (2) - to present proposed vision, development goals and preliminary option(s) selected by the Committee

Studio G	JM Goldson	Langan	Boston Communities
All Participate			
Shared		Shared	
Shared		Shared	
Shared		Shared	
Shared		Shared	
Shared		Shared	
	Primary - town's housing & economic needs, surrounding neighborhood and land uses, town's services, tax base, and employment	Primary - traffic flow & transporation; the natural environment	
			Responsible
All Participate			

Studio G Team Scope Responsibility Matrix

Task	Subtask
4. Development Strategy/ Implementation Plan	
The firm or team will assist the Committee in preparing for implementation of the Land Use Plan and Development Program, including the following activities:	
	Propose a strategic path and timeline for project implementation, through developer selection, permitting, and construction.
	Prepare guidelines for site and building design, sustainability, climate resiliency, and related objectives that the Town seeks developers to address, for incorporation into the RFP(s).
	Propose zoning and other local regulatory changes needed to accomplish the proposed development plan. TO BE ADD SERVICE.
	PUBLIC MEETING (3)-: to present the Committee’s recommended plan prior to submission to the Select Board.
	Identify additional studies that should be undertaken, and costs and staffing needs that the Town should anticipate incurring, to facilitate the Master Plan’s implementation.

Studio G	JM Goldson	Langan	Boston Communities
All Participate			
	Responsible		
Shared		Shared	
	Responsible		
All Participate			
All Participate			





WORK SAMPLES

WORK SAMPLES - STUDIO G

FEASIBILITY AND MASTER PLANNING FOR CORCORAN PARK HOUSING, CAMBRIDGE



Studio G was hired by Cambridge Housing Authority to redesign a 9-acre, 153-unit public housing development from the 1960s located on several urban blocks with a history of flooding from the high water table as well as inadequate stormwater infrastructure.

Studio G completed a multi-year, multi-phase study, analyzing the site, buildings, existing units and infrastructure, as well as neighborhood context. The study involved several engagement sessions with tenants to hear their visions as well as their concerns. Studio G's team tested multiple master planning options to deliver a target of 250-300 public housing units, community space and resident parking, while supporting the neighborhood character and maintaining existing trees.

The City of Cambridge has adopted an Affordable Housing Overlay that establishes as-of-right zoning based on meeting the strict criteria and design standards of the AHO Guidelines. Corcoran Park will be redeveloped "as of right" within the AHO guidelines, requiring a delicate balance of design solutions to accommodate the client's priorities and the city's requirements.

The proposed development approach involves relocated and new private roads and sidewalks to enhance walkability and direct access to housing, new below-grade infrastructure, preservation of

as many existing trees as possible, and raising the average ground plane by approximately 3.5 feet to meet the city's guidelines to avoid future flooding and ensure the development's future resilience.

The selected master plan proposes 270 +/- units in 15 buildings of varied scale. To fit the number of units into the low-rise urban neighborhood, two elevator buildings are tucked away, behind low-rise buildings. Along public and private roads, three story buildings predominate, including 3-story rowhouses as well as 3-story walk up buildings with flats and duplexes. The architecture is deliberately varied to fit into the neighborhood. Property management, maintenance, and community spaces are located in the elevator buildings, while shared laundries and bike storage rooms (required by Cambridge zoning) are distributed around the site.

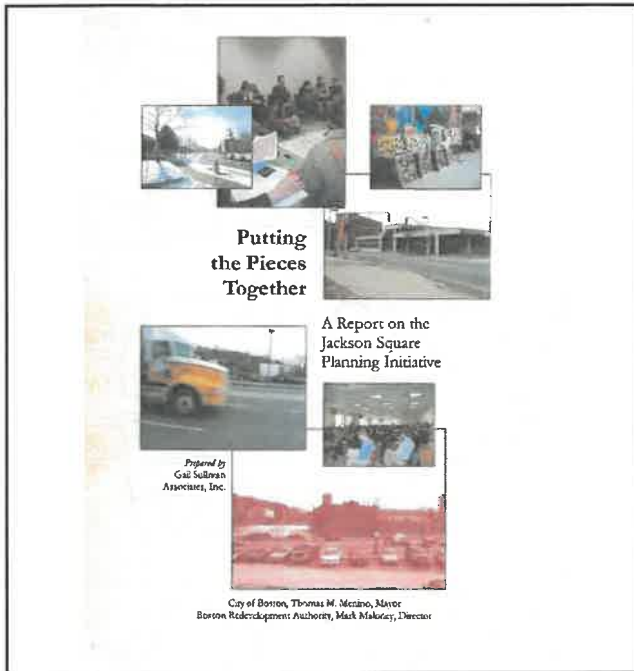
The development will be phased, likely three phases, to meet the limitations of Low Income Housing Tax Credit funding limits.

For more information, click [this link](#) or scan the QR code:



WORK SAMPLES - STUDIO G

JACKSON SQUARE PLANNING INITIATIVE



Studio G (as Gail Sullivan Associates) contracted with the Boston Redevelopment Authority (now the BPDA) to work with 31 local community groups on a community planning process for the Jackson Square area connecting Jamaica Plain and Roxbury. The neighborhood had suffered decades of disinvestment since the 1950s. Most buildings were demolished in preparation for an extension of Interstate 93 opposed by the community and ultimately rejected by Mayor Kevin White in 1975. The neighborhood was home to two large public housing developments, vacant and underutilized properties, and rival gangs which threatened safety. A public health study found the area to have the highest asthma rates in Boston. Community organizations were pressing for change.

Studio G led a multi-layered 2001 planning process involving:

- Focus groups facilitated by the local community groups under the direction of Studio G.
- A 'photo-slam' in which youth in the neighborhood were asked to share with photos

and narratives their view of their neighborhood and their vision for its future; the results were displayed in public forums and memorialized in the study report.

- Two tri-lingual community design charrettes engaging over 250 area residents; each charrette team was led by a pair of facilitators, one designer and one community activist, all trained by Studio G's team.
- Development of a shared community vision and a list of specific recommendations and guidelines for development of the ½ mile radius around Jackson Square.
- Submission to the BRA and community organizations of a comprehensive report and action plan, "Putting the Pieces Together, the Jackson Square Planning Initiative."

Following the process, the BRA had a competitive selection process for a developer for publicly owned parcels in the area, selecting Partners for Jackson. Prior to their first development, Studio G designed the first new building in Jackson Square, 30 units of affordable housing developed by JPNDC. Since the planning process, Partners for Jackson and others have developed multiple buildings with market and affordable housing, retail, childcare and other community uses.

For more information, click [this link](#) or scan the QR code:



WORK SAMPLES - STUDIO G

95 LAWRENCE ROAD, WELLFLEET



While not a stand-alone Master Planning Study, Studio G's work with POAH and Eastham-based Community Development Partnership on the developer submission to the Town of Wellfleet is comparable to a master planning study, excluding the advance community engagement.

Studio G's team carefully studied the context of Wellfleet: the existing housing stock and varied architectural character of buildings from three centuries and multiple decades of the 20th century; the potential for connecting the site to the elementary school and to the Wellfleet Center commercial zone; and the natural physical assets of the 9 acre site.

Studio G designed a master plan that limited development to 6 acres, leaving 3 wooded acres untouched. The plan wrapped 46 units of housing around the existing ballfield. The architecture focused on maximizing solar energy and energy efficiency while establishing individual identities for each housing unit. Each has its own front yard and covered porch, as well as rear patios or decks.

For more information:

Click [here](#) for the presentation

Click [here](#) for the design narrative

Scan here for the presentation:

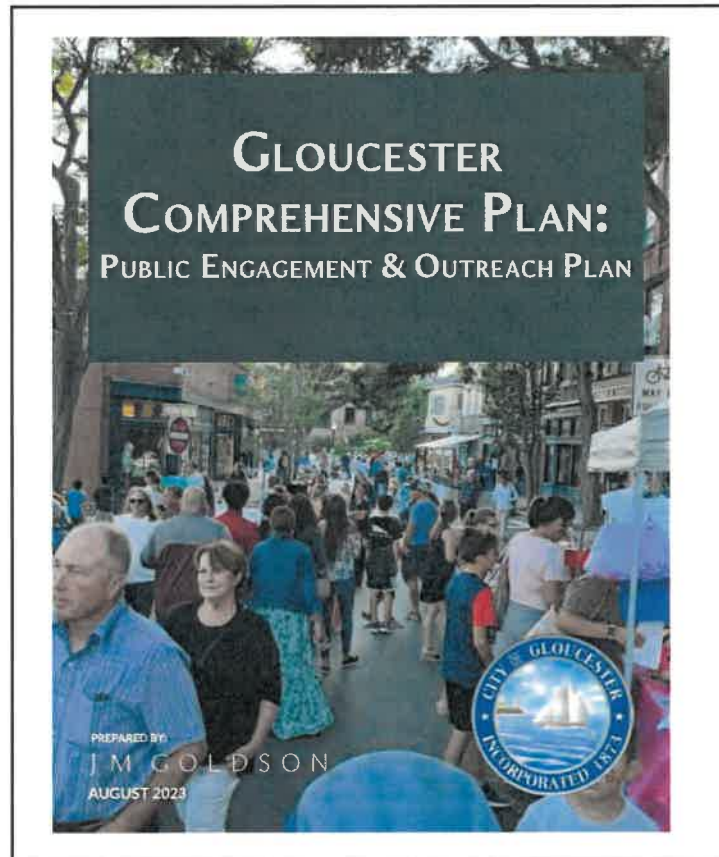


Scan here for the design narrative:



WORK SAMPLES - JM GOLDSON

GLOUCESTER COMPREHENSIVE PLAN



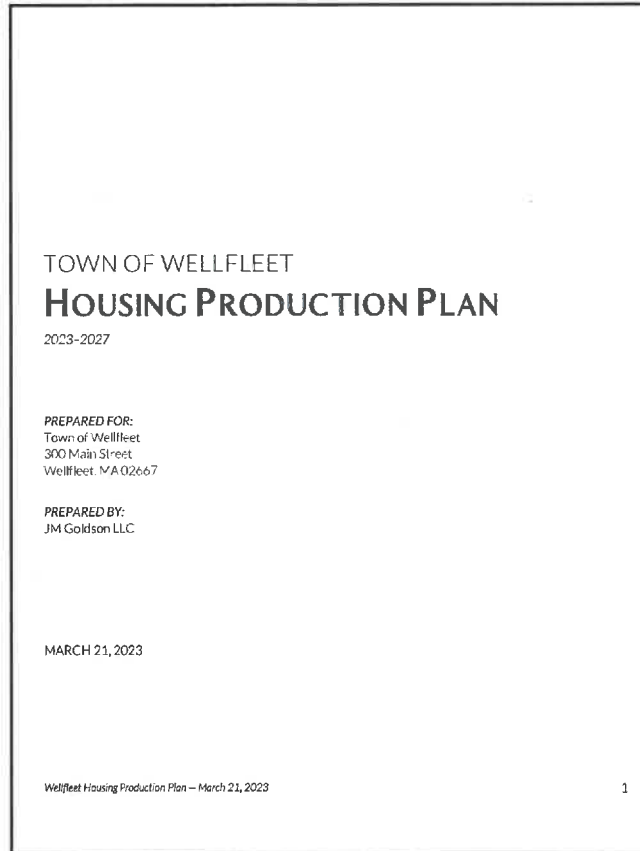
JM Goldson is the lead consultant preparing the Gloucester Comprehensive Plan, a 10 year vision for the future of Gloucester. The team is led by Jenn Goldson, AICP, Founder and Managing Director. As part of the 18-month project, the JM Goldson team is leading and facilitating several engagement tools including public forum, our customized DIY Meeting in a Box kit, a community survey, and tabling activities. Our team is proud to collaborate closely with the project committee on implementing the Public Engagement and Outreach Plan (PEOP), which calls for a minimum of 10 percent of Gloucester’s population to be engaged and have a meaningful voice in the project.

For more information, click [this link](#) or scan the QR code:



WORK SAMPLES - JM GOLDSON

TOWN OF WELLFLEET HOUSING PRODUCTION PLAN



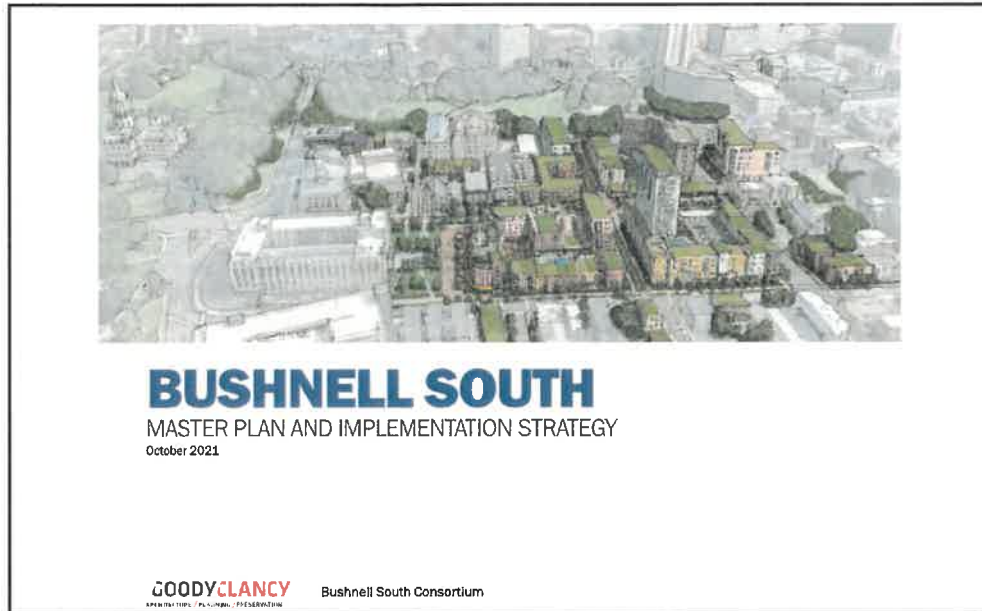
JM Goldson was the lead consultant, working closely with the project committee, to prepare the Wellfleet Housing Production Plan. The plan's engagement was strong and included a community survey, public forum, and focus groups. The JM Goldson team provided engagement updates throughout the engagement process to help the project team do robust and targeted outreach to ensure successful engagement of the community to contribute their ideas and concerns about housing in Wellfleet. The Maurice Campground site was a key site identified through the planning process to focus on by first undertaking a master plan for the site that is community supported.

For more information, click [this link](#) or scan the QR code:



WORK SAMPLES - LANGAN

BUSHNELL SOUTH MASTER PLAN



To help transform Hartford, Connecticut’s high-opportunity Bushnell South area into a thriving mixed-use, mid-rise neighborhood and arts and entertainment district, Langan and the design team worked together to create a comprehensive master plan and real estate development framework. The Bushnell Park South Plan illustrates an action plan to enhance Hartford’s prominent historic structures, such as the State Capitol, with the addition of new apartment buildings, townhouses, restaurants, and communal spaces for residents, workers, and visitors to congregate.

Working with the design team, Langan analyzed the site conditions and utility constraints, and how it could impact re-development opportunities. Langan identified the potential limitations of the existing water supply, sewage, and stormwater infrastructure serving the Bushnell South study area. Langan also evaluated potential constraints of other critical utilities and explored costs and considerations of potential utility, street and landscape improvements.

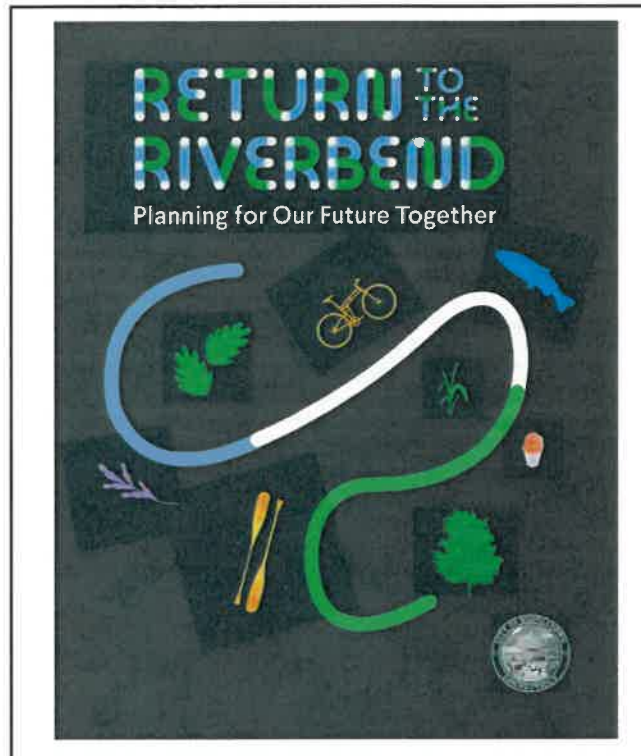
The City of Hartford, the Capital Region Development Authority (“CRDA”), the Bushnell Center for the Performing Arts and Spinnaker Real Estate Partners hired the design team to develop a comprehensive master plan and real estate development framework to provide a guide for future development in the area of Main Street, Buckingham Street, Washington Street / Trinity Street and Elm Street, known as Bushnell South in Hartford, Connecticut.

For more information, click [this link](#) or scan the QR code:



WORK SAMPLES - LANGAN

RETURN TO THE RIVERBEND



Middletown, Connecticut boasts a vibrant history of economic activity and cultural events, particularly at this noteworthy bend along the Connecticut River. However, following a phase of urban renewal and the development of Connecticut State Highway's Route 9, which aimed to enhance the city's accessibility by car, the downtown area found itself disconnected from its once bustling waterfront.

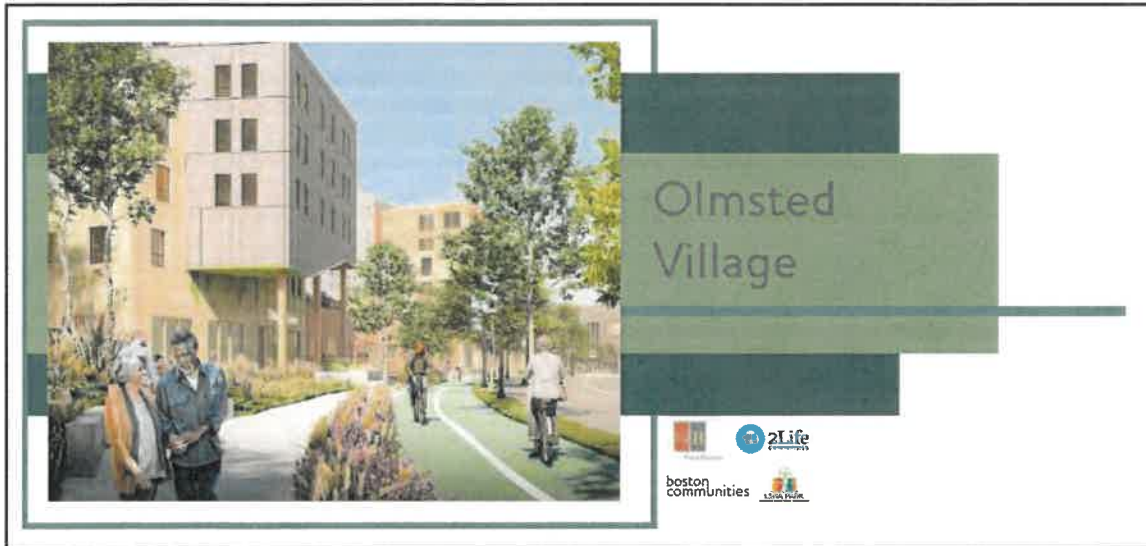
To revitalize the area, The City of Middletown hired Langan's design team to develop a comprehensive master plan and real estate development framework to provide a guide for future development along the riverfront. Langan analyzed the analysis of the area's physical, economic, and regulatory landscape; assisted in designing the riverfront open space network and trails, public parks and esplanade, living shorelines and overlooks, as well as the development of complete streets that would connect the downtown to the river.

For more information, click [this link](#) or scan the QR code:



WORK SAMPLES - BOSTON COMMUNITIES

OLMSTED VILLAGE



Boston Communities partnered with New Boston Fund, 2Life Communities, and Lena Park CDC to plan, finance, and develop a 279 mixed-income ownership and rental community in Mattapan MA. The master plan expands on the success of the adjacent Olmsted Green, an approximately 500 unit community developed by New Boston Fund and Lena Park CDC. Olmsted Village includes 127 affordable senior rental homes, 66 intergenerational rental homes, and 86 mixed-income ownership opportunities. Boston Communities led the financial structuring, the underwriting, and the financial feasibility analysis associated with both the master plan and all three of the ownership communities, including:

- Sequencing the master plan sources and uses and evaluating the need for 3rd party equity by estimating the timing of Brownfields tax credit and grant funding, 40R district density bonuses, and MassWorks infrastructure funding,
- Underwriting two mixed-income ownership communities and one market-rate community using available state and local subsidies,
- Drafting and submitting financial applications for Brownfields, MassWorks, Boston Mayor’s Office of Housing Funding (“MOH”), and

MassHousing Commonwealth Builders funds,

- Researching the latest in available state and local resources including: affordable housing federal and state tax credits, available state soft debt, federal, state, and local vouchers, ARPA and ARPA-related sources, City of Boston funding, Commonwealth Builders and other subsidies for ownership housing, and sustainability incentives,
- Coordinating with local residents, community groups, and advocates,

Olmsted Village is now fully permitted, has been designated as a 40R Smart Growth district, has received MassWorks funding, some MOH funding, and some federal funding, and is awaiting additional funding from MOH and the State of Massachusetts. We are also raising approximately \$6M of private equity.

For more information, click [this link](#) or scan the QR code:



WORK SAMPLES - BOSTON COMMUNITIES

SAMPLE RENTAL FEASIBILITY ANALYSIS

BC Sample Rental Feasibility Analysis				Boston Communities			
31 New Units				12/15/2023			
31 Total Residential Units							
0 Commercial Units							
31 Total Units							

SOURCES AND USES OF FUNDS and LBTIC ANALYSIS			
LTIC Type	# Units	% Units	
Market	4	12.9%	
Workforce	0	0.0%	
LBTIC	27	87.1%	
Total Residential	31	100.0%	
Total Commercial	0		

Sources of Funds							
Source	Constructn Amount	%	Permanent Amount	Per Unit	Per LBTIC Unit	Term (years)	Interest Rate
5% LBTIC Equity	\$ 3,879,592	40%	\$ 9,686,980	\$ 312.870	\$	359,221	
State LBTIC Equity	\$ 260,000	10%	\$ 2,800,000	\$ 90.323	\$	103,704	
Federal Historic Equity	\$ -	32%	\$ -	\$ -	\$ -	-	
State Historic Equity	\$ -	37%	\$ -	\$ -	\$ -	-	
1st Mortgage	\$ -	0%	\$ 4,910,000	\$ 158.387	\$	181,852	4.50%
Construction Loan	\$ 11,630,000	48%	\$ -	\$ -	\$ -	2	7.0%
Deferred Developer Overhead/Fee	\$ 2,215,000	18%	\$ 426,284	\$ 15,719	\$	15,791	
State Debt Total	\$ 2,335,000	54%	\$ 27,940,000	\$ 87.885	\$	100,000	0%
ARIF	\$ 1,652,650		\$ 1,000,000	\$ 32.256	\$	37,037	
HCF	\$ 870,800		\$ 700,000	\$ 22.551	\$	22,526	
TCF	\$ 240,000		\$ 1,000,000	\$ 32.256	\$	37,037	
DHCD HOME	\$ -		\$ -	\$ -	\$ -	-	
City Funds - MOH	\$ 3,375,000	100%	\$ 3,375,000	\$ 108.871	\$	125,000	0%
SPDC Home-ADP	\$ -	80%	\$ -	\$ 87.091	\$	0	0%
Masafousing Workforce Housing	\$ -	80%	\$ -	\$ -	\$ -	50	0%
Preferred Equity for Retail	\$ 150,000	100%	\$ 150,000	\$ 4.839	\$	-	
TOTAL SOURCES	\$ 24,865,692	100%	\$ 24,059,264	\$	\$ 228,000		

Uses of Funds					
Use	Total Amount	Per Unit (res only)	Per Unit (w/ comm)	Total Commercial	Per Unit Based on LBTIC Basis
Land Acquisition	\$ 2,290,000	\$ 70,968	\$ 70,968	\$	\$
Existing Residential Acquisition	\$ -	\$ -	\$ -	\$ 400,000	\$ -
Commercial Acquisition	\$ 400,000	\$ -	\$ 12,900	\$ -	\$ -
TOTAL Acquisition	\$ 2,690,000	\$	\$ 83,871	\$ 1,941,812	\$
Other Construction	\$ 14,422,800	\$ 462,818	\$ 466,252	\$ 388,000	\$ 10,190,457
Soft Costs	\$ 4,138,158	\$ 130,908	\$ 140,196	\$ -	\$ 2,829,271
Developer Overhead/Fee	\$ 2,215,000	\$ 71,452	\$ 71,452	\$ -	\$ 2,104,250
Capitalized Reserves	\$ 315,137	\$ 7,066	\$ 10,166	\$ -	\$ -
TOTAL USES	\$ 23,891,895	\$ 843,803	\$ 773,506	\$ 2,721,812	\$ 14,853,879
Gap Between Sources and Uses	\$ 68,497	\$	\$ 2,189	\$ -	\$

LBTIC Analysis			
	Acquisition Credit	Development Credit	Total
Eligible Basis	\$	\$ 14,853,976	\$ 14,853,976
Less Federal HTCs	\$	\$	\$
Less Non-Qualified Sources	\$	\$ (2,700,000)	\$
Adjusted Eligible Basis	\$	\$ 12,153,976	\$ 12,153,976
Applicable percentage	87.1%	87.1%	
Qualified Basis	\$ 0	\$ 10,585,723	\$ 10,585,723
OCT #2 - Qualified Census Tract OR Difficult Development Area	100.0%	0.0%	
Adjusted Qualified Basis	\$ 0	\$ 10,585,723	\$ 10,585,723
Estimate - Tax Credit Percentage	4.00%	0.00%	
Annual Tax Credit for Syndication	\$ 0	\$ 1,238,638	\$ 1,238,638
Limited Partners Percentage	99.99%	99.99%	
Annual Credit for Syndication	\$	\$ 1,238,605	\$ 1,238,605
Number of Years	5	5	
Syndication Yield (cents/dollar)	0.87	0.87	
Available Equity	\$ 0	\$ 8,888,800	\$ 8,888,800

SPDC LBTIC Analysis			
	Acquisition Credit	Development Credit	Total
Eligible Basis	\$	\$ 14,853,976	\$ 14,853,976
Less Federal HTCs	\$	\$	\$
Less Non-Qualified Sources	\$	\$ (2,700,000)	\$
Adjusted Eligible Basis	\$	\$ 12,153,976	\$ 12,153,976
Applicable percentage	87.1%	87.1%	
Qualified Basis	\$	\$	\$
OCT #2 - Qualified Census Tract OR Difficult Development Area	100.0%	0.0%	
Adjusted Qualified Basis	\$	\$	\$
Estimate - Tax Credit Percentage	4.00%	0.00%	
Annual Tax Credit for Syndication	\$	\$	\$
Limited Partners Percentage	99.99%	99.99%	
DHCD Per Unit Cap	\$	\$ 372,000	\$
DHCD Per Project Cap	\$	\$ 400,000	\$
Annual Credit for Syndication	\$	\$ 700,000	\$
Number of Years	5	5	
Syndication Yield (cents/dollar)	0.80	0.80	
Available Equity	\$	\$ 2,800,000	\$

For more information, click [this link](#) or scan the QR code:





Residences at Lawrence Hill - Studio G Architects



A large, stylized, light green letter 'g' is positioned on the left side of the page. It has a thick, brush-like texture and a small, teardrop-shaped leaf-like element at the top right of its upper loop.

REFERENCES + CERTIFICATIONS



STUDIO G CLIENT REFERENCES

THE RESIDENCES AT LAWRENCE HILL, WELLFLEET, MA

Reference(s)

Vitalia Shlovsky, Senior Project Manager, Preservation of Affordable Housing, vitasky@poah.org, (508) 308-5097

Jay Coburn, President & CEO, Community Development Partnership, jay@capecdp.org, (508) 240-7873 x16

CORCORAN PARK REDEVELOPMENT MASTER PLAN, CAMBRIDGE, MA

Reference(s)

Margaret Donnelly Moran, Director of Planning & Development, Cambridge Housing Authority, mmoran@cambridge-housing.org, (617) 864-3020

Matt Zajac, Deputy Director of Planning & Development, Cambridge Housing Authority, mzajac@cambridge-housing.org, (617) 520-6382

JACKSON SQUARE PLANNING INITIATIVE, BOSTON, MA

Reference(s)

Mossik Hacobian, Former CEO of Urban Edge, Mossik@highergroundboston.org, (617) 594-2132

270 CENTRE, JAMAICA PLAIN, MA

Reference(s)

Alicia Toney, former Project Manager at JPND, (781) 318-5380, AToney@toneyassociatesinc.com

Nathaniel Hailey, Owner of CS2C/NE, (508) 583-9509, jnhaileycs2cne@aol.com

E+ HIGHLAND, ROXBURY, MA

Reference(s)

Jon Rudzinski, Principal, Rees-Larkin Development, (617) 838-9388, jon@rees-larkindevelopment.com

JM GOLDSON CLIENT REFERENCES

GLOUCESTER, MA COMPREHENSIVE PLAN

Lead, expected completion January 2025

Reference(s)

David Fields, Community Development Director, dfields@gloucester-ma.gov, (978) 325-5230

SOUTH PORTLAND, ME COMPREHENSIVE PLAN

Lead, expected completion January 2025

Reference(s)

Milan Nevajda, Planning Director, mnevajda@southportland.org, (207) 767-7649

TOPSFIELD, MA MASTER PLAN

Lead, expected completion April 2024

Reference(s)

Kevin Harutunian, Town Administrator, kharutunian@topsfield-ma.gov, (978) 887-1500

WENHAM, MA MASTER PLAN

Lead, expected completion March 2024

Reference(s)

Margaret Hoffman, Planning Coordinator, mhoffman@wenhamma.gov, (978) 468-5520 ext. 8

LANGAN CLIENT REFERENCES

BUSHNELL SOUTH MASTER PLAN

Reference(s)

*Kathleen Onufer (former Senior Planner for Goody Clancy), Boston Planning and Development Agency
(617) 638-4488, kathleen.onufer@boston.gov*

BROCKTON YARDS

Reference(s)

Ed Starzec, Director of Development, Charter Contracting, (339) 246-6800

FANEUIL GARDENS

Reference(s)

David Valecillos, Senior Development Project Manager, The Community Builders, Inc., (617) 695-9595

MERRICK AT THE SQUARE

Reference(s)

Chris Legiadre, Senior Design/Construction Manager, The Community Builders, Inc., (413) 349-4322

PLUMLEY VILLAGE

Reference(s)

Chris Legiadre, Senior Design/Construction Manager, The Community Builders, Inc., (413) 349-4322

RETURN TO THE RIVERBEND MASTER PLAN

Reference(s)

Michael Aziz, Partner/Director of Urban Design, Cooper Robertson, (212) 247-1717

BOSTON COMMUNITIES CLIENT REFERENCES

ARX URBAN

Partnering on the 4th @ Broadway, a 62 unit mixed-income community in Chelsea MA

Partnering on 4200 Washington, a 31 unit mixed-income and mixed-use community in Roslindale MA

Partnering on 247 Hancock, a 47 unit mixed-income community in Dorchester MA

Reference(s)

Benjie Moll, bmoll@arxurban.com

NEW BOSTON FUND

Partnering on Olmsted Village, a 10-acre, 269 unit master plan in Mattapan MA

Consulting on Olmsted Green Preserve, an 80 unit affordable condominium development in Mattapan MA

Reference(s)

Jerry Rappaport, jerry@newbostonfund.com

LINCOLN AVE. CAPITAL

Consulting on 1471 Blue Hill Avenue, a 41 unit affordable community in Mattapan MA

Reference(s)

Scott Shaw, sshaw@lincolnavenue.com

Appendix 1

**CERTIFICATIONS REQUIRED BY
LAW**

You must COMPLETE and SIGN the following certifications. You must also print, at the bottom of this page, the name of the contractor for whom these certifications are submitted.

STATE CERTIFICATIONS

Pursuant to Chapter 62C of the Massachusetts General Laws, Section 49A(b), I, the undersigned, authorized signatory for the below-named contractor, do hereby certify under the pains and penalties of perjury that said contractor has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Further, per Executive Order of 481, I shall not knowingly use undocumented workers in connection with the performance of all Town of Wellfleet contracts; that pursuant to federal requirements, I shall verify the immigration status of all workers assigned to such contracts without engaging in unlawful discrimination; and that the I shall not knowingly or recklessly alter, falsify, or accept altered or falsified documents from any such worker(s). I understand and agree that breach of any of these terms during the period of each contract may be regarded as a material breach, subjecting me to sanctions, including but not limited to withholding of payments, contract suspension or termination.

Pursuant to M.G.L. Ch. 268A, this statement is to certify that no municipal employee of the Town of Wellfleet, nor any spouse, parent, child, brother or sister of such municipal employee, has any financial interest in the bidder on this proposal.

NON-COLLUSION


The undersigned certifies under the penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Request for Proposals for Master Planning Services

REGISTRATION WITH THE MASSACHUSETTS SECRETARY OF STATE

If the undersigned is a Foreign Corporation (located outside of Massachusetts), I hereby certify that I comply with the provisions of Massachusetts General Laws, Chapter 30, Section 39L and Chapter 156D as they relate to Foreign Corporations and am registered and in good standing with the Massachusetts Secretary of State.

COMPLETE AND SIGN BELOW:

 12/18/2023

Authorized Person's Signature Date

Gail Sullivan, Managing Principal

Print Name & Title of Signatory

Studio G Architects, Inc.

Name of Contractor

Request for Proposals for Master Planning Services

CERTIFICATE OF CORPORATE AUTHORITY

At a duly authorized meeting of the Board of Directors of
Studio G Architects, Inc. _____

(Name of Corporation)

held on 2/14/2023 _____ it was VOTED that:
(Date)

Gail Sullivan
(Name) (Officer)

President

of this corporation, be and he/she hereby is authorized to execute contracts, deeds and bonds in the name and on behalf of said corporation, and affix its corporate seal hereto; and such execution of any contract, deed or obligation in this corporation's name on its behalf by such Gail Sullivan _____ under seal of the company, shall be valid and binding upon this (Officer) corporation.

A True Copy,

ATTEST: *Aimee Jones*

TITLE: Clerk

PLACE OF BUSINESS: 179 Boylston St. 3rd Floor

Jamaica Plain, MA 02130

DATE OF THIS CERTIFICATE: 12/18/2023

I hereby certify that I am the clerk of the Studio G Architects, Inc.
that Gail Sullivan _____ is the duly elected President
of said corporation, and that the above vote has not been amended or rescinded and remains in full force and effect as of the date of this contract.

Aimee Jones
(Clerk)

CORPORATE SEAL:





Studio G Architects

179 Boylston Street, Building P
Jamaica Plain, MA 02130

Baker Road
Wellfleet, MA 02667

T 617.524.5558

F 617.524.5544

www.studiogarchitects.com



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: March 12, 2024

III

BUSINESS

~ B ~

REQUESTED BY:	Fuss & O Neill ~ Nils Wiberg
DESIRED ACTION:	Present the board with options for the exterior face of the Chequessett Neck River Bridge
PROPOSED MOTION:	I move to approve the Chequessett Neck Bridge Bid Number ____ For the treatment of the bridge.
Summary:	
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

MEMORANDUM

TO: Jay Norton, Town of Wellfleet

CC: Wes Stinson, Environmental Partners
Paul Millet, Environmental Partners

FROM: Nils S. Wiberg, P.E., CFM

DATE: March 6, 2024

RE: Exterior Concrete Treatment Alternatives
Chequessett Neck Bridge and Water Access Improvements Project

This memorandum is provided to outline considerations for exterior concrete facing alternatives included as alternative bid items for the above-referenced project, in support of the Town of Wellfleet's decision of its preferred alternative to be incorporated in plans for future work. The default (base bid) and alternatives include the following exterior face treatment options.

- Base Bid – Unstained Flat Concrete Surface
- Alternate Bid Item 1 – Unstained Vertical Striated Formlined Concrete Surface
- Alternate Bid Item 2 – Stained Formlined Concrete Surface
- Alternate Bid Item 3 – Natural Stone Cladding Surface

It is noted that the stated additional project costs for each alternative assumes the surface treatment would be applied to both sides of the bridge deck and the entire exposed faces of the two bridge abutments and three piers, including surfaces below the bridge deck that would not be visible from the road or adjacent land areas upstream and downstream of the bridge (975 square yards total).

The cost for each alternative could be reduced by selecting specific portions of the bridge's surface that would receive the selected surface treatment (e.g., only the sides of the bridge deck, and/or only portions of bridge piers and abutments visible from adjacent land areas, or only portions of structures above mean high tide).

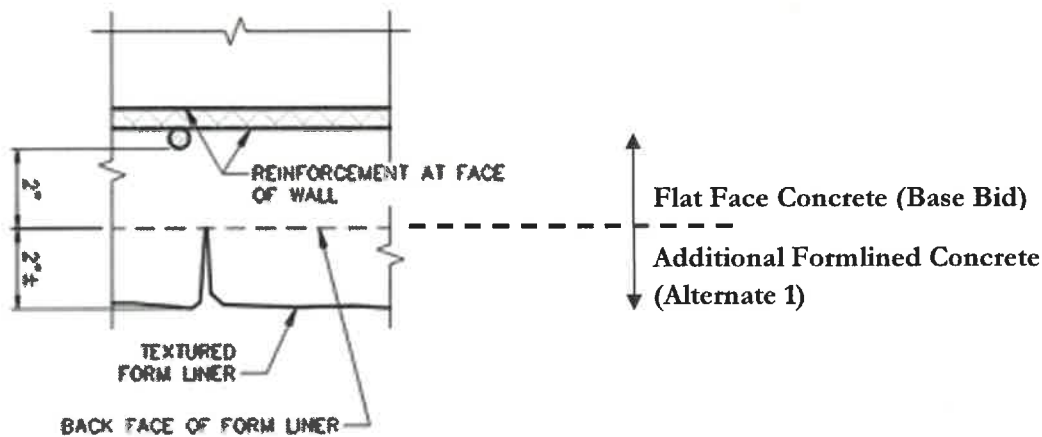
Each alternative is described in further detail below along with respective considerations, construction costs and estimated maintenance costs.

considerations

- Small surface area (no surface protrusions) exposed to detrimental weather conditions, resulting in reduced rate of deterioration.
 - It is estimated that up to approximately 2-5% of the concrete surface may need to be repaired (cracks and/or spalls) every 20-30 years.
 - The current cost (not adjusted for inflation) of the above repair is estimated to range from \$100k - \$150k.
- Will eventually (after 3-5 years) develop natural biological covering (barnacles, seaweed, staining etc.) within intertidal elevations and patina (atmospheric staining, lichens, etc.) above the high tide line.
- A uniform/flat surface may be seen by a portion of the public as being incongruent with surrounding natural environment.

Considerations

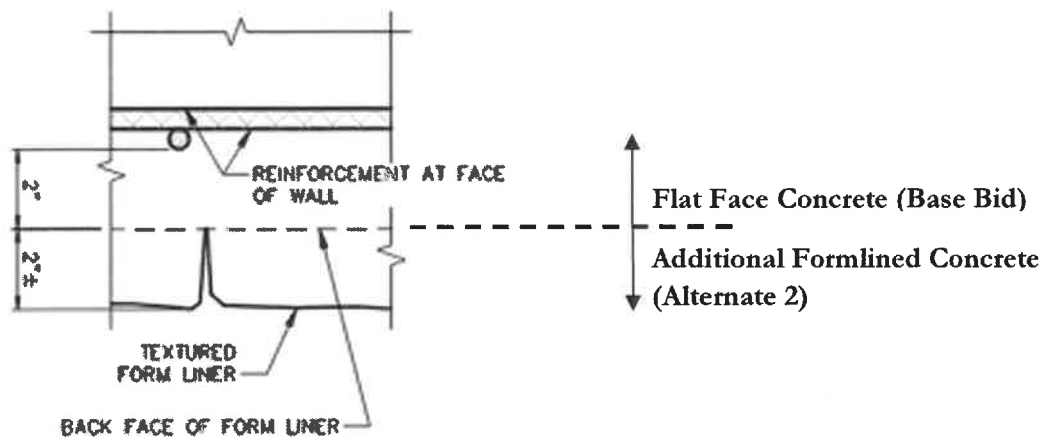
- Lowest additional construction cost of the three facing alternatives.
- Surface protrusions associated with formlined surfaces comprise an additional concrete mass extending beyond what is placed for the flat face concrete entailed in the base bid (see detail below).



- The additional/overlying concrete (where present, considering the pattern includes gaps where no additional concrete may be present) could be considered to function as a “sacrificial” covering over the underlying concrete that provides the required functional (structural) concrete enclosing the embedded steel reinforcing.
 - As a result, future damage/deterioration of the formlined concrete is inconsequential to the structural adequacy of the structure, such that repairs/rehabilitation of the additional formlined concrete would be discretionary, and only necessary to maintain the aesthetic appearance of the bridge surface.
 - If not repaired or rehabilitated, continued damage/deterioration of the additional formlined concrete would eventually progress into the underlying structural concrete, at which point repair/rehabilitation would be required.
 - Similar to flat face concrete, it is estimated that up to approximately 2-5% of the additional formlined concrete surface may need to be repaired every 20-30 years, if the Town chooses to make these aesthetic repairs. Due to the pattern required for the repair, the current cost is higher than for repair of a flat face, estimated to range from \$125k - \$175k.
 - If repair of the formlined concrete is deferred, the period for repair/rehabilitation of underlying concrete could be extended to 25-40 years. As a deferred repair/rehabilitation, it would entail an additional mass/depth of concrete, estimated to range from \$150k-\$200k (inclusive of both formlined and underlying structural concrete).
- Similar to flat face concrete, it will eventually develop natural biological covering (barnacles, seaweed, staining etc.) within intertidal elevations and patina (atmospheric staining, lichens, etc.) above the high tide line.
- Vertical striations provide both a vertical visual element to the bridge’s horizontal layout, while also promoting drainage of water from the bridge’s vertical concrete surface, as opposed to some formlined patterns that include horizontally-oriented and oblique gaps.

considerations

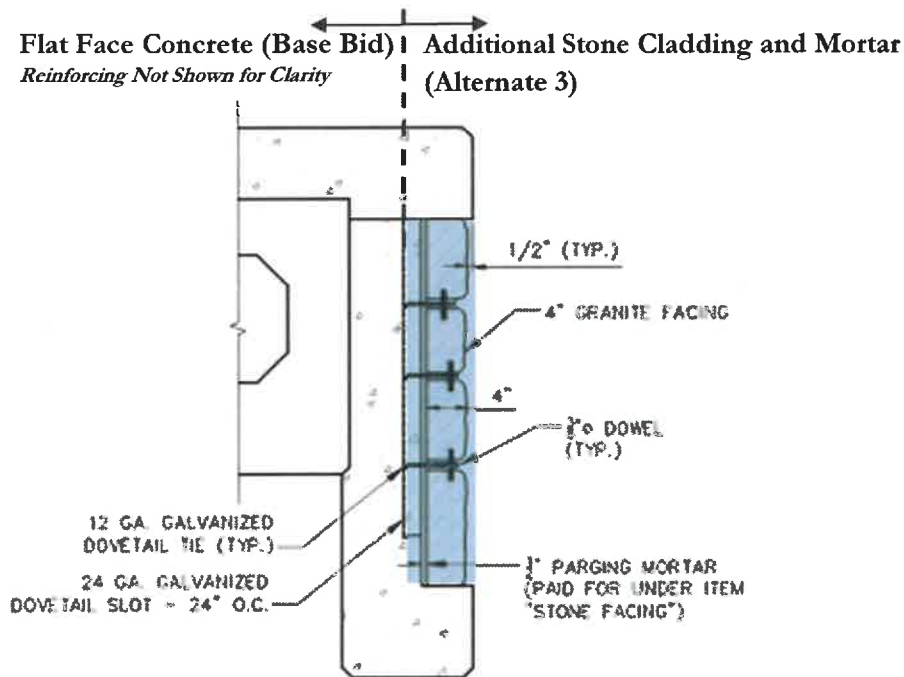
- Marginal cost increase (\$89,200, 15%) in comparison to Alternate 1 (unstained vertical striations), while providing an aesthetic surface that is more congruent with the surrounding natural environment.
- Similar to the vertical striations alternative, surface protrusions associated with this alternative's formlined surface comprise an additional concrete mass extending beyond what is placed for the flat face concrete.



- Similarly, the additional/overlying concrete (where present, considering some patterns include gaps where no additional concrete may be present) functions as a “sacrificial” covering over underlying concrete that provides the required functional (structural) concrete enclosing the embedded steel reinforcing.
 - As a result, future damage/deterioration of the additional formlined concrete is inconsequential to the structural adequacy of the structure, such that repairs/rehabilitation of the additional formlined concrete would be discretionary, and only necessary to maintain the aesthetic appearance of the bridge surface.
 - If not repaired or rehabilitated, continued damage/deterioration of the additional formlined concrete would eventually progress into the underlying structural concrete, at which point repair/rehabilitation would be required.
 - It is estimated that up to approximately 2-5% of the additional formlined concrete surface may need to be repaired every 20-30 years, if the Town chooses to make these aesthetic repairs. Due to the pattern and staining required for the repair, the current cost is higher than for repair of a vertical striated formlined surface, estimated to range from \$150k - \$200k.
 - If repair of the formlined concrete is deferred, the period for repair/rehabilitation of underlying concrete could be extended to 25-40 years. As deferred repair/rehabilitation would entail an additional mass/depth of concrete, the cost is estimated to range from \$200k-\$300k (inclusive of both stained formlined and underlying structural concrete).
- Similar to all concrete surface alternatives, it will eventually develop natural biological covering (barnacles, seaweed, staining etc.) within intertidal elevations and patina (atmospheric staining, lichens, etc.) above the high tide line.
- Horizontal and oblique gaps in the concrete surface may entrain debris and/or inhibit free drainage of water from the bridge's vertical surfaces, in turn potentially contributing to accelerated deterioration under adverse environmental conditions (e.g., surfaces with less exposure to sunlight that otherwise promotes evaporation).

Considerations

- Relatively significant cost increase (\$303,700, 53%) in comparison to Alternate 1 (unstained vertical striations).
- Provides an aesthetic surface that, while it appears similar to Alternate 2 (stained formlined concrete surface), uses authentic cut stones and mortar that are anchored to the underlying structural concrete.
- Similar to the formlined concrete alternatives (Alternate 1 and 2 above), surface protrusions associated with this alternative's natural stone/mortar surface comprise an additional mass extending beyond what is placed for the flat face concrete (see detail below).



- Similar to Alternates 1 and 2, the additional/overlying stone/mortar functions as a “sacrificial” covering over underlying concrete that provides the required concrete enclosing the embedded steel reinforcing.
 - As a result, future damage/deterioration of the additional stone/mortar cladding is inconsequential to the structural adequacy of the structure, such that repairs/rehabilitation of these material would be discretionary, and only necessary to maintain the aesthetic appearance of the bridge surface.
 - If not repaired or rehabilitated, continued damage/deterioration of the cladding materials would eventually progress into the underlying structural concrete, at which point repair/rehabilitation would be required.
 - It is estimated that up to approximately 4-6% of the additional cladding surface may need to be repaired every 15-25 years, if the Town chooses to make these aesthetic repairs. Due to the increased cost of materials required, the current cost is higher than for repair of formlined surface alternatives, estimated to range from \$200k - \$350k.
 - If repair of the cladding surfaces is deferred, the period for repair/rehabilitation of underlying concrete could be extended to 20-30 years. As a deferred repair/rehabilitation, it would entail an additional mass/depth of concrete, estimated to range from \$450k-\$600k (inclusive of both cladding and underlying structural concrete).
- Similar to formlined stained concrete, horizontal and oblique gaps in the concrete surface may entrain debris and/or inhibit free drainage of water from the bridge's vertical surfaces, in turn potentially contributing to accelerated deterioration under adverse environmental conditions (e.g., surfaces with little exposure to sunlight that otherwise promotes evaporation).



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: March 12, 2024



BUSINESS

~ C ~

REQUESTED BY:	Tom Guerino, Interim Town Administrator
DESIRED ACTION:	To discuss the different scenarios for the town election, and the public outreach that will go with it.
PROPOSED MOTION:	A motion will be made at the time of the meeting
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

TO: Honorable Select Board

FROM: Thomas M. Guerino, Interim Town Administrator

RE: Possible upcoming overrides

DATE: February 29, 2024

With the possibility of moving the date of the Annual Town Meeting to sometime in May, concerns may arise concerning how any override question may be affected. As you all are aware, there is a very specific RX on how override questions are posed and what the dos and don'ts regarding advocacy of proposed override measures are.

While the preferred method for many communities is to hold the ballot question after the Town Meeting has debated an article for the override, there is no requirement prescribing the order of how the required two step process is achieved. The key in either case is to be sure there is public participation to discuss and debate the proposals. Given that the Town Meeting will be post the election day balloting, options include holding a separate special election specifically for the override ballot question(s) or keep the ballot questions included in the annual election and host one or a series of public information sessions to brief the general populus in Wellfleet on the pending override request. I note that holding a special election will cost north of \$5,000, which is not budgeted for FY 24. Additionally, asking citizens to go to the ballot box again may be found by many to be onerous. I don't know about Wellfleet, but an additional ballot may result in lower turnout. I recommend and hope the Board will consider not holding a special election and move forward with a public session or two to inform and educate the citizenry. I believe we can get the word out and comply with the provisions of the statute. I am including the section of the Statute guidance as provided by the MA DOR. I look forward to hearing the SB's thoughts on this and am prepared to implement whatever the SB decides.

Proposition 2½ Ballot Questions Requirements and Procedures (Excerpts from DOR Guidance)

B. ELECTION PROCEDURE

Proposition 2½ questions may be placed on a regular or special municipal election ballot. Questions may also be placed on the state biennial election ballot. However, those questions must be submitted to the Secretary of State for certification by the first Wednesday in August preceding the election. G.L. c. 59, § 21C(i). The usual laws and procedures relating to municipal elections apply. The municipal clerk must receive written notice of the question being placed on the ballot at least 35 days before the date of the election. G.L. c. 54, § 42C. The vote to place a question on the ballot must take place in sufficient time to meet this advance notice requirement. A city or town may present Proposition 2½ questions to the voters as many times during the year as it chooses. The only constraint on the interval between these elections is the time needed to call and hold each election. The Office of the Secretary of State is responsible for administering and enforcing election laws. Specific questions about the application of these laws to Proposition 2½ elections should be directed to the Elections Division of that office at 617-727-2828.

C. FORM OF QUESTIONS

Proposition 2½ specifies the form of each type of ballot question. This exact language must be used to properly place a question before the voters. The question forms are found in Appendix A.

1. Statement of Purpose All override and exclusion questions require a statement of the purpose or purposes for which the monies from the tax "assessment" or debt "issue" will be used.

4 a. Specificity of Purpose The purpose must be described in a manner that enables voters to determine the appropriation(s) or debt obligation(s) covered by the question. The degree of specificity required to do this will depend on the type of question.

(1) Overrides Override questions are designed to increase the amount of revenue generally available for appropriation. As a result, the spending purpose in an override question may be broad in scope such as general or departmental operating purposes. More specific spending purposes may also be stated such as where a service will be reduced or eliminated without the override. Examples of acceptable spending purposes are found in Appendix B.

(2) Exclusions Exclusion questions are designed to fund specific capital projects. Therefore, the borrowing or spending purpose in an exclusion question must describe the particular project(s) being funded by the question.

b. Definition of Purpose The purpose used in an override or exclusion question must be a spending or borrowing purpose. This means a purpose for which a community's appropriating body could vote to appropriate money or authorize debt. The purpose cannot be used to provide voters with information on the impact of an unsuccessful vote on the question or the underlying events or circumstances that may cause budget difficulties. Nor may it be used to promote or advocate for the override or exclusion. For example, language that does not meet the definition of spending purpose would be questions with the stated purpose of "restoring monies lost due to local aid reductions" or "increasing free cash." These questions do not state a spending purpose because communities do not appropriate funds for these purposes. In addition, language that explains the impact of voter action on the question and is intended to promote the override or exclusion does not meet the definition of spending purpose.

For example, "preventing substantial reductions in town services, programs and personnel and further deferral of vital capital projects," "preventing a reduction in the police department budget," "preventing the layoff of 4 police officers," "maintaining current municipal and educational services" or "restoring school athletic programs" would be inappropriate. The question must simply specify the personnel, services or programs for which the additional funds will be used. Thus, appropriate purposes for the examples above would be "funding the town's operating and capital expenses," "funding the police department operating budget," "funding the salaries of 4 police officers," "funding municipal and educational services," or "funding school athletic programs." Finally, the spending purposes should not be characterized in a manner intended to promote the question by including financial information usually provided during the budget process. Examples would be "funding uncontrollable increases in employee health insurance costs" or "funding a 28% increase in the town's regional school district assessment." The question should just state the spending purpose: "funding employee health insurance costs" or "funding the town's regional school district assessment."



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: March 12, 2024

VIII

BUSINESS

~ D ~

REQUESTED BY:	Selectboard Member John Wolf
DESIRED ACTION:	To discuss dredging related to professional assistance on regulatory belief.
PROPOSED MOTION:	If motions are needed, they will be made at the time of the meeting.
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____



SELECTBOARD

AGENDA ACTION REQUEST

Meeting Date: March 12, 2024

IX

SELECTBOARD REPORTS:

Reported by:	Topic:



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: March 12, 2024

X

TOPICS FOR FUTURE DISCUSSION

- **The board will bring up topics that they wish to be on future agendas.**



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: March 12, 2024

XI

MINUTES

REQUESTED BY:	Executive Assistant
DESIRED ACTION:	Approval of Meeting Minutes for February 20, 2024; February 22, 2024; February 27, 2024; and February 29, 2024.
PROPOSED MOTION:	I move to approve the minutes of February 20th, February 22nd, February 27th, and February 29, 2024, as printed in draft form.
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____

Wellfleet Selectboard
Hybrid Meeting ~ Zoom/715 Old King's Highway
Tuesday February 20, 2024; 6pm
Meeting Minutes

Members Present: Barbara Carboni, Chair; John Wolf, Vice Chair; Michael DeVasto (Virtual); Ryan Curley, Tim Sayre (Virtual).

Others Present: Tom Guerino, Interim Town Administrator; Rebekah Eldridge, Executive Assistant; Rich Pauley, Fire Chief; Joe Cappello, Deputy Fire Chief; Kevin LaRocco, Police Chief; Jay Norton, DPW Director, Jean Leidenfrost; DPW Administrative Assistant; Nancy Civetta, Shellfish Constable; Rich Bienvenue, Finance Consultant; Sheila Lyons, resident and president of the community forum; Wayne Clough, resident; Wes Stinson, Environmental Partners; Brad Morse, resident; Jude Ahern, resident; K.C. Myers, resident; Gregory Mischel, Mass DOT; Chris Merl, resident; Daine Brunt, resident.

Chair Carboni Called the meeting to order at 6:04pm

I. *Announcements and Public Comments*

Note: Public comments are limited to no more than three minutes per speaker, and a speaker will be allowed to speak only once. The Board will not deliberate or vote on any matter raised solely during Announcements & Public Comments.

Chair Carboni asked if the board had any comments; Chair Carboni spoke about the loss of Dick Elkin and honored him for all his hard work for the town. She welcomed Tom to the town. He thanked the board for having him in the town. There were no other announcements from the board.

The chair asked for public comments from the public. Lyons spoke to the board about the community forum and explained its role as a safe place to be able to have conversations with the community. Maurice spoke to the board about his complaint about the noise level at the Wellfleet Library. He spoke about the library not being quiet. Stinson gave an update on the Herring River project and the work that will be taking place. Morse spoke to the board as vice chair of the Shellfish Advisory Board. He stated he wanted to reverse his vote for the shellfish revolving fund to approve it, he stated that he hasn't received his public records request that he requested. Ahern spoke to the board about her public records request. She spoke about the charter being changed, and the mitigation plan for dredging. Civetta spoke to the board about her following all bylaws and the charter with her department. Brunt spoke to the board and Guerino listing all issues that the town has, discussing illegal hires, public records request, meeting minute issues. Myers spoke to the board stating that she believes the board is in a very tough position and thanked them for their work as volunteers.

II. *Licenses*

A. Common Victualler Renewals

- Chequessett Yacht & Country Club

Board Member Curley Moved; Board Member Wolf Seconded; and it was voted to approve the Common Victualler License for the Chequessett Yach and Country Club.

Roll Call Vote: 5-0

B. Weekday Entertainment

- Chequessett Yach & Country Club

Chair Curley Moved; Board Member Wolf Seconded and it was voted to approve the Weekday Entertainment License for Chequesset Yacht and Country Club.

Roll Call Vote: 5-0

III. Use of Town Property

- A. Murro VanMeter, Food truck to operate at Newcomb Hollow Beach for Summer of 2024**

Murro gave his update on his food truck. Thomas spoke to the board stating he is a good addition to the town.

Board Member Curley Moved; Board Member Wolf Seconded; and it was voted to approve the use of Newcomb Hollow Beach for a fee of \$600.00 for the summer season of 2024.

Roll Call Vote: 5-0

IV. Business

- A. Opening and closing of Herring River ~ Shellfish Constable; Nancy Civetta**

Civetta gave an update on the opening and closing of the Herring River.

Board Member Wolf Moved; Board Member Sayre Seconded; and it was voted to open the Herring River as of Sunrise on Friday, March 15, 2024, or when the town receives written approval from the Mass. Division of Marine Fisheries that it meets water quality standards for the safe harvest of shellfish and can be opened, and to close it at sunset Saturday August 31, 2024, or as otherwise directed by the Mass. Division of Marine Fisheries.

Roll Call Vote: 4-0-1 (DeVasto abstained)

- B. Update on Route 6/Main Street Project ~ Jay Norton, DPW Director, Mischel Gregory, Mass DOT, & Jill McLaughlin, Stantec**

Norton came to the table and gave an update on the route 6 project, stating he and the assistant DPW director Peter Morris have been in constant communication with MASS DOT. HE stated the project is moving along and going well.

Mischel spoke to the board as the project manager for the two projects at route 6. He spoke of the Main Street Route 6 project. He stated Lawrence Lynch was awarded the bid for both projects. He stated that the clearing and safety signs. He spoke of the moratorium that happens in the summer months. 2025 Will begin the actual construction.

Guerino asked about the project, asking about taking and easements. Norton explained that yes that process has already happened. Sayre had questions about the pavement. Mischel spoke about that stating they were working on another project that goes through Truro and into Provincetown. Curley spoke to Norton about the lengthy construction schedule. Norton stated they are discussing extending the work into June. Norton was asked when he thought the next update

would be brought before the board. Norton stated quarterly so the next time would be in the spring.

No Action was Taken.

- C. Changing a Yield Sign to Stop Sign at Pole Dike Rd/Coles Neck Rd. ` Chief LaRocco

Chief LaRocco came to the table to discuss changing the yield sign to a stop sign, he explained that he received a phone call and a follow up email from a concerned citizen. He stated there is no concrete data of accidents at that location but he needed to bring this before the board. Curley stated there needs to be a public hearing. The board supported this and stated it will be advertised as soon as possible.

V. **Budgets**

- A. Police Department ~ Chief LaRocco

Chief LaRocco gave his budget presentation.

There were a few questions.

Board Member Curley Moved; Board Member Wolf Seconded; and it was voted to approve the FY25 Police Department Operating Budget as presented.

Roll Call Vote: 5-0

- B. Fire Department ~ Chief Pauley

Chief Pauley and Deputy Chief Cappello came to the table and presented their budget. There were a few questions regarding the budget and ambulance rates.

Board Member Curley Moved; Board Member Wolf Seconded; and it was voted to approve the FY25 Fire Department operating budget as presented.

Roll Call Vote: 5-0

- C. Public Works ~ Jay Norton & Jean Leidenfrost

Norton and Leidenfrost came to the table to present their department's operating budget. There were some questions regarding snow removal sand to salt ratio.

Ahern came to the microphone and made some comments about actuals and asked about the new hire he presented.

Board Member Wolf Moved; Board Member Sayre Seconded, and it was voted to approve the FY25 Department of Public Works Operating Budgets as presented.

Roll Call Vote: 5-0

- D. Shellfish Department ~ Nancy Civetta

Board Member DeVasto Recused from this agenda item.

Civetta came to the table to present her budget. She presented her budget; the board had some questions regarding her revolving funds. Felix questioned DeVasto's recusing himself asking why? He asked about the cost of Shellfish grants and if the department should look at the prices for grant leases. DeVasto spoke to the recusing himself of the shellfish budget. He stated it was best for him to recuse as he feels it is an appearance of conflict of interest.

Civetta addressed the price of grants; they cannot be increased as they are part of Mass General Law. Ahern came to the microphone, and asked what Civetta meant funds being drawn from the shellfish budget. She stated she had many questions. Listing them. Chair Carboni stated she would refer Aherns comments

to the interim town administrator and see if there is a solution. Ahern spoke about cultching. Chair Carboni stated these items are not budget related. Chair Carboni gave Ahern a warning. Merl asked the constable a few questions regarding the revolving fund. Civetta gave a response to his question about the revolving fund explaining how it works. Merl had some other questions. There was much discussion about the shellfish budgets. Brunt came to the microphone, asking about the shellfish budgets.

Board Member Wolf Moved; Chair Carboni Seconded; and it was voted to approve the FY25 Shellfish operating budgets as presented.

Roll Call Vote: 4-0-1 (DeVasto Recused)

E. Town Meeting Warrant ~ Review draft form

Board Member Curley suggested that the board take this out of order and discuss later in the meeting. The warrant was continued at 8:30pm.

Civetta spoke to the board about her warrant article that she is presented. The board discussed this with Civetta.

The Board took a 5-minute recess.

The board reconvened at 8:41pm

The board began to review the draft warrant. The board skipped over the first 7 articles and began discussion on the dredging article. There was a good discussion and Chair Carboni asked to continue this discussion at a later date. The board went through each warrant article discussing them but not voting tonight. Chair Carboni asked the board if they had any articles that they would bring forward. Curley stated he had a few and would write them up and submit them for review. There was discussion on the articles that Curley would like to bring forward.

VI. ***Selectboard Reports***

- Wolf gave an update on his meeting with the ice machine working group. He stated they narrowed down the purchasing of the ice machine. He gave more details of the meeting.

VII. ***Topics for Future Discussion***

- Wolf would like to have the selectboard direct the town administrator and the town accountant (procurement) to create and RFP for two ice machines. Have the selectboard vote for the location of the ice machine.

VIII. ***Vacancy Report***

- Please see the selectboard packet for all vacancies.

IX. ***Minutes***

A. February 6, 2024

Chair Carboni questioned if there were any amendments to be made to the above minutes.

Board Member Wolf Moved, Board Member DeVasto Seconded; and it was voted to approve the meeting minutes as amended.

Roll Call Vote: 5-0

X. ***Adjournment***

DRAFT *** A full recording of this meeting can be found on the town's website***

Board Member Wolf Moved; Board Member Sayre Seconded; and it was voted to adjourn.

Roll Call Vote: 5-0

Meeting Adjourned: 9:50pm

Public Documents:

Use of Town Property Application ~ Murro VanMeter

Citizen letter to Police Chief regarding changing a yield sign to a stop sign.

Draft Annual Town Meeting Warrant

Department Budgets

Police

Fire

DPW

Shellfish

Wellfleet Selectboard
Hybrid Meeting Zoom/715 Old King's Highway
Thursday February 22, 2024; 6pm
Meeting Minutes

Members Present: Barbara Carboni, Chair; John Wolf, Vice Chair; Michael DeVasto, (Virtual), Ryan Curley, (Virtual); Tim Sayre

Others Present: Rebekah Eldridge, Executive Assistant; Jennifer Congel, Town Clerk; Heith Martinez, Health Agent; Dan Silverman, Town Moderator; Jude Ahern, Katie O'Neill, Barnstable Health Department; Bob Wallace, Shellfisherman; Diane Brunt, resident

Chair Carboni Called the meeting to order at 6:03pm

I. *Announcements and Public Comments*

Note: Public comments are limited to no more than three minutes per speaker, and a speaker will be allowed to speak only once. The Board will not deliberate or vote on any matter raised solely during Announcements & Public Comments.

Chair Carboni asked for public comment; Curley spoke to the board about Sarah Peake not running for re-election and he thanked her for her many years of service.

Wallace spoke to the board came to the board as a concerned citizen and as a shellfisherman, he gave his background as a Wellfleet shellfisherman in the industry. He stated he believes that the shellfish constable is doing a great job and feels that her enthusiasm is getting ahead of her. He gave examples of his disappointment with her budget presentation. He doesn't want to stifle Nancy and wants to continue to support her.

Brunt spoke about the town planner, and lack of transparency.

Wolf spoke to the public about the board following the letter of the law with regard of the charter and bylaws. He spoke about being satisfied with how the board is representing the hires in town. He stated he is supportive of the hires.

Ahern, spoke to in response to Wolf's comment.

DeVasto spoke about the town administrator having the responsibility to hire staff without a town meeting vote.

II. *Health Department Grant Approval*

A. C.A.P.E. Public Health Collaborative Inter-Municipal Agreement (IMA) for the Public Health Excellence for Shared Services Grant.

Martinez spoke to the board and introduced O'Neill who gave her background with Barnstable and explained that she prepared a power point but will answer questions of the board. She gave an introduction of what this grant was and the background. Curley had some questions regarding the time frame of the grant, and the contract in the packet. Sayre and Chair Carboni had some questions regarding the contract.

**Board Member Sayre Moved; Board Member Wolf Seconded; and it was voted to approve the participation C.A.P.E. Public Health Collaborative Inter-Municipal Agreement (IMA) for the Public Health Excellence for shared services grant and authorize the Selectboard Chair to sign the grant.
Roll Call Vote: 5-0**

III. ***Budgets***

A. Town Clerk ~ Jennifer Congel

Congel came to the table to present her budget to the board. She stated she manages the clerk budget and the elections budget. She finished stating that there is an annual town election and gave the final date to turn in papers.

Ahern spoke to the board about her concern about records and archives being very important.

Board Member Sayre Moved; Board Member Wolf Seconded; and it was voted to approve the FY25 operating budgets for the town clerk and elections.

Roll Call Vote: 5-0

B. Inspectional Services

- Building Department
- Health Department
- Conservation Department

Salamone came to the table to present his budget with Martinez to the board and began presenting the three budgets and explained that there may be some changes. The board agreed that they would like to have this budget postponed until the interim town administrator has the time to look over with Rich Bienvenue.

Curley stated he would like to discuss the mileage with Salamone as he brought it up at the beginning of the presentation. Salamone explained why he wanted this change. Curley brought up the fact that they would need to look at the WEA contract and see if there is any language in there with respect to mileage. There were a few questions regarding Salamone's suggestions. This will be turned over to the town administrator to negotiate with the union.

Ahern spoke to the budgets asking for some clarification.

No Action Taken on this agenda item.

C. Enterprise Funds

- Water

Hood came to the table to present the water budget. He gave an update on some of the services that he felt were highly calculated. The board agreed with this budget that it was a candidate for a call back. Curley asked about the advertising line item and questioned the amount of customers.

No Action was taken.

IV. *Town Meeting Date*

- Potential of date change – discussion about changing the date.
Chair Carboni spoke to the board about the warrant timeline and the final warrant needs to be submitted to the printer on March 8, 2024, which gives them about two weeks to finalize the warrant. Curley stated he didn't feel the town would be ready because they are late with the budgets and Tom hasn't had time to review the warrant. He stated mechanically he doesn't see a feasible path to make the current deadline.
The board discussed changing the date and the timeline. Discussing the school budgets coming in late and errors being made if the warrant is rushed. Curley suggested having a town meeting in May.
Silverman came to the table to discuss the change. Chair Carboni stated the board wouldn't vote on a date change tonight without the town administrator present. He stated he doesn't like the change but understands the need to postpone. The board discussed this change of date and the implications of the town meeting.
Ahern spoke to the board stating that she appreciates the discussion on changing the date. She questioned the petitioned articles and their due date. The board discussed this.

No Action Was Taken

V. *Draft Town Meeting Warrant*

- Review and Discuss

VI. *Adjournment*

Board Member Sayre Moved; Board Member Wolf Seconded; and it was voted to adjourn the meeting.

Roll Call Vote: 5-0

Meeting adjourned at 7:40pm

Public Documents:

Health documents regarding grant

Budget:

Health, conservation, building

Town Clerk & Elections

Water Enterprise Marina

Draft town meeting warrant.

Wellfleet Selectboard
Tuesday February 27, 2024, 6PM
Hybrid Meeting; Zoom/715 Old King's Highway
Meeting Minutes

Members Present: Barbara Carboni, Chair; John Wolf, Vice Chair; Michael DeVasto, Ryan Curley, Tim Sayre

Others Present: Tom Guerino, Interim Town Administration; Rebekah Eldridge, Executive Assistant; Jennifer Wertkin, Library Director; Robin Robinson, Chair of Library of Trustees; Suzanne Thomas, Community Services Director; Rebecca Rosenberg, Recreation Director; Will Sullivan, Harbormaster; Brittany Tilton, Assistant Harbormaster; Diane Brunt.

Chair Carboni Called the meeting to order at 6:06pm

I. *Announcements and Public Comments*

Note: Public comments are limited to no more than three minutes per speaker, and a speaker will be allowed to speak only once. The Board will not deliberate or vote on any matter raised solely during Announcements & Public Comments.

Chair Carboni Stated there was an opening for Cape Light Compact and Cape Cod Commission.

Sayre spoke to the public about being available to meet with anyone in the town who would like to have a conversation. He continued to read a statement regarding the community forum that was held Monday February 26, 2024.

Brunt spoke to the board reading a statement regarding the community forum and addressing issues with the board.

II. *Budgets*

A. *Enterprise Fund*

- Marina ~ Will Sullivan and Brittany Tilton
Sullivan and Tilton came to the table to present their budgets going through each section of revenues, expenses, and salaries.
The board asked Sullivan and Tilton to work with Guerino to update and amend the budgets and bring them back before the board.
NO ACTION TAKEN – Sullivan will come back before the board once changes and amendments have been made.

B. *Community Services*

- Beaches ~ Suzanne Thomas
- Council on Aging ~ Suzanne Thomas
Thomas came to the table and presented her budgets, stating that the salaries on Council on Aging were incorrect. Guerino will work with Thomas to correct the budget.
- Recreation ~ Becky Rosenberg

Rosenberg came to the table and presented her budget explaining some increases in certain areas.

- **Library ~ Jennifer Wertkin**

Wertkin came to the table with the Chair of Library Trustees Robinson, she explained her budget with very little change and explained that the Friends of the Library and the Trustees pay for a lot of the upkeep and running of the library day to day operations.

The Board discussed call backs and agreed they could approve the budgets below.

Board Member Moved; Board Member Seconded; and it was voted to approve the FY25 Beaches Operating Budget as presented.

Roll Call Vote: 5-0

Board Member Curley Moved; Board Member Sayre Seconded, and it was voted to approve the FY25 Recreation Operating Budget as presented.

Roll Call Vote: 5-0

Board Member Wolf moved; Board Member Sayre Seconded; and it was voted to approve the FY25 Library Operating budget as presented at tonight's meeting.

Roll Call Vote: 5-0

The board took a 5-minute recess.

Chair Carboni called the meeting back to order at 8:15pm.

C. Town Administration

Guerino spoke to the board about this budget he hasn't been able to fully investigate the budget. He brought up a few things that he has concerns about. Curley stated that he would like to defer the town administration budget for now so that Guerino has more time to work with the budget.

The board agreed with this recommendation.

- Elected & General
- Town Administration
- Municipal Finance: Accounting, Treasurer/Collector, Assessor, IT, Media
- Community Development: Planner, Committees (NRAB, Conservation, Planning Board, ZBA, Open Space, and Housing Authority
- Unallocated Expenditures: Tax Work Off Program, General Insurance, Employee Pension and Health
- Debt Service

III. Topics for Future Discussion

- The capital plan needs to be presented to the board.
- Town Administration budget
- Guerino gave an update on his time at town hall, what he has done and his schedule for the upcoming weeks regarding meeting department heads and touring different departments.

IV. *Adjournment*

Board Member Curley Moved; Board Member DeVasto Seconded; and it was voted to adjourn the meeting.

Roll Call Vote: 5-0

Meeting Adjourned: 8:35pm

****** Public Documents: ******

Operating Budgets

Marina

Beaches

Community Services

Council on Aging

Library

Town Administration Budgets

Wellfleet Selectboard
Tuesday February 29, 2024; 6pm
Hybrid Meeting 715 Old King's Highway/Zoom
Meeting Minutes

Members Present: Barbara Carboni, Chair; John Wolf, Vice Chair; Michael DeVasto, Ryan Curley, Tim Sayre

Others Present: Tom Guerino, Interim Town Administrator; Rebekah Eldridge, Executive Assistant; Carolyn Murray, KP Law; Daniel Silverman, Town Moderator; Brad Morse, resident; Gerry Parent, Chair of the Planning Board; Richard Blakely, resident; Sam Bradford, owner of Mac's on the Pier; Alfred Pickard, resident; Stephen Pickard, resident; Chris Merl, resident

Chair Carboni Called the meeting to order at 6:03pm

I. *Announcements and Public Comments*

Note: **Public comments are limited to no more than three minutes per speaker, and a speaker will be allowed to speak only once.** The Board will not deliberate or vote on any matter raised solely during Announcements & Public Comments.

Chair Carboni stated there was a position on the cape light compact. Sayre thanked the public for coming to the meeting. Morse spoke about a previous meeting where he stated that he hadn't received his public records request, and he doesn't blame the assistant town accountant Frank Destino.

II. *2023 Zoning Articles*

- Town Counsel will provide an update on the status of Attorney General's Review.
- **Potential Vote on Town Response**
Murray spoke to the board giving the process of how zoning bylaws need to be brought to the planning board and be published as a public hearing, she stated the planning board's publication was published only 13 days before the hearing not 14 days. She explained there were three claims made against the posting issues, so the Attorney General's office needs to reset the clock. She explained how the process will work moving forward to get the zoning articles approved. The board had some questions for Murray asking if the consequences of the zoning bylaws be disapproved by the attorney general, could the attorney general approve them? Curley explained that the selectboard did their due diligence regarding sending the articles to the Planning Board; Chair Carboni gave Parent the opportunity to respond to the board Curley's accusations. Parent came forward and explained to the board that there hasn't been consistent staff, and no town planner to be able to help oversee the planning department. The board discussed this further. Curley gave reasons why these should pass and why the petitions against these

articles weren't relevant. Feeling the board should ask town counsel to prepare a letter to the attorney general refuting the petitions. The board discussed. The decision was made to have town counsel prepare a letter arguing the petitions submitted.

Board Member Curley Moved; Board Member DeVasto Seconded; and it was voted to direct town counsel to prepare a response to the Attorney General in support of the zoning amendments and ask for approval of the zoning bylaws notwithstanding the objections.

Roll Call Vote: 4-0-1 (Sayre Abstained)

III. *Town Meeting Date*

A. The board will discuss and vote on a new town meeting date.

Chair Carboni asked the moderator to come to the table and discuss moving the town meeting date. She explained given the deadline of the warrant needing to be at the printer within 2 weeks of the new interim town administrator's arrival.

Guerino spoke to the board stating that he has spoken to the town clerk, and she would prefer the town meeting be moved to May 20th. Guerino agreed with that date. He stated he hasn't been able to connect with Rich Bienvenue so he would need the time to work on the warrant and the budget. The board agreed.

Curley stated he would like the board to present a warrant to the town's people that they are proud of.

Board Member DeVasto Moved; Board Member Wolf Seconded; and it was voted to change the annual town meeting date to May 20, 2024, at the Wellfleet Elementary School at 6PM.

Roll Call Vote: 5-0

Silverman asked the board if could offer 5 free beach stickers as he has done in previous town meetings to the voters who come to town meetings.

He also questioned having a fall town meeting and the board's intentions of such. It was agreed that the board would like to have 2 town meetings.

IV. *Community Development Block Grant*

A. Discussion on the opportunity to join surrounding towns to be a part of this grant.

Eldridge explained that there were extra packet materials on the table in front of them explaining more of this grant. Curley stated this is a great opportunity to participate in this grant.

Board Member DeVasto Moved; Board Member Wolf Seconded; and it was voted to authorize the chair sign the regional community development block grant requesting funds for housing rehabilitation and childcare subsidies.

Roll Call Vote: 5-0

V. *Ice Machine at the Marina*

A. Discussion of procurement, funding, and location.

Wolf began the discussion regarding the ice machine, he stated the group has been working hard on this project. He stated that the group needs to get moving with an RFP to begin with, then they can decide where it needs to go.

Guerino spoke to the board and public about getting the ice machine out for bid first and foremost. Sayre asked that this be broken into two parts, getting the RFP out asap and the discussion of where the machine will be placed can be less of a discussion. Curley expressed his disappointment with the previous town administrator for not moving this project forward when he brought it back to him in August of 2023.

The board agreed that Guerino should go ahead and begin the RFP for the ice machine purchase. Wolf asked Guerino about an easement. Blakely spoke about the noise level that was brought up and stated it is a blower and Wellfleet isn't planning to purchase a blower. He stated it would not be loud, giving examples of the restaurants around there that are louder with their live bands. He stated this is a safety issue for shellfishermen. Bradford spoke to the board stating he has many ice machines at his various properties and stated they are very loud. He offered anyone to come to his facility and hear the loudness of such machine. Pickard came to the microphone stating he has been working on this project since last July, stating he has been before the previous town administrator numerous times unable to move forward.

The board discussed parking, location, and utility issues. S. Pickard spoke to the board about where the machine could go and couldn't concerning the septic tanks in the area, and easements. Merl asked that the board make a vote for RFP tonight and a vote to say it will go at the marina.

Board Member Wolf Moved; Board Member Sayre Seconded and it was voted to instruct the interim town administrator and the town accountant to assemble and issue an RFP based quotes supplied by the working group.

Roll Call Vote: 5-0

There was discussion about the location and the need for a vote on the location.

Establish the landing/marina will be the location. CHECK RECORDING

VI. *Budget Call backs*

- A. Building, Conservation and Health Departments
- B. Water Enterprise Fund
- C. Budget call backs may be needed for the following:
 - Community Services: Council on Aging & Veteran Services

It was stated that it wasn't ready for the board to discuss the budget call backs,

VII. *Town Meeting Warrant*

- A. The Board will continue to review the annual town meeting warrant. There are no material changes since the warrant was last discussed.
Sayre asked that the board talk about the dredging article. The board discussed this article at great length.
NO ACTION TAKEN

VIII. Adjournment

Board Member DeVasto Moved; Board Member Curley Seconded; and it was voted to adjourn the meeting.

Roll Call Vote: 5-0

Meeting Adjourned: 8:00pm

***** Public Documents *****

Zoning Article documents

Memo from Tom Guerino regarding town meeting date.

Community Development Block Grant

Documents regarding the Ice Machine at the town marina

Town Meeting draft warrant.



SELECTBOARD

AGENDA ACTION REQUEST
Meeting Date: March 12, 2024

XII

ADJOURNEMENT

REQUESTED BY:	Selectboard Chair Barbara Carboni
DESIRED ACTION:	To Adjourn the meeting
PROPOSED MOTION:	I move to adjourn
ACTION TAKEN:	Moved By: _____ Seconded By: _____ Condition(s):
VOTED:	Yea _____ Nay _____ Abstain _____