



# TOWN OF YARMOUTH

1146 ROUTE 28, SOUTH YARMOUTH, MASSACHUSETTS 02664-4492  
Telephone (508) 398-2231 Ext. 1271. Fax (508) 398-2365

BOARD OF  
SELECTMEN

TOWN  
ADMINISTRATOR  
Daniel M. Knapik

## PUBLIC MEETING

Per Massachusetts General Law: All town and school boards, committee, and authorities shall post a notice of every meeting at least 48 hours prior to such meeting, excluding Saturdays, Sundays, and legal holidays. Notice shall contain a listing of topics/agenda that the chair reasonably anticipates will be discussed at the meeting. As required by Open Meeting Law and Mass. General Law, we are informing you that this meeting will be video and audio recorded, as well as rebroadcast. Anyone intending to video or audio tape this meeting is required to inform the Chair.

**Board of Selectmen Meeting  
August 25, 2020 ~ 6:00 PM  
Yarmouth Town Hall Hearing Room  
1146 Rt. 28, South Yarmouth, MA 02664**

YARMOUTH TOWN CLERK

Meeting Agenda (all times are approximate)

'20AUG21PM1:42 REC

**6:00 PM Public Comments**

*The open meeting law discourages public bodies from discussing topics not listed on the agenda. The public should therefore not expect the Board to respond to questions or statements made during the Public Comment portion of the meeting.*

**6:15 PM Finance Committee: Budget Recommendations**

**6:30 PM D-Y Schools: Reopening Plans**

**7:00 PM DPW: Proposed Reorganization**

**7:15 PM Yarmouth Vision Plan Update**

**7:45 PM 2020-2021 Alcohol Licenses: Proposed Fees**

**8:00 PM Fall Town Meeting: Proposed Date November 17, 2020**

**8:15 PM Board and Committee Actions**

1. Committee Resignation (1)
2. Committee Appointment (1)
3. Upcoming Agenda Review
4. Individual Items

**8:30 PM Town Administrator Items**

1. Consent Agenda
2. Town Administrator Updates
  - a. Comcast Contract Negotiation Update
  - b. COVID-19 Update
3. Water Resources Planning
4. Drive-In Site: Recent Complaints

**8:45 PM Adjourn**

# CONSENT AGENDA

## BOARD OF SELECTMEN August 25, 2020

APPROVED: \_\_\_\_\_

### Approval:

- **Donations**

- ▶ **Recreation Division**

1483	Henry Manuel	\$150.00	1484	Matt Delaney	\$150.00
1485	Mary Clare Lavallee	\$150.00	1486	Eric Volkin	\$150.00
1487	Bruce Walthers	\$150.00	1488	Richard Boyer	\$150.00
1489	Melissa Dawson	\$150.00	1490	Katie Pointer	\$150.00
1491	Karen Bates	\$150.00	1492	Elizabeth Nichols	\$150.00
1493	Dina Dexter	\$150.00	1494	Kimberley Barillot	\$150.00
1495	Christina Hartman	\$150.00	1496	Dennis Weston	\$150.00
1497	Brian Mulvey	\$150.00	1498	Brian Mulvey	\$150.00
1499	Elizabeth Nersinger	\$150.00	1500	Doug Marshall	\$150.00
1501	Joan Reed	\$150.00	1502	Beth Rogers	\$150.00
1503	Juliette Powers	\$150.00	1504	Carol Pickford	\$150.00
1505	Patricia Raymond	\$150.00	1506	Christopher Chapin	\$150.00
1507	Christopher Chapin	\$150.00	1508	Helena Lawrence	\$150.00
1509	Linda Downey	\$150.00	1510	Anita Hirsch	\$150.00
1511	Lou Preziosi	\$150.00	1512	Virginia Rubega	\$150.00
1513	Angela Farragher	\$150.00	1514	Rachael Barry	\$150.00
1515	Robert Setterlund	\$150.00	1516	James Gregory	\$150.00
1517	James Gregory	\$150.00	1518	Meghan Pastiglione	\$150.00
1519	Nancy Risio	\$150.00			

**Total: \$5,550.00**

YARMOUTH TOWN CLERK

'20AUG21PM1:42 REC

**AGENDA PACKET**  
**Board of Selectmen**  
**August 25, 2020**

- August 21, 2020 Memo from Daniel M. Knapik, Town Administrator, regarding Finance Committee Budget Policy Recommendations
- August 25, 2020 Finance Committee Recommendations for the Board of Selectmen
- September 24, 2019 Memo from Daniel M. Knapik, Town Administrator, regarding FY2021 Budget Policy Statement
- August 25, 2020 DY School Presentation regarding Reopening Plan for Schools
- August 14, 2020 Memo from Jeffrey Colby, DPW Director, regarding DPW Organizational Changes – Updated
- August 20, 2020 Memo from Planning Board and Kathy Williams, Town Planner, regarding Revised Visioning Process due to COVID-19, with Attachments
- August 3, 2020 Email from Richard Scali, Barnstable Licensing Director, regarding 2021 Annual Licensing Fees, with Attachment
- Fall 2020 Special Town Meeting Articles Summary Worksheet
- Committee Resignation – Recreation Commission (1)
- Committee Appointment – Recreation Commission (1)
- Board of Selectmen Projected 2020 Agenda Items

# **INFORMATION PACKET**

## **Board of Selectmen**

**August 25, 2020**

- August 11, 2020 Letter from Members of the Loyal Order of Moose to Town of Yarmouth Selectmen, Yarmouth Board of Health, Yarmouth Police Department, and Yarmouth State Police Department
- August 14, 2020 Letter from Michael Galla, Sr. Manager Government Affairs, Xfinity, regarding Programming Updates & Internet Essentials Information

**AGENDA**

**ITEMS**



# TOWN OF YARMOUTH

1146 ROUTE 28, SOUTH YARMOUTH, MASSACHUSETTS 02664-4492  
Telephone (508) 398-2231 Ext. 1271. Fax (508) 398-2365

BOARD OF  
SELECTMEN

TOWN  
ADMINISTRATOR  
Daniel M. Knapik

---

## MEMORANDUM

---

**To:** Board of Selectmen  
**From:** Daniel M. Knapik, Town Administrator  
**Date:** August 21, 2020  
**Subject:** Finance Committee Budget Policy Recommendations  
**CC:** Finance Committee Members

---

Dear Members of the Board:

Over the last three years the Finance Committee has been discussing how best to address the growing list of capital requests submitted to the Capital Budget Committee that have been deferred for lack of funds. The town has recently made some significant strides addressing some long overdue needs, but the committee recognizes there are many more to address in the future. They have generated recommendations for your consideration prior to the generation of the Budget Policy Directive that you will generate in September.

The chairman of the Finance Committee will be in attendance at the 8.25.2020 Board of Selectmen meeting to address any questions you may have as a result of the recommendations that the Finance Committee has made. These recommendations follow this memorandum.

Finance Committee Recommendations for the Board of Selectmen to consider prior to generating the FY 2022 Budget Policy Statement directive to Town Administration.

The following items were voted by the Finance Committee at the August 12, 2020 meeting.

1. The Finance Committee supports future budget planning that would include various borrowing vehicles and identifying recurring revenue sources to pay for that borrowing to address a significant backlog of capital infrastructure needs.
  - a. Including recently proposed water department pump building rehabilitations that rate payer income will support.
  - b. Wastewater projects with the present cost recovery plan is supported.
  - c. Coastal Infrastructure Repairs need to be addressed by reserving future debt decline, allocating space within the levy or generation of new revenue sources.

7-0 in favor

2. Wastewater – The Finance Committee supports continued wastewater planning either through DHY or on its own;

7-0 in favor

- A. Supports moving forward with the \$100,000 CPA exemption and the establishment of the WiiF;

7-0 in favor

- B. Supports exploring the concept of deferring CPA payments for a period of time to assist taxpayers if financially prudent.

4 in favor/3 against

3. The Finance Committee supports the concept that the ME Small (if it becomes available) and the Mattacheese sites should be considered together and reuse for the site should include projects that generate revenue.

7-0 in favor

4. The Finance Committee supports that the town further prioritize opportunities for year round economic growth and year round housing production examples of which may include the development of a municipally operated fiber utility and the potential reuse of the Mattacheese/ME Small School site to further that objective.

7-0 in favor

5. The Finance Committee recommends that should budget projections trend favorably during the course of the year that priority be given to rescinding cuts to Health Services, particularly the Food Pantry.

No vote was taken but the consensus of the committee is to support doing this.

6. The Finance Committee recommends that the Board of Assessors be notified requesting a review of the overlay surplus accounts with the intent that any available surplus funds be released to assist with revenue generation in upcoming budget planning.

No vote was taken but the consensus of the committee is to support doing this.

7. The Finance Committee recommends that the town conduct a poll relative to the impacts of the Covid – 19 Pandemic and to receive feedback on proposed projects.

The following are examples of questions that committee generated:

How serious a health threat is COVID to you or someone in your household:

- Very serious
- Somewhat serious
- Not too serious
- Not at all serious
- Don't know/Refused

How has the COVID affected you or your household financially:

- Lost significant income
- Lost some income
- Lost income but have since regained employment
- No income loss
- Unknown/refused

Services you or your family need:

- Housing assistance
- Food assistance
- Utility assistance
- Property Tax relief
- Other
- None

Several upcoming town projects have fiscal needs associated with them. Please rank the projects in order of importance to you:

- Wastewater Phase 1 (Route 28)
- Coastal Improvements
- MES School
- New Central Library
- New Police Department Firing Range/Building
- New Fire Department Station replacing Stations 1 and 2



# TOWN OF YARMOUTH

1146 ROUTE 28. SOUTH YARMOUTH. MASSACHUSETTS 02664-4492  
Telephone (508) 398-2231 Ext. 1271. Fax (508) 398-2365

BOARD OF  
SELECTMEN

TOWN  
ADMINISTRATOR  
Daniel M. Knapik

## MEMORANDUM

**TO:** Board of Selectmen

**FROM:** Daniel Knapik, Town Administrator

**DATE:** September 24, 2019

**SUBJECT:** FY2021 Budget Policy Statement

**CC:** Rich Bienvenue, Acting Assistant Town Administrator  
Ed Senteio, Finance Director  
Linda Dennehy, Executive Assistant to the Town Administrator

---

Each year the Board of Selectmen adopts a budget policy statement as required by the Town Charter. We offer the following for the Board's consideration. Once approved, with or without amendment, it will be sent to Town staff and to the Dennis-Yarmouth and Cape Cod Technical School Committees.

### SELECTMEN POLICY STATEMENT

The budget goals and this budget directive for FY2021 will continue to follow a conservative course which will ensure that the Town's basic operations are fully funded, our future capital needs have secure funding, and our reserves continue to be restored to acceptable levels.

To that end, the Board directs its Town Administrator and its department managers to begin to assemble the FY2021 budget with the following guidelines:

1. The budget will be shaped by Board of Selectmen goals and the Financial Management Policies adopted by the Board;
2. The budget will provide for essential Town services and may include an increase of up to 2.5% for the Dennis-Yarmouth and Cape Cod Technical Regional Schools within the limits of Proposition 2 ½;
3. Fully fund contractual obligations as required by collective bargaining employment agreements;
4. Fully fund FY2021 utilities, pension, health and general insurance obligations;
5. The annual cost of retiree health insurance will be fully funded within the tax levy and additional amounts from a combination of recurring and one-time funding sources will be allocated to the Other Post-Employment Benefits Trust for future OPEB liability (OPEB) consistent with the Board's Financial Management Policies;
6. Include \$1.5M in routine capital spending within the tax levy. Where savings are made to the expenditures related to the \$1.5 million dollars, those dollars will be put in a capital stabilization fund;

7. Include \$1.2M for road maintenance funds within the levy;
8. Preserve “debt drop-off” for future capital borrowing or capital reserve fund contributions;
9. Based on free cash certification, commit up to \$1M to unrestricted stabilization;
10. Create additional, recurring funding sources to meet future borrowing needs based on several potential capital projects on the horizon;
11. Add no new staff positions unless they can be funded with corresponding budget reductions or a secure, recurring funding source and only after the above obligations have been met.

Implementation of the above guidelines will result in a budget that is structurally balanced and positions the Town to maintain service levels while minimizing tax increases and creating safeguards to limit the impact of fluctuations in local receipts revenue.

Thank you for your attention to these directives. Overall, the Town has made excellent progress toward its goal of fiscal stability and we hope to continue to secure our fiscal future by the actions we take in FY2021. Attached you will find the proposed FY2021 budget calendar.

Enclosure



# **Reimagining the DY Advantage**

**Final Reopening Plan Based on DESE Remote  
Learning Guidance for Fall 2020**

July 24, 2020

**Yarmouth Board of Selectmen**

**August 25, 2020**



# John Hopkins Coronavirus Research Center

On May 12, 2020 the World Health Organization (WHO) advised governments that **before reopening, rates of positivity in testing** (ie, out of all tests conducted, how many came back positive for COVID-19) **should remain at 5% or lower for at least 14 days.**





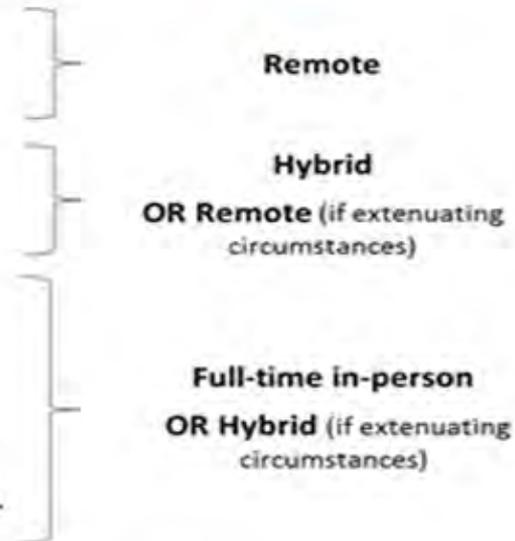
# DPH/COVID-19 Command

With new color-coded metric from DPH / COVID-19 Command, DESE is issuing additional guidance for selecting a learning model

## New color-coded metric\*

<b>RED</b>	Average daily cases per 100,000 is <b>greater than 8</b>
<b>YELLOW</b>	Average daily cases per 100,000 is <b>between 4 - 8</b>
<b>GREEN</b>	Average daily cases per 100,000 is <b>less than 4</b>
<b>UNSHADED</b>	Fewer than 5 total cases over the past 14 days. Generally, this is for communities with small populations and very few cases.

## DESE expectation for learning model



*\*Measured as a 14-day rolling average and will be reported weekly as part of the online DPH dashboard*





# Dennis & Yarmouth Data

August 19, 2020

**Yarmouth: WHITE**

Total Case Count: **125**

Two Week case Count: **<5**

Average Daily Incidence Rate Per  
100,000: **0.59**

Relative Change In Case Count: **Lower**

Total Tests: **5,395**

Total Tests Last 14 Days: **623**

Positive Tests Last 14 Days: **3**

Percent Positivity: **0.48%**

Change In Percent Positivity: **Lower**

**Dennis: WHITE**

Total Case Count: **100**

Two Week case Count: **<5**

Average Daily Incidence Rate Per  
100,000: **0.54**

Relative Change In Case Count: **Lower**

Total Tests: **2,931**

Total Tests Last 14 Days: **359**

Positive Tests Last 14 Days: **1**

Percent Positivity: **0.28%**

Change In Percent Positivity: **Lower**



# Returning to School in Massachusetts

<https://www.youtube.com/watch?v=oHiEThCMROc>



# Our Commitment to Action

## *We believe....*

- If we involve a wide range of stakeholders including administrators, teachers, health professionals, families, community members and staff in the planning process;
- If we follow the guidelines provided by CDC, state and local Boards of Health, and the Commissioner of Education;
- If we focus on student and staff safety;
- If we allocate appropriate resources of time, talent, and funds when developing new protocols;
- If we are flexible and creative in our development of a plan, understanding that adjustments will be made based on community health needs;
- If we recognize, honor, and support the social emotional needs of children and families while providing consistent and high-value teaching and learning opportunities;
- ***Then we will provide safe and supportive, in-person instruction for as many students as possible.***



# Preparation

- **Critical Health and Safety Precautions**
  - PPE Purchases
  - Facility Cleaning and Disinfecting
  - HVAC Systems and Air Circulation
  - Creating Cohorts
  - Physical Distancing



one two three four five six seven eight nine ten eleven twelve thirteen fourteen fifteen sixteen seventeen eighteen nineteen twenty

# FAB VOGAB

## SHAPES

square, rectangle, circle, triangle, rhombus, octagon, trapezoid

## Classroom Rules

NO BODIES, NO BODIES, NO BODIES

### OUR CLASS BIRTHDAYS

Calendar grid with names and dates





FAB VOCAB



Jane  
Harper Penna  
Sasha Reardon  
Aidan Ryan  
Desiree Salas  
Donald Seigne

Month 2018
Ellie Chambers
Joshua Cooney
Connor Feely
Amyah Gannon
Madeline Healy

Month 2018
Ellie Chambers
Joshua Cooney
Connor Feely
Amyah Gannon
Madeline Healy

Month 2018
Joseph Cooney
James Feely
Thomas Moore
Adam MacIntyre
James Seaton

Month 2018
Ellie Chambers
Joshua Cooney
Connor Feely
Amyah Gannon
Madeline Healy

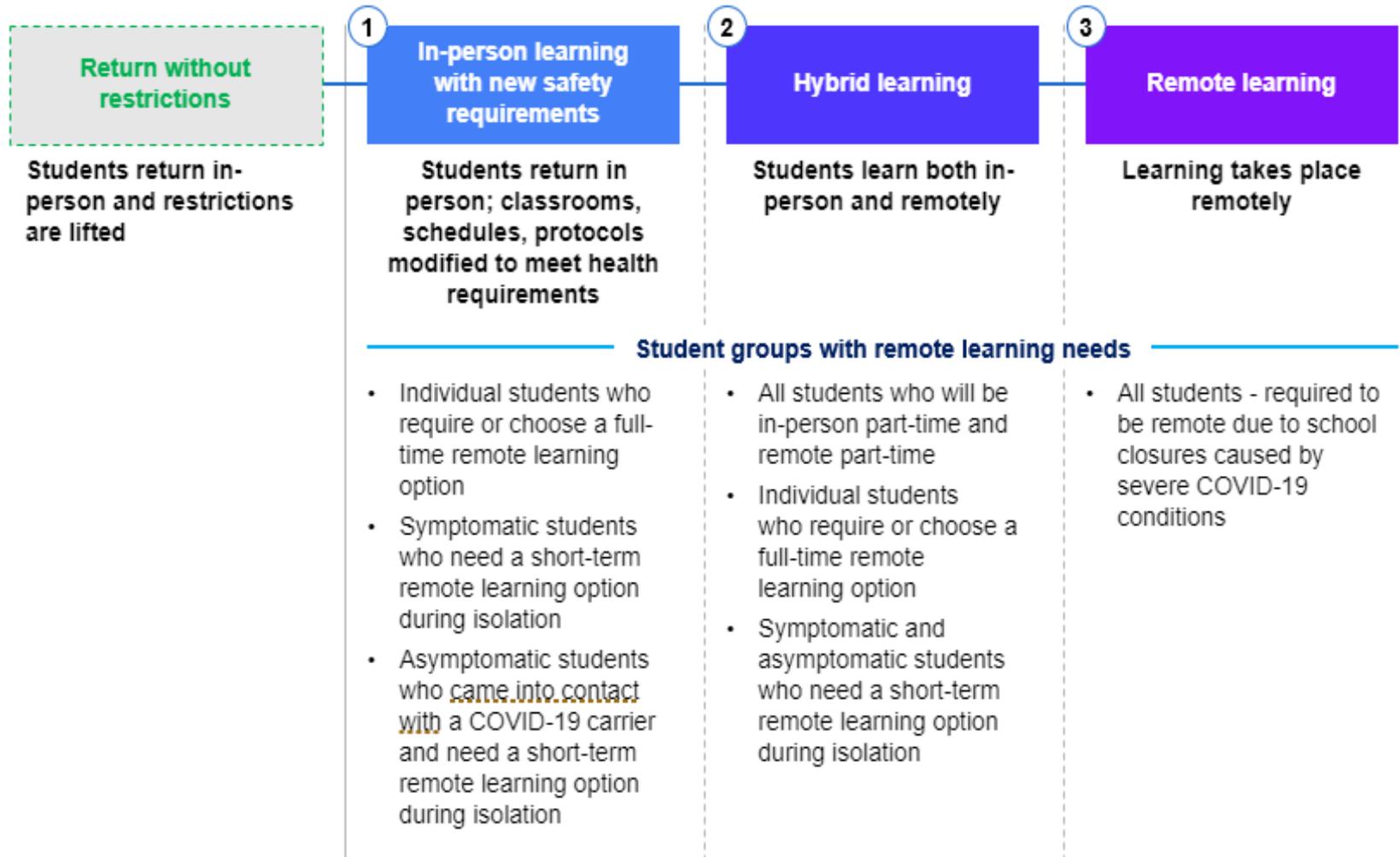
  

Month 2018
Ellie Chambers
Joshua Cooney
Connor Feely
Amyah Gannon
Madeline Healy



# DESE Required Reopening Plans

## Continuum of fall reopening models





# **Feasibility Study**

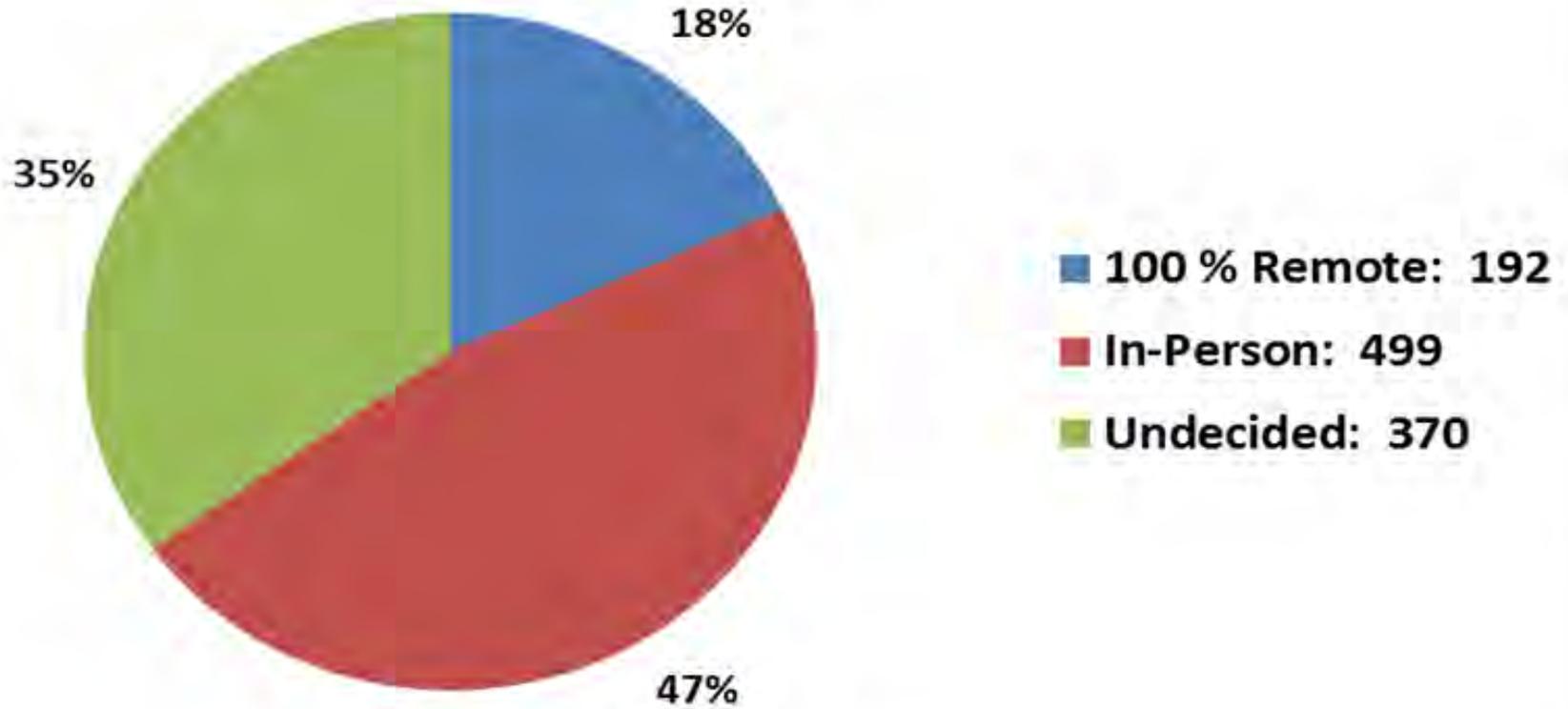
## **What We Have Learned**

- **We can achieve the physical distance requirements for all students grades K-7.**
- **Preschool and Grades 8-12 will require a hybrid model to achieve the physical distancing requirements.**
  - **Vulnerable populations will be encouraged to attend every day (8-12).**
  - **Grades 8-12 may be able to achieve a remote in-person model for a limited number of students.**



# Initial Survey Results

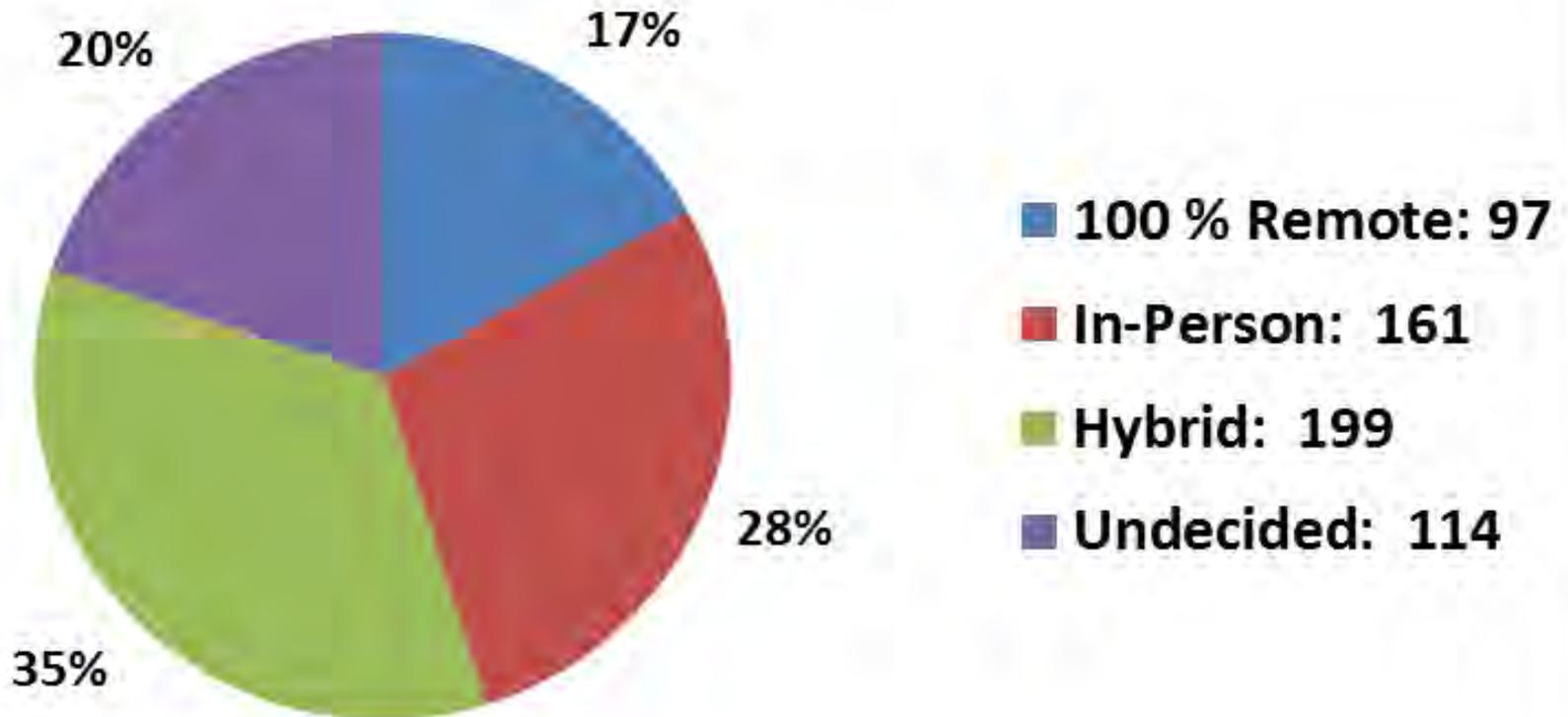
## Grades PreK-7





# Initial Survey Results

## Grades 8 - 12

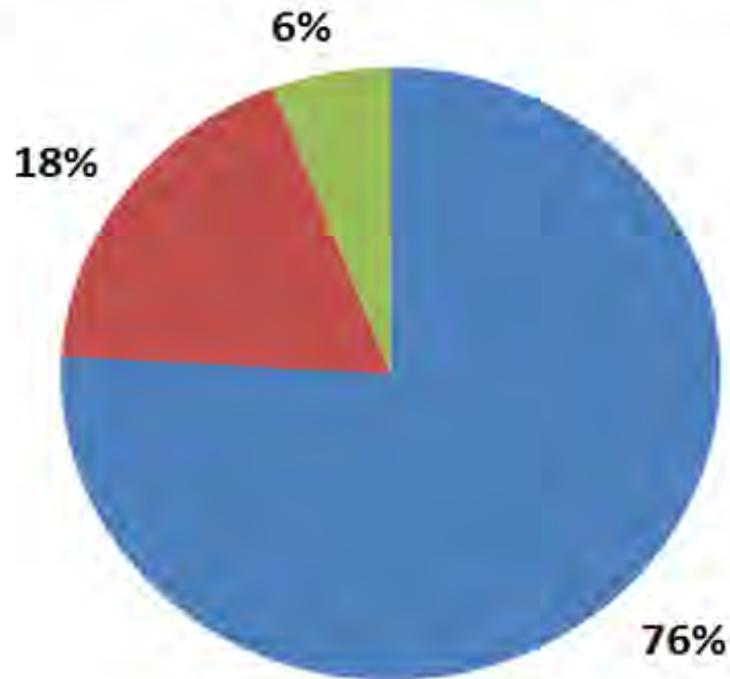




# Initial Survey Results

## Classroom Teachers

■ Able to Return to Work: 208   ■ High Risk: 50   ■ Other: 16





# Voted by School Committee

August 6, 2020

- Offer full in-person for K-7 for any family that wishes this model.
- Offer a hybrid model for grades 8-12 and Preschool for any family that wishes this model.
- Offer a remote model at all levels for any family that wishes this model.

*Subject to any collective bargaining obligations, and with the understanding that the situation is fluid and changes to the plan can and will be made as needed based on health data.*



# Family Supports

<https://www.connecticutchildrens.org/coronavirus/mask-up-tips-to-make-kids-more-comfortable-with-masks-broken-down-by-age/>

<https://www.youtube.com/watch?v=OLO1GNXKmNE>

[https://www.youtube.com/watch?v=lnP-uMn6q\\_U](https://www.youtube.com/watch?v=lnP-uMn6q_U)



# Professional Development

- **Commissioner's Agreement with State Teachers' Unions**
  - **170-day Student Year**
  - **Ten (10) days for Teacher PD/Planning Prior to the Start with Students**
  - **Start the Student Year no later than September 16**
- **School Calendar : Start Student Year on September 16 (12 Prep Days)**



# **School-Based Operational Factors Administrative Decisions**

- **Schedules**
- **Arrival and Dismissal**
- **Main Office Procedures**
- **Transitions & Hallway Passing**
- **Classroom set up and configuration**
- **Breakfast, snack, lunch, water, recess**
- **Bathrooms**
- **Nurse Quarantine Space**
- **Social, emotional supports**
- **Specials (art, music, PE, library), enrichment, athletics**



# Getting Students to School . . . .

- **Covid-19 and Bus Capacity**

**Bus Model:** 71-passenger bus

**Max. capacity with physical distancing requirements:** 23 passengers (32% full capacity)

**Seat map configuration:**





# Recent Guidance: Still Under Review

- **Sports**
- **Clubs and Activities**
- **After School Programs**
- **Before/After School Care**



# **Appendix B**

## **Protocols for responding to COVID-19 scenarios**

**7.17.2020**



# **Final DYRSD Reopening Plan**

## **Questions and Input**



# TOWN OF YARMOUTH

## DEPARTMENT OF PUBLIC WORKS

99 BUCK ISLAND ROAD, WEST YARMOUTH MASSACHUSETTS 02673

Telephone (508) 398-2231 ext. 1250 Fax (508) 771-7998

Admin & Engineering

Buildings & Grounds

Highway

Waste Management

Water & Wastewater

To: Daniel Knapik, Town Administrator

From: Jeffrey Colby, DPW Director

Cc: Sarah O'Reilly, Human Resources Director

Date: August 14, 2020

Subject: DPW Organizational Changes - Updated

---

There are currently several key DPW position vacancies. As a result, it is worth reviewing the current DPW organization to see if any changes are warranted. This is especially important in this time of fiscal uncertainty. Some of these key vacancies include Building & Grounds Superintendent, Highway Superintendent, and Operations Supervisor. There is likely to be budgetary savings from retirements of long term incumbents in these positions, even if no changes are made. The vacant positions are funded in the FY2021 budget, at the following levels: Building & Grounds Superintendent (\$88,599), Highway Superintendent (\$97,855), and Operations Supervisor (\$64,731).

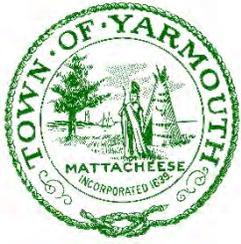
I am proposing that the Assistant DPW Director position be reestablished. There is an existing Assistant DPW Director job description and position that has been unfilled and unfunded in recent years. The last person to hold the Assistant DPW Director position was Robert Angell, who retired in 2015. As Assistant DPW Director, he supervised the Waste Management, Highway, and Building & Grounds Divisions. I am proposing the same oversight responsibilities for the reestablished Assistant DPW Director. I am not proposing to reduce the number of staff, but there is a budgetary savings from repurposing of some of the existing positions.

The Assistant DPW Director position is a Grade 23 position in the current compensation schedule. There would be an approximate \$8,000 cost to upgrade a Grade 21 Division Head position to the Grade 23 Assistant DPW Director position. I also recommend that the vacant Building & Grounds Superintendent position (Grade 21) be downgraded to a Facility Manager position (Grade 20). This downgraded Facility Manager position would save approximately \$24,000. This change would allow for more time and attention to be provided specifically to public buildings, which is an identified need. There are internal candidates for both of these positions, and there is a net \$16,000 budgetary savings from both of these changes.

The reestablishment of the Assistant DPW Director position would allow for the consolidation of most DPW field crews, under the Assistant Director position. This reorganization would also

allow the DPW Director to focus more time on the implementation of Water & Wastewater efforts.

Please let me know if you need any additional information related to these recommendations or would like to discuss this further.



# TOWN OF YARMOUTH

1146 ROUTE 28, SOUTH YARMOUTH, MASSACHUSETTS 02664-4492  
Telephone (508) 398-2231, Ext. 1276, Fax (508) 398-2365

Planning  
Division

## MEMORANDUM

To: Board of Selectmen

From: Planning Board  
Kathy Williams, Town Planner

Date: August 20, 2020

Subject: Revised Visioning Process due to COVID-19

---

---

The Planning Board's 2020 Visioning process has been delayed due to COVID-19 and the strict safeguards put into place limiting in-person gatherings. At the request of the Board of Selectmen (BOS), the Planning Board has evaluated different ways of moving forward at this time with a revised Visioning process that addresses social distancing and COVID-19 precautions.

As you know, the Visioning process was designed to identify high level goals and overall community values and viewpoints to ascertain what's important to our community, what needs improvement and what needs to be preserved. To garner the necessary input, the original Visioning Process relied heavily on Surveys (both on-line and hard copy) and in-person Workshop Meetings. The Surveys remain a good avenue for obtaining input from the public. However, the in-person Workshops as originally envisioned would be difficult during COVID-19 restrictions due to the number of people we hope would want to participate. Conducting a modified Workshop via Zoom is possible with some of the more advanced settings and modifications as noted below:

- **Pre-Registration:** Participants can be asked to pre-register to keep each Workshop to a manageable 50 or so people. The registration process can also solicit general information about participants (i.e. area of town they live in, any special affiliations, areas of particular interest, etc). Additional Workshops may be required depending on the number of registrants who want to participate via a Virtual Workshop rather than complete the Survey.
- **Break-Out Rooms:** Participants will be pre-assigned to smaller break-out rooms of 6-8 people, plus a Facilitator. This will help to create diverse groups of participants and offer the smaller group setting originally envisioned for the in-person Workshops.
- **Pre-Meeting Instructions:** Information will be sent to registrants before the meeting to provide an overview of Workshop format, instructions on accessing the meeting using Zoom, and the need to have paper and pen available during the meeting.
- **Staffing:** This format will require a Host to run the overall meeting and move people in and out of the break-out rooms, a Moderator for general presentation, and Facilitators for each break-out room (Planning Board Members supplemented with Planning Staff as needed).

- Participants would be asked to submit the comments they developed during the Workshop to Town Hall or send via e-mail to [visioning@yarmouth.ma.us](mailto:visioning@yarmouth.ma.us).

This proposed modification would also leave much of the original visioning process in-tact, without the need for major revisions. Although not as ideal as the face-to-face Workshops, conducting Virtual Workshops in conjunction with Surveys would be a way to move forward with Visioning in the near future.

The \$20,000 in Visioning funds allocated at the 2019 Annual Town Meeting are being used for a consultant to assist the Planning Board and Town Staff in the first series of Workshops/Survey and to help process and synthesize the data and input received. Minor modifications to their scope of services would be needed to accommodate the changes to the format outlined herein.

Lastly, the Planning Board expanded on the concepts outlined in this Memo through the attached revised Visioning Process Outline, Implementation Schedule, and Public Participation/Engagement Plan. The Planning Board is looking forward to meeting with the Board of Selectmen on August 25<sup>th</sup> to further discuss these concepts.

**ATTACHMENTS:**

- Visioning Process Outline, Updated August 20, 2020
- Tentative Implementation Schedule, Updated August 20, 2020
- Public Participation/Engagement Plan, Updated August 13, 2020



# Yarmouth Community Visioning

## Setting Our Course • Charting Our Future

### **VISIONING PROCESS OUTLINE:**

Updated ~~February 6~~ August 20, 2020 (COVID-19 Revisions)

1. **Local Planning Committee:** The Planning Board was appointed as the Local Planning Committee by the Board of Selectmen (BOS) at their January 7, 2020 BOS meeting. The Planning Board is formally charged with long-term planning and will actively engage other Committees and Boards throughout the LCP process to garner their expertise on various topics. Planning Board members will also be trained to serve as Facilitators during the Workshops (Virtual or possibly in-person for later Workshop Series).
2. **Visioning Process Plan:** To be sure the process remains on track, develop and follow an outline of the whole visioning process which identifies preliminary dates for completion of milestones, especially the Workshops to move forward with securing locations (if held in-person), and training Facilitators/~~and~~ note takers. See attached Implementation Schedule. The visioning process plan was coordinated with the Cape Cod Commission and deemed compliant with the Local Comprehensive Plan (LCP) Regulations.
3. **Public Participation/Engagement Plan:** A robust community engagement process is needed to garner input from a wide range of stakeholders. The process also needs to maximize a variety of opportunities and methods for participating in the project including Workshops (Virtual and in-person if possible for later Workshops) and Surveys. Develop a Public Participation Plan to ensure strong participation through broad outreach to Civic Groups and Organizations, Neighborhood Associations, Chamber of Commerce, Churches, Committees/Boards, Library & Recreation Newsletters, Flyers, School Notices, Channel 18 public access TV, QR Codes, Community Information Boards/transfer station, Newspaper Articles and Press Releases. ~~The A~~ Community Visioning page (<http://www.yarmouth.ma.us/1838/Community-Visioning>) has been created on the Town Website with sign up through Constant Contact and “Notify Me” or “E-Alert” can also be used to keep the public informed of the process. The Town has also created an email address for people to provide comments or ask questions ([visioning@yarmouth.ma.us](mailto:visioning@yarmouth.ma.us)). Make provisions for those who do not get their information electronically.
4. **Background Data & Staff Input:** Providing concise, relevant information to stakeholders allows for informed decision-making to better guide the planning process. Tap into the extensive knowledge of Town Staff through a series of interviews to develop a better understanding of where we are now, how trends/issues are impacting our community, and what recent or on-going projects are being conducted that help to address these issues. Utilizing input from Town Staff, develop summaries of background data on larger topics (i.e. Community Design & Character, Water Resources, Housing, Infrastructure, Community Services, Open Space, Local Economy, etc.) Review background summaries with Town Staff for accuracy and to obtain input on questions for the Workshop Survey and Workshop Format. Prior to the First Community Workshops and launch of the Survey, upload the Background Data summaries on the Community Visioning webpage and encourage review of these documents prior to the First Community Workshop/Survey.

- 5. Virtual Kick-Off Informational Meeting:** Develop and conduct a Visioning Kick-off/Informational meeting to explain the overall Visioning process, why we're doing this, and the various ways the Town will be collecting input. The Video can also be put on the Town Website and sent out through Constant Contact. The Planning Board may want to consider creating periodic Public Service Announcements (PSAs) throughout the process to give people updates.
- 6. Workshop Survey:** ~~Prior to the First Community Workshop, develop an online information page on the Town Website where the Background Data can be viewed prior to the Workshop by interested Participants and access is provided to an on-line Survey. The Develop an~~ on-line Survey ~~will be~~ based on the questions developed for the First Community Workshops to provide an additional opportunity for input from those ~~unable to not~~ attending the Workshops. Also provide hard-copies of the Survey at public locations. Launch the Survey concurrent with publicity for the Virtual Workshops and leave open for an extended period.
- 5.7. Workshop Format:** Develop the format for the First Community Virtual ~~the~~-visioning Workshops to identify community values, assets, challenges, opportunities and threats to reaching the community vision for Yarmouth. Develop a "script" for the Visual Workshop and break-out room Facilitators to ensure consistent messaging and data collection throughout the Virtual Workshops.
- 6.8. First Community Workshops - Virtual:** Conduct Virtual Series of First Community Workshops to gather public input on what we treasure and value about Yarmouth and makes us want to live here; what are the untapped opportunities that would make our Town better; and what are the areas we need to work on including identifying the threats to our community that could impact what we value or keep us from succeeding. To maximize public participation, the same Virtual Workshop will be held on ~~two or~~ three different days/times to allow for opportunities for various stakeholders and demographics to participate in the process. After a brief introduction presentation, The Virtual Workshops will be set-broken up with-into smaller pre-assigned "breakout rooms" group tables with a Planning Board members serving as Facilitator and note takers at-in each ~~table~~-"room" to lead the groups and record the findings. Workshop participants will be asked to mail in/drop off to Town Hall or e-mail their detailed responses to visioning@yarmouth.ma.us. Registration will be required to keep the numbers manageable and can be used to collect some basic information on participants for pre-assigning the break-out rooms. Additional Workshops may be required depending on the number of registrants who want to participate via a Virtual Workshop rather than complete the Survey.
- 7.9. Stakeholder Round Tables:** Depending upon the level of input and participation obtained through the Workshop Survey and the First Community Virtual Workshops, consider conducting smaller scale Round Tables of the Workshop for specific Stakeholders (i.e. committees, boards, chamber of commerce, etc.)
- 8.10. Workshop Data Processing:** Gather the data identified in the Community Workshops/Survey, analyze the results, and identify the main issues or categories that were raised. Review with the Planning Board to obtain their input and insights. Summarize data to start building general goals and purposes consistent with the Cape Cod Commission Regional Policy Plan (RPP).
- 9.11. Summary Papers & Vision Statement:** Once all major categories have been identified through the first series of Workshops/Survey, Summary Papers will be prepared on each topic to inform the public/stakeholders on the issue and provide a foundation for the second series of Community Workshops. These brief summaries (4-5 pages) will provide general background data; further identify key issues; outline conclusions gleaned from the public input; and identify

potential goals and purposes to address these issues that mesh with the RPP. These goals/purposes will be the basis for the development of a Vision Statement.

- ~~10~~.**12. Second Community Workshops:** The second round of public/stakeholder Community Workshops (Virtual or in-person if feasible) will vet the conclusions reached in the initial round of Workshops/Survey, vet the Goals and Purposes identified in the Summary Papers and work towards finalizing the Vision Statement. This will be a series of two Workshops at different times/dates.
- ~~11~~.**13. Vision Survey:** Develop an on-line Vision Survey to vet the Goals and Purposes and determine community support for various concepts. Also provide hard-copies of the Survey at public locations.
- ~~12~~.**14. Draft Vision Plan:** Utilizing input from the second Workshops and the Vision Survey, prepare a Draft Vision Plan that summarizes the process and details the Vision.
- ~~13~~.**15. Third Community Workshop:** The final Community Workshop (Virtual or in-person if feasible) would be to vet the Draft Vision Plan.
- ~~14~~.**16. BOS Presentation:** Present the Vision Plan to the Board of Selectmen along with identification of next steps.
- ~~15~~.**17. Consultant Assistance:** Some limited funds for Visioning were allocated at the 2019 Annual Town Meeting and will be used to hire a consultant to assist the Planning Board and Town Staff with the first series of Workshops and Survey, and help to process and synthesize the data and input received. Modifications to the originally proposed scope of services will be needed to accommodate changes to the format due to COVID-19. Any additional consultant services would be subject to available funding.





# Yarmouth Community Visioning

## Setting Our Course • Charting Our Future

### **PUBLIC PARTICIPATION/ENGAGEMENT PLAN:**

**February 6 Updated August 13, 2020 (COVID-19 Revisions)**

**General:** A robust community engagement process is needed to garner input from a wide cross section of stakeholders and residents including those that may not traditionally participate in town initiatives. Different demographics get their information from different sources and the public participation plan needs to be broad enough to capture these variables. The process needs to maximize a variety of opportunities and methods for participating in the project including Workshops and on-line/hard copy Surveys. Publicity materials need to clearly state the purpose and objective of the Visioning process and emphasize this as a new community driven initiative with no set outcome. Limited changes to the Public Participation/Engagement Plan are needed to address COVID-19.

#### 1. **Town Website:**

- a. ~~Develop~~Established a new web page on Community Visioning and included a sign up for “Constant Contact”“e-alert” for people to keep up with edits to the website.
- b. Populate and regularly update the Website to include information on the purpose of the Visioning, Surveys, Workshop Details, Background Data Summaries, Workshop/Survey Results; Summary Papers, Draft & Final Vision Statement and Plan, along with links to other resources (i.e. RPP, existing LCP).
- c. Provide regular updates as “News Items” and consider brief Public Service Announcements which are prominently displayed on the Town Website.
- d. The Town website will be a central hub for information and the link and QR Code will be included in all publicity for the Visioning process.

2. **Facebook/Twitter:** Regular updates/reminders will be provided through the Town Facebook/Twitter accounts as well as the Police Facebook which has a significant following. Encourage other groups and individuals to share information on their Facebook pages.

3. **Newspapers:** Newspapers, especially featured stories, can be an important way of getting the word out. Periodically throughout the process reach out to the Newspapers (Cape Cod Times and the Register) with Press Releases and requests for Featured Articles. Featured Articles should include input/interviews with Planning Board members.

4. **Radio:** Radio is a great way to get information out regarding Workshops/Surveys and the purpose of the Visioning through short interviews with radio personalities or press releases.

5. **Newsletters/Brochures:** The Recreation Dept, Senior Center and Library print and distribute electronically their Newsletters and periodic Brochures. Coordinate inclusion of information on the Workshop dates in these Newsletters/Brochures along with where additional information can be found.

#### 6. **Flyers:**

- a. Develop Flyers on the Visioning Process, Workshops and Survey Link and distribute at Town Hall, Libraries, Senior Center and Chamber of Commerce.

- b. Investigate other posting opportunities throughout Town at places people regularly gather such as the Post Offices, Fire Stations, Cultural Center, Churches, Markets, Schools, Businesses, etc.
  - c. Planning Board members to assist in distribution of Flyers.
  - e.d. Flyers were inserted in the water bills introducing the Community Visioning process and providing the link to the Town Website.
7. **Channel 18 Public Access:** Provide information on Channel 18 regarding the Workshop Dates and where additional information can be found.
  8. **Information Kiosks:** Understanding that not all people obtain their information on-line, consider the development of several information kiosks which include a statement of the purpose of the Visioning, identifies the Workshop dates/locations and on-line resources, but also has physical copies of the Background Data and Survey. These could be placed in the Libraries, Town Hall and the Senior Center. Kiosks may be more limited during COVID-19 precautions when we don't want people to be touching the same copies or congregating around a display.
  9. **Town Meetings:** If distribution of materials is allowed, the ASTM on April 28<sup>th</sup> in November 2020 (and possibly the Fall STM) provides a good opportunity to distribute Flyers on the Workshops (if not held yet),/ the Survey Link and for the Planning Board members to answer questions from the public. Providing an Information Kiosk with copies of information may be cost prohibitive (and potentially ill-advised during COVID-19 precautions), but we could include additional general information on the backside of the Flyer.
  10. **Community Information Boards/Transfer Station:** Coordinate information on the Workshops with the two stationary and one portable Community Information Boards and investigate ways to showcase this information at the Transfer Station, which most residents regularly frequent.
  11. **Civic Organizations and Neighborhood Associations:** Reach out with Flyers and other information to various Civic/Community Groups and Neighborhood Associations who are often willing to distribute information to their members regarding important Town initiatives. Also reach out to prominent businesses and community leaders with invitations to the Workshops/Surveys. A good list was developed by the Water Resources Advisory Committee (WRAC) for their outreach program that touches on a wide demographic.
  12. **Boards & Committees & Town Staff:** Yarmouth has active and engaged citizens on our Boards/Committees and on our Town Staff who often participate in workshops and meetings on a variety of topics. Send formal invitations to the Workshops to Town Staff and to the various Boards/Committees (i.e. BOS, CEDC, DISUC, ZBA, Recreation Commission, Conservation Commission, DRC, CHC, AHT, OKH, Council on Aging, Finance Committee, BOH, Capital Budget, CPA, etc.). Share information with Town Staff to enable them to respond to questions from the public. Provide updates at the monthly Department/Division Head Staff meetings.
  13. **Chamber of Commerce:** Coordinate distribution of information to the business community through the Chamber of Commerce. The Chamber has a full page article running in the Register on a monthly basis which can be used to get the message out regarding Visioning.
  14. **Schools and Parents:** Engage school administration and parent/teacher organizations on possible ways to engage students and parents in the Visioning process.
  15. **Board of Selectmen (BOS) Updates:** Throughout the process, regular updates to the BOS will keep the public engaged on the process and progress being made. These televised meetings also offer an opportunity to make brief update announcements on the Visioning Process.

**To:** EWelch@uxbridge-ma.gov; cberube@walpole-ma.gov; shickey@walpole-ma.gov; dwansiewicz@city.waltham.ma.us; wbrasco@aol.com; mmidura@townofware.com; jwilson@wareham.ma.us; thegarty@wayland.ma.us; nlucier@westboylston-ma.gov; lhutchings@wbridgewater.com; jgonthier@tows.org; kbain-morgado@town.westborough.ma.us; k.jarret@cityofwestfield.org; Tabitl@westport-ma.gov; kflynn@townhall.westwood.ma.us; lvanwinkle@weymouth.ma.us; cgaumond@wilbraham-ma.gov; wcampbell@cityofwoburn.com; arobles@wrentham.ma.us; Hill, Linda  
**Cc:** campingmom553@msn.com; Hadfield, Golda  
**Subject:** RE: 2021 Annual Licensing Fees  
**Attachments:** Policytempchgfeesinactive2020.doc

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Attention! This email originates outside of the organization. Do not open attachments or click links unless you are sure this email is from a known sender and you know the content is safe. Call the sender to verify if unsure. Otherwise delete this email.

Hi Nicole and other fellow Licensing departments,

I attach for your information, a policy Barnstable just recently heard and put into place, allowing for alcohol fee credits for section 12 licensees, allowance of inactive licensees to not have to pay until they reopen, and prorating the fee when they do. This does not apply to section 15 licensees since they have been open as essential. I hope this helps all of you looking at your fees. This will of course cause havoc on your budgets next year but hopefully Covid assistance money has come into town. We felt it only fair to give our licensees a break for those months they were closed.

If you have any questions or comments please do not hesitate to reach out to us.

Richard Scali  
Licensing Director  
President of Municipal Licensing Corp.

**From:** Murati Ferrer, Nicole [mailto:nmuratiferrer@cambridgema.gov]

**Sent:** Monday, August 03, 2020 11:16 AM

**To:** epeterson@lunenburgonline.com; 'Bruce, Kristina'; 'Meagher, Cathryn'; Scali, Richard; 'Lisa Johnson'; r.sacramone@tre.state.ma.us; ltomy@actonma.gov; ddunlap@town.ames.ma.us; premoa@amesburyma.gov; carla.warren@andoverma.us; legalsecretary@cityofattleboro.us; rpressey@yahoo.com; sregan@yahoo.com; fzukowski@Townofbarre.com; hallie@bellinghamma.org; pcallahan@belmont-ma.gov; jean-lorizio@boston.gov; nsundman@townofbourne.com; selina.shaw@town.boxborough.ma.us; amack@boylston-ma.gov; asteward@boylston-ma.gov; towclerk@braintree.ma.gov; ryoung@brewster-ma.gov; lisasullivan@bridgewaterma.org; mmilligan@cobma.us; scarvalho@cobma.us; bjt187@verizon.net; bmcdonough@burlington.org; License Commission; dtrent@townisp.com; jkemalian@town.canton.ma.us; elaine.weston@carverma.org; snealy@chatham-ma.gov; cfisher@chelseama.gov; ltorres@town.dartmouth.ma.us; dlabrecque@dedham-ma.gov; jshea@town.dennis.ma.us; KateClisham@devensec.com; kbrady@townofdighton.com;



# Town of Barnstable Licensing Department

Richard V. Scali, Director  
200 Main Street  
Hyannis, MA 02601  
[www.town.barnstable.ma.us](http://www.town.barnstable.ma.us)

Telephone: 508-862-4774

Fax: 508-778-2412

## TEMPORARY POLICY CHANGE ON ALCOHOL FEES AND INACTIVE LICENSES DUE TO COVID-19

Due to the inability of alcohol licensees in the Town of Barnstable to open and fully operate during the Covid-19 pandemic, the Barnstable Licensing Authority proposes the following temporary policy changes with regards to fees and inactive licenses:

- 1) That all section 12 alcohol licensees be credited one fourth of their alcohol fee for the next alcohol fee renewal period due in December(annual) or March (seasonal) for 2021; this credit would cover the closure period of three months in 2020;
- 2) That this credit does not apply to section 15 licensees as they were allowed as essential operations and allowed to be fully open in 2020;
- 3) That section 12 licensees who have been unable to reopen and/or have chosen to be closed during the pandemic, will be allowed to hold their licenses as inactive and may reopen during 2020 or next season in 2021, with the necessary inspections needed.
- 4) That section 12 licensees who are not open or have chosen to be closed, will not be required to pay a renewal license fee but should they reopen during 2020, pay a portion of the fees due for the year per month they are open in 2020 and the renewal fees due for 2021 in December (annual), 2020 or March (seasonal)2021.
- 5) That these temporary changes in policy be reviewed as changes to the Governor's orders are amended or added as necessary and reviewed in November 2020 before the alcohol renewal period.

Art. #	Title	Article Prep & Presentation	Slides	BOS DEPT MTG	ATM Assignment	Selectmen Rec.	FINCOM Rec.
1	FY 21 Supplemental Appropriations						
2	FY 21 Free Cash and Available Funds Request						
3	Water Capital Budget						
4	Capital Budget						
5	Adopt Water Resources Enterprise Fund						
6	Wastewater Reserve Funding						
7	Adopt Municipal Water Infrastructure Investment Fund						
8	CPA Surcharge Exemption						
9	DHY Cleanwater Partnership Participation						
10	CPA #1						
11	CPA #2						
12	CPA #3						
13	Petitioned Article: Commercial Sale of Single-Use Plastic Water Bottles						
14	Petitioned Article: Reduce Net Greenhouse Gas Emissions - Bylaw Adoption						
15	Petitioned Article: Feasibility of Conversion Repurposing The Links Course to Solar Farm						

*Selectmen*

Dorcas

On Thu, Aug 6, 2020, 7:08 AM Susan Brita <[sfbrita@gmail.com](mailto:sfbrita@gmail.com)> wrote:

Dorcas - I recently got appointed to the planning board. That appointment requires that I resign from Recreation Commission. Thus by this email I resign from the Recreation Commission

Sincerely  
Susan Brita

Sent from my iPhone

**TO:** BOARD OF SELECTMEN  
**FROM:** Mark Forest, Appointments Chairman   
**SUBJECT:** Appointment – Recreation Commission  
**DATE:** August 17, 2020

---

**OPENINGS:** 1 Regular position (three-year term, to run thru 7/2023)

Number of Interviewers:

\_\_\_\_\_ Selectmen

\_\_\_\_\_ Commission/Committee Members

**Numerical Evaluation of Candidates**

**\*\*Maximum Score = 20\*\***

<b>APPLICANT</b>	<b>COMMISSION RATING</b>	<b>SELECTMEN RATING</b>	<b>AVG. RATING</b>
------------------	------------------------------	-----------------------------	------------------------

Chris Hartsgrove

**RECOMMENDATION:** To appoint Mr. Hartsgrove as a regular member to the Recreation Commission. This appointment is for a three-year term which will run through July, 2023.

**Barnes, Pam**

---

**From:** noreply@civicplus.com  
**Sent:** Wednesday, October 2, 2019 8:19 PM  
**To:** Barnes, Pam  
**Subject:** Online Form Submittal: Interested in joining a Committee, Commission or Board?

## Interested in joining a Committee, Commission or Board?

The Board of Selectmen would like your experience and expertise to serve on a committee, board or special study group.

Please complete this form to enter your information into our database. You may also call 508-398-2231, Ext. 1270, with any questions.

### Contact Information

**First Name:** Christopher  
**Last Name:** Hartsgrove  
**Street Address 1:** [REDACTED]  
**Street Address 2:** *Field not completed.*  
**City/Town:** YARMOUTH Port  
**State:** Ma  
**ZIP:** [REDACTED]  
**Phone Number:** [REDACTED]  
**Email:** [REDACTED]  
**Residency:** Full-time

**I Am Interested In** Conservation Commission, Recreation Commission  
**Serving On The**  
**Following Board(s)**

Please enter more detailed information about yourself

**Work Experience/Occupation:** National Park Service, Park Ranger

**Educational Studies:** Bachelor of science, Park and recreation law enforcement

**Community Service Record:** None at this time

**Personal History: (Optional)** *Field not completed.*

**State briefly why you are interested in serving the Town in the area(s) of government indicated:** Would like to be more involved with the community in related fields of my professional life.

---

Email not displaying correctly? [View it in your browser.](#)



# TOWN OF YARMOUTH BOARD OF SELECTMEN PROJECTED 2020 AGENDA ITEMS

MEETING DATE		BUDGET SCHEDULE DUE DATES	REGULAR BOS AGENDA ITEMS
JULY 14			<ul style="list-style-type: none"> <li>• REORGANIZATION OF BOARD OF SELECTMEN</li> <li>• BOARD OF SELECTMAN GOALS</li> <li>• AWARD OF SCHOLARSHIPS</li> <li>• MATTACHEESE BUILDING &amp; REUSE COMMITTEE</li> </ul>
JULY 21			<ul style="list-style-type: none"> <li>•</li> </ul>
JULY 28			<ul style="list-style-type: none"> <li>• WATER DEPARTMENT UPDATE</li> <li>• ROUTE 6A UPDATE</li> <li>• CVEC LEASE FOR COA PV PROJECT – RELEASE APPROVAL</li> </ul>
AUGUST 11			<ul style="list-style-type: none"> <li>• PUBLIC HEARING: NEELKANTH PACKAGE CORP. D/B/A PARADISE WINE &amp; SPIRITS– TRANSFER OF PACKAGE STORE LICENSE</li> <li>• YARMOUTH EVENTS LLC (DRIVE-IN SITE) – SPECIAL ENTERTAINMENT AMENDMENT AND SPECIAL ALCOHOL LICENSE HEARING</li> <li>• MARINA CONCEPT AT DRIVE-IN SITE – UPDATE</li> </ul>
AUGUST 25			<ul style="list-style-type: none"> <li>• COMCAST CONTRACT NEGOTIATION UPDATE</li> <li>• D-Y REOPENING PLAN</li> <li>• BOS AND FINANCE COMMITTEE DISCUSSION</li> <li>• FALL TOWN MEETING – PROPOSED DATE NOVEMBER 17, 2020</li> <li>• TOWN-WIDE VISIONING UPDATE</li> <li>• DPW REORGANIZATION</li> <li>• 2021 ALCOHOL LICENSE FEES</li> </ul>
SEPTEMBER 1	<b>SPECIAL ELECTION</b>		<ul style="list-style-type: none"> <li>•</li> </ul>
SEPTEMBER 15			<ul style="list-style-type: none"> <li>• TAX CLASSIFICATION HEARING</li> <li>• LICENSE HEARING – THE COVE - AUTOMATIC AMUSEMENT LICENSE AMENDMENT (TO ADD 10 ELECTRONIC GAME MACHINES)</li> <li>• SHOW CAUSE HEARING FOR THE LOFT RESTAURANT, 183 ROUTE 28, KEVIN RICHARDS, MANAGER, REGARDING NOISE COMPLAINTS FROM OUTDOOR ENTERTAINMENT</li> <li>• INTRODUCTION OF NEW POLICE HIRES AND PROMOTION</li> <li>• RECRUITMENT REVIEW REGARDING MINORITY HIRING</li> <li>• REVIEW SPECIAL TOWN MEETING ARTICLES</li> <li>• IT REORGANIZATION</li> </ul>

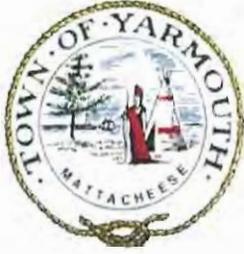


# TOWN OF YARMOUTH BOARD OF SELECTMEN PROJECTED 2020 AGENDA ITEMS

MEETING DATE		BUDGET SCHEDULE DUE DATES	REGULAR BOS AGENDA ITEMS
SEPTEMBER 29			<ul style="list-style-type: none"> <li>• WASTEWATER ARTICLE UPDATE</li> </ul>
OCTOBER 6			<ul style="list-style-type: none"> <li>• MEAL/ROOM TAX UPDATE – 4<sup>TH</sup> QUARTER FY2020 PAID OCTOBER 2020</li> <li>• SPECIAL TOWN MEETING ARTICLE APPROVAL</li> <li>• END OF YEAR FINANCIAL UPDATE</li> </ul>
OCTOBER 20			<ul style="list-style-type: none"> <li>•</li> </ul>
NOVEMBER 3	<b>ELECTION</b>		<ul style="list-style-type: none"> <li>•</li> </ul>
NOVEMBER 17	<b>SPECIAL TOWN MEETING</b>		<ul style="list-style-type: none"> <li>• (PROPOSED DATE)</li> </ul>
DECEMBER 1			<ul style="list-style-type: none"> <li>•</li> </ul>
DECEMBER 15			<ul style="list-style-type: none"> <li>•</li> </ul>
DECEMBER 29			<ul style="list-style-type: none"> <li>•</li> </ul>

- |   |
|---|
| <ul style="list-style-type: none"> <li>• BEACH ISSUES</li> <li>• RENAMING POLICY</li> <li>• COMMITTEE REPORTS</li> <li>• DHY AGREEMENT</li> <li>• CLEAN WATER TRUST</li> <li>• FINANCE UPDATE ON INTERNAL CONTROLS</li> <li>• CAPE LIGHT COMPACT PRESENTATION - SEPTEMBER</li> <li>• CEDC GOALS AND SUPPORT OF WASTEWATER; AND SPECIAL EVENTS</li> <li>• LEGAL SERVICES REVIEW</li> <li>• CAPE COD COMMISSION UPDATE - SEPTEMBER</li> <li>• BARNSTABLE MUNICIPAL AIRPORT – AIRPORT MASTER PLAN – SEPTEMBER</li> </ul> |
|---|

**CONSENT  
AGENDA  
ITEMS**



## TOWN OF YARMOUTH RECREATION DIVISION

424 Route 28, West Yarmouth, MA. 02673

Telephone (508) 398-2231 x-1520 Fax (508) 790-9152

Email: [recreation@yarmouth.ma.us](mailto:recreation@yarmouth.ma.us)

### MEMORANDUM

TO: The Honorable Board of Selectmen  
FROM: Ruth D. Nec, Administrative Assistant  
DATE: August 14, 2020  
RE: Donations – Recreation Department

## CONSENT AGENDA

Please accept the following donations to the Town of Yarmouth Recreation Division.

The following donations will be used for the Gray's Beach Boardwalk:

1483	Henry Manuel	\$150.00	1484	Matt Delaney	\$150.00
1485	Mary Clare Lavallee	\$150.00	1486	Eric Volkin	\$150.00
1487	Bruce Walthers	\$150.00	1488	Richard Boyer	\$150.00
1489	Melissa Dawson	\$150.00	1490	Katie Pointer	\$150.00
1491	Karen Bates	\$150.00	1492	Elizabeth Nichols	\$150.00
1493	Dina Dexter	\$150.00	1494	Kimberley Barillot	\$150.00
1495	Christina Hartman	\$150.00	1496	Dennis Weston	\$150.00
1497	Brian Mulvey	\$150.00	1498	Brian Mulvey	\$150.00
1499	Elizabeth Nersinger	\$150.00	1500	Doug Marshall	\$150.00
1501	Joan Reed	\$150.00	1502	Beth Rogers	\$150.00
1503	Juliette Powers	\$150.00	1504	Carol Pickford	\$150.00
1505	Patricia Raymond	\$150.00	1506	Christopher Chapin	\$150.00
1507	Christopher Chapin	\$150.00	1508	Helena Lawrence	\$150.00
1509	Linda Downey	\$150.00	1510	Anita Hirsch	\$150.00
1511	Lou Preziosi	\$150.00	1512	Virginia Rubega	\$150.00
1513	Angela Farragher	\$150.00	1514	Rachael Barry	\$150.00
1515	Robert Setterlund	\$150.00	1516	James Gregory	\$150.00
1517	James Gregory	\$150.00	1518	Meghan Pastiglione	\$150.00
1519	Nancy Risio	\$150.00			

**Boardwalk Total** **\$5,550.00**

**TOTAL DONATIONS:** **\$5,550.00**

# **INFORMATION ITEMS**

August 11, 2020

Town of Yarmouth Selectmen  
Town of Yarmouth Board of Health  
Yarmouth Police Department  
Yarmouth State Police Department



Dear Boards & Police Departments,

As members of the Moose Lodge located on Route 28 in Yarmouth, we have expressed our concerns to Town officials about the Yarmouth Moose Lodge continuously neglecting health regulations, serving liquor without food and not abiding by Covid-19 and the Private Club rules of visitors to the establishment and the serving of free drinks. So, we would like to pass along this information to the police departments who we hope might, at the very least, make a visit or phone call to them.

At this time, the lodge does not provide a food menu for the time frame that they are open – only the bar is open. They are advertising and holding meetings on the premises of which time they can purchase alcoholic beverages from the bar. This is just not right for an organization that promotes their support community. Especially during this pandemic, they should be setting an example of loyalty and health awareness to our community -- Ignoring the rules & regulations of gatherings outlined by the Governor of Massachusetts is not an acceptable action by this lodge.

Example: They offered a cook out a couple of Sundays ago which they have a grill located right along side of the smoking tent/area. This grill has been operating for the past couple of summers in the same location. No one is Serve Safe certified in the establishment that is there on a regular basis. Unsanitary food handling by volunteers is constant and gathering should not be happening – period.

Another example – 5:30 ish– 08/10/20, we drove by the Lodge and there were people sitting outside the area along Route 28 smoking and drinking. Then returning from our errand at 7 pm– the same people were still outside in the same place still drinking. (No Masks seen) This is against the Covid-19 regulations established by our Governor of Massachusetts. These people that we know are only at the Moose Lodge to drink alcohol. They are parents of children, they work in local restaurants, they work at grocery stores, they work at bakeries, they work at doctor's offices – they are ignoring wearing of masks around each other.

We are concerned about the health of our children, ourselves, our elderly & community with these members who are outright neglecting the Governor of Massachusetts – Covid 19 phases.

It would be appreciated if someone within this Town of Yarmouth would at least address this organization with their non-compliant health issues of gatherings - Covid 19 if nothing else.

Respectfully,

Members of the Loyal Order of Moose  
Yarmouth, MA



August 14, 2020

Board of Selectmen  
Town of Yarmouth  
1146 Route 28  
South Yarmouth, MA 02664



**Re: Programming Updates & Internet Essentials Information**

Dear Chairman and Members of the Board:

We are committed to keeping you and our customers informed about changes to Xfinity TV services. Accordingly, please note the following changes which will occur on August 25, 2020, to the Xfinity lineup<sup>1</sup>, provided in your community:

- Cooking HD, Discovery Family HD, DIY HD, Galavision HD, Ovation HD, POP HD, Smithsonian HD, Zona Futbol, and Zona Futbol HD will be added to the Digital Preferred Tier; WGN America HD will be added to Entertainment and Expanded Basic; CSPAN HD will be added to Limited Basic; Smithsonian HD will be added to Digital Economy; Galavision HD, Zona Futbol and Zona Futbol HD will be added to Xfinity TV Latino. These channels will continue to be available in standard definition (SD) format in other channel locations. HD channels require HD Technology Fee and X1 TV Box or compatible customer owned device.

Also I want to make sure you are aware that Comcast continues to make it easier for low-income families to connect to the internet through [Internet Essentials](https://www.internetessentials.com/). New Internet Essentials customers will receive two free months of Internet service if they enroll in the program by December 31, 2020. Additional information can be found at <https://www.internetessentials.com/>. Should you or any of your community partners like to discuss the Internet Essentials program in more detail, please do not hesitate to contact me at [Michael\\_Galla@cable.comcast.com](mailto:Michael_Galla@cable.comcast.com) or 508.732.1536.

Very truly yours,

*Michael Galla*

Michael Galla, Sr. Manager  
Government Affairs

v1

---

<sup>1</sup> Customers are receiving notice of these changes in their bill.