



# Town of Bourne Select Board Policy Subcommittee



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24 Perry Ave, Bourne, MA 02532

## Public Meeting Minutes

**Members Present:** Chair Mary Jane Mastrangelo; Clerk Anne-Marie Siroonian

**Staff Present:** Town Administrator Marlene McCollem; Administrative Assistant Maria Simone

### CALL MEETING TO ORDER

The Bourne Select Board Policy Sub-Committee Public Meeting was called to order at approximately 11:47 a.m. on **Thursday, September 14, 2023** and was held in person at Bourne Town Hall – 2<sup>nd</sup> Floor Conference Room at 24 Perry Ave, Bourne MA.

### 1. APPROVAL OF MINUTES

a. August 31, 2022

**Motion:** To move the Select Board Policy Sub-Committee approve the August 11, 2023 minutes as amended

**Motion by:** Mastrangelo

**Seconded by:** Siroonian

**Vote:** Yea – 2 Nay - 0 Abstain -0

### 2. SELECT BOARD POLICY SUBCOMMITTEE WORKSHOP

a. General Bylaw 3.1.28 “Temporary Repairs on Private Ways”

After review with Town Counsel, the best route will be to not amend the bylaw at the upcoming Fall Town Meeting and to not go through with filing any special legislation at this time. The main concern had been if the Town had legal authority to use public money for repairs on private roads. Discussion with Town Counsel had provided clarity regarding Mass General Law Chapter 40 Section 6M and 6N. General discussion focused on next steps such as defining what is considered an emergency repair, creating transparency and a clear line for citizens to follow.

b. Rules of Procedures – Creating Policies

Discussion on procedure for retiring policies and creating an annual review process of policies to ensure they are up to date with current Mass General Laws. Creating a schedule to review policies and decide which are priority for review was discussed. A tentative schedule was decided upon of a February review and then again at the retreat in August. It is important that the sitting Select Board vote and set the policy priorities. The Town Administrator or any board member may recommend to the Select Board a policy for review, but overall the decision rests with the Select Board. Discussion moved on to the process of reviewing policies. An informational item will be brought forward to the

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Select Board, who will then decide to take no action or refer to the policy subcommittee. The policy subcommittee will create a first draft that will be sent to the Select Board for a first reading, along with any other interested parties. After receiving feedback, the policy subcommittee will redraft and bring to the Select Board for a second reading. TA McCollem adds in that a second draft should also be reviewed by Town Counsel. After a seconding reading, the Select Board can choose to waive a third reading and approve the changes or send the draft back for additional revisions.

TA McCollem said she has enough material to work on from the day's discussions. She will have an updated version ready for the next policy subcommittee meeting. After that, it may be ready for another reading with the Select Board on 10/3/2023.

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### 3. NEXT MEETING DATE

- a. September 28 at 10:00 am

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### 4. FUTURE AGENDA ITEMS

Plowing of unaccepted roads; Curbside trash pick-up policy, Special Events Policy

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### 5. ADJOURN

**Motion:** To move to adjourn the meeting at 12:54 pm

**Motion by:** *Mastrangelo*

**Seconded by:** *Siroonian*

**Vote:** *Yea – 2    Nay - 0*

Respectfully submitted,

***Maria Simone***

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Maria Simone  
Administrative Assistant