

Select Board Meeting Notice AGENDA



Date

January 31, 2023

Time

7:00 PM

Location

Bourne Veterans' Community Building
239 Main St., Buzzards Bay
Or virtually (see information below)

The Zoom chat will not be monitored. Participants who wish to speak must raise the hand icon until the Chair asks them to unmute. Note this meeting is being recorded for live broadcast and televised replay by BourneTV. If anyone is audio or visual recording, please acknowledge it at this time.

Zoom Meeting ID: 869 5775 5505

Password: 529740

All items within the meeting agenda are subject to deliberation and vote(s) by the Select Board.

7:00 PM Call Public Session to Order in Open Session

1. Public Comment on Non-Agenda Items - Public comments are allowed for up to a total of 12 minutes at the beginning of each meeting. Each speaker is limited to 3 minutes for comment. Based on past practice, members of the Board are not allowed to comment or respond.
2. Select Board's Business
 - a. Announcement - Planning Board vacancy – solicit letter of interest to fill the unexpired term until the next local election.
 - b. FY24 Capital Budget
 - i. School Dept.
 - ii. ISWM
 - iii. Shore & Harbor
 - iv. DNR
 - v. Police
 - vi. Town Clerk
 - vii. DPW
 - viii. Engineering
 - ix. Recreation
 - x. Facilities
 - c. Discussion and possible amendments to the FY24 proposed operating budget for the ISWM Enterprise Fund.
 - d. Discussion and possible amendments to the FY24 proposed General Fund operating budget.
 - e. Debrief - public information sessions held on 1/24 & 1/26 by MassDOT for the Bridge Replacement Project.
 - f. Discussion and possible vote – declination of c.61A right of first refusal for 0 Scenic Highway (Assessors Map 16 Parcel 4.)
3. Town Administrator's Report – status update for the Tides at Bourne – update on the Chamber info booth at the Bourne Rotary – upcoming trainings for Boards & Committees by Town Counsel.

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TOWN CLERK BOURNE

4. Minutes: 1/3/23, 1/10/23
5. Correspondence
6. Committee Reports
7. Other Business
8. Upcoming meetings:
 - February 7
 - February 14 – policy workshop
 - February 28 – BOSC
 - March 7, 14, 21 – begin review of warrant Articles
 - March 28 - BOSC
9. Adjourn

Select Board
Minutes of Tuesday, January 31, 2023
Bourne Veterans' Community Center – Rm 2
Buzzards Bay, MA
Or Virtually

TA Marlene McCollem
ATA Liz Hartsgrove

Select Board

Peter Meier, Chair
Jared MacDonald, Vice Chair (virtual)
Melissa Ferretti, Clerk
Judith Froman
Mary Jane Mastrangelo

Others: In Person: Shawn Patterson, DPW Director, Krissanne Caron, Recreation Director, Dan Barrett, General Manager, Integrated Solid Waste Management (ISWM), Chris Southwood, Natural Resources Director, Police Chief Brandon Esip, Gary Maloney, Katie Matthews, and Don Pickard

Virtually: Michael Rausch, Erica Flemming, Finance Director, Mike Ellis, Town Accountant, Barry Johnson, Town Clerk, Jordan Geist, Director of Business Services, Bourne Public Schools, Ken Murphy, Building Inspector, Irja Finn, Library Director, Tina Prodouz, Jennifer Copleand, Town Planner, Margaret Maloney, George Sala, Alice Howe (7:28), John York (8:30), Karen Wilson (8:40), and Amanda Bongiovanni (9:00).

The Zoom Chat will not be monitored. Participants who wish to speak must raise the hand icon until the Chair asks them to unmute. Note this meeting is being recorded for live broadcast and televised replay by Bourne TV. If anyone is audio or visual recording, please acknowledge it at this time.

Michael Rausch acknowledged that he is recording this meeting.

Zoom Meeting ID: 869 5775 5505 Password : 529740

All items within the meeting agenda are subject to deliberation and vote(s) by the Select Board.

7:12 PM Call Public Session to Order in Open Session

Chair Meier took a point a personal privilege to say that one of the staff member in the Administrative office is home recovering from a procedure and on behalf of the Select Board he wanted to wish her well on her road to recovery. He also said that over the weekend he went to see the Bourne Middle School's production of "The Little Mermaid", and he said that they did a great job and the students seemed like professional actors. He thanked Rebecca, the students, the staff and the parents for a job well done.

- 1. Public Comment on Non-Agenda Items** – Public Comments are allowed for up to a total of 12 minutes at the beginning of each meeting. Each speaker is limited to 3 minutes for comment. Based on past practice, members of the Board are not allowed to comment or respond.

Phil Goddard of Monument Beach said that he spoke the other night at the meeting about the bridges, and he wanted to expand on his comments from that meeting and the things that he wants the Select Board to consider as they make decisions that advance the application. He said that four bridges have been proposed. He said that he strongly disagrees with the design. He proposes one large expansive bridge like the Braga Bridge in Fall River. He also urges the Town to have their own contact person for the residents and the businesses that are going to be affected. He also said that he strongly supports having a member of the Select Board on the regional groups.

Lastly, he recognized Melissa Ferretti as the first Native American Board member, and he feels that Bourne has an opportunity with the Visitor Center and other Native American sites in Bourne, that they should be incorporated into the whole nature of this historic project.

2. Select Board's Business

- a. Announcement – Planning Board vacancy – solicit letter of interest to fill the unexpired term until the next local election.**
- b. FY 24 Capital Budget.**
 - i. School Dept.**
 - ii. ISWM**
 - iii. Shore & Harbor**
 - iv. DNR**
 - v. Police**
 - vi. Town Clerk**
 - vii. DPW**
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- c. Discussion and possible amendments to the FY24 proposed operating budget for the ISWM Enterprise Fund.**
- d. Discussion and possible amendments to the FY24 proposed General Fund operating budget.**
- e. Debrief – public information sessions held on 1/24 & 1/26 by MassDOT for the Bridge Replacement Project.**
- f. Discussion and possible vote – declination of c.61A right of first refusal for 0 Scenic Highway (Assessors Map 16 Parcel 4).**

2.a. Announcement – Planning Board vacancy – solicit letter of interest to fill the unexpired term until the next local election.

Chair Meier said that Pat Nemeth has resigned from the Planning Board, effective last month. There was some discussion on how to move forward filling this seat. Letters of interest to fill this seat have to be to the Town Administrator's/Select Board's office by February 22nd, 2023 at noon. This vacant seat is until Town Meeting in May.

2.b. FY 24 Capital Budget.

i. School Dept.

Jordan Geist, the Director of Business Services with the Bourne Public Schools, said with some ARPA funding that they were able to cross off a few requests that they had made. He said that their first Capital request is to add \$90,000. to the Tech. plan to finish adding technology to the classrooms.

Mr. Geist said that the next request was for a minibus purchase. He said that he had submitted a request prior to getting the latest updated costs and they far exceeded his original request. He said that the Town Administrator and Finance Director were able to add some additional funds so that two minibuses could be purchased. He said his original request was for \$150,000. Town Administrator McCollem said that her recommendation is for two minibuses for just over \$160,000. Ms. McCollem added that all of the Capital requests on the agenda tonight have been recommended by the Capital Outlay Committee.

Mr. Geist said that the next item is the Bourne Middle School roof. He said that last year the Capital Outlay Committee gave funds for the design phase. He said that they needed to hire an OPM prior to getting the design done, which was an oversight, and he said that this \$50,000. is to secure the OPM. Mary Jane Mastrangelo asked if this would be considered for ESCO, and Ms. McCollem said that they would not need to use an OPM for ESCO, and she really does not consider this being a good project for the ESCO grant because there is not a lot of energy savings.

ii. ISWM

Dan Barrett, General Manager, Integrated Solid Waste Management (ISWM), said that he has a lengthy list of small items this year and all their purchases will be funded out of retained earnings. He said the first is a street sweeper that they picked up from DPW about 8 years ago, has outlived its useful life, and a replacement will cost \$319,000. and they can get \$8,000. for the trade of the old one, so they are asking for \$311,000. Mr. Barrett said that the second purchase is to replace their small loader.

Mr. Barrett said that they need \$200,000. for phase 9, which is their vertical expansion. Mr. Barrett explained the liners and the work that they are doing in this process.

Mr. Barrett said that they are asking for \$50,000. to replace their survey GPS base station and rover. He said they bought it about 15 to 20 years ago. The equipment is worn out and needs to be updated. He said that they can trade it in for a new one and get a small amount for it.

Mr. Barrett said that the next is to purchase a survey grade drone with data processing package. The cost would be \$8,000. and the first flight pack would be \$12,000. It will be a huge savings for ISWM by doing it themselves rather than sourcing out. He said that other departments will be able to use it also.

The next item that Mr. Barrett is requesting is a 30-kilowatt generator. The last item is for 40 cubic yard containers, and they have 35 in stock, and they are constantly moving around. Ms. McCollem said that there is another Capital item for ISWM, which is for an 8-yard packer replacement for

\$225,000. She said that this needs to show on ISWM's Capital Plan even though the trash trucks are used by DPW.

iii. Shore & Harbor

Chris Southwood, Natural Resources Director said that the Chair of the Shore & Harbor Committee couldn't be at the meeting so he would present their request. He said they have an annual request regarding dredging and pier and ramp maintenance. He said they ask for it annually through the Waterways Improvement Fund, and this year they are asking for an increase of \$25,000. in addition to the annual \$200,000. and this increase is due to an increase in rates and operation costs. There was some discussion on what repairs they have done and what they are looking to do.

iv. DNR

Mr. Southwood said that they would like to replace their 2011, ¾ ton Chevy pickup truck. He said that he received a quote of under the asking of \$90,000. He said that they have a plan to rotate vehicles in the department.

v. Police

Police Chief Brandon Esip said that their first request is for body cameras, and he said that this request has gone before Capital twice and been withdrawn each time. He said the request is for \$413,000. for the program and is based on their highest estimate of the 2 products that they are considering. This request would outfit every officer in the department and includes 10 cruiser cameras. He said that this is a five-year price and would be fully warrantied and the Town would own the cameras after the five years. Ms. Mastrangelo asked if there were any grants and Chief Esip said that there is one grant out there, but it does not apply to them in this case, and if new grants come out, he will look at them. There was some discussion on the data that would be recorded through the cameras.

Chief Esip said that the second request is their annual vehicle replacements. This year they need 5 vehicles replaced due to changes in the last few years with requesting less. He said that the Green Communities agreement that the Town has now, requires the Town to have energy efficient police vehicles. The request is for \$389,000. for the 5 vehicles, which includes 1 vehicle for administrative use. He said that they are going to rotate the older vehicles if they can use them, and they will look at trade-ins also or passing on to other departments if able, and maybe be able to sell them as surplus.

Chief Esip said that their last request is for variable message boards. This is for two new signs and upgrades for the existing 4 signs. These signs would be able to collect traffic data also. The cost of this request is for a little over \$67,000.

vi. Town Clerk

Barry Johnson, Town Clerk said his request is for \$150,000. to replace their existing voting equipment. He said that the current equipment is almost 15 years old and does not fit and is not being manufactured anymore so there is no trade in value.

vii. DPW

Shawn Patterson, DPW Director, said that the first item is the Packer that Ms. McCollem mentioned earlier. He said the purchase is for a 2024 IH 4300 Rubbish & Recycling Packer. He said the second request is for a snowplow and sander for a dump truck. Mr. Patterson said that they are going to wait about the intersection of Barlow's Landing and Shore Road to see if they get the funding from the Complete Streets grant.

viii. Engineering

Tim Lydon, Engineering Department, said that before the Board is the Sagamore Beach access ramp improvements which came to them in the Vulnerability Plan. Ms. Mastrangelo asked what the funding would be and Mr. Lydon said that they are going to CPC tomorrow to request it as an Open Space project. Ms. McCollem said that if it's not successful at CPC, then they will use Climate Resiliency. This request is for the construction funding of \$150,000.

ix. Recreation

Krissanne Caron, Recreation Director said that the first request for the Recreation Department is a Community Preservation request of \$185,000. for a total project of \$235,000. to put outdoor fitness equipment at Buzzards Bay Park. This is a campaign through the National Fitness Campaign. She said that they come in and work with a business partner and here that partner is Blue Cross Blue Shield. She said that they will give communities up to a \$50,000. grant to install this equipment.

There was some discussion on a location in the park where this equipment would be installed. She said that this would be a 38 x 38-foot area, with a set amount of equipment. There was some discussion about a policy for users for the equipment. There was also some discussion about what side of the canal this equipment gets installed.

Ms. McCollem said that the second project that Ms. Caron will be speaking about is not on the recommended FY24 Capital Budget, and after speaking to the Capital Outlay Committee it did not move forward and if the Select Board would like to put it on the Capital Plan, then they can do so.

Ms. Caron showed a slide presentation for their next request, the Outdoor Recreation Redesign, and their desire to move forward with the engineering phase of this project. She said that they are here today to continue their work towards Bourne's Mission and the Recreation Department objective. She talked about how this project aligns with the goals of the Strategic Plan, and about being guided by the Local Comprehensive Plan and the open Space & Recreation Plan. She talked about their timeline for this plan. The request with CPC is for \$500,000 for Engineering at this time.

Ms. Caron talked about the staff working group and gave an overview of the current Recreation property. She showed slides of recreation areas that need upgrades and the need to be ADA compliant. She showed results of a survey taken regarding the Recreation Center and the two concepts of the proposed areas. She talked about the project phasing and estimated costs. The estimated cost for phase one is \$500,000., and for phase 2 it is \$8,573,099., and phase 2 costs may vary. She said the funding sources would be Community Preservation Funds and she will be looking into State grants.

Chair Meier said that the adult softball field would be eliminated with this plan and wants to know if there is a plan in place to replace it. Ms. Caron said that it's easier to find locations such as this rather than finding space for items that are in this Outdoor Recreation Design.

Don Pickard of the Capital Outlay Committee said that this is one of the items that the committee did not move forward. He said that the consensus of the Capital Outlay Committee is that the primary Capital project should be the South Side Fire Station. He also said that the schools need funds for a new roof. He said the biggest issue was the 8 million for phase 2 and how it lands with the 5-year plan. He said that it is a great project although there are other projects that are in need more. Ms. Caron emphasized the funding sources that they are looking at and that they are taking a multi-year phased approach to the actual construction of the project.

Chair Meier said that he thinks that further discussions need to be had regarding this proposed project. Ms. Mastrangelo said that the actual funding and the effect that this project would have on CPA is something that has to be considered. She said that she is uncomfortable with the funding, and she does not think that this should go through to Town Meeting at this time. There was some discussion about the maintenance of the courts, and recreation properties and that there is a need for more of a maintenance plan. Judith Froman said that she feels that the timing for this project is not good for right now. Jared MacDonald said that more work needs to be done for each phase, or at least have more of an idea, and the biggest part of this is the security for the new equipment. He said a maintenance plan needs to be in place to keep the equipment safe including video surveillance. Ms. Caron said that they do have 2 approaches, and one of them is to take it piece by piece, and security cameras are included in the project.

Ms. McCollem said that if the Select Board does not want to move forward with this plan for this Town Meeting, then the application will be withdrawn. Chair Meier said that the Select Board has decided to not move forward with this request.

x. Facilities

Ms. McCollem said that there is a request for \$200,000. to do investigation and design into some of the leaking roofs in the Recreation Center, the Town Hall and at Fire Station 3. She said that this request would give the Town the Specs and the Bid Docs to go out to future money requests for construction.

Ms. McCollem said that the second request for Facilities is an HVAC project at the Town Hall that serves Administration and the Department of Natural Resources with one thermostat. The request is for \$40,000. to separate the systems.

Ms. McCollem said that the next request is for the Town Hall fire alarm system, which is unreliable at this time. She said that it needs to be replaced and the cost is \$60,000.

Ms. McCollem also said that they have hired a Head Custodian. She said that they have received a lot of positive feedback regarding this hire. She said that they are requesting \$30,000. for a small cargo van for the Head Custodian to use for travel between buildings.

Ms. McCollem said that she would like to request \$150,000. for a feasibility study for the library to take a long term look at the future of the library. She said that for the last project, the Community Preservation Committee previously funded some money for the library for the cupola, roof, doors and windows and they are moving forward with using that money to repair the cupola and the roof leaks. She said that once they started looking at the windows and doors it became apparent that it is a serious masonry project that would cost at least \$500,000. She said that she is not comfortable making some of the repairs on the library until the long-term plan for the library is done from the feasibility study. She said that she is asking for \$100,000. to stabilize the front wall, to buy some time.

Voted: Mary Jane Mastrangelo moved, and Judith Froman seconded to move the Capital Plan to the Finance Committee.

Vote: Jared MacDonald – yes, Chair Meier – yes, Melissa Ferretti – yes, Mary Jane Mastrangelo – yes, and Judith Froman – yes. 5-0-0.

2.c. Discussion and possible amendments to the FY24 proposed operating budget for the ISWM Enterprise Fund.

Ms. McCollem said there are no amendments to present. Dan Barrett presented, and there was some discussion, about the numbers in the ISWM Enterprise Fund. Mr. Barrett talked about the leachate program.

Voted: Mary Jane Mastrangelo moved, and Judith Froman seconded to move the proposed FY24 operating budget for the ISWM Enterprise Fund to the Finance Committee.

Vote: Jared MacDonald – yes, Chair Meier – yes, Melissa Ferretti – yes, Mary Jane Mastrangelo – yes, and Judith Froman – yes. 5-0-0.

2.d. Discussion and possible amendments to the FY24 proposed General Fund operating budget.

Chair Meier said that the Board all received an email from Marie Oliva requesting portable bathrooms for Buzzards Bay Park in the summer. Chair Meier said that there was an issue with the lack of open bathrooms last summer. There was some discussion about the length of time during the summer season to have these bathrooms. Ms. McCollem said she can put together a budget for the Board regarding the bathrooms and she recommended that the Board put a placeholder of \$7,500. for two ADA portable bathrooms for the summer season in Buzzards Bay Park.

Ms. Mastrangelo asked about the position from The Recreation Department being moved to the revolving fund. She does not want any fees increased for any programs to offset this change.

Voted: Mary Jane Mastrangelo moved, and Judith Froman seconded for the adjustments to move forward to the Finance Committee from the Town Administrator recommended budget which are the increase in the Porta Potty line of \$7,500., a net zero adjustment in the Fire Department and a \$4,000. restoral for Elections and Registration, with the notification to the Finance Committee that the Select Board is looking at the DPW line item for parks and ball fields.

Vote: Jared MacDonald – yes, Chair Meier – yes, Melissa Ferretti – yes, Mary Jane Mastrangelo – yes, and Judith Froman – yes. 5-0-0.

2.e. Debrief – public information sessions held on 1/24 & 1/26 by MassDOT for the Bridge Replacement Project.

Chair Meier said that he forwarded an email from Senator Markey’s office in which they included a letter that was signed from the Federal Delegation. Chair Meier said that when the legislative delegation is in Bourne on March 7th, he will reference that letter because Bourne was not really highlighted until the second to last paragraph. Ms. Froman said that they need to keep pushing forward that Bourne needs to be part of the conversations. There was some discussion about how much Bourne will have a place at the table in the bridge planning and about tying in Town Counsel to the process.

2.f. Discussion and possible vote – declination of c.61A right of first refusal for 0 Scenic Highway (Assessors Map 16 Parcel 4).

Voted: Judith Froman moved, and Melissa Ferretti seconded to decline to exercise the Town of Bourne’s right of first refusal to acquire land currently held in c.61A status shown on the Assessors Map 16 Parcel 4, containing 7.06 acres at 0 Scenic Highway in Bourne.

Vote: Jared MacDonald – yes, Judith Froman – yes, Melissa Ferretti – yes, Mary Jane Mastrangelo – yes, and Chair Meier – yes. 5-0-0.

3. Town Administrator’s Report – status update for the Tides of Bourne – update on the Chamber info booth at the Bourne Rotary – upcoming trainings for Boards & Committee by Town Counsel.

Ms. McCollem said that regarding the Tides of Bourne, the Calamar project, they are working cooperatively with the developer , and they have been meeting regularly and progress is being made. She also said that Assistant Town Administrator Liz Hartsgrove will be working with Town Counsel on some trainings for all boards, committees, and commissioners regarding the information booth.

Ms. McCollem also said that the MBTA zoning final action plan was submitted yesterday and there is a version on the Planning Department’s website. She also said that she wanted to let the Board know that she will need to talk more with them about NextGrid because of a recent phone call.

4. Minutes: 1/3/23, 1/10/23

Voted: Melissa Ferretti moved, and Judith Froman seconded to defer the minutes of 1/3/23 and 1/10/23.

Vote: Jared MacDonald – yes, Chair Meier – yes, Melissa Ferretti – yes, Mary Jane Mastrangelo – yes, and Judith Froman – yes. 5-0-0.

5. Correspondence

Melissa Ferretti read aloud the correspondence:

- 2 DEP letters.
- Letter regarding MB Spirits, LLC, Liquor License decision.
- Planning Board Notice of Vacancy.
- Talent Bank Form – Council on Aging - Welsh.
- UCCRTHS Minutes, 12/8/22.
- District Local Assistant Fund.
- Letter from the Cape Cod Commission.
- Letter from B. Taintor regarding intersection.
- TRC letter regarding 993 Sandwich Road.
- Bourne Mitigation Update.

These are all on the Town's website.

6. Committee Reports

Ms. Froman said that she had a Cape Cod Metropolitan Planning Organization Meeting. She said that they are working on the next five years, so this is the time to put in for anything for the Town of Bourne. She also said that she has agreed to be the Vice Chair.

Ms. Mastrangelo said that there was a meeting of the Pedestrian Bicycle Path Committee and they are requesting to come back to give a report to the Board.

7. Other Business

Chair Meier said that as part of their discussion with the delegation, he would like to talk about the intersection at Upper Cape Tech and Sandwich Road.

8. Upcoming meetings: February 7

February 14 – policy workshop

February 28 – BOSC

March 7, 14, 21 – begin review of warrant articles.

March 28 - BOSC

9. Adjourn

Voted: Mary Jane Mastrangelo moved, and Judith Froman seconded to adjourn.

Vote: Jared MacDonald – yes, Chair Meier – yes, Melissa Ferretti – yes, Mary Jane Mastrangelo – yes, and Judith Froman – yes. 5-0-0.

This meeting of the Bourne Select Board was adjourned at 10:25 PM.

Respectfully Submitted,

Kim Johnson, Recording Secretary



Patricia A. Nemeth
17 Nor'East Drive, Sagamore Beach, MA 02562

January 10, 2023

Mr. Peter Meier, Chairman
Selectmen of the Town of Bourne
And
Ms. Marlene McCollem, Town Administrator
Town of Bourne
24 Perry Avenue
Bourne, MA 02532

RE: Resignation from the Planning Board

Dear Peter and Marlene,

I respectfully submit my resignation from the Planning Board. I do so because I am opposed to the way the Planning Board is administered. My opposition is one to the processes being followed and is not addressed personally to any concerned.

By way of background, I wish to note that I served two years on the Zoning Board of Appeals. It was administered properly; and it was a joy to provide my service. I am a retired planner, graduate architect, and construction administrator. I spent twenty-five years as a planner at the local and regional levels of government. For fifteen of those years, I served as a Planning Director. I mention this only to illustrate that I am aware of the proper way to administer a Planning Board.

At issue is the timely flow of information to all members of the Board. At least one week prior to a hearing, an agenda with all attached agenda items, should be distributed to the members of the Board. This is not done.

When I became a member of the Board last spring and I asked about this, I was told by the Planning Director that the Town could not afford the cost of the mail. I was told I could see documents as pdfs on the website and/or come into Town Hall to pick up copies.

There are a number of problems with the answers that I received. Here is a short list of the problems.

- Agendas often are sent out a day or two before a meeting.
- If you don't have an agenda, you don't know what drawings you are chasing.

- Drawings handed out in a meeting, preclude the reviewer from careful analysis.
- Correspondence from other agencies is often not sent out.
- Reviewing a pdf of a construction plan is difficult due to the need to scale sections of the drawing up to have them be legible.
- Minutes are normally months late and thus, fail to track the issues in an on-going hearing item.
- The website contains many old pdfs and does not provide new documents in a timely manner, tied to an upcoming agenda.

There is a failure of transparency. All information is not available to all members of the Board and the public. Good government requires sunshine; no back room reviews; no private control of information.

Initially I had hoped that my requests would be honored by the staff. That has not happened. I believe they are following the directive of the Chairman, who wishes to preserve his control on the flow of information.

Last July, I spoke to Selectman Meier about my concerns. He suggested that I take the matter to Ms. McCollem. I told him that I didn't want to bother the new Administrator with a problem that I thought I could resolve. Well, I was wrong.

I have raised this issue several times at the Planning Board to no avail. In fact, at one hearing the Chairman yelled at me and said, "This is not the Zoning Board of Appeals." Well, I wish the Planning Board was run with the same open disclosure of information that is practiced at the Zoning Board of Appeals.

We have many serious planning issues facing our Town. I believe the people of the Town of Bourne deserve better. Without adequate information, provided on a regular basis, I cannot properly exercise my duties as a member of the Planning Board. Past practice is in my eyes woefully inadequate. The Planning Board is poorly administered and has failed to improve. For these reasons, I submit my resignation.

In addition to this letter, please let me know if there is anything else I need to do to resign my position.

Sincerely,

A handwritten signature in blue ink that reads "Pat Nemeth". The signature is fluid and cursive, with a long horizontal stroke at the end.

Pat Nemeth

C.C. Mr. Dan Doucette, Ms. Jen Copeland
Members of the Planning Board

**TOWN OF BOURNE
FISCAL YEAR 2024 CAPITAL OUTLAY PROGRAM REQUESTS**

FIVE YEAR CAPITAL PROJECT CASH FLOW

Project Name	Estimated Total Cost	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
Ed Tech Plan: Interactive touch panels at BES fy24	\$190,000.00	\$90,000.00	\$0.00	\$50,000.00	\$0.00	\$50,000.00
Infrastructure Plan: Wireless Access Point upgrade BHS/BMS	\$70,000.00	\$70,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Phone System Upgrade required for E911	\$40,000.00	\$40,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Upgrade analog security cameras to digital	\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Mini Bus	\$450,000.00	\$150,000.00	\$0.00	\$150,000.00	\$0.00	\$150,000.00
WWTP Repairs	\$2,000,000.00	\$0.00	\$0.00	\$2,000,000.00	\$0.00	\$0.00
BMS Roof	\$3,100,000.00	\$50,000.00	\$3,050,000.00	\$0.00	\$0.00	\$0.00
Universal PreK	\$1,200,000.00	\$0.00	\$0.00	\$200,000.00	\$0.00	\$1,000,000.00
BHS auditorium carpet replacement	\$50,000.00	\$0.00	\$0.00	\$50,000.00	\$0.00	\$0.00
Jackson Field Bleachers	\$300,000.00	\$0.00	\$0.00	\$300,000.00	\$0.00	\$0.00
S.T E.A.M. Renovation Design Highschool	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$0.00
TOTAL	\$7,500,000.00	\$450,000.00	\$3,100,000.00	\$2,750,000.00	\$0.00	\$1,200,000.00

CAPITAL IMPROVEMENT PROGRAM
CAPITAL PROJECT REQUEST

DEPARTMENT *School Department*
FY 24

Information should be as specific as possible including start dates, completion dates and specific dollar amounts. Schematic design plans should be included to show the scope of the project. If available and appropriate based on the phase of the project more complete plans should be included.

NAME OF PROJECT : BMS ROOF OPM

DESCRIPTION OF PROJECT: Secure an OPM for the BMS roof replacement project.

Please describe the current proposed project as well as all of the phases required for project completion and timeline for all phases. *Last year the capital committee approved money for the design specs for BMS roof. Due to the cost thresholds we need to hire an OPM prior to the designer.*

DESCRIPTION OF PROJECT NEED: The project cannot move forward without an OPM.

PROJECT COST FOR THIS REQUEST: Please provide detailed estimates for this project request. *This is estimated to cost \$50,000*

What is the proposed timeline for this request?

Is there more than one phase of this project? If so, describe this phase and how it fits into the total project including the total project timeline. *This is part of the design phase. The replacement phase would commence following the end of the solar agreement at the end of July 2025.*

What are the estimated costs for each project phase and the total project cost? *The last estimate on the roof replacement came in over 3 million, before prices escalated...*

Are there timing issues related to the completion of this project or project phase: Are there possible funding sources that might be lost or potential problems if this project or phase is not approved or completed by a certain time? *As with any school building related construction, the timeline is for work to be completed over the summer.*

PROJECT USEFUL LIFE (Years)

Describe the useful life and any factors which might extend or shorten the useful life of the project.

PROJECT PLANNING

Describe the planning process for this project. What Town Departments, Committees or Boards have been consulting in the planning? Have any professional services (engineers, etc.) been consulted during the preparation for the project request? *Gale and associates have provided a full report on the conditions of the Middle School roof and provided estimates.*

CAPITAL IMPROVEMENT PROGRAM

CAPITAL PROJECT REQUEST

Are any future professional services required for the planning and/or completion of the project? What is the procurement process for these services? Would go to bid once approved.

Are any permits or approvals necessary for this project? If so, have the approvals been obtained? If necessary approvals or permits have not been obtained please describe the approval process and how it fits into the project timeline.

PROJECT FUNDING SOURCES

Please describe specifically with dollar amounts all proposed funding sources. If potential sources have been identified that can only be applied for based on project approval or completion, please describe the sources and the application and approval process for the funding source.

REVENUE GENERATED BY PROJECT IMPLEMENTATION

Projected annual revenue – what is the source of the revenue. Is there current revenue related to this project? If so, describe the current revenue and expenses and how approval or disapproval of the project will impact revenue and expenses. Will current revenue be lost if the project is not completed? What is the estimated payback (in years) on the project?

IMPACT OF PROJECT ON OPERATING & MAINTENANCE COSTS:

Are there any salaries or operating costs (including additional fuel, heat and/or electricity costs) expected?

Are there custodial or other maintenance costs associated with this project? Include both annual maintenance and other maintenance cost required less than annually.

EXPLAIN AND JUSTIFY ANY NEW POSITIONS.

PROJECT PRIORITY

Please describe and rank the priority of this project based on your perception of the importance of the project for your department and the Town in terms of both operating and capital budget needs.

Also, please rank the project based on the Capital Outlay Committee criteria.

Will any taxable property be removed from taxable property list?

Does this project relate to other projects or to the long-range plan? If so, please explain:

When was this project first requested for inclusion on the capital improvement plan?
For what FY was the initial project request?

Has this project been previously deferred from the current year projects under consideration?
If so, have there been any impacts from this deferral.

CAPITAL IMPROVEMENT PROGRAM
CAPITAL PROJECT REQUEST

Will the proposed project have an impact or effect of the environment?
explain.

If yes, please

If land acquisition. Attach a plot plan.

Other comments:

CAPITAL IMPROVEMENT PROGRAM
CAPITAL PROJECT REQUEST

DEPARTMENT *School Department*
FY 24

Information should be as specific as possible including start dates, completion dates and specific dollar amounts. Schematic design plans should be included to show the scope of the project. If available and appropriate based on the phase of the project more complete plans should be included.

NAME OF PROJECT: Security Camera Upgrade

DESCRIPTION OF PROJECT: *Upgrade analog cameras to digital across the district.*

Please describe the current proposed project as well as all of the phases required for project completion and timeline for all phases.

DESCRIPTION OF PROJECT NEED: *This project is necessary as the analog cameras on our system provide substandard video feeds.*

PROJECT COST FOR THIS REQUEST: Please provide detailed estimates for this project request. This project would cost \$50,000.

What is the proposed timeline for this request? *Summer of 2023*

Is there more than one phase of this project? If so, describe this phase and how it fits into the total project including the total project timeline.

What are the estimated costs for each project phase and the total project cost?

Are there timing issues related to the completion of this project or project phase: Are there possible funding sources that might be lost or potential problems if this project or phase is not approved or completed by a certain time?

PROJECT USEFUL LIFE (Years)

Describe the useful life and any factors which might extend or shorten the useful life of the project.

PROJECT PLANNING

Describe the planning process for this project. What Town Departments, Committees or Boards have been consulting in the planning? Have any professional services (engineers, etc.) been consulted during the preparation for the project request? *The Tech Committee and Budget Facilities Sub committee have reviewed this proposal.*

Are any future professional services required for the planning and/or completion of the project? What is the procurement process for these services? Would go to bid once approved.

CAPITAL IMPROVEMENT PROGRAM

CAPITAL PROJECT REQUEST

Are any permits or approvals necessary for this project? If so, have the approvals been obtained? If necessary approvals or permits have not been obtained please describe the approval process and how it fits into the project timeline.

PROJECT FUNDING SOURCES

Please describe specifically with dollar amounts all proposed funding sources. If potential sources have been identified that can only be applied for based on project approval or completion, please describe the sources and the application and approval process for the funding source.

REVENUE GENERATED BY PROJECT IMPLEMENTATION

Projected annual revenue – what is the source of the revenue. Is there current revenue related to this project? If so, describe the current revenue and expenses and how approval or disapproval of the project will impact revenue and expenses. Will current revenue be lost if the project is not completed? What is the estimated payback (in years) on the project?

IMPACT OF PROJECT ON OPERATING & MAINTENANCE COSTS:

Are there any salaries or operating costs (including additional fuel, heat and/or electricity costs) expected?

Are there custodial or other maintenance costs associated with this project? Include both annual maintenance and other maintenance cost required less than annually.

EXPLAIN AND JUSTIFY ANY NEW POSITIONS.

PROJECT PRIORITY

Please describe and rank the priority of this project based on your perception of the importance of the project for your department and the Town in terms of both operating and capital budget needs.

Also, please rank the project based on the Capital Outlay Committee criteria.

Will any taxable property be removed from taxable property list?

Does this project relate to other projects or to the long-range plan? If so, please explain:

When was this project first requested for inclusion on the capital improvement plan?
For what FY was the initial project request?

Has this project been previously deferred from the current year projects under consideration?
If so, have there been any impacts from this deferral.

Will the proposed project have an impact or effect of the environment? If yes, please explain.

CAPITAL IMPROVEMENT PROGRAM
CAPITAL PROJECT REQUEST

If land acquisition. Attach a plot plan.

Other comments:

CAPITAL IMPROVEMENT PROGRAM
CAPITAL PROJECT REQUEST

DEPARTMENT *School Department*
FY 24

Information should be as specific as possible including start dates, completion dates and specific dollar amounts. Schematic design plans should be included to show the scope of the project. If available and appropriate based on the phase of the project more complete plans should be included.

NAME OF PROJECT: Ed Tech Plan

DESCRIPTION OF PROJECT

Please describe the current proposed project as well as all of the phases required for project completion and timeline for all phases. *Purchase and install interactive touch panels at Bournedale Elementary School.*

DESCRIPTION OF PROJECT NEED: *This is the final phase of upgrading the district by replacing the out-dated and failing overhead projectors. Two years ago the Capital committee approved the project for the HS and last year approved the project for the MS.*

PROJECT COST FOR THIS REQUEST: Please provide detailed estimates for this project request.

What is the proposed timeline for this request? *This would take place over the summer of 2024.*

Is there more than one phase of this project? If so, describe this phase and how it fits into the total project including the total project timeline.

What are the estimated costs for each project phase and the total project cost? *\$90,000*

Are there timing issues related to the completion of this project or project phase: Are there possible funding sources that might be lost or potential problems if this project or phase is not approved or completed by a certain time?

PROJECT USEFUL LIFE (Years) *10 years*

Describe the useful life and any factors which might extend or shorten the useful life of the project.

PROJECT PLANNING

Describe the planning process for this project. What Town Departments, Committees or Boards have been consulting in the planning? *The Tech Committee, and the Budget Facilities Sub Committee has been consulted and support this project.*

Have any professional services (engineers, etc.) been consulted during the preparation for the project request?

CAPITAL IMPROVEMENT PROGRAM

CAPITAL PROJECT REQUEST

Are any future professional services required for the planning and/or completion of the project? What is the procurement process for these services? Would go to bid once approved. *N/A*

Are any permits or approvals necessary for this project? If so, have the approvals been obtained? If necessary approvals or permits have not been obtained please describe the approval process and how it fits into the project timeline. *N/A*

PROJECT FUNDING SOURCES

Please describe specifically with dollar amounts all proposed funding sources. If potential sources have been identified that can only be applied for based on project approval or completion, please describe the sources and the application and approval process for the funding source. *N/A*

REVENUE GENERATED BY PROJECT IMPLEMENTATION

Projected annual revenue – what is the source of the revenue. Is there current revenue related to this project? If so, describe the current revenue and expenses and how approval or disapproval of the project will impact revenue and expenses. Will current revenue be lost if the project is not completed? What is the estimated payback (in years) on the project? *N/A*

IMPACT OF PROJECT ON OPERATING & MAINTENANCE COSTS:

Are there any salaries or operating costs (including additional fuel, heat and/or electricity costs) expected? *N/A*

Are there custodial or other maintenance costs associated with this project? Include both annual maintenance and other maintenance cost required less than annually.

EXPLAIN AND JUSTIFY ANY NEW POSITIONS.

PROJECT PRIORITY

Please describe and rank the priority of this project based on your perception of the importance of the project for your department and the Town in terms of both operating and capital budget needs.

Also, please rank the project based on the Capital Outlay Committee criteria.

Will any taxable property be removed from taxable property list?

Does this project relate to other projects or to the long-range plan? If so, please explain:

When was this project first requested for inclusion on the capital improvement plan?
For what FY was the initial project request?

Has this project been previously deferred from the current year projects under consideration?
If so, have there been any impacts from this deferral.

CAPITAL IMPROVEMENT PROGRAM
CAPITAL PROJECT REQUEST

Will the proposed project have an impact or effect of the environment?
explain.

If yes, please

If land acquisition. Attach a plot plan.

Other comments:

CAPITAL IMPROVEMENT PROGRAM
CAPITAL PROJECT REQUEST

DEPARTMENT *School Department*
FY 24

Information should be as specific as possible including start dates, completion dates and specific dollar amounts. Schematic design plans should be included to show the scope of the project. If available and appropriate based on the phase of the project more complete plans should be included.

NAME OF PROJECT: Mini Bus Replacement Program

DESCRIPTION OF PROJECT: Replace 1 Mini-Bus

Please describe the current proposed project as well as all of the phases required for project completion and timeline for all phases.

DESCRIPTION OF PROJECT NEED: This is part of the on-going program to replace mini-buses. Typically we replace two buses every other year. This year the Budget Facilities Committee and the School Committee approved 150,000 for this program as we did not get quotes back in time. The lowest quote came back \$81,500 to \$96,500 per unit, so I am requesting just one mini bus this year.

PROJECT COST FOR THIS REQUEST: Please provide detailed estimates for this project request.

What is the proposed timeline for this request?

Is there more than one phase of this project? If so, describe this phase and how it fits into the total project including the total project timeline.

What are the estimated costs for each project phase and the total project cost?

Are there timing issues related to the completion of this project or project phase: Are there possible funding sources that might be lost or potential problems if this project or phase is not approved or completed by a certain time?

PROJECT USEFUL LIFE (Years) *12 years*

Describe the useful life and any factors which might extend or shorten the useful life of the project.

PROJECT PLANNING

Describe the planning process for this project. What Town Departments, Committees or Boards have been consulting in the planning? Have any professional services (engineers, etc.) been consulted during the preparation for the project request?

Are any future professional services required for the planning and/or completion of the project? What is the procurement process for these services? Would go to bid once approved.

**CAPITAL IMPROVEMENT PROGRAM
CAPITAL PROJECT REQUEST**

Are any permits or approvals necessary for this project? If so, have the approvals been obtained? If necessary approvals or permits have not been obtained please describe the approval process and how it fits into the project timeline.

PROJECT FUNDING SOURCES

Please describe specifically with dollar amounts all proposed funding sources. If potential sources have been identified that can only be applied for based on project approval or completion, please describe the sources and the application and approval process for the funding source.

REVENUE GENERATED BY PROJECT IMPLEMENTATION

Projected annual revenue – what is the source of the revenue. Is there current revenue related to this project? If so, describe the current revenue and expenses and how approval or disapproval of the project will impact revenue and expenses. Will current revenue be lost if the project is not completed? What is the estimated payback (in years) on the project?

IMPACT OF PROJECT ON OPERATING & MAINTENANCE COSTS:

Are there any salaries or operating costs (including additional fuel, heat and/or electricity costs) expected?

Are there custodial or other maintenance costs associated with this project? Include both annual maintenance and other maintenance cost required less than annually.

EXPLAIN AND JUSTIFY ANY NEW POSITIONS.

PROJECT PRIORITY

Please describe and rank the priority of this project based on your perception of the importance of the project for your department and the Town in terms of both operating and capital budget needs.

Also, please rank the project based on the Capital Outlay Committee criteria.

Will any taxable property be removed from taxable property list?

Does this project relate to other projects or to the long-range plan? If so, please explain:

When was this project first requested for inclusion on the capital improvement plan?
For what FY was the initial project request?

Has this project been previously deferred from the current year projects under consideration?
If so, have there been any impacts from this deferral.

Will the proposed project have an impact or effect of the environment? If yes, please explain.

CAPITAL IMPROVEMENT PROGRAM
CAPITAL PROJECT REQUEST

If land acquisition. Attach a plot plan.

Other comments:

CAPITAL IMPROVEMENT PROGRAM
CAPITAL PROJECT REQUEST

DEPARTMENT *School Department*
FY 24

Information should be as specific as possible including start dates, completion dates and specific dollar amounts. Schematic design plans should be included to show the scope of the project. If available and appropriate based on the phase of the project more complete plans should be included.

NAME OF PROJECT : *District-Wide Phone System Upgrade*

DESCRIPTION OF PROJECT: This project would replace our Shoretel phone system.

Please describe the current proposed project as well as all of the phases required for project completion and timeline for all phases.

DESCRIPTION OF PROJECT NEED: *Our current system is approximately 7 years old and is coming to end of life. The project would migrate our server to the cloud and would make us compliant with new Federal Communications Commission laws relating to E911.*

PROJECT COST FOR THIS REQUEST: *Please provide detailed estimates for this project request. The cost of this request is \$40,000*

What is the proposed timeline for this request? *Summer of 2023*

Is there more than one phase of this project? If so, describe this phase and how it fits into the total project including the total project timeline.

What are the estimated costs for each project phase and the total project cost?

Are there timing issues related to the completion of this project or project phase: Are there possible funding sources that might be lost or potential problems if this project or phase is not approved or completed by a certain time?

PROJECT USEFUL LIFE (Years) *20 years*

Describe the useful life and any factors which might extend or shorten the useful life of the project.

PROJECT PLANNING

Describe the planning process for this project. What Town Departments, Committees or Boards have been consulting in the planning? Have any professional services (engineers, etc.) been consulted during the preparation for the project request? *This project has been reviewed and approved by both the Tech Committee and the Budget Facilities Sub-Committee.*

Are any future professional services required for the planning and/or completion of the project? What is the procurement process for these services? Would go to bid once approved.

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CAPITAL PROJECT REQUEST

Are any permits or approvals necessary for this project? If so, have the approvals been obtained? If necessary approvals or permits have not been obtained please describe the approval process and how it fits into the project timeline.

PROJECT FUNDING SOURCES

Please describe specifically with dollar amounts all proposed funding sources. If potential sources have been identified that can only be applied for based on project approval or completion, please describe the sources and the application and approval process for the funding source.

REVENUE GENERATED BY PROJECT IMPLEMENTATION

Projected annual revenue – what is the source of the revenue. Is there current revenue related to this project? If so, describe the current revenue and expenses and how approval or disapproval of the project will impact revenue and expenses. Will current revenue be lost if the project is not completed? What is the estimated payback (in years) on the project?

IMPACT OF PROJECT ON OPERATING & MAINTENANCE COSTS:

Are there any salaries or operating costs (including additional fuel, heat and/or electricity costs) expected?

Are there custodial or other maintenance costs associated with this project? Include both annual maintenance and other maintenance cost required less than annually.

EXPLAIN AND JUSTIFY ANY NEW POSITIONS.

PROJECT PRIORITY

Please describe and rank the priority of this project based on your perception of the importance of the project for your department and the Town in terms of both operating and capital budget needs.

Also, please rank the project based on the Capital Outlay Committee criteria.

Will any taxable property be removed from taxable property list?

Does this project relate to other projects or to the long-range plan? If so, please explain:

When was this project first requested for inclusion on the capital improvement plan?
For what FY was the initial project request?

Has this project been previously deferred from the current year projects under consideration?
If so, have there been any impacts from this deferral.

Will the proposed project have an impact or effect of the environment? If yes, please explain.

CAPITAL IMPROVEMENT PROGRAM
CAPITAL PROJECT REQUEST

If land acquisition. Attach a plot plan.

Other comments:

CAPITAL IMPROVEMENT PROGRAM
CAPITAL PROJECT REQUEST

DEPARTMENT *School Department*
FY 24

Information should be as specific as possible including start dates, completion dates and specific dollar amounts. Schematic design plans should be included to show the scope of the project. If available and appropriate based on the phase of the project more complete plans should be included.

NAME OF PROJECT : **Wireless Access Points Upgrade**

DESCRIPTION OF PROJECT

Please describe the current proposed project as well as all of the phases required for project completion and timeline for all phases. *Upgrade wireless access points and cabling at Bourne High School and Bourne Middle School. All classrooms, public areas, and office spaces would have the latest Wi-Fi access point technology installed. In addition, new category 6 cabling would be pulled to each location, This qualifies as an Erate project with approximately 70,000 coming from the Universal Services Fund*

DESCRIPTION OF PROJECT NEED: *This project would help ensure that all students, teachers, and staff have stable connections as end-users to access the internet for projects, MCAS testing, and delivery instruction.*

PROJECT COST FOR THIS REQUEST: Please provide detailed estimates for this project request. This project is estimated to cost \$140,000, \$70,000 of which would be covered by Erate.

What is the proposed timeline for this request? *This project would be completed over the summer of 2023.*

Is there more than one phase of this project? If so, describe this phase and how it fits into the total project including the total project timeline.

What are the estimated costs for each project phase and the total project cost?

Are there timing issues related to the completion of this project or project phase: Are there possible funding sources that might be lost or potential problems if this project or phase is not approved or completed by a certain time?

PROJECT USEFUL LIFE (Years) *20 years*

Describe the useful life and any factors which might extend or shorten the useful life of the project.

PROJECT PLANNING

Describe the planning process for this project. Boards have been consulting in the planning?

What Town Departments, Committees or Have any professional services (engineers,

**CAPITAL IMPROVEMENT PROGRAM
CAPITAL PROJECT REQUEST**

etc.) been consulted during the preparation for the project request? *This project has been reviewed and has the support of the Tech Committee and the Budget Facilities Sub committees.*

Are any future professional services required for the planning and/or completion of the project? What is the procurement process for these services? Would go to bid once approved.

Are any permits or approvals necessary for this project? If so, have the approvals been obtained? If necessary approvals or permits have not been obtained please describe the approval process and how it fits into the project timeline.

PROJECT FUNDING SOURCES

Please describe specifically with dollar amounts all proposed funding sources. If potential sources have been identified that can only be applied for based on project approval or completion, please describe the sources and the application and approval process for the funding source.

REVENUE GENERATED BY PROJECT IMPLEMENTATION

Projected annual revenue – what is the source of the revenue. Is there current revenue related to this project? If so, describe the current revenue and expenses and how approval or disapproval of the project will impact revenue and expenses. Will current revenue be lost if the project is not completed? What is the estimated payback (in years) on the project?

IMPACT OF PROJECT ON OPERATING & MAINTENANCE COSTS:

Are there any salaries or operating costs (including additional fuel, heat and/or electricity costs) expected?

Are there custodial or other maintenance costs associated with this project? Include both annual maintenance and other maintenance cost required less than annually.

EXPLAIN AND JUSTIFY ANY NEW POSITIONS.

PROJECT PRIORITY

Please describe and rank the priority of this project based on your perception of the importance of the project for your department and the Town in terms of both operating and capital budget needs.

Also, please rank the project based on the Capital Outlay Committee criteria.

Will any taxable property be removed from taxable property list?

Does this project relate to other projects or to the long-range plan? If so, please explain:

When was this project first requested for inclusion on the capital improvement plan?
For what FY was the initial project request?

CAPITAL IMPROVEMENT PROGRAM
CAPITAL PROJECT REQUEST

Has this project been previously deferred from the current year projects under consideration?

If so, have there been any impacts from this deferral.

Will the proposed project have an impact or effect of the environment?
explain.

If yes, please

If land acquisition. Attach a plot plan.

Other comments:

CAPITAL IMPROVEMENT PROGRAM
EQUIPMENT PURCHASE OR RENTAL REQUEST

DEPARTMENT ISWM
FY 24

Information should be as specific as possible including detailed equipment description, specific dollar amounts and how cost estimates have been determined (bid list, 3 quotes, etc.)

NAME OF EQUIPMENT NAME: *1.0-1.5 Cubic Yard Wheel Loader*

REQUESTING DEPARTMENT: *ISWM*

FORM OF ACQUISITION (*Purchase, Lease or Rental*): **Purchase**

NUMBER OF ITEM(S): **REPLACEMENT 1 NEW**

Describe each Replaced Item: Inventory Number, Year, Make, Model, Serial Number, Years of Service, and Mileage or engine Hours.

(1) 2018 Caterpillar 908 Wheel Loader, 11,000 Hours, S/N 8HU3047, 5 Years of Service

NEW EQUIPMENT DESCRIPTION: Make, model, year and description of function:

(1) Caterpillar 908 Nexgen Wheel Loader

NUMBER OF UNITS REQUESTED: **1**

How many units of this equipment are currently in the department? **1**

How many units of this equipment will there be if this equipment is acquired? **1**

DESCRIPTION OF NEED AND JUSTIFICATION

Describe how this equipment is used.

Wheel Loader in the C&D Transfer Station used to move and stack material. It is occasionally used to support other operations around the site.

Describe why the equipment needs to be acquired or replaced.

Current machine is at the end of its useful life

Describe impact on the department if the equipment is not acquired.

Lost productivity due to a larger machine being needed in this area. The larger machine could be used for other tasks on site but will be needed in the Transfer Station if this unit is not acquired.

CAPITAL IMPROVEMENT PROGRAM
EQUIPMENT PURCHASE OR RENTAL REQUEST

EQUIPMENT USEFUL LIFE (Years) 5-7

Describe the useful life of the equipment and any factors which might extend or shorten the useful life of the equipment.

Generally a machine that handles waste has a useful life of 5 years or 10,000-12,000 hours.

ACQUISITION COSTS (Attach estimates or supporting documentation)

Purchase Price or Annual Rental (per unit and total): **\$175,000**

Plus: Installation or other costs (per unit and total):

Less: Trade-in or discount (per unit and total): **\$50,000**

Net Purchase Cost or Annual Rental (per unit and total): **\$125,000**

NUMBER OF SIMILAR ITEMS CURRENTLY IN TOWN

Are there other Town Departments that have equipment that could fulfill this need?
If yes, please explain need.

No

RECOMMENDED DISPOSITION OF REPLACED ITEM(S)

Use by Other Agencies, Trade-In, Salvage, Sale – Specify use if applicable.

The existing loader will be traded in.

EQUIPMENT FUNDING SOURCES

Are there any specific funding accounts or grants that can be used for this equipment\purpose?

None

Please describe specific funding sources with dollar amounts for all proposed funding sources.

Retained Earnings – Full Cost of Machine

REVENUE GENERATED BY EQUIPMENT

Does your department generate revenue related to this equipment? If so, describe the current department revenue and expenses and how the equipment acquisition will impact revenue and expenses.

Yes, this piece of equipment plays a vital role in operation of the C&D Transfer Station

Will current revenue be lost if the equipment is not acquired?

Yes

What is the estimated payback (in years) on the equipment?

< 5 years

CAPITAL IMPROVEMENT PROGRAM
EQUIPMENT PURCHASE OR RENTAL REQUEST

IMPACT ON OPERATING & MAINTENANCE COSTS:

Are there any additional salaries, operating or maintenance costs expected with request?

No

PRIORITY

Please describe and rank the priority of this capital expenditure based on your perception of the importance of the equipment for your department and the Town in terms of both operating and capital budget needs.

High Priority - This piece of equipment is of high priority and removes the need for a larger much more expensive piece of equipment in the Transfer Station that could be more effectively utilized in other areas of the operation. It is a required piece of equipment for the operation of the C&D Transfer Station.

Also, please rank the project based on the criteria approved by the Capital Outlay Committee.

Has this equipment been included as a request in prior five-year capital improvement plans?

No

Has this project previously been deferred as a prior year request? If yes, have there been any impacts from this deferral.

NA

Will the requested equipment have a positive impact or effect of the environment? If yes, please explain.

Both the new and current machines meet current emissions standards. The new machine will have no net impact

Bourne ISWM 908 for Summer 2023

572-7978	908 14A CWL AM-N	\$	136,345.00
0P-9003	LANE 3 ORDER	\$	-
601-2045	PREPARATION PKG-USA, ANSI	\$	-
573-3913	LIGHTS , ROAD, FN, HAL, RH DIP	\$	-
581-5447	FAN, DEMAND REV, PRECLEANER	\$	1,337.00
580-6299	WEATHER, COLD START, 120V	\$	831.00
607-1279	ENGINE, C2.8, STAGE V	\$	-
569-2571	FILTER, FUEL, ELECTRIC	\$	825.00
597-1180	TRANS 25 MPH DIFF LOCK	\$	6,567.00
598-2563	HYD, 3V, STD FLOW, HIGH LIFT	\$	4,895.00
577-6124	COUPLER, SSL, HL	\$	611.00
607-6812	AUX, STD FLOW 3 VALVE, HL	\$	367.00
588-8903	RIDE CONTROL, HIGH LIFT	\$	4,439.00
587-6453	KICKOUT, RTD, ROTARY SENSOR, HL	\$	1,744.00
577-7154	CAB, DLX, 2 SLIDING WINDOWS	\$	9,713.00
580-0524	KEY START, PASSCODE SECURITY	\$	-
577-7162	MIRROR, EXT HEAR, ELEC ADJUST	\$	550.00
602-2629	CAMERA, REAR VIEW, W/O MIRROR	\$	2,079.00
580-0597	STORAGE, BOX WITH LOCK	\$	184.00
580-0523	KEYPAD 16, RIM PULL/CREEP CTL	\$	561.00
573-4007	SEAT, PREMIUM, AIR, HEAT/VENT	\$	3,273.00
594-7065	SEAT BELT, 3"	\$	191.00
587-6908	AIR CON, AUTO TEMP CONTROL	\$	7,568.00
600-3116	DOOR STOP, CAB	\$	-
577-6021	PRODUCT LINK, CELLULAR PL243	\$	-
617-3232	TIRES 405/70 R20, GY, POWERLOAD	\$	6,138.00
579-9894	FENDERS, STANDARD	\$	-
580-0511	HITCH, REAR RETRIEVAL, STD	\$	-
577-6969	HYDRAULIC OIL, STANDARD	\$	-
421-8926	SERIALIZED, TECHNICAL MEDIA KIT	\$	-
580-0532	LIGHTS, CAB, STD, 4X LED	\$	1,100.00
580-0537	ALARM, BACK UP	\$	264.00
561-0644	BEACON, MAGNET, LED, AMBER	\$	386.00
596-4178	DOOR SWITCH + 2X USB POWER	\$	92.00
580-0539	HARNESS, WIRING, WT, SSL	\$	440.00
623-9432	STANDARD RADIO (12V)	\$	743.00
619-0393	GUARD, FRONT LIGHTS	\$	507.00
580-0560	GUARD, REAR LIGHTS	\$	253.00
611-5134	BLIND, REAR, PERFORATED	\$	410.00
0P-4299	PACKING, LAST MILE PROGRAM	\$	-
0G-3273	RUST PREVENTION APPLICATOR	\$	150.00
286-0581	BUCKET - GP 1.4 YD3	\$	4,251.00
		\$	-
	Total List Price based on quote	\$	196,814.00
	Sourcewell discount 23%	\$	45,267.22

	Net sell price before add on or trade	\$	151,546.78
PREP	SHOP PREP LABOR	\$	1,000.00
DELIVERY	SHIP TO CUSTOMER	\$	650.00
BOOKS	SERVICE and PARTS BOOKS	\$	1,200.00
EPP	3 YEAR 6000 HOUR WARRANTY	\$	4,200.00
TIRE SLIME	Sull Tire to INSTALL TIRE SLIME		\$1,100
QUICKFIT	QUICKFIT OIL CHANGE	\$	2,700.00
	TOTAL MISC COST	\$	10,850.00
	Net sell price before trade		\$162,396.78
	Less 2018 908M Trade, Approx		\$50,000
	2023 NET SELL PRICE	\$	112,396.78

CAPITAL IMPROVEMENT PROGRAM
EQUIPMENT PURCHASE OR RENTAL REQUEST

DEPARTMENT ISWM
FY 24

Information should be as specific as possible including detailed equipment description, specific dollar amounts and how cost estimates have been determined (bid list, 3 quotes, etc.)

NAME OF EQUIPMENT NAME: *30kW Portable Generator*

REQUESTING DEPARTMENT: *ISWM*

FORM OF ACQUISITION (*Purchase, Lease or Rental*): *Purchase*

NUMBER OF ITEM(S): REPLACEMENT NEW 1

Describe each Replaced Item: Inventory Number, Year, Make, Model, Serial Number, Years of Service, and Mileage or engine Hours.

NEW EQUIPMENT DESCRIPTION: Make, model, year and description of function:

(1) Caterpillar XQ35 Generator

NUMBER OF UNITS REQUESTED: 1

How many units of this equipment are currently in the department? 0

How many units of this equipment will there be if this equipment is acquired? 1

DESCRIPTION OF NEED AND JUSTIFICATION

Describe how this equipment is used.

Currently, ISWM utilized a 27kW generator that is on the Fire Departments inventory sheet. This unit was acquired through the Department of Defense and the Department of Conservation and Recreation Fire District 1. This unit is used to provide backup power to the scale house and west side leachate appurtenances in the event of a power outage and has proved useful in powering other operations like remotely located leachate pumps and more recently our PFAS removal pilot project.

Describe why the equipment needs to be acquired or replaced.

The current unit has high hours but is still operational. ISWM is seeking a replacement to serve in its capacity should the current unit reach the end of its life. This unit will be available to all departments as needed, as the current unit is.

Describe impact on the department if the equipment is not acquired.

No immediate impact would be present, however ISWM could have limited backup power in the event of an outage or failure of the current generator.

CAPITAL IMPROVEMENT PROGRAM
EQUIPMENT PURCHASE OR RENTAL REQUEST

EQUIPMENT USEFUL LIFE (Years) 5-10 Years

Describe the useful life of the equipment and any factors which might extend or shorten the useful life of the equipment.

The hours this machine is operated is directly related to its service life. The time aspect of service life can be uncertain with a piece of equipment like this. These machines can last past 10 years if maintained with low use. The current unit has 12,000 hours which is nearing the end of its lifetime.

ACQUISITION COSTS (Attach estimates or supporting documentation)

Purchase Price or Annual Rental (per unit and total): **\$50,000**

Plus: Installation or other costs (per unit and total):

Less: Trade-in or discount (per unit and total):

Net Purchase Cost or Annual Rental (per unit and total): **\$50,000**

NUMBER OF SIMILAR ITEMS CURRENTLY IN TOWN

Are there other Town Departments that have equipment that could fulfill this need?
If yes, please explain need.

No.

RECOMMENDED DISPOSITION OF REPLACED ITEM(S)

Use by Other Agencies, Trade-In, Salvage, Sale – Specify use if applicable.

Maintained and operational until the end of its life.

EQUIPMENT FUNDING SOURCES

Are there any specific funding accounts or grants that can be used for this equipment\purpose?

None

Please describe specific funding sources with dollar amounts for all proposed funding sources.

Retained Earnings – Full Cost of Machine

CAPITAL IMPROVEMENT PROGRAM
EQUIPMENT PURCHASE OR RENTAL REQUEST

REVENUE GENERATED BY EQUIPMENT

Does your department generate revenue related to this equipment? If so, describe the current department revenue and expenses and how the equipment acquisition will impact revenue and expenses.

This piece of equipment does not directly generate revenue.

Will current revenue be lost if the equipment is not acquired?

No

What is the estimated payback (in years) on the equipment?

NA

IMPACT ON OPERATING & MAINTENANCE COSTS:

Are there any additional salaries, operating or maintenance costs expected with request?

No

PRIORITY

Please describe and rank the priority of this capital expenditure based on your perception of the importance of the equipment for your department and the Town in terms of both operating and capital budget needs.

Moderate Priority – This equipment will allow for sustained operations in emergency events.

Also, please rank the project based on the criteria approved by the Capital Outlay Committee.

Has this equipment been included as a request in prior five-year capital improvement plans?

No

Has this project previously been deferred as a prior year request? If yes, have there been any impacts from this deferral.

NA

Will the requested equipment have a positive impact or effect on the environment? If yes, please explain.

NA

Total Quote	\$	43,280
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Cat Generator	XQ35
Generator List Price	\$ 49,553
SW Member Discount %	21%
SW Member Discount \$	\$ 10,406
Sub-Total	\$ 39,147
Net Priced items*	\$ -
Sub-Total	\$ 39,147

Services / Source Goods	List Price
Freight	\$ 3,509
Prep	\$ 842
0	\$ -
0	\$ -
Sub Total	\$ 4,351
SW Member Discount	5%
SW Member Discount	\$ 218
Services Total	\$ 4,133

CAPITAL IMPROVEMENT PROGRAM
EQUIPMENT PURCHASE OR RENTAL REQUEST

DEPARTMENT ISWM
FY 24

Information should be as specific as possible including detailed equipment description, specific dollar amounts and how cost estimates have been determined (bid list, 3 quotes, etc.)

NAME OF EQUIPMENT NAME: *Survey Grade Drone with Data processing package*

REQUESTING DEPARTMENT: *ISWM*

FORM OF ACQUISITION (Purchase, Lease or Rental): *Purchase*

NUMBER OF ITEM(S): *REPLACEMENT: NEW: 1*

Describe each Replaced Item: Inventory Number, Year, Make, Model, Serial Number, Years of Service, and Mileage or engine Hours.

None

NEW EQUIPMENT DESCRIPTION: *Make, model, year and description of function:*

(1) DJI Mavic 3 Pro Drone with survey equipment upgrade from Propellor Solutions

NUMBER OF UNITS REQUESTED: *1*

How many units of this equipment are currently in the department?

None

How many units of this equipment will there be if this equipment is acquired?

(1) Drone with data processing pack from Propellor Solutions

DESCRIPTION OF NEED AND JUSTIFICATION

Describe how this equipment is used.

The drone will be used for accurate site surveys and aerial photos. Currently the site photos are performed annually by plane, with ground surveys performed quarterly to fill in the intermediate operating topography. It can also be utilized in other locations and projects around town.

Describe why the equipment needs to be acquired or replaced.

This will be a technological upgrade to ISWMs and the Towns capabilities. Accurate surveys will be able to be obtained on a more frequent basis and in a timelier manor. It will reduce the

CAPITAL IMPROVEMENT PROGRAM
EQUIPMENT PURCHASE OR RENTAL REQUEST

annual survey costs overall and provide more flexibility and accuracy for our surveying needs. Currently, ISWM spends approximately \$20-\$25K annually on aerial and ground survey.

Describe impact on the department if the equipment is not acquired.

Less flexibility and additional survey costs.

EQUIPMENT USEFUL LIFE (Years) **5+ years**

Describe the useful life of the equipment and any factors which might extend or shorten the useful life of the equipment.

Useful life is related to the development of the technology and the timeframe in which the manufacturers want to support the product/software. A useful life of at least 5 years is anticipated.

ACQUISITION COSTS (Attach estimates or supporting documentation)

Purchase Price or Annual Rental (per unit and total)

Drone: **\$8,000**

Flight Pack: **\$12,000**

Plus: Installation or other costs (per unit and total) **\$650 (Full Day of Training)**

Less: Trade-in or discount (per unit and total): **NA**

Net Purchase Cost or Annual Rental (per unit and total): **\$20,650**

NUMBER OF SIMILAR ITEMS CURRENTLY IN TOWN

Are there other Town Departments that have equipment that could fulfill this need?

No. Other departments could utilize this equipment.

RECOMMENDED DISPOSITION OF REPLACED ITEM(S)

Use by Other Agencies, Trade-In, Salvage or Sale – Specify use if applicable.

NA

EQUIPMENT FUNDING SOURCES

Are there any specific funding accounts or grants that can be used for this equipment\purpose?
Please describe specific funding sources with dollar amounts for all proposed funding sources.

This will be fully funded from Retained Earnings.

CAPITAL IMPROVEMENT PROGRAM
EQUIPMENT PURCHASE OR RENTAL REQUEST

REVENUE GENERATED BY EQUIPMENT

Does your department generate revenue related to this equipment? If so, describe the current department revenue and expenses and how the equipment acquisition will impact revenue and expenses. Will current revenue be lost if the equipment is not acquired? What is the estimated payback (in years) on the equipment?

These unit will not directly generate revenue, but will help avoid surveying costs. It will also provide more capability to ISWM and the Town.

IMPACT ON OPERATING & MAINTENANCE COSTS:

Are there any additional salaries, operating or maintenance costs expected with request?

None

PRIORITY

Please describe and rank the priority of this capital expenditure based on your perception of the importance of the equipment for your department and the Town in terms of both operating and capital budget needs.

Moderate Priority

Also, please rank the project based on the criteria approved by the Capital Outlay Committee.

Has this equipment been included as a request in prior five-year capital improvement plans?

No

Has this project previously been deferred as a prior year request? If yes, have there been any impacts from this deferral.

No.

Will the requested equipment have a positive impact or effect of the environment? If yes, please explain.

No plane flights will be required for survey after purchase of this equipment, thus reducing net emissions.



SALES QUOTATION

PURCHASE ORDER

QUOTATION NUMBER SQ00232319-1

QUOTATION DATE 12/23/2022

EXPIRATION DATE 01/22/2023

Town of Bourne Integrated Solid Waste
Landfill Account
24 Perry Ave
Buzzards Bay, MA 02532
USA

All prices subject to change without prior notice or obligation. This price quote supersedes all preceding price quotes. Customer must exercise their purchase option prior to the expiration date above.

INVOICE ACCOUNT	ORDER ACCOUNT	CONTACT	CONTACT PHONE	PAGE
0750850	0750850	Asa Mintz	508-759-0651	1 of 1
SALESMAN	EMAIL	SALESPERSON PHONE		
Kunesch, Matt	Matt_Kunesch@sitechnortheast.com	+1774.278.1195		
QTY	DESCRIPTION	UNIT PRICE		EXTENDED PRICE

1	DRONE_TT	*****Propeller M3E PPK Drone (Plus Package) Solution built by DJI***** >1x Mavic 3 Enterprise Aircraft (64GB MicroSD Installed) >1x Mavic 3 Battery, 1x Charger, 1x USB-C to USB-C Cable, 1x Power Cable >1x Remote Controller (RC Pro Enterprise), 1x USB-C Cable, 3x Propeller (pair), 1x Screwdriver >1x Carrying Case >1x AeroPoint smart ground control point, 1x AeroStencil to create permanent GCPs >1x year PPK corrections service, 1x RTK Module >DJI Care two-year Protection Plan (Accidentally crash your drone? No problem. DJI will replace your drone up to 2 times within the first year for a discount price of \$500 per incident). >Matrice 3 Enterprise Manuals" >1 x Propeller AeroPoint Drone Surveying Target >1 additional DJI Flight Battery	7,500.00	7,500.00
1	SI_Subscription	>Stratus Processing Flight Session-Unlimited (1 drone) >Full day of PPK Drone training included >Propeller Crew for Unlimited Survey Pack - PN: STRATUS-00x-UNIT - Included with new drone purchase with unlimited pack of flights.	12,000.00	12,000.00
1	SI_Training	Day of PPK Drone Training	650.00	650.00

Customer Acceptance: _____ Date: _____

Total Financed Amount	Interest %	Monthly Payment	Months
\$0.00	0	\$0.00	0

Quoted Sales Price	20,150.00
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CAPITAL IMPROVEMENT PROGRAM
EQUIPMENT PURCHASE OR RENTAL REQUEST

DEPARTMENT ISWM
FY 24

Information should be as specific as possible including detailed equipment description, specific dollar amounts and how cost estimates have been determined (bid list, 3 quotes, etc.)

NAME OF EQUIPMENT NAME: *Survey Grade GPS Base and Rover*

REQUESTING DEPARTMENT: *ISWM*

FORM OF ACQUISITION (Purchase, Lease or Rental): *Purchase*

NUMBER OF ITEM(S): *REPLACEMENT: 1 NEW:*

Describe each Replaced Item: Inventory Number, Year, Make, Model, Serial Number, Years of Service, and Mileage or engine Hours.

- (1) Base Station with Antenna
- (1) Survey Grade Rover with Tablet

NEW EQUIPMENT DESCRIPTION: *Make, model, year and description of function:*

- (1) Trimble T100 Data Controller
- (1) Trimble SPS986
- (1) Trimble R750 Receiver and Base Station
- (1) Zephyr Antenna

NUMBER OF UNITS REQUESTED: *See Below*

How many units of this equipment are currently in the department?

- (1) Base Station and Antenna
- (1) Rover with Tablet

How many units of this equipment will there be if this equipment is acquired?

- (2) Base Stations with antennas – The current base station can still be used and would ideally be kept. One base station can be kept onsite in the event we are using one offsite.
- (1) Rover and Tablet – Our current rover and tablet will be traded in

CAPITAL IMPROVEMENT PROGRAM
EQUIPMENT PURCHASE OR RENTAL REQUEST

DESCRIPTION OF NEED AND JUSTIFICATION

Describe how this equipment is used.

The base station will replace our current base station which is used as the hub for control to the rover and machines.

The rover is used for survey and layout around the site and can be used in other parts of the town. The machines have more current GPS equipment which paired with the new base will allow for more accurate measurements, better operation and more reliable connection.

Describe why the equipment needs to be acquired or replaced.

The current equipment is 8 years old and getting near the end of useful life.

Describe impact on the department if the equipment is not acquired.

Lost productivity

EQUIPMENT USEFUL LIFE (Years)

5-10 years

Describe the useful life of the equipment and any factors which might extend or shorten the useful life of the equipment.

Useful life is related to the development of the technology and the timeframe in which the manufacturers want to support the product/software. Our current equipment is nearing the end of its product support lifetime. Also, with development of new satellite technology, being built on and utilized with our older equipment, connections between equipment is not as reliable as it used to be.

ACQUISITION COSTS (Attach estimates or supporting documentation)

Purchase Price or Annual Rental (per unit and total)

Base Station and Antenna: **\$20,000**

Rover and Tablet: **\$35,000**

Plus: Installation or other costs (per unit and total) **\$650 (Half Day Training)**

Less: Trade-in or discount (per unit and total): **\$6,000 (Current Rover Trade-In)**

Net Purchase Cost or Annual Rental (per unit and total): **\$49,650**

NUMBER OF SIMILAR ITEMS CURRENTLY IN TOWN

Are there other Town Departments that have equipment that could fulfill this need?

No. Other departments could utilize this equipment.

CAPITAL IMPROVEMENT PROGRAM
EQUIPMENT PURCHASE OR RENTAL REQUEST

RECOMMENDED DISPOSITION OF REPLACED ITEM(S)

Use by Other Agencies, Trade-In, Salvage or Sale – Specify use if applicable.

ISWM would retain the current base station and antenna for use as backup in the event a base station is needed on an offsite project. ISWM plans to trade in the current Rover and Tablet.

EQUIPMENT FUNDING SOURCES

*Are there any specific funding accounts or grants that can be used for this equipment\purpose?
Please describe specific funding sources with dollar amounts for all proposed funding sources.*

This will be fully funded from Retained Earnings.

REVENUE GENERATED BY EQUIPMENT

*Does your department generate revenue related to this equipment? If so, describe the current department revenue and expenses and how the equipment acquisition will impact revenue and expenses. Will current revenue be lost if the equipment is not acquired?
What is the estimated payback (in years) on the equipment?*

These units do not directly generate revenue, but help to more effectively and efficiently run the operation. These units can also provide operational abilities to other aspects of the Town (i.e. The DPW site work project and Buzzard Bay Park). Revenue could be lost in the form of additional expenses related to hiring a surveying contractor.

IMPACT ON OPERATING & MAINTENANCE COSTS:

Are there any additional salaries, operating or maintenance costs expected with request?

None

PRIORITY

Please describe and rank the priority of this capital expenditure based on your perception of the importance of the equipment for your department and the Town in terms of both operating and capital budget needs.

Moderate to High Priority

Also, please rank the project based on the criteria approved by the Capital Outlay Committee.

Has this equipment been included as a request in prior five-year capital improvement plans?

No

Has this project previously been deferred as a prior year request? If yes, have there been any impacts from this deferral.

No.

CAPITAL IMPROVEMENT PROGRAM
EQUIPMENT PURCHASE OR RENTAL REQUEST

Will the requested equipment have a positive impact or effect of the environment? If yes, please explain.

NA



SALES QUOTATION

PURCHASE ORDER

QUOTATION NUMBER SQ00232309-2

QUOTATION DATE 12/23/2022

EXPIRATION DATE 01/22/2023

Town of Bourne Integrated Solid Waste
Landfill Account
24 Perry Ave
Buzzards Bay, MA 02532
USA

All prices subject to change without prior notice or obligation. This price quote supersedes all preceding price quotes. Customer must exercise their purchase option prior to the expiration date above.

INVOICE ACCOUNT	ORDER ACCOUNT	CONTACT	CONTACT PHONE	PAGE
0750850	0750850			1 of 1
SALESMAN	EMAIL	SALESPERSON PHONE		
Riley, Brian	brian_riley@sitechnortheast.com			
QTY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE	

1	R750_TT	Trimble R750 Receiver with Precise Base & ProPoint Technology, (24 month factory warranty-hardware/firmware). >Cable-GPS, Receiver to Zephyr, 30m >9Db High Gain Antenna (antenna, 2 U-clamps, 10' antenna cable) >Cable-100', 9Db antenna	19,210.00	19,210.00
1	SPS986_TT	Trimble SPS986 Receiver with Precise Rover & ProPoint Technology, (24 month factory warranty-hardware/firmware).	21,671.00	21,671.00
1	T100 TABLET_TT	Trimble T100 Data Controller w/SiteWorks core module, (24 month factory warranty-hardware/software). Includes-range pole clamp, stylus, charger, handstrap. BAG	8,940.00	8,940.00
1	MAINFO	OPTIONAL >Option - Tilt Compensation (INS	2,375.00	2,375.00
1	MAINFO	OPTIONAL >Support Kit (Thumb Release Bipod, 1-Aluminum Snaplock Rod-2 meter, Small Carry Bag, Topo Shoe, Bipod Clip)	470.00	470.00
1	SI_Training	SITECH Training 1/2 day	650.00	650.00
1	MAINFO	ASA MINTZ P (508) 759 0600 x4243 Additional cabling/ brackets may be needed once exact location is determined by customer		

Customer Acceptance: _____ Date: _____

Total Financed Amount	Interest %	Monthly Payment	Months
\$0.00	0	\$0.00	0

Quoted Sales Price	53,316.00
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CAPITAL IMPROVEMENT PROGRAM
CAPITAL PROJECT REQUEST

DEPARTMENT ISWM
FY 24

Information should be as specific as possible including start dates, completion dates and specific dollar amounts. Schematic design plans should be included to show the scope of the project. If available and appropriate based on the phase of the project more complete plans should be included.

NAME OF PROJECT **Phase 9 (Construction Costs)**

DESCRIPTION OF PROJECT

ISWM is requesting capital funding to facilitate construction of the first two (2) stages of the Phase 9 Vertical Expansion. Stages 1 and 2 consist of predominantly earthmoving and a minor amount of pipe installation. It is ISWM's intent to complete these stages using in-house resources. Completion of this work will provide an additional year of time.

Please describe the current proposed project as well as all of the phases required for project completion and timeline for all phases.

The project will consist of 9 stages. Stages 1 and 2 will be completed first as stated above. ISWM intends to complete stage 3 in house as well. Its completion will result in another year of operating capacity, bringing completion date to approximately October of 2028. Weather permitting, construction will be continuous once we begin. ISWM will return to request additional funding as construction progresses.

DESCRIPTION OF PROJECT NEED:

This project provides new disposal capacity as the landfill continues grow under normal operations. Without this project the landfill would run out of airspace and operations would not be able to continue.

PROJECT COST FOR THIS REQUEST:

Please provide detailed estimates for this project request.

As stated above this request will finance the cost of construction of Stages 1 and 2. Total cost for this request is \$200,000. Attached please find Phase 9 Construction Cost Estimates Prepared by ISWM's Engineer of Record A. Raymond Quinn of SITEC Engineering Inc.

What is the proposed timeline for this request?

The Project will start immediately upon issuance of the Authorization to Construct (ATO) currently under review by Southeast Regional Office of the MADEP.

Is there more than one phase of this project? If so, describe this phase and how it fits into the total project including the total project timeline.

Yes: This project will represent construction of the first 2 of 7 additional phases.

CAPITAL IMPROVEMENT PROGRAM
CAPITAL PROJECT REQUEST

What are the estimated costs for each project phase and the total project cost?

Stage 1	\$65,240.67
Stage 2	\$131,537.04
Stage 3	\$756,402.67
Stage 4	\$215,160.00
Stage 5	\$596,724.44
Stage 6	\$348,157.33
Stage 7	\$365,171.56
Total Estimated Project Cost	\$2,474,699.56

Are there timing issues related to the completion of this project or project phase? Are there possible funding sources that might be lost or potential problems if this project or phase is not approved or completed by a certain time?

No. As stated above this project is essential to the continuation of uninterrupted landfill operations and contractual compliance.

PROJECT USEFUL LIFE (Years): 5.23 Years (All 7 Stages in total)

Describe the useful life and any factors which might extend or shorten the useful life of the project.

Complications with permitting, regulatory changes, changes in waste streams or other unforeseen occurrences could impact the overall life span of the Facility.

PROJECT PLANNING

Describe the planning process for this project.

Once ISWM received the affirmative responses to the appropriate regulatory reviews ISWM continued along the permitting pathway

What Town Departments, Committees or Boards have been consulting in the planning?

N/A

Have any professional services (engineers, etc.) been consulted during the preparation for the project request?

Yes, SITEC ENGINEERING AND ENVIRONMENTAL CONSULTANTS.

Are any future professional services required for the planning and/or completion of the project?

Only SITEC

What is the procurement process for these services?

N/A

CAPITAL IMPROVEMENT PROGRAM
CAPITAL PROJECT REQUEST

Are any permits or approvals necessary for this project? If so, have the approvals been obtained? If necessary approvals or permits have not been obtained please describe the approval process and how it fits into the project timeline.

Yes. All Regulatory Reviews have been completed and permits are in process. We have submitted the ATO Permit after a pre-submittal meeting with MADEP. They have begun to review the permit in accordance with the regulatory timeline.

PROJECT FUNDING SOURCES

Please describe specifically with dollar amounts all proposed funding sources.

This project will be fully funded by ISWM Retained Earnings.

If potential sources have been identified that can only be applied for based on project approval or completion, please describe the sources and the application and approval process for the funding source.

N/A

REVENUE GENERATED BY PROJECT IMPLEMENTATION

Projected annual revenue

Potential Revenue ~\$14 - \$15 million

What is the source of the revenue? Gate Receipts.

Is there current revenue related to this project? No

Will current revenue be lost if the project is not completed? N/A

What is the estimated payback (in years) on the project? N/A

IMPACT OF PROJECT ON OPERATING & MAINTENANCE COSTS:

Are there any salaries or operating costs (including additional fuel, heat and/or electricity costs) expected?

No

Are there custodial or other maintenance costs associated with this project? Include both annual maintenance and other maintenance cost required less than annually.

N/A

CAPITAL IMPROVEMENT PROGRAM
CAPITAL PROJECT REQUEST
EXPLAIN AND JUSTIFY ANY NEW POSITIONS.

PROJECT PRIORITY

Please describe and rank the priority of this project based on your perception of the importance of the project for your department and the Town in terms of both operating and capital budget needs.

Completion of this project is essential to the continued generation of revenue from this facility.

Also, please rank the project based on the Capital Outlay Committee criteria.

Will any taxable property be removed from taxable property list? No

Does this project relate to other projects or to the long-range plan? As mentioned above, completion of this project is essential to the continued operation of this Facility and the services it provides to Bourne Residents. If so, please explain:

When was this project first requested for inclusion on the capital improvement plan?

This is the first request

For what FY was the initial project request?

Has this project been previously deferred from the current year projects under consideration? No If so, have there been any impacts from this deferral.

Will the proposed project have an impact or effect of the environment? If yes, please explain.

As this project progresses there will be minimal changes to the landscape and environment mostly due to construction and expansion

If land acquisition. Attach a plot plan.

Other comments:

BOURNE LANDFILL - PHASE 9 - STAGE PREPARATION CONSTRUCTION COST ESTIMATES

Item No.	Description	Unit	Unit Prices	Phase 9, Stage 1		Phase 9, Stage 2		Phase 9, Stage 3		Phase 9, Stage 4		Phase 9, Stage 5		Phase 9, Stage 6		Phase 9, Stage 7		Phase 9 Totals	
				Quantity	Sub-Total	Quantity	Sub-Total	Quantity	Sub-Total	Quantity	Sub-Total	Quantity	Sub-Total	Quantity	Sub-Total	Quantity	Sub-Total	Quantity	Sub-Total
1	Mob, Demob & OH	Contract	\$ 25,000.00	1	\$15,000.00			1	\$25,000.00	1	\$25,000.00	1	\$25,000.00	1	\$25,000.00	1	\$25,000.00	6	140,000
2	Excavate, Haul & Stockpile Final Cap Materials (2' of Sand & Loam)	Cubic Yards	\$ 10.00					15,174	\$ 151,740.74	5,600	\$ 56,000.00	14,519	\$ 145,185.19	9,956	\$ 99,555.56	4,089	\$ 40,888.89	49,337	493,370
3	Excavate, Haul & Stockpile Interim Cap Materials (2' of Material on Surface and Under Final Cap)	Cubic Yards	\$ 10.00	7,673	7,673	10,523	\$ 105,229.63	15,921	\$ 159,214.81	5,600	\$ 56,000.00	14,519	\$ 145,185.19	9,956	\$ 99,555.56	15,074	\$ 150,740.74	79,266	723,599
4	6" HDPE Leachate Interceptor Piping & App.	Linear Feet	\$ 60.00	550	\$ 33,000.00			965	\$ 57,900.00			1,260	\$ 75,600.00	460	\$ 27,600.00			3,235	194,100
5	Gas Extraction Wells	Vertical Feet	\$ 195.00																
6a	New Extraction Wellhead Assembly	Units	\$ 1,150.00																
6b	Modify Extraction Wellhead Assembly	Units	\$ 2,500.00					12	\$ 30,000.00	3	\$ 7,500.00	6	\$ 15,000.00	4	\$ 10,000.00	3	\$ 7,500.00	28	70,000
7	Gas Condensate Trap	Units	\$ 2,900.00													1	\$ 2,900.00	1	2,900
8a	4" HDPE Gas Piping & Appurtenances	Linear Feet	\$ 52.00																
8b	6" HDPE Gas Piping & Appurtenances	Linear Feet	\$ 58.00					3,560	\$ 206,480.00	600	\$ 34,800.00	850	\$ 49,300.00	490	\$ 28,420.00	560	\$ 32,480.00	6,060	351,480
8c	8" HDPE Gas Piping & Appurtenances	Linear Feet	\$ 80.00									525	\$ 42,000.00					525	42,000
8d	10" HDPE Gas Piping & Appurtenances	Linear Feet	\$ 80.00																
9	6" Corr., Slotted HDPE Horiz Collector Piping & Appurt.	Linear Feet	\$ 35.00													560	\$ 44,800.00	560	44,800
10	Sand Gas Venting Layer	Cubic Yard	\$ 16.00																
11	40 Mil HDPE Geomembrane Liner	Square Foot	\$ 0.90																
12	Sand Drainage Layer	Cubic Yard	\$ 16.00																
13	Rip Rap Protected Let-Down Channels	Square Yard	\$ 85.00																
14	Grassed Diversion Berms With Subdrains	Linear Foot	\$ 48.00																
15	Toe Drains	Linear Foot	\$ 18.00																
16	Vegetative Support Layer	Cubic Yard	\$ 17.00																
17	Hydroseeding	Square Yard	\$ 0.75																
18	Clean Embankment Fill	Cubic Yard	\$ 14.00																
19	Landfill Cap Spring Maintenance	Lump Sum	\$ 23,000.00																
20	Overexcavation & Backfill	Cubic Yard	\$ 23.00																
STAGE PREPARATION COST ESTIMATE					\$ 55,673.33		\$ 105,229.63		\$ 630,335.56		\$ 179,300.00		\$ 497,270.37		\$ 290,131.11		\$ 304,309.63		\$ 2,062,249.63
CONTINGENCY - 10%					\$5,567.33		\$10,522.96		\$63,033.56		\$17,930.00		\$49,727.04		\$29,013.11		\$30,430.96		\$206,224.96
ENGINEERING - 10%					\$4,000.00		\$15,784.44		\$63,033.56		\$17,930.00		\$49,727.04		\$29,013.11		\$30,430.96		\$206,224.96
TOTAL ESTIMATE					\$65,240.67		\$131,537.04		\$756,402.67		\$215,160.00		\$596,724.44		\$348,157.33		\$365,171.56		\$2,474,699.56

CAPITAL IMPROVEMENT PROGRAM
EQUIPMENT PURCHASE OR RENTAL REQUEST

DEPARTMENT ISWM
FY 24

Information should be as specific as possible including detailed equipment description, specific dollar amounts and how cost estimates have been determined (bid list, 3 quotes, etc.)

NAME OF EQUIPMENT NAME: *Street Sweeper*

REQUESTING DEPARTMENT: *ISWM*

FORM OF ACQUISITION (*Purchase, Lease or Rental*): *Purchase*

NUMBER OF ITEM(S): REPLACEMENT NEW *1*

Describe each Replaced Item: Inventory Number, Year, Make, Model, Serial Number, Years of Service, and Mileage or engine Hours.

(1) 2002 Elgin Pelican Street Sweeper, Vin S9020D

NEW EQUIPMENT DESCRIPTION: Make, model, year and description of function:

(1) 2023 Elgin Pelican Sweeper

NUMBER OF UNITS REQUESTED: **1**

How many units of this equipment are currently in the department? **1**

How many units of this equipment will there be if this equipment is acquired? **1**

DESCRIPTION OF NEED AND JUSTIFICATION

Describe how this equipment is used.

This sweeper is used to clean the paved surface of the ISWM facility. Ash trucks hauling into the landfill can track material out of the landfill and onto the roads of the facility after tipping. The sweeper eliminates ash that builds up on the road surfaces. Maintaining clean roads and “track-out” that may occur is required under our permit issued by Mass DEP.

Describe why the equipment needs to be acquired or replaced.

The current unit is 20 years old and at the end of its service life. Repairs and maintenance is beginning to increase.

Describe impact on the department if the equipment is not acquired.

No immediate impact would be present, as our current machine is still functioning, however increase maintenance expenses will occur as we move forward with our current machine.

CAPITAL IMPROVEMENT PROGRAM
EQUIPMENT PURCHASE OR RENTAL REQUEST

EQUIPMENT USEFUL LIFE (Years) 10+ Years

Describe the useful life of the equipment and any factors which might extend or shorten the useful life of the equipment.

The hours this machine is operated is directly related to its service life. The time aspect of service life can be uncertain with a piece of equipment like this. These machines can last past 10 years if maintained with low use. The current unit has 12,000 hours which is nearing the end of its lifetime.

ACQUISITION COSTS (Attach estimates or supporting documentation)

Purchase Price or Annual Rental (per unit and total): **\$319,000**

Plus: Installation or other costs (per unit and total):

Less: Trade-in or discount (per unit and total): **\$8,000**

Net Purchase Cost or Annual Rental (per unit and total): **\$311,000**

NUMBER OF SIMILAR ITEMS CURRENTLY IN TOWN

Are there other Town Departments that have equipment that could fulfill this need?
If yes, please explain need.

The Department of Public Works has a sweeper, however with the DPW being located in another location it may be difficult to have access to the equipment when needed.

RECOMMENDED DISPOSITION OF REPLACED ITEM(S)

Use by Other Agencies, Trade-In, Salvage, Sale – Specify use if applicable.

The existing machine will be traded in.

EQUIPMENT FUNDING SOURCES

Are there any specific funding accounts or grants that can be used for this equipment\purpose?

None

Please describe specific funding sources with dollar amounts for all proposed funding sources.

Retained Earnings – Full Cost of Machine

CAPITAL IMPROVEMENT PROGRAM
EQUIPMENT PURCHASE OR RENTAL REQUEST

REVENUE GENERATED BY EQUIPMENT

Does your department generate revenue related to this equipment? If so, describe the current department revenue and expenses and how the equipment acquisition will impact revenue and expenses.

This piece of equipment keeps us in operational compliance with local, state and federal regulations and therefore supports the revenue generating operations of the facility

Will current revenue be lost if the equipment is not acquired?

No

What is the estimated payback (in years) on the equipment?

NA

IMPACT ON OPERATING & MAINTENANCE COSTS:

Are there any additional salaries, operating or maintenance costs expected with request?

No. There is currently the staff required to operate the equipment as needed.

PRIORITY

Please describe and rank the priority of this capital expenditure based on your perception of the importance of the equipment for your department and the Town in terms of both operating and capital budget needs.

Moderate to High Priority – This equipment will allow compliance at the facility

Also, please rank the project based on the criteria approved by the Capital Outlay Committee.

Has this equipment been included as a request in prior five-year capital improvement plans?

No

Has this project previously been deferred as a prior year request? If yes, have there been any impacts from this deferral.

NA

Will the requested equipment have a positive impact or effect of the environment? If yes, please explain.

NA



Presents a Proposal Summary

of the



Pelican NP

Pelican NP Three Wheel Broom Street Sweeper with Dual Side Brooms and Belt Conveyor

for

TO Bourne, Landfill

December 28, 2022

List Price for Budgetary Purposes

PRODUCT DESCRIPTION

- Dual steer & gutter brooms, hydraulically driven, Tier 4F JD 4045TF low emission diesel engine, hydrostatic drive and steering, chassis and wheels powder coated standard White

STANDARD FEATURES

- Air cleaner, two-stage, dry type with restriction indicator
- Air Conditioner
- Alternator, 120 amp
- Anti Siphon water fill
- Automatic engine shutdown (oil pressure/engine temperature)
- Automatic pickup in reverse
- B20 biodiesel compatible
- Back up alarm, electric
- Battery, maintenance free
- Brakes, power
- Broom, main, hydraulically suspended
- Broom, main, in cab pressure control
- Broom, main, prefab, disposable
- Broom, side broom, hydraulically suspended
- Broom, side broom, in cab pressure control
- Broom Measurement Ruler
- Bumper pads, front jack
- Coolant recovery system
- Doors, see through glass, prop-able
- Electronic Throttle
- Engine, hour meter
- Gauges & Warning lights: engine oil temperature, engine oil pressure, fuel level, speedometer & odometer w/trip set
- Fenders, over front wheels
- Flushing system for hopper/conveyor
- Fuel tank, 35 gallons
- Fuel Water separator with indicator light
- Heater, pressurizer with filtered air, defroster
- Hose, hydrant fill, 16' 8" with coupling
- Light, spotlight, adjustable, one per side broom
- Lights, 2 combination, tail/stop lights
- Lights, headlights, multiple beam
- Lights, low water light
- Low Hydraulic Warning
- Main broom controls in cab
- Manuals, operator and parts
- Mirror, inside rear view
- Mirrors, outside, front mounted 6-inch fish eyes
- Mirrors, outside, front post mounted, west coast type, one each side
- Parking brake with interlock
- Rear Camera & in cab monitor
- Return to sweep feature
- Seat Belts (both sides for dual)
- Seats, extra wide cordura suspension seats with arm rests
- Signals, self-canceling directional with hazard switch
- Sprung guide wheel, heavy duty
- Steering wheel, tilt and telescoping
- Sun visors
- Tachometer, diesel engine
- Tires, tubeless radials
- Tow loops, four

- Water tank, fill gauge
- Water tank, molded polyethylene: 220-gallon total nominal capacity
- Wheels, dual guide
- Wheels painted grey
- Window, opening front opera
- Windshield washer
- Windshield wipers with intermittent setting
- Windshield, tinted
- Steel Bristles with Polyethylene Sidebroom Segments
- Single Wrap Polypropylene Mainbroom - Disposable
- Rubber Dirt Shoes
- Unheated Unmotorized Mirrors
- Sweeper Painted Standard White
- Red Logo
- 1 Year Parts and Labor Warranty
- Sweeper - Operator Manual
- Sweeper Parts Manual
- John Deere Operator Manual
- John Deere Parts Manual

ADDITIONAL FEATURES

- Lower Conveyor Cleanout
- Autolube - Dual Sidebrooms
- Extreme Cold Start Package
- Auxiliary Battery Disconnect
- LED Stop/Tail/Turn
- Lighting Package 8: Two LED Strobes w/Guard + Four Roof Mounted Sweep Flashers + Led Front ID Lights and Rear LED Arrowstick
- AM/FM/CD With (2) Map Lights
- License Plate Holder
- Right Hand Limb Guard
- Left Hand Limb Guard
- Steel Right Hand Door w/Sliding Window
- Right Hand Bostrom Air Ride Hi Back Cloth
- Left Hand Bostrom Air Ride Hi Back Cloth
- Spare Guide Wheel & Tire (16 Ply)
- Spare Drive Wheel & Tire (16 Ply)
- Sweeper Service Manual
- John Deere Service Manual

Total Budgetary List Sell Price: \$319,000

Thank you for considering C.N. Wood Enviro, LLC for your equipment needs.

<u>SELLER</u>		<u>PURCHASER</u>	
C.N. WOOD ENVIRO, LLC		COMPANY:	Bourne, Town Of - Landfill
BY:	Keven Hobbs <small>SALES REP</small>	PRINT NAME:	
ACCEPTED:	<div></div> <small>AUTHORIZED SIGNATURE</small>	SIGNATURE:	<div></div> <small>BUYER (If Corporation, Signature and Title of Officer)</small>

THIS ORDER NOT ACCEPTED OR BINDING UNTIL APPROVED BY AN OFFICER OF C.N. WOOD ENVIRO, LLC

CAPITAL IMPROVEMENT PROGRAM
EQUIPMENT PURCHASE OR RENTAL REQUEST

DEPARTMENT ISWM
FY 24

Information should be as specific as possible including detailed equipment description, specific dollar amounts and how cost estimates have been determined (bid list, 3 quotes, etc.)

NAME OF EQUIPMENT NAME: *40 Cubic Yard Roll-Off Containers*

REQUESTING DEPARTMENT: *ISWM*

FORM OF ACQUISITION (*Purchase, Lease or Rental*): *Purchase*

NUMBER OF ITEM(S): REPLACEMENT 3 NEW

Describe each Replaced Item: Inventory Number, Year, Make, Model, Serial Number, Years of Service, and Mileage or engine Hours.

(3) 40 CY Roll Off Containers

NEW EQUIPMENT DESCRIPTION: Make, model, year and description of function:

(3) 40 Cubic Yard Roll-Off Containers

NUMBER OF UNITS REQUESTED: 1

How many units of this equipment are currently in the department? 30

How many units of this equipment will there be if this equipment is acquired? 33

DESCRIPTION OF NEED AND JUSTIFICATION

Describe how this equipment is used.

These roll-off containers will be 40 cubic yard containers (22' x 82" x 8') constructed of heavy gauge steel, which is important in lasting in a harsh landfill environment. Roll-Off Containers are used for collecting and transporting various waste streams on and off site to vendors and other town departments

Describe why the equipment needs to be acquired or replaced.

Multiple containers are in disrepair and are not roadworthy anymore. At least 3 will be sold for scrap metal as they are irreparable.

Describe impact on the department if the equipment is not acquired.

Limited number of roll off containers will impact the availability for other projects in town that rely on containers for bulky disposal options and could ultimately limit the number of utilized containers in the Residential Recycling Center.

CAPITAL IMPROVEMENT PROGRAM
EQUIPMENT PURCHASE OR RENTAL REQUEST

EQUIPMENT USEFUL LIFE (Years) 7-10

Describe the useful life of the equipment and any factors which might extend or shorten the useful life of the equipment.

Useful life of a container is dependent upon the waste deposited in them. Generally speaking a container can last for 7-10 years however in the landfill environment excessive corrosion may potentially reduce this life.

ACQUISITION COSTS (Attach estimates or supporting documentation)

Purchase Price or Annual Rental (per unit and total): **\$30,000 (\$10,000 per unit)**

Plus: Installation or other costs (per unit and total): **\$4,000 (\$2,000 per delivery)**

Less: Trade-in or discount (per unit and total): **NA**

Net Purchase Cost or Annual Rental (per unit and total): **\$34,000**

NUMBER OF SIMILAR ITEMS CURRENTLY IN TOWN

Are there other Town Departments that have equipment that could fulfill this need?
If yes, please explain need.

No

RECOMMENDED DISPOSITION OF REPLACED ITEM(S)

Use by Other Agencies, Trade-In, Salvage, Sale – Specify use if applicable.

Older units that have been decommissioned or will be decommissioned and will be sold for scrap metal.

EQUIPMENT FUNDING SOURCES

Are there any specific funding accounts or grants that can be used for this equipment\purpose?

This capital expenditure will be funded through retained earnings.

Please describe specific funding sources with dollar amounts for all proposed funding sources.

Retained Earnings will fund the full cost of this equipment.

CAPITAL IMPROVEMENT PROGRAM
EQUIPMENT PURCHASE OR RENTAL REQUEST

REVENUE GENERATED BY EQUIPMENT

Does your department generate revenue related to this equipment? If so, describe the current department revenue and expenses and how the equipment acquisition will impact revenue and expenses.

These roll-off containers generate revenue by supporting operations at the site. They are most commonly used at the Residential Recycling Center and therefore most directly support the revenue generated from that cost center, however, the ability to move material around the site and offsite supports the ISWM facility and Town as a whole. All other cost centers are supported by these units. These units also reduce the cost to other departments in town that require large containers for disposal and transportation of larger cleanout type projects.

Will current revenue be lost if the equipment is not acquired?

Yes

What is the estimated payback (in years) on the equipment?

IMPACT ON OPERATING & MAINTENANCE COSTS:

Are there any additional salaries, operating or maintenance costs expected with request?

No

PRIORITY

Please describe and rank the priority of this capital expenditure based on your perception of the importance of the equipment for your department and the Town in terms of both operating and capital budget needs.

These containers are of moderate priority at this point in

Also, please rank the project based on the criteria approved by the Capital Outlay Committee.

NA

Has this equipment been included as a request in prior five-year capital improvement plans?

No

Has this project previously been deferred as a prior year request? If yes, have there been any impacts from this deferral.

No

Will the requested equipment have a positive impact or effect of the environment? If yes, please explain.

NA

Stone Valley Welding LLC
 11582 Guyer RD
 Huntingdon PA 16652
 814-667-2046 fax 814-667-2079
 web site stonevalleycontainer.com

Date	Invoice #
11/25/2022	33051

Bill To
Town Of Bourne 24 Perry Ave Buzzards Bay MA 02532

Ship To

P.O. No.	Terms
	Net 15

Qty	Description	Rate	Amount
2	Heavy Duty 40 yd Roll-off Containers with 6x2x1/4" rails 12" center cross members double on the back one 1/4" floor 7 Ga sides and uprights 4x3x3/16' tubing around the top painted Mack Green svw#34079-34080	9,500.00	19000.00
1	10 yd Roll-off container 12 ft long 42" high 8 ft wide standard specs Painted Mack green svw#34081	2,950.00	2,950.00
1	Delivery	1,550.00	1,550.00

Thank you for your business!	Subtotal	\$23,500.00
	Sales Tax (0.0%)	\$0.00
	Total	\$23,500.00

a late charge of 1.5%pr month
 18%annual will be charged on any
 unpaid Amounts over 30 days

TOWN OF BOURNE
FISCAL YEAR 2024 CAPITAL OUTLAY PROGRAM REQUESTS

DEPARTMENT: SHORE AND HARBOR

FIVE YEAR CAPITAL PROJECT CASH FLOW

Project Name	Estimated Total Cost	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
Annual Dredging/Ramp Repair and Improvement	\$225,000.00	\$225,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Annual Dredging/Ramp Repair and Improvement	\$225,000.00	\$0.00	\$225,000.00	\$0.00	\$0.00	\$0.00
Annual Dredging/Ramp Repair and Improvement	\$225,000.00	\$0.00	\$0.00	\$225,000.00	\$0.00	\$0.00
Annual Dredging/Ramp Repair and Improvement	\$225,000.00	\$0.00	\$0.00	\$0.00	\$225,000.00	\$0.00
Annual Dredging/Ramp Repair and Improvement	\$225,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$225,000.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$1,125,000.00	\$225,000.00	\$225,000.00	\$225,000.00	\$225,000.00	\$225,000.00

CAPITAL IMPROVEMENT PROGRAM
CAPITAL PROJECT REQUEST

DEPARTMENT *Shore and Harbor*
FY 2024

Information should be as specific as possible including start dates, completion dates and specific dollar amounts. Schematic design plans should be included to show the scope of the project. If available and appropriate based on the phase of the project more complete plans should be included.

NAME OF PROJECT *Dredging/Ramp and Pier Repair and Maintenance*

DESCRIPTION OF PROJECT *Every year funds need to be allocated to meet the town's dredging needs and to repair and or maintain the town's public access piers and ramps.*

If this is a project with more than one phase – please describe the total project as well as each of the phases and then specifically describe the specific phase for this request.

DESCRIPTION OF NEED: *Dredging in the town of Bourne as in any waterfront community happens when permitting allows. Ideally, a dredging project should be undertaken on an annual basis. Depending on the scope of a project, it is likely that the town may be in the permitting stage of more than one project at the same time. Dredging is a major part of the town's harbor management plan. During years when the lengthy permitting process precludes the town from dredging, the town should continue to maintain and repair the town's public access ramps and piers. Funds for the repair and maintenance of ramps and piers are not allocated to any department as part of their annual budget. As a result, some of these facilities have fallen in to a state of disrepair. By combining the maintenance of the ramps and piers with the dredging needs, funds will be designated on an annual basis to address these specific needs.*

PROJECT PHASE: *Annually*

What is the proposed timeline for this project? *Varies on the scope of project*

Is there more than one phase of this project? *Dredging could be done on an annual basis if permitting and funds allowed. The same for ramp and pier repair and maintenance. If so describe this phase and how it fits into the total project including the total project timeline.*

Are there timing issues related to the completion of this project or project phase: *Yes, due to time of year restrictions with the Division of Marine Fisheries, dredging generally takes place between November and January* Are there possible funding sources that might be lost or potential problems if this project or phase is not completed by a certain time? *Absolutely. Keeping channels navigable for all vessels, especially the deep draft vessels is extremely important. Many of the deeper draft vessels rent slips at both town owned and privately owned marinas. In many cases, there is only one channel available to access these marinas. Loss of access would result in loss of revenue to any of the affected marinas. Current delays in dredging some of the channels in Bourne has also resulted in numerous groundings with damage to boats. Failure to regularly maintain boat ramps has resulted in boat trailer damage, loss of use during low tide, and ultimately in some cases extensive ramp repairs being required.*

CAPITAL IMPROVEMENT PROGRAM

CAPITAL PROJECT REQUEST

PROJECT USEFUL LIFE (Years) *Varies*

Describe the useful life and any factors which might extend or shorten the useful life of the project. *Varies*

PROJECT PLANNING

Describe the planning process for this project. *The Shore and Harbor Committee maintains a town wide dredging priority plan. Updates to the plan are made no less than annually or when conditions dictate. The DNR works with the private Environmental Engineering Firm. Together they compile all the documentation required by the permitting authorities.* What Town Departments, Committees or Boards have been consulting in the planning? *Shore and Harbor, Town Engineer, Conservation, DNR, Capital Outlay* Have any professional services (engineers, etc.) been consulted during the preparation for the project request? *Extensive use of a private Environmental Engineering Firm*

Are any future professional services required for the planning and/or completion of the project? *Ongoing*

Are any approvals necessary for this project? *An exorbitant number of them* If so, have the approvals been obtained? *In the process* If necessary approvals have not been obtained please describe the approval process and how it fits into the project timeline.

PROJECT COSTS

This should include cost of this phase as well as the overall project cost. Detailed estimates are helpful for project understanding and evaluation. *Cost varies depending on the scope of the project. This year's request is for \$225,000.*

PROJECT FUNDING SOURCES

Please describe specifically with dollar amounts all proposed funding sources. *Waterways Improvement Fund/Free cash* If potential sources have been identified that can only be applied for based on project approval or completion, please describe the sources and the application and approval process for the funding source.

REVENUE GENERATED BY PROJECT IMPLEMENTATION

Projected annual revenue *The revenue is indirect* – what is the source of the revenue. *The boating community* Is there current revenue related to this project? If so, describe the current revenue and expenses and how the project will impact revenue and expenses. Will current revenue be lost if the project is not completed? What is the estimated payback (in years) on the project?

IMPACT OF PROJECT ON OPERATING & MAINTENANCE COSTS:

Are there any salaries or operating costs (including additional fuel, heat and/or electricity costs) expected? *Not out of the ordinary*

CAPITAL IMPROVEMENT PROGRAM
CAPITAL PROJECT REQUEST

Are there custodial or other maintenance costs associated with this project?*No* Include both annual maintenance and other maintenance cost required less than annually.

EXPLAIN AND JUSTIFY NEW POSITIONS.*N/A*

PROJECT PRIORITY

Please describe and rank the priority of this project based on your perception of the importance of the project for your department and the Town in terms of both operating and capital budget needs. *Dredging is an ongoing process. The permitting process takes years and costs are incurred during the process. The actual dredging expenses are incurred when the project is undergone. It is essential to fund dredging articles annually as most projects require two to three years worth of articles.*

Also, please rank the project based on the Capital Outlay Committee criteria. *One*

Assessed value of taxable property to be removed from tax list:

Relation of this project to other projects or to the long range plan: *Dredging and ramp repair/improvements are an ongoing effort and part of the long range plan for the town.*

When was this project first requested for inclusion on the capital improvement plan? *Annually for the last decade at least.*

For what FY was the initial project request?

If this project has previously been deferred from the current year projects under consideration have there been any impacts from this deferral.

Will the proposed project have an impact or effect of the environment? *Yes* If yes, please explain. *Dredging is vital to keeping channels navigable, mooring fields usable, and adequate waterflow and flushing of harbors and bays. Good waterflow is crucial to the survival and propagation of shellfish as well. Maintenance of town ramps and piers is essential in providing access to the waterways.*

If land acquisition. Attach a plot plan.

Other comments:

Town of Bourne
Fiscal Year 2024 Capital Outlay Program Requests

DNR

Five Year Capital Project Cash Flow

Project Name	Estimated Total Cost	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
Replace Y-54 2011 Chevrolet 2500 Silverado PU	\$ 90,000.00	\$90,000	\$ -	\$ -	\$ -	\$ -
Replace Y-57 Carolin Skiff 60 HP Engine	\$ 15,500.00	\$ -	\$ 15,500.00	\$ -	\$ -	\$ -
Replace Pumout Station Taylor's Point Marina	\$ 25,000.00	\$ -	\$ -	\$ 25,000.00	\$ -	\$ -
Engineering Design & Permitting of Monument Beach Marina	\$ 75,000.00	\$ -	\$ -	\$ 75,000.00	\$ -	\$ -
Replace Floats, Piers, Pilings, and Harbor Master Shack	\$ 2,000,000.00	\$ -	\$ -	\$ -	\$ 2,000,000.00	\$ -
Replace Harbor Patrol Boat	\$ 200,000.00	\$ -	\$ -	\$ -	\$ -	\$ 200,000.00
Replace 2015 Chevrolet 1500 Silerado	\$ 85,000.00	\$ -	\$ -	\$ -	\$ -	\$ 85,000.00
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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TOTAL	\$ 2,490,500.00	\$ 90,000.00	\$ 15,500.00	\$ 100,000.00	\$ 2,000,000.00	\$ 285,000.00

CAPITAL IMPROVEMENT PROGRAM
EQUIPMENT PURCHASE OR RENTAL REQUEST

DEPARTMENT *Natural Resources*
FY 2024

Information should be as specific as possible including detailed equipment description, specific dollar amounts and how cost estimates have been determined (bid list, 3 quotes, etc.)

NAME OF EQUIPMENT:*Y-54: 2011 Chevrolet 3/4 Ton Pick Up Truck*

REQUESTING DEPARTMENT:*Natural Resources*

FORM OF ACQUISITION (Purchase, Lease or Rental): *Purchase*

EQUIPMENT DESCRIPTION: Make, model, year and description of function:*2011 Chevrolet 3/4 Ton Pick Up Truck*

NUMBER OF UNITS REQUESTED:*One*

How many units of this equipment are currently in the department?*Three* How many units of this equipment will there be if this equipment is acquired?*Three*

DESCRIPTION OF NEED AND JUSTIFICATION

Describe how this equipment is used.*This truck is currently used from 5 - 7 days a week. It is the department's only heavy duty pick up truck with adequate suspension for towing the department's larger vessels. This vehicle is an Emergency Response vehicle. The vehicle is also used as a secondary patrol vehicle and has been known to respond to public safety incidents and assist vehicles and boats on town ramps. This vehicle is also used on many of the departments maintenance and shellfish projects.*

Describe why the equipment needs to be acquired or replaced. *The truck will be 12 years old in 2023. It currently has 74,441 miles. Ideally, we would like to retain this vehicle as a year round DNR vehicle and pass it down to replace our current 2005 Chevrolet Silverado with 135,355 miles as the new marina vehicle. During the marina/boating season we do not have enough vehicles in the department to accommodate all of our officers, Assistant Harbor Masters, marina personnel, and the department director.*

Describe impact on the department if the equipment is not acquired. *We would likely end up spending more money on repairs and having it out of service for extended periods of time..*

EQUIPMENT USEFUL LIFE (Years) *8-10 years*

Describe the useful life of the equipment and any factors which might extend or shorten the useful life of the equipment.*The salt water environment that we expose our vehicles to shortens their useful life. Routine maintenance of our fleet by the DPW certainly extends the useful life of all our vehicles*

ACQUISITION COSTS

CAPITAL IMPROVEMENT PROGRAM
EQUIPMENT PURCHASE OR RENTAL REQUEST

Purchase Price or Annual Rental (per unit and total) *\$90,000*
Plus: Installation or other costs (per unit and total)
Less: Trade-in or discount (per unit and total)
Net Purchase Cost or Annual Rental (per unit and total)

NUMBER OF SIMILAR ITEMS IN INVENTORY

In the Requesting Agency *3*
In other Municipal Agencies *N/A*

ESTIMATED USE OF REQUESTED ITEM(S)

Weeks Per Year *52*
Approximate Dates for Weeks Used, Estimate
Average Days Per Week *7*
Maximum/Minimum Days Per Week *7/5*
Average Hours Per Day *8*
Estimated Useful Life in Years *8-10*

REPLACED ITEM(S) *2011 Chevrolet 3/4 ton Pick Up Truck*

Describe Replaced Item, Make, Serial Number, Age, Prior Year's Maintenance Cost, Breakdown, Rental Cost. *2011 Chevrolet 3/4 Ton Pick Up Truck. 1GCOKVCG2BF170893, Eleven years old. Ongoing significant repairs have been needed.*

Please describe any service interruptions caused by unexpected Maintenance Issues in the prior year. *N/A*

RECOMMENDED DISPOSITION OF REPLACED ITEM(S)

Use by Other Agencies, Trade-In, Salvage, Sale – Specify use if applicable. *I recommend the town retain this vehicle and utilize it as a replacement for another DNR vehicle: M-1 (2005 Chevrolet 1/2 Ton Pick Up Truck with 135,355 miles) based on the opinion of the DPW mechanic.*

EQUIPMENT FUNDING SOURCES

Are there any specific funding accounts or grants that can be used for this equipment\purpose?

Please describe specifically with dollar amounts all proposed funding sources.

REVENUE GENERATED BY EQUIPMENT

Projected annual revenue *N/A* – what is the source of the revenue.
Is there current revenue related to this equipment? *No* If so, describe the current revenue and expenses and how the equipment acquisition will impact revenue and expenses.
Will current revenue be lost if the equipment is not acquired?
What is the estimated payback (in years) on the equipment?

CAPITAL IMPROVEMENT PROGRAM
EQUIPMENT PURCHASE OR RENTAL REQUEST

IMPACT ON OPERATING & MAINTENANCE COSTS:

Are there any additional salaries, operating or maintenance costs expected? *No*
Include both annual maintenance and other maintenance cost required less than annually.

EXPLAIN AND JUSTIFY NEW POSITIONS.*N/A*

PRIORITY

Please describe and rank the priority of this capital expenditure based on your perception of the importance of the equipment for your department and the Town in terms of both operating and capital budget needs. *1*

Also, please rank the project based on the criteria approved by the Capital Outlay Committee. *1.*
This vehicle is an emergency response vehicle.

Relation of this equipment to other projects or to the long range plan:*This fiscal year we are only requesting the replacement of this vehicle and will continue to address the need for department vehicle replacements based on condition.*

When was this equipment first requested for inclusion on the capital improvement plan?*FY17*

For what FY was the initial project request?*FY21*

If this project has previously been deferred from the current year projects under consideration have there been any impacts from this deferral.*Nothing major*

Will the requested equipment have an impact or effect of the environment?*Not a negative impact, no.* If yes, please explain.

Other comments:

Town of Bourne
Fiscal Year 2024 Capital Outlay Program Requests

Department: _POLICE DEPARTMENT_

Five Year Capital Project Cash Flow

Project Name	Estimated Total Cost	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
Police Vehicle Replacement Plan (5 Vehicles Per Year)	\$ 1,891,114.18	356,200.00	\$ 366,886.00	\$ 377,892.58	\$ 389,229.36	\$ 400,906.24
Police Body / Cruiser Camera Program	\$ 413,771.00	\$ 413,771.00	\$ -	\$ -	\$ -	\$ -
Portable Speed Warning Sign/Variable Message Board	\$ 45,400.00	\$ 22,700.00	\$ -	\$ 22,700.00	\$ -	\$ -
Replacement/Upgrade to Record Management/Dispatch System Expected FY25-FY27	\$ 300,000.00	\$ -	\$ 300,000.00	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 2,650,285.18	\$ 792,671.00	\$ 666,886.00	\$ 400,592.58	\$ 389,229.36	\$ 400,906.24

CAPITAL IMPROVEMENT PROGRAM
EQUIPMENT PURCHASE OR RENTAL REQUEST

DEPARTMENT *Police*
FY *24*

Information should be as specific as possible including detailed equipment description, specific dollar amounts and how cost estimates have been determined (bid list, 3 quotes, etc.)

NAME OF EQUIPMENT NAME:*Police Vehicles*

REQUESTING DEPARTMENT:*Police*

FORM OF ACQUISITION (Purchase, Lease or Rental):*Purchase*

NUMBER OF ITEM(S): **REPLACEMENT 5 NEW**

Describe each Replaced Item: Inventory Number, Year, Make, Model, Serial Number, Years of Service, and Mileage or engine Hours. *Five (5) police vehicles to be determined later based on mileage, repair history, and any other relevant factors*

NEW EQUIPMENT DESCRIPTION: Make, model, year and description of function:*Four (4) Chevrolet Tahoe PPV Utilities and One (1) Chevrolet Tahoe SSV Utility, Model Year 2023 The Department is continuing to evaluate other makes/models for reliability and cost efficiency.*

NUMBER OF UNITS REQUESTED: *Five (5)*

How many units of this equipment are currently in the department?*15 marked patrol vehicles, 6 unmarked vehicles, 2 undercover vehicles, and 1 pick-up truck* How many units of this equipment will there be if this equipment is acquired?*Same, as these are replacement vehicles.*

DESCRIPTION OF NEED AND JUSTIFICATION

Describe how this equipment is used.*This equipment is used for the protection and safety of the citizens and the visitors of the Town of Bourne.*

Describe why the equipment needs to be acquired or replaced.*Vehicle replacement plan. Vehicles replaced due to high mileage, vehicle age, and breakdown history Past deferments in the vehicle replacement plan, as well as manufacture delays in getting the vehicles have led to the Department seeing an increase in vehicles down, or in need of service. The Department has also experienced several vehicles being removed from service recently due to failure of critical structural parts, rendering the vehicles unsafe and unrepairable.*

Describe impact on the department if the equipment is not acquired.*The department will incur increased maintenance costs and officer safety may be jeopardized. The Department has also experienced issues that are hindering criminal investigations as a result of vehicles being removed from service.*

EQUIPMENT USEFUL LIFE (Years) *Possibly 4 years*

Describe the useful life of the equipment and any factors which might extend or shorten the useful life of the equipment.*3 years for patrol vehicles is the standard useful life. By purchasing*

**CAPITAL IMPROVEMENT PROGRAM
EQUIPMENT PURCHASE OR RENTAL REQUEST**

Tahoes in lieu of Ford PIU, useful life may be extended by up to an additional year. Vehicles are assigned based on many factors, chief among them is mileage

ACQUISITION COSTS (Attach estimates or supporting documentation)

Purchase Price or Annual Rental (per unit and total) *\$74,600.00 per line unit. \$57,800.00 per admin vehicle. Total for 5 units is \$356,200.00.*

Plus: Installation or other costs (per unit and total) *included in bid costs.*

Less: Trade-in or discount (per unit and total) *Trade-ins will most likely occur; however, that value is not known at this time. Any trade-ins will be determined after consultation with DPW and TA.*

Net Purchase Cost or Annual Rental (per unit and total) *\$356,200.00*

NUMBER OF SIMILAR ITEMS CURRENTLY IN TOWN

Are there other Town Departments that have equipment that could fulfill this need? *No*

If yes, please explain need. *N/A*

RECOMMENDED DISPOSITION OF REPLACED ITEM(S)

Use by Other Agencies, Trade-In, Salvage, Sale – Specify use if applicable. *The Department will consult with DPW and TA to determine if there is a need for the vehicles elsewhere in town prior to trade-in. Vehicle mileage and condition will determine usefulness.*

EQUIPMENT FUNDING SOURCES

Are there any specific funding accounts or grants that can be used for this equipment\purpose? *N/A*

Please describe specific funding sources with dollar amounts for all proposed funding sources. *N/A*

REVENUE GENERATED BY EQUIPMENT

Does your department generate revenue related to this equipment? *N/A* If so, describe the current department revenue and expenses and how the equipment acquisition will impact revenue and expenses. *N/A*

Will current revenue be lost if the equipment is not acquired? *N/A*

What is the estimated payback (in years) on the equipment? *N/A*

IMPACT ON OPERATING & MAINTENANCE COSTS:

Are there any additional salaries, operating or maintenance costs expected with request? *N/A*

PRIORITY

Please describe and rank the priority of this capital expenditure based on your perception of the importance of the equipment for your department and the Town in terms of both operating and capital budget needs. *This should be ranked as priority #1.*

CAPITAL IMPROVEMENT PROGRAM
EQUIPMENT PURCHASE OR RENTAL REQUEST

Also, please rank the project based on the criteria approved by the Capital Outlay Committee.
N/A

Has this equipment been included as a request in prior five-year capital improvement plans? *Yes*
Has this project previously been deferred as a prior year request? *No* If yes, have there been any impacts from this deferral. *N/A*

Will the requested equipment have a positive impact or effect of the environment? *No* If yes, please explain. *N/A*

Other comments: *The Police Department utilizes a yearly plan for vehicle replacement which has allowed us to maintain our inventory of police cruisers while minimizing disruption to our fleet. This allows us to best meet the needs of the department and town in terms of cost. The price increase represents not only an industry wide cost escalation compared to previous years but also incorporates the replacement of all needed equipment for the patrol vehicles replaced. Based upon general 24/7 use of these vehicles, it is essential to replace equipment rather than transferring year to year. We have been able to reduce costs recently by funding cruiser Mobile Data Terminal replacement through other funding sources.*

John Stowe

From: Parsons, Joshua
Sent: Tuesday, November 1, 2022 11:14 AM
To: Brandon Esip
Cc: Parsons, Joshua; John Stowe
Subject: Pricing for tablet mounts/keyboard and vaults
Attachments: MOUNTS AND VAULTS.xlsx

Chief,

Attached is a breakdown of the currently available mounts for our tables with pricing. The mounts we currently use are no longer available. The mount listed is the replacement with the proper pass-throughs for gps and data along with charging capabilities. I was mistaken on the internal charger. That model mount is not available for Dells yet and there is no release date. The price per mount includes the power supply. Keyboard and mounts come as a single package too.

The prices for the Truck Vault and Estes Weapon Locker are what we were quoted after our last meeting with Steve at McGovern. They may not be the FY23 prices so we should build more into capital for those items. The Estes Weapon Locker was the one we chose for your SUV and will be a good option for us going forward. All literature shows they are compatible with the cages being installed in our Tahoe.

Joshua A Parsons, Patrol Officer
Bourne Police Department
35 Armory Rd. Bourne MA
Dispatch 508-759-4451
Fax 5087594454
jparsons@townofbourne.com



Budget Quote

Date: October 26, 2022

TAHOE - LINE

To: Lt. John Stowe
 Bourne Police Department
 35 Armory Road
 Bourne MA 02532
 774-836-6049 / jstowe@townofbourne.com

Salesperson: Steve Spokowski
 774-204-2206

Qty	Item #	Description	Unit Price	Line Total
1.00	CK15706	2023 Chevrolet Tahoe 4 wheel drive PPV Commercial	\$ 39,182.00	\$ 39,182.00
1.00	GBA / HOU	Black exterior paint with HD black cloth interior	\$ -	\$ -
1.00	AMF	(4) Additional remote entry transmitters	\$ 71.25	\$ 71.25
1.00	PQA	Safety package required	\$ 375.25	\$ 375.25
1.00	RIK	Black bow ties	\$ 166.25	\$ 166.25
1.00	6C7	Factory red white dome light front cabin	\$ 161.50	\$ 161.50
1.00	7X3	Driver side pillar mounted LED spot light	\$ 760.00	\$ 760.00
1.00	6J7	Headlight flasher	\$ -	\$ -
1.00	94706	Set of (4) window vent shades	\$ 95.00	\$ 95.00
1.00	XXX	Fleet key not applicable	\$ -	\$ -
1.00	PAINT	Paint (4) doors from window sill down & roof silver (TN)	\$ 1,295.00	\$ 1,295.00
1.00	36-4045	Push bar	\$ 650.00	\$ 650.00
1.00	36-6015S4	Recessed cross bar for (4) LED	\$ 50.00	\$ 50.00
4.00	ENFRMS3E	(4) Blue white LED in top cross bar facing forward	\$ 225.00	\$ 900.00
2.00	EMPS2QMS5RBW	(2) Tri color LED on sides of push bar: 1/side	\$ 225.00	\$ 450.00
1.00	LABOR	Wig wag headlight and tail light flasher	\$ 50.00	\$ 50.00
1.00	ENFEB00EP8	Full blue white front upper interior warning bar	\$ 1,300.00	\$ 1,300.00
2.00	ENT3B3E	Blue white LED under exterior mirrors	\$ 300.00	\$ 600.00
1.00	PMP2BKUMB5-D	Under exterior mirror LED bracket driver side	\$ -	\$ -
1.00	PMP2BKUMB5-P	Under exterior mirror LED bracket passenger side	\$ -	\$ -
1.00	ENGSA5200RSR	200W Siren and rotary controller system	\$ 2,550.00	\$ 2,550.00
1.00	ENGLMK001	LINK module included	\$ -	\$ -
1.00	ENGSYM001	SYNC module	\$ 300.00	\$ 300.00
2.00	ENGND0401	Node	\$ 200.00	\$ 400.00
2.00	ENGHNK02	500 Node harness included	\$ -	\$ -
1.00	ETSKLF200	Low frequency siren enhancer with (2) speakers 200w	\$ 1,000.00	\$ 1,000.00
1.00	ETSSLFVBK13	Driver side speaker bracket	\$ -	\$ -
1.00	ETSSLFVBK14	Passenger side speaker bracket	\$ -	\$ -

1.00	CC21TH1015OS	Troy center console	\$ 850.00	\$ 850.00
1.00	AC-INBHG	Cup holder included	\$ -	\$ -
1.00	AC-SIDEARM6	Armrest included	\$ -	\$ -
1.00	FP-SO500-R	Siren controller face plate	\$ -	\$ -
1.00	BCD996P2	Uniden digital scanner	\$ 600.00	\$ 600.00
1.00	BMAXSCAN1000	Scanner antenna	\$ -	\$ -
1.00	302-VS2	External speaker for scanner	\$ -	\$ -
2.00	MNMOM5F	Antenna cables	\$ -	\$ -
1.00	425-6297	Scanner face plate	\$ -	\$ -
1.00	425-3816	Magnetic microphone clip	\$ 50.00	\$ 50.00
1.00	C-MCB	"L" bracket	\$ -	\$ -
1.00	LABOR	Install supplied 2 way police radio & antenna	\$ 225.00	\$ 225.00
1.00	LABOR	Install supplied radar	\$ 125.00	\$ 125.00
1.00	500-0033	Westin/HINT computer mnt tab & keyboard base mnt psgr sd	\$ 700.00	\$ 700.00
1.00	LABOR	Transfer computer	\$ 395.00	\$ 395.00
1.00	1082E	Blac Rac gun mount	\$ 750.00	\$ 750.00
1.00	25010	Rail for above gun mount	\$ 50.00	\$ 50.00
1.00	PFW5704T21A	Full Progard steel cage with sliding window	\$ 1,100.00	\$ 1,100.00
1.00	S5705T21OSB	Gray ABS transport seat with OSB & cargo screen	\$ 1,650.00	\$ 1,650.00
1.00	WB57NPT21	Rear door window bars for OEM door panels	\$ 450.00	\$ 450.00
1.00	ECVDMLTST4	White dome LED 2nd row over prisoner - wire to console sw	\$ 125.00	\$ 125.00
2.00	EMPS2STS5RBW	(2) Blue red LED rear door side glass - 1/side	\$ 225.00	\$ 450.00
2.00	PMP2BKDGJAJ	90 Degree mounting brackets	\$ -	\$ -
2.00	ENFSGS3J	(2) Blue red LED rear cargo side glass lower center - 1/side	\$ 250.00	\$ 500.00
1.00	ECVDMLTAL00	Red white dome light mounted on interior rear gate	\$ 125.00	\$ 125.00
2.00	EMPS2QMS5RBW	(2) Tri color LED gate horizontal above license plate	\$ 225.00	\$ 450.00
2.00	ELUC3H010D	(2) Red white hideaway in upper rear brake light housing	\$ 200.00	\$ 400.00
2.00	ELUC3H010E	(2) Blue white hideaway lower rear brake light housing	\$ 200.00	\$ 400.00
1.00	EMPAK00H0F	Blue exterior warning bar rear: amber secondary:2 Tri color	\$ 1,300.00	\$ 1,300.00
1.00	NC	Shop supplies	\$ 175.00	\$ 175.00
			\$ -	\$ -

Special Instructions:

Custom or Special Orders are Non-Refundable

This Estimate is for Budgetary Purposes and is Not a Guarantee of Cost for Services.

Estimate is Based on Current Information From Client About the Project Requirements

Actual Cost May Change Once Project Elements are Finalized

Vehicle

\$40,716.25

Upfit

\$20,510.00

Trade

\$0.00

TOTAL EACH**\$61,226.25****McGovern Municipal 1200 Worcester Road, Framingham MA 01702**

John Stowe

From: Parsons, Joshua
Sent: Friday, October 14, 2022 4:35 PM
To: Steve Spokowski [sspokowski@mcgovernauto.com]
Cc: Brandon Esip; John Stowe
Subject: Bourne Undercover Durango Upfit

Steve,

Per the conversation we had the other day about a quote for upfit, this is a basic breakdown for how I would like the upfit look like on the Undercover Dodge Durango we may be acquiring. Please keep in mind that this is a completely undercover vehicle, and the lights need to be mounted in such a way that they are as invisible as possible.

- Soundoff blueprint Siren and Handheld controller
- Install of supplied remote mount radio with handheld control head (please include a price for a covert antenna for radio as separate item)

both wired so the controllers can be put away in the glove box not center console

- Headlight flasher(drl or fog light flasher if unable to flash led headlights)
- 4 Soundoff dual color mPower 6" led mounted recessed behind front grill (blue/white)
- Tail light flasher
- 4 Soundoff dual color Hideaway in clear portion of taillights (2 per side, Blue/Red)
- 2 Soundoff dual color mPower 6" led mounted in upper corners of tinted rear hatch glass (Blue/Red)

Feel free to make adjustments and suggestions. Thank you and please reach out with any questions. My Cell is 774-313-9959.

Joshua A Parsons, Patrol Officer
Bourne Police Department
35 Armory Rd. Bourne MA
Dispatch 508-759-4451
Fax 5087594454
jparsons@townofbourne.com



Budget Estimate

October 26, 2022

ADMIN SSV

To: Lt. John Stowe
 Bourne Police Department
 35 Armory Road
 Bourne MA 02532
 774-836-6049 / jstowe@townofbourne.com

Salesperson: Steve Spokowski
 774-204-2206

Qty	Item #	Description	Unit Price	Line Total
1.00	CK15706	2023 Chevrolet Tahoe 4 wheel drive SSV Commercial	\$ 38,602.00	\$ 38,602.00
1.00	GXD / H1T	Gray paint with HD black cloth interior	\$ -	\$ -
1.00	AMF	(4) Additional remote entry transmitters	\$ 71.25	\$ 71.25
1.00	B30	Carpeted floor covering	\$ 185.25	\$ 185.25
1.00	B58	Floor mats required with B30	\$ 76.00	\$ 76.00
1.00	BTV	Remote vehicle starter	\$ 285.00	\$ 285.00
1.00	6J7	Headlight flasher	\$ -	\$ -
1.00	94706	Set of (4) window vent shades	\$ 95.00	\$ 95.00
1.00	TINT	Tint front door glass 35%	\$ 250.00	\$ 250.00
4.00	EMPS2ST5RBW	(4) Blue white LED in front grille	\$ 225.00	\$ 900.00
2.00	PMP2BK004	(2) Dual LED mount brackets in front grille	\$ 20.00	\$ 40.00
1.00	LABOR	Wig wag headlight and tail light flasher	\$ 50.00	\$ 50.00
1.00	ENFEB00EP8	Full blue white front upper interior warning bar	\$ 1,300.00	\$ 1,300.00
1.00	ENGSA5200RSR	200W Siren and hand held controller system	\$ 2,550.00	\$ 2,550.00
1.00	ENGLNK004	LINK module included	\$ -	\$ -
2.00	ENGND0401	Node	\$ 200.00	\$ 400.00
1.00	ENGSYMD01	SYNC module	\$ 300.00	\$ 300.00
1.00	ENGHNK01	Central node harness included	\$ -	\$ -
1.00	ENGHNK02	500 Node harness included	\$ -	\$ -
1.00	LABOR	Install supplied 2 way police radio & antenna	\$ 225.00	\$ 225.00
1.00	MNMOM-5F	Antenna cable	\$ -	\$ -
2.00	ENFSGS3J	(2) Blue red LED rear door side glass - 1/side	\$ 250.00	\$ 500.00
2.00	ENFSGS3J	(2) Blue red LED rear cargo side glass lower center - 1/side	\$ 250.00	\$ 500.00
1.00	ECVDMLTAL00	Red white dome light mounted on interior rear gate	\$ 125.00	\$ 125.00
4.00	EMPS2QMS5RBW	(4) Tri color LED on running boards 2 per side	\$ 225.00	\$ 900.00
2.00	ELUC3H010D	(2) Red white hideaway in upper rear brake light housing	\$ 200.00	\$ 400.00
2.00	ELUC3H010E	(2) Blue white hideaway lower rear brake light housing	\$ 200.00	\$ 400.00
1.00	ENFWB0WYZ	8 Module interior warn bar BRBB BBRB	\$ 1,300.00	\$ 1,300.00

1.00	NC	Shop supplies	\$ 175.00	\$ 175.00
Special Instructions: Custom or Special Orders are Non-Refundable This Estimate is for Budgetary Purposes and is Not a Guarantee of Cost for Services. Estimate is Based on Current Information From Client About the Project Requirments Actual Cost May Change Once Project Elements are Finalized				Vehicle
				\$39,219.50
				Upfit
				\$10,410.00
				Trade
				\$0.00
				TOTAL
				\$49,629.50

McGovern Municipal 1200 Worcester Road, Framingham MA 01702

DEVICE	MODEL #	PRICE	HYPERLINK
DELL TABLET MOUNT W/ CHARGER	DS-DELL-602-2	\$1,143.09	Docking Station with Advanced Electronics, Dual Pass-Thru
CHICKLET STYLE KEYBOARD WITH MOUNT	PKG-KB-205	\$724.98	Package - Chiclet Style Keyboard with Mount PKG-KB-205
	PACKAGE PER VEHICLE PRICE	\$1,868.07	
TRUCK VAULT	CHEVY TAHOE	\$3,325	SUV Base Line TruckVault
ESTES WEAPON LOCKER	CHEVY TAHOE	\$2,295	SUV Rapid Access Weapon Locker 2.0 Vehicle Gun Safe
ESTES WEAPON LOCKER	FORD EXPLORER	\$1,995	SUV Rapid Access Weapon Locker 2.0 Vehicle Gun Safe

Updated: October 28, 2022

By: Ptl. Parsons

BOURNE POLICE DEPARTMENT POLICE VEHICLE INVENTORY

Photo	Cruiser	Year	Make	Model	V.I.N. / Reg #/ Insp Exp.	Mileage	Current Assignment	Notes	Expected Operational Use (end of year)	Expect Replacement FY
PATROL										
	Y-1	2021	Ford	Interceptor SUV	1FM5K8AB5MGC34108 MP698F Exp: 5/23	9004	Patrol Supervisor	Motorola Radio, Life Hmr, Soundoff Blueprint LED Lights/Siren, Stalker DSR-2X Radar, Setina PB, Flash Chgr, Rifle Rack, Trunk Vault, Uniden Bearcat Scanner, Dell Tablet	Patrol use till 2025	FY26
	Y-2	2016	Ford	Interceptor SUV	1FM5K8AR7GGA72404 MP6732 Exp:11/22	60500	Sro Marzelli	Motorola MCS 2000 Radio, Life Hmr, Code 3 RX2700 LB, Stalker DSR-2X Radar, Setina PB, Flash Chgr, Uniden Bearcat Scanner, Dell Tablet NO PRISONER CAGE/RIFLE	SRO Use Till 2024	FY25
	Y-3	2020	Ford	Interceptor SUV	1FM5K8AB6LGA71211 MP3730 Exp: 10/23	103424	Patrol	Motorola MCS 2000 Radio, Life Hmr, Whelen DUO/LED LB, Code 3 Centcom Siren, Stalker DSR-2X Radar, Setina PB, Flash Chgr, Rifle Rack, Uniden Bearcat Scanner, Dell Tablet	Patrol use till 2023	FY24
	Y-4	2020	Ford	Interceptor SUV	1FM5K8AB5LGA72026 MP408J Exp: 10/23	64000	Patrol	Motorola MCS 2000 Radio, Life Hmr, Whelen DUO/LED LB, Code 3 Centcom Siren, Stalker DSR-2X Radar, Setina PB, Flash Chgr, Rifle Rack, Uniden Bearcat Scanner, Dell Tablet	Patrol use till 2024	FY25
	Y-5	2020	Ford	Interceptor SUV	1FM5K8ABXLGD00828 MP527H Exp: 6/23	62828	Det/ Court Lacerda	Motorola MCS 2000 Radio, Life Hmr, Whelen DUO/LED LB, Code 3 Centcom Siren, Stalker DSR-2X Radar, Setina PB, Flash Chgr, Rifle Rack, Uniden Bearcat Scanner, Dell Tablet NEW ENGINE 5/2022	Patrol use till 2024	FY25
	Y-8	2013	Ford	Explorer 4x4	1FM5K8B84DGB21009 MP4297 Exp: 12/22	87340	Sro McAnagh	Motorola MCS 2000 Radio, Whelen DUO/LED LB, Code 3 Centcom Siren, Setina PB, Flash Chgr, Uniden Bearcat Scanner	SRO Use Till 2024	FY25
	Y-9	2015	Ford	Interceptor SUV	1FM5K8AR9FGA78509 MP6725 Exp: 1/23	55591	Recuit Accademy transport	Motorola XTS 2500 Radio, Life Hmr, Whelen DUO/LED LB, Code 3 Centcom Siren, Setina PB, Flash Chgr, Radio Shack X-15 Scanner, NO CAGE	Admin / Accademy use till 2025	FY26

Updated: October 28, 2022

By: Ptl. Parsons

BOURNE POLICE DEPARTMENT POLICE VEHICLE INVENTORY

	Y-12	2015	Ford	Interceptor SUV	1FM5K8AR5FGA78510 MP407J Exp: 1/23	51879	Det Sweeney	Motorola MCS 2000 Radio, Life Hmr, Whelen DUO/LED LB, Code 3 Centcom Siren, Setina PB, Flash Chgr, Uniden Bearcat Scanner NO CAGE	Admin / Accademy use till 2025	FY26
	Y-14	2021	Ford	Interceptor SUV	1FM5K8AB4MGA17584 MP666G Exp: 5/23	532	Patrol	Motorola MCS 2000 Radio, Life Hmr, Soundoff Blueprint Lights/Siren Package, Stalker DSR-2X Radar, Setina PB, Flash Chgr, Rifle Rack, Uniden Bearcat Scanner, Dell Tablet	Patrol use till 2025	FY26
	Y-15	2020	Ford	Interceptor SUV	1FM5K8ARXHGD58832 MP6807 Exp: 5/23	59419	Det/ Court Officer Lacerda	Motorola MCS 2000 Radio, Life Hmr, Whelen DUO/LED LB, Code 3 Centcom Siren, Stalker DSR-2X Radar, Setina PB, Flash Chgr, Rifle Rack, Uniden Bearcat Scanner,	Patrol use till 2024	FY25
	Y-16	2018	Ford	Interceptor SUV	1FM5K8AR4JGB19606 MP717 Exp: 3/23	112293	Detail Cruiser	Motorola MCS 2000 Radio, Life Hmr, Whelen DUO/LED LB, Code 3 Centcom Siren, Stalker DSR-2X Radar, Setina PB, Flash Chgr, Rifle Rack, Uniden Bearcat Scanner	Detail use only	FY23
	Y-18	2018	Ford	Interceptor SUV	1FM5K8AR6JGB19607 MP6721 Exp:5/23	90432	Patrol Cruiser	Motorola MCS 2000 Radio, Life Hmr, Whelen DUO/LED LB, Code 3 Centcom Siren, Stalker DSR-2X Radar, Setina PB, Flash Chgr, Rifle Rack,Uniden Bearcat Scanner, Dell Tablet	Patrol till Ordered Cruisers Arrive 2022	FY23
	Y-23	2020	Ford	Interceptor SUV	1FM5K8AB9LGA720289 MP406J Exp: 10/23	83725	Patrol Cruiser	Motorola MCS 2000 Radio, Life Hmr, Whelen DUO/LED LB, Code 3 Centcom Siren, Stalker DSR-2X Radar, Setina PB, Flash Chgr, Rifle/Shotgun Rack, Uniden Bearcat Scanner, Dell Tablet	Patrol use till 2024	FY25
	Y-24	2021	Ford	Interceptor SUV	1FM5K8AB6MGC33601 MPG399 Exp: 6/23	17731	Patrol Cruiser	Motorola MCS 2000 Radio, Soundoff Blueprint LED Lights/Siren Package, Life Hmr, Stalker DSR-2X Radar, Flash Chgr, Rifle/Shotgun Rack, Uniden Bearcat Scanner, Dell Tablet	Patrol use till 2025	FY26
	Y-25	2021	Ford	Interceptor SUV	1FM5K8AB8MGC00969 MPG820 Exp: 6/23	21009	Patrol Cruiser	Motorola MCS 2000 Radio, Soundoff Blueprint LED Lights/Siren Package, Life Hmr, Stalker DSR-2X Radar, Flash Chgr, Rifle/Shotgun Rack, Uniden Bearcat Scanner, Dell Tablet	Patrol use till 2025	FY26

Updated: October 28, 2022
By: Ptl. Parsons






BOURNE POLICE DEPARTMENT POLICE VEHICLE INVENTORY

ADMIN										
	Y-7	2019	Ford	Explorer	1FM5K8D89KGA28643 52X170 Exp:10/31/2022 Exp: 1/23	68014	Chief Esip	Motorola APX6000 Radio, Blue Lights/Siren Grill/Dash/ Rear	Admin use till 2026	
	Y-22	2011	Ford	Taurus	1FAHP2HW2BG179774 798AK4 Exp. 4-30-23 Exp:10/22	69685	Det Bevilacqua	Motorola Radio, Lights/Siren (Grill/Dash/Rear)	Admin use till 2025	
	Y-11	2016	Ford	Taurus	1FAHP2H88GG145346 7MY851 Exp. 1-31-2024 Exp: 4/22	36351	Lt. Economides	Motorola XTL2000 Radio, Blue Lights/Siren Grill/Dash/ Rear	Admin use till 2025	
	Y-10	2020	Ford	Interceptor SUV	1FM5K8AR0LGA96718 MP661G Exp: 12/21	63631	Lt. Stowe	Motorola MCS 2000 Radio, Life Hmr, Whelen DUO/LED LB, Code 3 Centcom Siren, Stalker DSR- 2X Radar, Setina PB, Flash Chgr, Uniden Bearcat Scanner NO CAGE NEW MOTOR INSTALLED 3-2022 WARRANTY	Admin use till 2025	
	Y-17	2017	Ford	Interceptor SUV	1FM5K8AR0HGD92200 5YH219 Exp: 12/22	27187	Det. Sgt. Cox	Motorola APX6000 Radio, Blue Lights/Siren Grill/Dash/ Rear	Admin use till 2028	
	Y-19	2009	Toyota	Tacoma	3TMMU52NX9M014784 2YGH80 Exp: 10/31/22 Exp:6/22	99799	Out of Service	UC Vehicle, OUT OF SERVICE -- FRAME ROTTED	Out of Service UNSAFE	
	Y-6	2008	Ford	Taurus	1FAHP27W08G178021 4186NW Exp: 3/22	92683	Out of Service pending DPW inspection	EXTENSIVE BODY AND STRUCTURAL RUST Motorola MTS2000 Radio, Blue Lights/Siren Grill/Dash/ Rear	Out of Service	

Updated: October 28, 2022

By: Ptl. Parsons

BOURNE POLICE DEPARTMENT POLICE VEHICLE INVENTORY

	Y-20	2003	Nissan	Altima	1N4AL11D73C106148 17JP88 Exp:8/31/2023 Exp: 6/22	151586	Detective	UC Vehicle High Mileage	Detective use till 2023	
	Y-21	2014	Ford	F-150 SSV	1FTFW1EF1EFC74517 MP3564 Exp:12/22	32948	Special Assignment and Patrol	low mileage but heavy wear/rust Motorola APX6500 Radio, Life Hmr, Whelen DUO/LED LB, Code 3 Centcom Siren, Setina PB, Flash Chgr, Uniden Bearcat Scanner	Admin/Patrol use till 2024 low mileage but significant rust and wear	
SPECIAL										
	Trailer	2005	Pace	Enclosed Trailer	40LWB2024P110382 MP402J	N/A		Water Damage due to cracked roof Needs extensive overhaul Heavy wear		
	Radar Trailer	2009	ATS Utility	Mobile Radar Unit	1B9AF51128M825329 MP533H	N/A		RADAR UNIT BROKEN	Out of Service	
	LP-1	2005	Magnum	Light Tower	5AJLS16135B00359 M67-146	80 3 Hrs Use		Emergency Management	No known issues-- indefinite lifespan	

Updated: October 28, 2022

By: Ptl. Parsons

BOURNE POLICE DEPARTMENT POLICE VEHICLE INVENTORY

	Trailer	2003	Load-rite	8' Open Trailer	5A4PVGH273001267 M67611	N/A			No known issues-- indefinite lifespan	
	TR-2	2014	ADDCO	Mobile Message Board	4SEPA0912EM4SE041 MP3712	N/A			Waiting on repair unknown lifespan	
	M-4	2004	Yamaha	ATV	JY4H12Y44C001595 MA ATV 677BE	5	Specialty		Specialty use till 2025	
	M-3	2005	Suzuki	ATV	5SAAM43A857103074 MA ATV 290AR	977			Specialty use till 2025	

CAPITAL IMPROVEMENT PROGRAM
EQUIPMENT PURCHASE OR RENTAL REQUEST

DEPARTMENT *Police*
FY *24*

Information should be as specific as possible including detailed equipment description, specific dollar amounts and how cost estimates have been determined (bid list, 3 quotes, etc.)

NAME OF EQUIPMENT NAME:*Police Body Cameras*

REQUESTING DEPARTMENT:*Police*

FORM OF ACQUISITION (Purchase, Lease or Rental): *Purchase*

NUMBER OF ITEM(S): *NEW 48 Body Worn Cameras/10 In-cruiser Camera Systems.*

Describe each Replaced Item: Inventory Number, Year, Make, Model, Serial Number, Years of Service, and Mileage or engine Hours. N/A

NEW EQUIPMENT DESCRIPTION: Make, model, year and description of function:*This purchase is for an In-car Video System covering ten (10) police patrol vehicles and forty-eight (48) Body Worn Cameras as well as the associated hardware, software, licensing, cloud based storage capacity, and equipment needed for proper operation. The Department is evaluating two companies products (Axon, Motorola) for reliability and value. The pricing requested is based on the highest quotation.*

NUMBER OF UNITS REQUESTED:*48 Body Worn Cameras/10 In-cruiser Camera Systems.*

How many units of this equipment are currently in the department? *0* How many units of this equipment will there be if this equipment is acquired? *48 Body Worn Cameras and 10 in-car video systems*

DESCRIPTION OF NEED AND JUSTIFICATION

Describe how this equipment is used.*This equipment is used to document all encounters made by officers while on-duty thus aiding in evidence collection, as well as limiting liability for the Department and the Town of Bourne. The program will increase transparency and public accountability.*

Describe why the equipment needs to be acquired or replaced.*This equipment will be used to improve officer safety as well as to comply with recommendations from the Police Reform Act passed in late 2021 by the Commonwealth. The department has deferred this item in recent years.*

Describe impact on the department if the equipment is not acquired.*The Department risks becoming one of the only departments on the Cape & Islands without a body worn camera program. There is an increased expectation from the public that these videos will be available for review of officer/ citizen interactions. By not instituting these programs, there is a perception from the public of less transparency, counter to the Department's goals.*

**CAPITAL IMPROVEMENT PROGRAM
EQUIPMENT PURCHASE OR RENTAL REQUEST**

EQUIPMENT USEFUL LIFE (Years) 5 years

Describe the useful life of the equipment and any factors which might extend or shorten the useful life of the equipment. *Five (5) years is considered the useful life of this type of equipment. Both companies include five (5) year extended warranties with their products.*

ACQUISITION COSTS (Attach estimates or supporting documentation)

Purchase Price or Annual Rental (per unit and total) *Total cost for the requested equipment is \$413,771.00.*

Axon: \$413,771.00 (includes \$50,000.00 for IT upgrades) Cost per Unit: \$7,134.00

Motorola: \$ 304,672.00 (includes \$50,000.00 for IT upgrades) Cost per Unit: \$ 5,253.00

Plus: Installation (per unit and total) *included in bid costs.* Other costs *\$50,000 Infrastructure upgrades for IT to support the BWC/In-Car Video system.*

Less: Trade-in or discount (per unit and total) *N/A*

Net Purchase Cost or Annual Rental (per unit and total) *\$413,771.00.*

NUMBER OF SIMILAR ITEMS CURRENTLY IN TOWN

Are there other Town Departments that have equipment that could fulfill this need? *0*
If yes, please explain need. *N/A*

RECOMMENDED DISPOSITION OF REPLACED ITEM(S)

Use by Other Agencies, Trade-In, Salvage, Sale – Specify use if applicable. *N/A*

EQUIPMENT FUNDING SOURCES

Are there any specific funding accounts or grants that can be used for this equipment\purpose?
None currently available. It is the Departments desire to continue seeking grant fund opportunities however, there are no current open grants. Previous grants had severe restrictions to applicants, which resulted in little interest state-wide.

Please describe specific funding sources with dollar amounts for all proposed funding sources.
N/A

REVENUE GENERATED BY EQUIPMENT

Does your department generate revenue related to this equipment? *N/A* If so, describe the current department revenue and expenses and how the equipment acquisition will impact revenue and expenses. *N/A*

Will current revenue be lost if the equipment is not acquired? *N/A*

What is the estimated payback (in years) on the equipment? *N/A*

CAPITAL IMPROVEMENT PROGRAM
EQUIPMENT PURCHASE OR RENTAL REQUEST

IMPACT ON OPERATING & MAINTENANCE COSTS:

Are there any additional salaries, operating or maintenance costs expected with request? *It is likely that in future, an additional position of rank will need to be added to the Departments FTE's based on public records and quality control needs associated with the equipment.*

PRIORITY

Please describe and rank the priority of this capital expenditure based on your perception of the importance of the equipment for your department and the Town in terms of both operating and capital budget needs. *This should be ranked as priority #2*

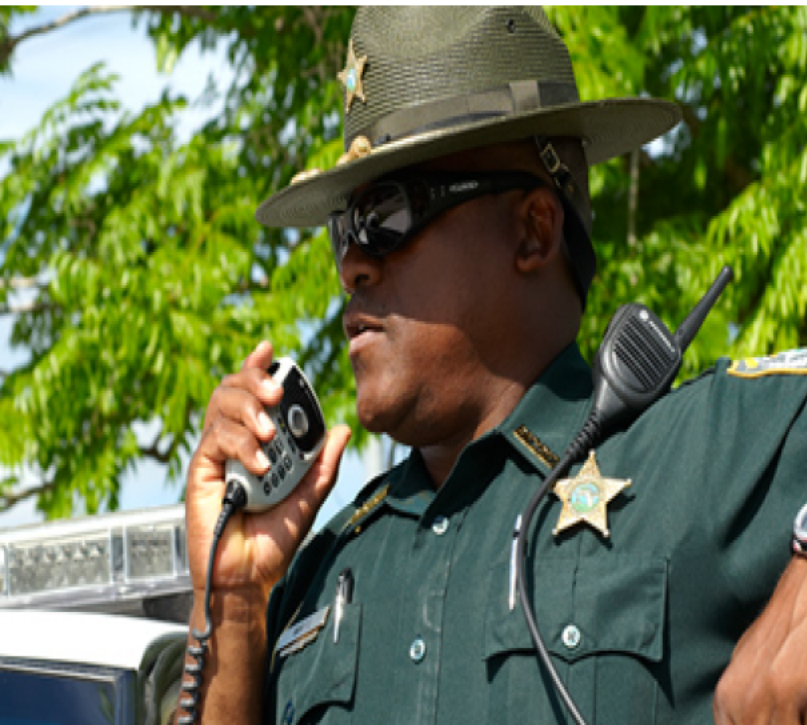
Also, please rank the project based on the criteria approved by the Capital Outlay Committee.
N/A

Has this equipment been included as a request in prior five-year capital improvement plans? *Yes*

Has this project previously been deferred as a prior year request? *Yes* If yes, have there been any impacts from this deferral. *Yes, cost has increased significantly. Based upon a quotation received for forty-eight (48) from Axon, the cost for the BWC's alone has risen \$30,000.00 in a year.*

Will the requested equipment have a positive impact or effect of the environment? *N/A* If yes, please explain.

Other comments:



BOURNE POLICE DEPT, TOWN OF

(10) M500 (48) V300 Vaas

11/08/2022

11/08/2022

BOURNE POLICE DEPT, TOWN OF
35 ARMORY RD
BUZZARDS BAY, MA 02532

RE: Motorola Quote for (10) M500 (48) V300 Vaas
Dear John Stowe,

Motorola Solutions is pleased to present BOURNE POLICE DEPT, TOWN OF with this quote for quality communications equipment and services. The development of this quote provided us the opportunity to evaluate your requirements and propose a solution to best fulfill your communications needs.

This information is provided to assist you in your evaluation process. Our goal is to provide BOURNE POLICE DEPT, TOWN OF with the best products and services available in the communications industry. Please direct any questions to Andrew Lindberg at andrew.lindberg@motorolasolutions.com.

We thank you for the opportunity to provide you with premier communications and look forward to your review and feedback regarding this quote.

Sincerely,

Andrew Lindberg

Billing Address:
BOURNE POLICE DEPT, TOWN
OF
35 ARMORY RD
BUZZARDS BAY, MA 02532
US

Quote Date: 11/08/2022
Expiration Date: 02/06/2023
Quote Created By:
Andrew Lindberg
andrew.lindberg@
motorolasolutions.com

End Customer:
BOURNE POLICE DEPT, TOWN OF
John Stowe
jstowe@townofbourne.com
+1.508.759.4451

Summary:

Any sales transaction resulting from Motorola's quote is based on and subject to the applicable Motorola Standard Terms and Conditions, notwithstanding terms and conditions on purchase orders or other Customer ordering documents. Motorola Standard Terms and Conditions are found at www.motorolasolutions.com/product-terms.

Line #	Item Number	Description	Qty	Term	List Price	Sale Price	Ext. Sale Price	Refresh Duration
Video as a Service								
1	AAS-M5-BWC-5YR	M500 IN-CAR SYSTEM WITH V300 BODY WORN CAMERA AND COMMAND CENTRAL EVIDENCE - 5 YEARS VIDEO-AS-A-SERVICE (\$205 PER MON)	10	5 YEAR	\$12,300.00	\$12,300.00	\$123,000.00	
2	AAS-BWC-WIF-DOC	V300 WIFI CHARGE/ UPLOAD DOCK - 5 YEARS VIDEO-AS-A-SERVICE (\$5 PER MON)	10	5 YEAR	\$300.00	\$300.00	\$3,000.00	
3	PRS-0618A	VAAS MANAGED INSTAL,ONSITE,TRAIN, CONFIG	1		\$6,250.00	\$5,000.00	\$5,000.00	
4	PSV00S01454A	LMS ONBOARDING	1		\$0.00	\$0.00	\$0.00	
5	SSV00S01450B	LEARNER LXP SUBSCRIPTION*	10	5 YEAR	Included	Included	Included	



Line #	Item Number	Description	Qty	Term	List Price	Sale Price	Ext. Sale Price	Refresh Duration
6	SSV00S03094A	COMMANDCENTRAL EVIDENCE PLUS SUBSCRIPTION VAAS*	10	5 YEAR	Included	Included	Included	
7	SSV00S03095A	COMMANDCENTRAL EVIDENCE UNLIMITED BODY WORN CAMERA STORAGE VAAS*	10	5 YEAR	Included	Included	Included	
8	SSV00S03096A	COMMANDCENTRAL EVIDENCE UNLIMITED IN CAR STORAGE VAAS*	10	5 YEAR	Included	Included	Included	
9	WGB-0101A	V300 BODY WORN CAMERA, MAG CHEST MOUNT	10		Included	Included	Included	3 YEAR
10	WGW00300-003	V300 NO FAULT WRRANTY	10	5 YEAR	Included	Included	Included	
11	WGB-0138AAS	VIDEO EQUIPMENT,V300 XFER STATION, UNCONF (\$30 PER MON)	1		Included	Included	Included	
12	WGB-0176AAS	VIDEO EQUIPMENT,V300 WIFI BASE FOR M5 VAAS (\$5 PER MON)	10		Included	Included	Included	
13	WGB-0703A	M500 ICV SYSTEM, V300 WIFI DOCK, SPS	10		Included	Included	Included	
14	WGW00502	M500 EXTENDED WARRANTY	10	5 YEAR	Included	Included	Included	
15	WGA00428-103	CONFIGWIRLESKIT MTK802.11AC,POE,5G HZANT	10		Included	Included	Included	
16	WGP01394-001	CBL, WIFI VHCL ANT MNT, NMO, 17'L	10		Included	Included	Included	
17	WGP02225-130-KIT2	BRKT4RE DISP/VISTA/ CAMVR POST 2020+EXPL	10		Included	Included	Included	

Video as a Service



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.
Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800

Line #	Item Number	Description	Qty	Term	List Price	Sale Price	Ext. Sale Price	Refresh Duration
18	AAS-BWC-5YR-001	V300 BODY WORN CAMERA AND COMMAND CENTRAL EVIDENCE - 5 YEARS VIDEO-AS-A-SERVICE (\$49 PER MON)	38	5 YEAR	\$2,940.00	\$2,940.00	\$111,720.00	
19	AAS-BWC-XFS-DOC	TRANSFER STATION (8 BAY) - 5 YEARS VIDEO-AS-A-SERVICE (\$30 PER MON)	4	5 YEAR	\$1,800.00	\$1,800.00	\$7,200.00	
20	SSV00S03094A	COMMANDCENTRAL EVIDENCE PLUS SUBSCRIPTION VAAS*	38	5 YEAR	Included	Included	Included	
21	SSV00S03095A	COMMANDCENTRAL EVIDENCE UNLIMITED BODY WORN CAMERA STORAGE VAAS*	38	5 YEAR	Included	Included	Included	
22	WGB-0101A	V300 BODY WORN CAMERA, MAG CHEST MOUNT	38		Included	Included	Included	3 YEAR
23	WGW00300-003	V300 NO FAULT WARRANTY	38	5 YEAR	Included	Included	Included	
24	WGB-0138AAS	VIDEO EQUIPMENT,V300 XFER STATION, UNCONF (\$30 PER MON)	5		Included	Included	Included	
25	PSV00S01454A	LMS ONBOARDING	1		\$0.00	\$0.00	\$0.00	
26	SSV00S01450B	LEARNER LXP SUBSCRIPTION*	38	5 YEAR	Included	Included	Included	
27	WGP02614	V300, BATT, 3.8V, 4180MAH	48		\$123.75	\$99.00	\$4,752.00	
Grand Total						\$254,672.00(USD)		



Pricing Summary

	List Price	Sale Price
Upfront Costs for Hardware, Accessories and Implementation (if applicable), plus Subscription Fee	\$61,174.00	\$58,736.00
Year 2 Subscription Fee	\$48,984.00	\$48,984.00
Year 3 Subscription Fee	\$48,984.00	\$48,984.00
Year 4 Subscription Fee	\$48,984.00	\$48,984.00
Year 5 Subscription Fee	\$48,984.00	\$48,984.00
Grand Total System Price	\$257,110.00	\$254,672.00

Notes:

- Additional information is required for one or more items on the quote for an order.
- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be added to invoices.
- Unless otherwise noted in this quote / order, installation of equipment is not included.



VIDEO-AS-A-SERVICE OVERVIEW

Video-as-a-Service (VaaS) is a subscription-based solution that provides agencies with Motorola's industry-leading evidence collection and management tools. VaaS provides agencies access to high-definition camera systems and the industry's only fully end-to-end digital evidence management ecosystem. Included in this quote is access to CommandCentral Evidence, which includes several applications that enable a single, streamlined workflow.



When combined into a single solution, these tools enable officers in the field to easily capture, record, and upload evidence, as well as efficiently manage and share that evidentiary data. Because Video-as-a-Service requires no up-front purchase of equipment or software, it provides a simple way to quickly deploy and begin using a complete camera and evidence management solution for a per-device charge, billed quarterly.



V300 BODY-WORN CAMERA SOLUTION DESCRIPTION

The V300 Body-Worn Camera captures clear video and audio of every encounter from the user's perspective. Its continuous-operation capabilities allow constant recording, helping the user to capture every detail of each situation and create a reliable library of evidence for case-building and review.

The V300 is easy to operate, with four control buttons. Its built-in Record-After-the-Fact® (RATF) technology enables the device to capture important video evidence that can be retrieved hours or days after an incident occurs, even if a recording is not triggered by the user or sensor. With RATF, officers can prioritize response to immediate threats over manually activating their camera.



KEY FEATURES OF THE V300

- **Detachable Battery** - The V300's detachable battery allows officers to switch to a fully-charged battery if their shift goes longer than expected. And since batteries can charge without being attached to a camera, they can be kept fully charged and ready to go in a dock for use. This feature is especially helpful for agencies that share cameras among multiple officers.
- **Wireless Uploading** - Recordings made by the V300 can be uploaded to your agency's evidence management system via WiFi or LTE networks. This enables easy transfer of critical recordings to headquarters for immediate review or long-term storage.
- **Data Encryption** - The V300 uses FIPS-140-2 compliant encryption at rest and in transit. This ensures that recordings made by your agency's officers are secure from unauthorized access.
- **Record-After-The-Fact®** - Our patented Record-After-the-Fact® technology records even when the recording function isn't engaged. These recordings are uploaded to the evidence management system and allow users to review important evidence that was captured days before.
- **Natural Field of View** - The V300 eliminates the fisheye effect from wide-angle lenses that warps video footage. Distortion correction ensures a clear and complete evidence review process.
- **SmartControl Application** - Motorola's SmartControl Application allows V300 users to tag and preview video, livestream from the camera to the app, adjust vertical field of view, and change camera settings. This application is available for iOS and Android.
- **In-Field Tagging** - The V300 enables easy in-field event tagging. It allows officers to view event tags and save them to the appropriate category directly from the camera or via smartphone application. This is made easier in conjunction with an integrated in-car video recording system.
- **Auto Activation** - Multiple paired V300 cameras and in-car systems can form a recording group, which can automatically start recording when one of the group devices starts a recording. They can be configured to initiate group recording using triggers like lights, sirens, doors, gun racks, and other auxiliary inputs. Up to eight V300 cameras can also collaborate on recordings without an in-car system, using similar triggers. Group recordings are uploaded and automatically linked in DEMS as part of one incident.



V300 AND IN-CAR VIDEO INTEGRATION

The V300 integrates seamlessly with the M500 and 4RE In-Car Video System, capturing video of an incident from multiple vantage points. With these in-car video systems, all critical functions are never more than three taps away. This integration includes the following features:

- **Distributed Multi-Peer Recording** - Multiple V300 cameras and in-car systems can form a recording group and, based on configuration, automatically start recording when one of the group devices begins recording. Group recordings are uploaded and automatically linked in DEMS as part of one incident.
- **Automatic Tag Pairing** - Recordings captured by integrated in-car systems and V300 cameras can be uploaded to DEMS with the same tags automatically. From the in-car system's display, the videos can be saved under the appropriate tag category. The tag is then automatically shared with the V300 video and is uploaded as part of one incident, along with the officer's name.
- **Evidence Management Software** - When body-worn and in-car cameras both record the same incident, Motorola's evidence management software automatically links those recordings based on officer name, date, and time overlap associated with the devices.
- **Additional Audio Source** - The V300 can serve as an additional audio source when integrated with the in-car video system. The V300 also provides an additional view of the incident and inherits the event properties of the in-car system's record, such as officer name, event category, and more, based on configuration.

V300 AND APX RADIO INTEGRATION

Motorola's APX two-way radios that are equipped with Bluetooth capability can pair with V300 Body-Worn Cameras to capture video evidence. When the APX's emergency mode button is pressed, the V300 is automatically triggered to capture video evidence. The recording will continue until stopped by the officer via the start/stop button on the V300 or group in-car video system.

HOLSTER AWARE INTEGRATION

V300 integrates with Holster Aware, a holster sensor that automatically prompts the V300 to record the moment holstered equipment is drawn. All sensor and V300 associations can be managed within any DEMS. This sensor allows officers to record high-stress events as they unfold, without having to sacrifice situational awareness by manually activating the V300.



DOCKING STATIONS

The V300 has three docking options:



Transfer Station - The Transfer Station is built for large, multi-location agencies with large numbers of V300 cameras in service at any given time. It can charge up to eight fully assembled cameras or individual battery packs. Each of the eight docking slots includes an LED indication of battery charging status and upload status. While a V300 is being charged, the Transfer Station can automatically offload its recording to Evidence Management Solution via an integrated 10Gb/1Gb connection to the local area network (LAN). The Transfer Station connects directly to the local area network for fast offload of recorded events to storage while charging the camera battery. The Transfer Station supports comprehensive device management capabilities, such as camera configuration, checkout and officer assignment options; rapid checkout, kiosk, and individual camera checkout; automatic firmware and configuration updates.



USB Base - The USB Base charges the battery of a single V300 camera or a standalone battery pack. The USB Base can be mounted in a vehicle or attached to a desktop or Mobile Data Computer, with 12V or a USB connection for power. It has LED indications of battery charging status and upload, and an ambient light sensor for optimal LED brightness control, from the bright sunlight, to the dim interior of a patrol car. When connected to a laptop or desktop, the USB Base can be used to upload recordings to an evidence management system, receive firmware and configuration updates.



Wi-Fi Base - The Wi-Fi Base is mounted in the vehicle. It facilitates V300 upload of evidence to evidence management system, firmware updates, communication between V300 and in-car group devices, charges fully assembled V300 cameras or individual battery packs and more. It has LED indications of battery charging status and upload, and an ambient light sensor for optimal LED brightness control, from the bright sunlight, to the dim interior of a patrol car.

M500 IN-CAR VIDEO SYSTEM SOLUTION DESCRIPTION

The M500 In-Car Video System is the first AI-enabled in-car video solution for law enforcement. It combines Motorola's powerful camera technology with our industry-leading digital evidence management software (DEMS), to improve the quality of evidence collected and streamline the data sharing process throughout investigation.

VIDEO RECORDING AND CAPTURE

Equipped with high-definition front and cabin cameras with configurable recording resolution of up to 1080p, the M500 creates a reliable record of evidence that can be uploaded to your DEMS solution from any location with a cellular or Wi-Fi signal.

It is equipped with patented Record-After-the-Fact (RATF) technology, which ensures continuous recording from both front and cabin perspectives whenever the camera is on, even if the recording function isn't manually engaged. All RATF data is automatically uploaded to DEMS, for easy review and data capture whenever it is needed.

DISPLAY AND USER INTERFACE

The M500 system features a 5" control panel with a bright, clear display. It offers an icon-driven interface and intuitive controls to streamline field operations. Users can execute any function on the device within three taps of the screen.

AUTOMATIC RECORDING FUNCTIONALITY

Users can program various sensors to activate a new recording. These sensors include emergency lights, sirens, auxiliary inputs, wireless microphones, vehicle speed, and crash detection. When these sensors are triggered, the integrated cameras automatically start recording, allowing officers to capture video evidence without manually activating any cameras.

INTEGRATION WITH V300

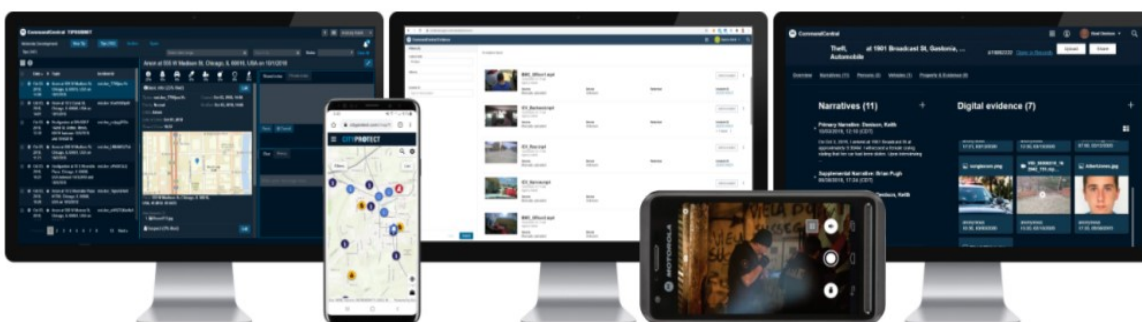
The M500 integrates with the V300 Body-Worn Camera for synchronized recording and playback, as well as wireless uploading. Whenever one camera in a group is activated, the Group Recording function enables other cameras in that group within Wi-Fi range to join in on a group recording for easy capture of all available information. Video evidence on a V300 Body-Worn Camera can be uploaded to your evidence management system via an in-car LTE network.



COMMANDCENTRAL EVIDENCE PLUS SOLUTION DESCRIPTION

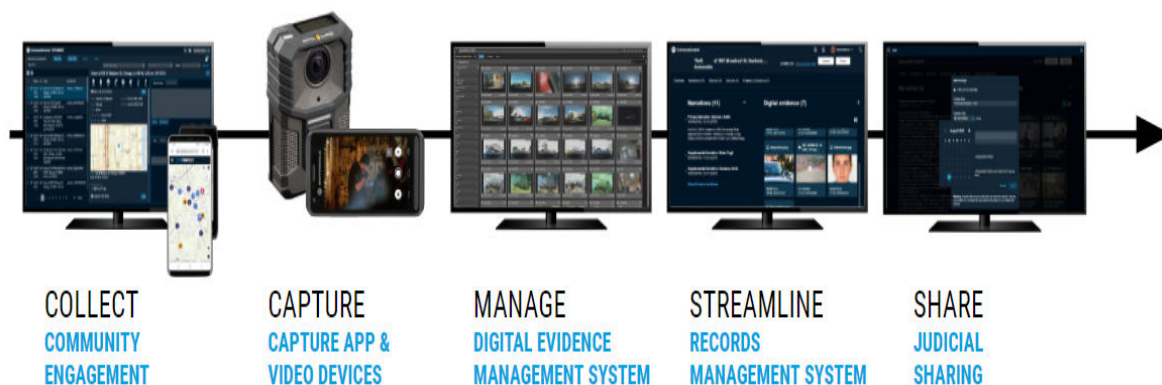
OVERVIEW

CommandCentral Evidence provides a suite of digital evidence management tools that help users contain, organize, and act on large amounts of incoming multimedia. These tools streamline the collection, capture, storage, and sharing of data from a single location. By centralizing digital evidence storage and management, CommandCentral Evidence removes data silos and helps users get the most out of their critical information.



Users access all case content from a single, cloud-based location. Cases integrate records and evidence content, allowing users to view all media associated with a case. These cloud-based tools help users account for all evidence regardless of source. CommandCentral Evidence makes it easy to secure and share content with chain of custody intact to improve collaboration.

CommandCentral Evidence is available without any upfront investment. Monthly subscription service costs include the software and video storage. And CommandCentral Evidence uses the Azure GovCloud, securing data at rest and in transit to protect communications. This complies with CJIS guidelines and the NIST framework, audited annually against the Service Organization Control 1 and 2 reporting framework.

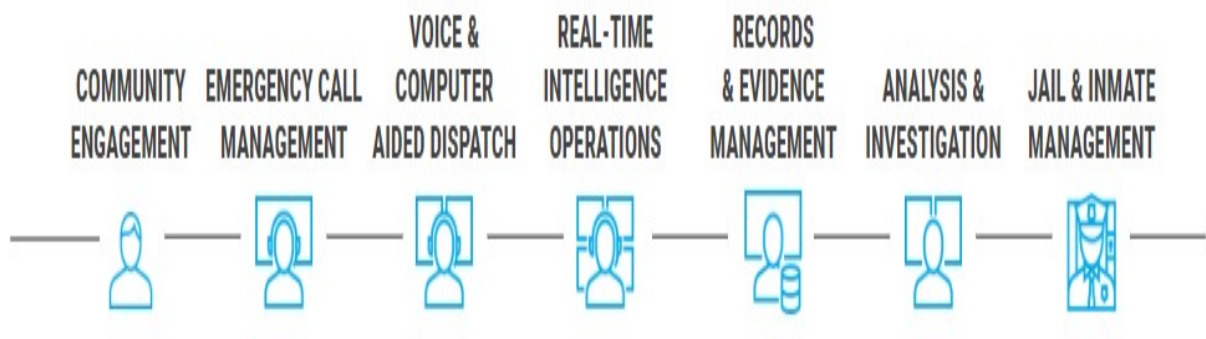


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THE COMMANDCENTRAL PLATFORM

CommandCentral is an end-to-end platform of interconnected solutions that unify data and streamline public safety workflows from a tip or call to case closure. Through single sign-on capabilities, your personnel can access all CommandCentral software applications with one agency username and password for a more streamlined workflow. The CommandCentral platform puts your agency's data to better use, improves safety for critical personnel, and helps keep your focus on the communities you serve.

CommandCentral evolves over time, maximizing the value of existing investments while adopting new capabilities that better meet your personnel's growing needs. With cloud-based services and an agile development methodology through constant user feedback, Motorola Solutions can deliver new features and functionality in a more manageable, non-intrusive way.

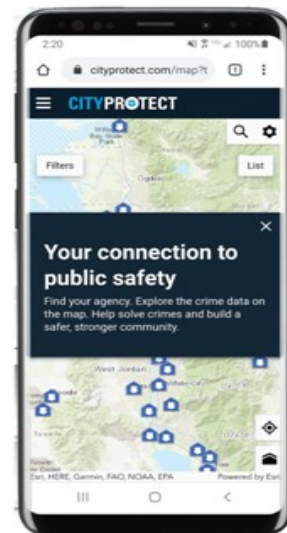


The CommandCentral End-to-End Platform

Community Interaction Tools

CommandCentral Evidence provides a set of Community Interaction tools to enhance the partnership between your agency and the public. This solution is the foundation for transparent community engagement by streamlining the flow of data between your agency and the people you serve. The toolkit helps build public trust and increases the value of community intelligence. As a result, your agency gains new ways to connect with the public, building collaboration and transparency.

Community interaction centers around CityProtect.com. This mobile-friendly webpage offers citizens a centralized set of tools to contribute to public safety. The tools and forms within CityProtect enable you to create a dialogue with your community and promote the value of citizen intelligence. Sharing and receiving important data is streamlined to make engagement easier.



AGENCY PAGE

CommandCentral Evidence provides a dedicated, public-facing webpage for your agency. This customizable page offers a unique URL to serve as the hub for community interaction with access to the tools for the public to connect with your agency.

The agency page shows quick, rotating messages—bulletins (up to five 244-character messages)—to keep the public informed. Your agency will control the order, schedule, and expiration date of these bulletins. The page also integrates an agency's social media feeds to further unify communications.

PUBLIC SUBMISSIONS

With CommandCentral Evidence, the public can submit information online with an easy-to-use interface. There are multiple self-service form options for online submissions, such as anonymous tips, public information requests, and non-emergency submissions. Your agency will decide which of these forms to deploy and how to personalize these forms with built-in form management tools. The public can submit tips using these forms on CityProtect, or via anonymous SMS communication. Together, these submissions help agencies build a more accurate operating picture. TipManager manages these submissions in a central location and saves digital content in CommandCentral Evidence. This streamlines public-provided content with officer-captured evidence in a single repository.

DIGITAL EVIDENCE COLLECTION

CommandCentral Evidence's digital evidence collection features allows your agency to collect case-specific digital media from any source without needing a personal device or physical storage, such as CDs, USBs, or other devices checked into physical evidence stores. Digital files are automatically added and tagged within the application, making access to specific information easy and efficient.

CRIME MAP

Crime Map is built into the CityProtect home page. Crime Map automatically publishes crime data and incident information from your CAD or RMS or CAD system to an interactive, online map. This map keeps the public informed of local crime activity and offers visibility into your operations. Crime Map also provides the following:

- Incident data display with up to hourly updates.
- Primary Agency shapefile.
- Sex offender listing options.
- Crime data download option and action link.

CAMERA REGISTRATION

Camera Registration allows citizens to register their residential or commercial security cameras in CityProtect. Each community member can create a free CityProtect user account to manage their camera information. Your agency can then access the location of these cameras and contact the owner for potential video evidence. The data from these accounts is visualized in a variety of CommandCentral applications.



FIELD RESPONSE APPLICATION

CommandCentral Evidence features a mobile application that allows users to capture video, images, and audio from the field. The application provides advanced camera controls to help users control what is captured. Integrated metadata population and tagging provides immediate access of content in the Digital Evidence Management application. This isolation ensures evidence is not accessible by other apps and ensures an uncompromised chain of custody from the moment of capture.

This application is a capture source for officers, detectives, command staff, supervisors and other law enforcement personnel. The application's user interface exists in the same ecosystem as the Digital Evidence Management tool. The field response application is available on iOS and Android.

RECORDS MANAGEMENT

CommandCentral Evidence's record management capabilities allow users to quickly and easily search video, audio, images, and other digital content. It then stores that data in a central cloud-based location, streamlining access and management across your organization to reduce the complexities of record management. As a result, this solution helps save your personnel valuable time and allows them to focus on critical tasks.

Records Management offers users the following features to benefit management workflows:

- Consolidated Record View – Enter and view incident data, officer narrative, and digital evidence with one user interface, allowing officers to spend more time in the field.
- Task Creation and Assignment – View, create, and assign tasks or projects for the day as part of the Insights Dashboard. This helps build and close cases faster by tracking progress and assigning ownership to activities.
- Unified Search – Find specific information faster by searching across all agency data.
- Master Indexes – Validate data on persons, vehicles, and organizations against the master indexes. For example, agencies can verify that an arrested person, person of interest, or suspect's information is accurate.
- Compliance Verification – Prompt officers for the information they need so you can check reports before submission and save response time.
- Record Quality Control – Keep data clean by identifying, merging, and de-duplicating records automatically.
- Trusted Agency Sharing – Remain in control of your data when you share case information with other agencies.
- Judicial Case Sharing – Share validated evidence items with trusted judicial partners for use in court, with a verifiable chain of custody.
- Crime Predictions in Dashboard – Monitor activity and set threshold alerts to identify and address crime trends.
- Data Insights Reporting – Access critical insight with pre-built reports and dashboards to make data-driven decisions.

DIGITAL EVIDENCE MANAGEMENT



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CommandCentral Evidence's digital evidence management tools streamline collecting, securing, and managing multimedia evidence. These tools simplify how a secure digital evidence library is built by incorporating data from multiple sources into a unified evidence storage framework. Users can upload digital evidence from a variety of sources to quickly build cases. Evidence stored within the tool is easy to search, correlate, and review alongside other case-related information from your CAD or RMS database. Relevant content can be marked and intelligently sorted to quickly locate critical information from a central touchpoint. This unified storage framework allows personnel to make informed decisions from an organized and complete case evidence view, while offering an access control system to allow only authorized personnel to view sensitive information.

STORE AND MANAGE

CommandCentral Evidence simplifies building a secure digital evidence library by incorporating data from multiple sources into a unified evidence storage framework. Users can upload digital evidence files from a variety of sources to build cases. Products from Motorola Solutions, such as body-worn cameras, in-car cameras, the mobile field response application, and other CommandCentral software, automatically transmit data to Digital Evidence Management. This saves the time and effort needed to manually upload files. Once the content is securely stored, content management is more efficient.

Digital Evidence Management streamlines content management workflows, with tags and metadata that make it easier to correlate, search, and manage evidence. The application automatically links evidence based on the tags and metadata attached to those files, helping users find additional contextual information on an incident and build cases quickly. Users can search and filter content to locate additional relevant data to link to a case or incident. To quickly access evidence items that they frequently need to reference, users can group or bookmark files within the interface.

CommandCentral Evidence provides unlimited storage for events captured by the WatchGuard video systems where the applied data retention period does not exceed one year for non-evidentiary recordings or 10 years for evidentiary recordings (recordings associated with a case). Additionally, the video recording policy must be event-based (policies that require officers to record their entire shift will not qualify for this plan). For non-camera data storage (data not captured by the body camera and/or in-car system), agencies receive 50GB of storage per device, per month, pooled across all devices in the program.

INTERFACE SERVER REQUIREMENTS

A customer-provided virtual machine is required to support the interface. The virtual machine must meet the following minimum specifications:

- Access to Customer-Provided Internet.

The customer-provided virtual machine will allow CloudConnect to be installed to enable CommandCentral cloud applications to connect to on-premises applications, like CAD/RMS systems.



COMMANDCENTRAL EVIDENCE PLUS STATEMENT OF WORK

OVERVIEW

The Statement of Work (SOW) defines the principal activities and responsibilities of Motorola Solutions, Inc. ("Motorola Solutions") and the Customer. Motorola Solutions and the Customer will work to complete their respective responsibilities in accordance with the mutually agreed upon governing schedule. Any changes to the governing schedule will be mutually agreed upon via the change provision of the Agreement.

AGENCY AND USER SETUP

The Customer's agency(s) and CommandCentral users must be provisioned within the CommandCentral cloud platform using the CommandCentral Admin tool. The provisioning process allows the agency(s) to define the specific capabilities and permissions of each user.

Motorola Solutions Responsibilities

- Use the CommandCentral Admin tool to establish the Customer and the Customer's agency(s) within the CommandCentral cloud platform. This activity is completed during the order process.
- Provision agency's CommandCentral initial users and permissions.

Customer Responsibilities

- Identify a System Administrator(s).
- Ensure all System Administrators complete the CommandCentral Admin training.
- Use the CommandCentral Admin tool to setup CommandCentral administration and user passwords, and provision agency's CommandCentral users and permissions.

Completion Criteria

Initial agencies and users have been configured.

COMMUNITY INTERACTION TOOL

Motorola Solutions enables the Community Interaction Tool during the order process.

Motorola Solutions Responsibilities

- Refer to Agency and User Setup section of SOW.
- Connect Customer incident data ingest.

Customer Responsibilities

- Provision policies and procedures, tags, retention periods, and user permissions.
- Configure Community Interaction Tool settings (location of agency pin, shape of agency, keywords, agency page, URL, which forms to deploy).
- Provide access to Motorola Solutions' team to connect incident data ingest.



Completion Criteria

Community Interaction Tool subscription enabled.

RECORDS MANAGEMENT

This document describes the activities required to ensure access to the subscription software and the Customer's provisioning activities.

Records Management features preconfigured Incident Forms and standard Workflows. As a result, minimal configuration work is required prior to operation.

Motorola Solutions Responsibilities

- Refer to the Agency and User Setup section of SOW.

Customer Responsibilities

- Provision all required custom Offence Codes using the CommandCentral user interface.

Completion Criteria

Records Management enabled and offence codes provisioned.

DIGITAL EVIDENCE MANAGEMENT

Motorola Solutions will discuss industry best practices, current operations environment, and subsystem integration in order to determine the optimal configuration for Digital Evidence Management. Motorola Solutions enables the subscription during the order process.

Note that while Digital Evidence Management is capable of interfacing with a variety of data sources, any additional interfaces are not included in this implementation.

Motorola Solutions Responsibilities

- Refer to the Agency and User Setup section of SOW.
- Connect Customer incident data ingest.
- If a hybrid on-premise and cloud solution is included, configure Evidence Library to Digital Evidence Management interface(s) to support the functionality described in the Solution Description.
- Integrate Records Management with Digital Evidence Management.

Customer Responsibilities

- Provision policies, procedures, and user permissions.
- Configure Digital Evidence Management settings.
- Provide access to Motorola Solutions' team to connect incident data ingest.

Completion Criteria

Digital Evidence Management subscription enabled. Configured to provide the end-to-end solution for the Customer.



FIELD RESPONSE APPLICATION

The Field Response Application provides Android / iOS multimedia capture allowing a smartphone to send data to Digital Evidence Management .

Motorola Solutions Responsibilities

- None.

Customer Responsibilities

- Download "CommandCentral Capture" Application from App Store.
- Determine if video can be uploaded to Digital Evidence Management via WiFi and cellular network or WiFi only.
- Set confirmation parameters in Digital Evidence Management Admin.
- Determine specific video resolution or a range of resolutions.

Completion Criteria

Work is considered complete upon Customer successfully installing application. The Field Response Application is configured and data is being received in Digital Evidence Management.

THIRD-PARTY INTERFACES

The delivery, installation, and integrations of interfaces may be an iterative series of activities depending upon access to third-party systems. If proposed, interfaces will be installed and configured in accordance with the schedule.

Connectivity will be established between CommandCentral systems and the external and/or third-parties to which they will interface. Motorola Solutions will configure CommandCentral systems to support each contracted interface. The Customer is responsible for engaging third-party vendors if and as required to facilitate connectivity and testing of the interface(s).

Motorola Solutions Responsibilities

- Develop interface(s) in accordance with the Solution Description.
- Establish connectivity to external and third-party systems.
- Configure interface(s) to support the functionality described in the Solution Description.
- Perform functional validation to confirm each interface can transmit and or receive data in accordance with the Interface Feature Description (IFD).

Customer Responsibilities

- Act as liaison between Motorola Solutions and third-party vendors or systems as required to establish connectivity with Digital Evidence Management.
- Provide personnel proficient with and authorized to make changes to the network and third-party systems to support Motorola Solutions' interface installation efforts.
- Provide network connectivity between Digital Evidence Management and the third-party systems.
- Provide requested information on API, SDKs, data schema, and any internal and third-party documents necessary to establish interfaces with all local and remote systems and facilities within 10 days of the Interface Engagement Meeting.
- Adhere to the requirements presented in the IFD.



Motorola Solutions Deliverables

Contracted Interface(s).

Completion Criteria

Connectivity is established between CommandCentral systems and the external and/or third-parties using said interface.

Unknown circumstances, requirements, and anomalies at the time of initial design can present difficulties in interfacing CommandCentral Vault to some third-party applications. These difficulties could result in a poorly performing or even a non-functional interface. At such time that Motorola Solutions is provided with information and access to systems, we will be able to mitigate these difficulties. If Motorola Solutions mitigation requires additional third-party integration, application upgrades, API upgrades, and/or additional software licenses those costs will need to be addressed through the change provision of the contract.

TRAINING

CommandCentral online training is made available to you via Motorola Solutions Software Enterprise Learning eXperience Portal (LXP). This subscription service provides you with continual access to our library of online learning content and allows your users the benefit of learning at times convenient to them. Content is added and updated on a regular basis to keep information current. All Motorola Solutions tasks are completed remotely and enable the Customer to engage in training when convenient to the user.

LXP Administrators are able to add/modify users, run reports, and add/modify groups within the panorama.

Motorola Solutions Responsibilities

- Initial setup of Panorama and addition of administrators.
- Provide instruction to the Customer LXP Administrators on:
- Adding and maintaining users.
- Adding and maintaining Groups.
- Assign courses and Learning Paths.
- Running reports.

Customer Responsibilities

- Go to <https://learningservices.motorolasolutions.com> and request access if you do not already have it.
- Complete LXP Administrator training.
- Advise users of the availability of the LXP.
- Add/modify users, run reports and add/modify groups.

Completion Criteria

Work is considered complete upon conclusion of Motorola Solutions-provided LXP Administrator instruction.



Panorama – A panorama is an individual instance of the LXP that provides autonomy to the agency utilizing.

Groups – A more granular segmentation of the LXP that are generally utilized to separate learners of like function (dispatchers, call takers, patrol, firefighter). These may also be referred to as clients within the LXP.

Learning Path – A collection of courses that follow a logical order, may or may not enforce linear progress.

Customer Responsibilities

- Supply a suitably configured classroom with a workstation for the instructor and at least one workstation for every two students.
- Designate training representatives who will work with the Motorola Solutions trainers in the development and delivery of training.

Motorola Solutions Deliverables

- Classroom Training Materials, Attendance Rosters.

Completion Criteria

Work is considered complete upon conclusion of Motorola Solutions provided Train the Trainer training.

Motorola Solutions offers many training courses pertaining to the Customer's solution. Motorola Solutions will provide specific training courses in the welcome email provided after implementation.

TRANSITION TO SUPPORT AND CUSTOMER SUCCESS

Following the completion of the activation of CommandCentral components, implementation activities are complete. The transition to the Motorola Solutions' support organization completes the implementation activities.

Customer Success is the main point of contact as you integrate this solution into your agency's business processes. Our team will work with you to ensure CommandCentral Evidence has met your expectations and that the solution satisfies your goals and objectives. Contact Customer Success at CommandCentralCS@motorolasolutions.com.

Our Customer Support team will be the point of contact for technical support concerns you might have and can be reached either by phone at 1-800-MSI-HELP (option x4, x4, x3) or by emailing support-commandcentral@motorolasolutions.com.

Motorola Solutions Responsibilities

- Provide the Customer with Motorola Solutions support engagement process and contact information.
- Gather contact information for the Customer users authorized to engage Motorola Solutions support.



Customer Responsibilities

- Provide Motorola Solutions with specific contact information for those users authorized to engage Motorola Solutions' support.
- Engage the Motorola Solutions support organization as needed.

Completion Criteria

Conclusion of the handover to support and the implementation is complete.



VIDEO EVIDENCE STATEMENT OF WORK

Overview

In accordance with the terms and conditions of the Agreement, this Statement of Work ("SOW") defines the principal activities and responsibilities of all parties for the delivery of the Motorola Solutions, Inc. ("Motorola") system as presented in this offer to the Customer (hereinafter referred to as "Customer"). For the purposes of this SOW, Motorola may include our affiliates, subcontractors, and third-party partners, as the case may be.

Deviations and changes to this SOW are subject to mutual agreement between Motorola and the Customer and will be addressed in accordance with the change provisions of the Agreement.

Unless specifically stated, Motorola work will be performed remotely. Customer will provide Motorola resources with direct network access sufficient to enable Motorola to fulfill its delivery obligations.

The number and type of software or subscription licenses, products, or services provided by or on behalf of Motorola are specifically listed in the Agreement and any reference within this SOW, as well as subcontractors' SOWs (if applicable), does not imply or convey a software or subscription license or service that is not explicitly listed in the Agreement.

AWARD, ADMINISTRATION, AND PROJECT INITIATION

Project Initiation and Planning will begin following execution of the Agreement.

Following the conclusion of the Welcome/IT Call, Motorola project personnel will communicate additional project information via email, phone call, or additional ad-hoc meetings.

Motorola utilizes Google Meet as its teleconference tool. If Customer desires a different teleconference tool, Customer may provide a mutually agreeable alternate tool at Customer expense.

PROJECT MANAGEMENT TERMS

The following project management terms are used in this SOW. Since these terms may be used differently in other settings, these definitions are provided for clarity.

Deployment Date(s) refers to any date or range of dates when implementation, configuration, and training will occur. The deployment date(s) is subject to change based on equipment or resource availability and Customer readiness.

COMPLETION CRITERIA

Motorola Integration Services are complete upon Motorola performing the last task listed in a series of responsibilities or as specifically stated in the deployment checklist. Certain Customer tasks, such as hardware installation activities identified in Section 1.9 of this SOW, must be completed prior to Motorola commencing with its delivery obligations. Customer will provide Motorola written notification that it does not accept the completion of Motorola responsibilities or rejects a Motorola service deliverable within five business days of task completion or receipt of a deliverable, whichever may be applicable.



Service completion will be acknowledged in accordance with the terms of the Agreement and the Service Completion Date will be memorialized by Motorola and Customer in a writing signed by both parties.

PROJECT ROLES AND RESPONSIBILITIES OVERVIEW

MOTOROLA PROJECT ROLES AND RESPONSIBILITIES

A Motorola team, made up of specialized personnel, will be assigned to the project under the direction of the Motorola Project Manager. Team members will be multi-disciplinary and may fill more than one role. Team members will be engaged in different phases of the project as necessary.

In order to maximize efficiencies, Motorola's project team will provide services remotely via teleconference, web-conference, or other remote method in fulfilling its commitments as outlined in this SOW.

The personnel role descriptions noted below provide an overview of typical project team members. One or more resources of the same type may be engaged as needed throughout the project. There may be other personnel engaged in the project at the discretion of and under the direction of the Project Manager.

Motorola's project management approach has been developed and refined based on lessons learned in the execution of hundreds of system implementations. Using experienced and dedicated people, industry-leading processes, and integrated software tools for effective project execution and control, we have developed and refined practices that support the design, production, and testing required to deliver a high-quality, feature-rich system.

Project Manager

A Motorola Project Manager will be assigned as the principal business representative and point of contact for Motorola. The Project Manager's responsibilities include the following:

- Host the Welcome/IT Call.
- Manage the Motorola responsibilities related to the delivery of the project.
- Coordinate schedules of the assigned Motorola personnel and applicable subcontractors/supplier resources.
- Manage the Change Order process per the Agreement.
- Maintain project communications with the Customer.
- Identify and manage project risks.
- Collaborative coordination of Customer resources to minimize and avoid project delays.
- Conduct remote status meetings on mutually agreed dates to discuss project status.
- Provide timely responses to issues related to project progress.

System Technologists

The Motorola System Technologists (ST) will work with the Customer project team on system provisioning. ST responsibilities include the following:

- Provide consultation services to the Customer regarding the provisioning and operation of the Motorola system.
- Provide provisioning and training to the Customer to set up and maintain the system.
- Complete the provisioning ownership handoff to the Customer.



- Complete the project-defined tasks as defined in this SOW.
- Confirmation that the delivered technical elements meet contracted requirements.
- Engagement throughout the duration of the delivery.

Technical Trainer / Instructor

The Motorola Technical Trainer / Instructor provides training either on-site or remote (virtual) depending on the training topic and deployment type purchased. Responsibilities include:

- Review the role of the Learning eXperience Portal ("LXP") in the delivery and provide Customer Username and Access Information.

CUSTOMER PROJECT ROLES AND RESPONSIBILITIES OVERVIEW

The success of the project is dependent on early assignment of key Customer resources. In many cases, the Customer will provide project roles that correspond with Motorola's project roles. It is critical that these resources are empowered to make decisions based on the Customer's operational and administration needs. The Customer's project team should be engaged from project initiation through beneficial use of the system. The continued involvement in the project and use of the system will convey the required knowledge to maintain the system post-completion of the project. In some cases, one person may fill multiple project roles. The project team must be committed to participate in activities for a successful implementation. In the event the Customer is unable to provide the roles identified in this section, Motorola may be able to supplement Customer resources at an additional price.

Project Manager

The Project Manager will act as the primary Customer point of contact for the duration of the project. The Project Manager is responsible for management of any third-party vendors that are the Customer's subcontractors. In the event the project involves multiple locations, Motorola will work exclusively with a single Customer-assigned Project Manager (the primary Project Manager). The Project Manager's responsibilities include the following:

- Communicate and coordinate with other project participants.
- Manage the Customer project team, including timely facilitation of efforts, tasks, and activities.
- Maintain project communications with the Motorola Project Manager.
- Identify the efforts required of Customer staff to meet the task requirements in this SOW and identified in the Welcome/IT Call.
- Consolidate all project-related questions and queries from Customer staff to present to the Motorola Project Manager.
- Approve a deployment date offered by Motorola.
- Monitor the project to ensure resources are available as required.
- Attend status meetings.
- Provide timely responses to issues related to project progress.
- Liaise and coordinate with other agencies, Customer vendors, contractors, and common carriers.
- Review and administer change control procedures, hardware and software certification, and all related project tasks required to meet the deployment date.
- Ensure Customer vendors' readiness ahead of the deployment date.
- Assign one or more personnel who will work with Motorola staff as needed for the duration of the project, including at least one Application Administrator for the system and one or more representative(s) from the IT department.



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- Identify the resource with authority to formally acknowledge and approve change orders, completion of work, and payments in a timely manner.
- Provide building access to Motorola personnel to all Customer facilities where system equipment is to be installed during the project. Temporary identification cards are to be issued to Motorola personnel, if required for access to facilities.
- Ensure remote network connectivity and access to Motorola resources.
- Provide reasonable care to prevent equipment exposure to contaminants that cause damage to the equipment or interruption of service.
- Ensure a safe work environment for Motorola personnel.
- Identify and manage project risks.
- Point of contact to work with the Motorola System Technologists to facilitate the training plan.

IT Support Team

The IT Support Team (or Customer designee) manages the technical efforts and ongoing tasks and activities of their system. Manage the Customer-owned provisioning maintenance and provide required information related to LAN, WAN, wireless networks, server, and client infrastructure. They must also be familiar with connectivity to internal, external, and third-party systems to which the Motorola system will interface.

The IT Support Team responsibilities include the following:

- Participate in overall delivery and training activities to understand the software, interfaces, and functionality of the system.
- Participate with the Customer subject matter experts during the provisioning process and training.
- Authorize global provisioning choices and decisions, and be the point(s) of contact for reporting and verifying problems and maintaining provisioning.
- Obtain inputs from other user agency stakeholders related to business processes and provisioning.
- Implement changes to Customer owned and maintained infrastructure in support of the Evidence Management System installation.

Subject Matter Experts

The Subject Matter Experts (SME or Super Users) are the core group of users involved with delivery analysis, training, and the provisioning process, including making global provisioning choices and decisions. These members should be experienced users in the working area(s) they represent (dispatch, patrol, etc.), and should be empowered to make decisions related to provisioning elements, workflows, and department policies related to the Evidence Management System.

General Customer Responsibilities

In addition to the Customer Responsibilities stated elsewhere in this SOW, the Customer is responsible for the following:

- All Customer-provided equipment, including hardware and third-party software, necessary for delivery of the System not specifically listed as a Motorola deliverable. This will include end user workstations, network equipment, camera equipment and the like.
- Configuration, maintenance, testing, and supporting the third-party systems the Customer operates which will be interfaced to as part of this project.
- Communication between Motorola and Customer's third-party vendors, as required, to enable Motorola to perform its duties.



- Active participation of Customer SMEs in project delivery meetings and working sessions during the course of the project. Customer SMEs will possess requisite knowledge of Customer operations and legacy system(s) and possess skills and abilities to operate and manage the system.
- Electronic versions of any documentation associated with the business processes identified.
- Providing a facility with the required computer and audio-visual equipment for training and work sessions.
- Ability to participate in remote project meeting sessions using Google Meet or a mutually agreeable, Customer-provided, alternate remote conferencing solution.

PROJECT PLANNING

A clear understanding of the needs and expectations of both Motorola and the Customer are critical to fostering a collaborative environment of trust and mutual respect. Project Planning requires the gathering of project-specific information in order to set clear project expectations and guidelines, and set the foundation for a successful implementation.

WELCOME/IT CALL - TELECONFERENCE/WEB MEETING

A Project Planning Session teleconference will be scheduled after the Agreement has been executed. The agenda will include the following:

- Review the Agreement documents.
- Review project delivery requirements as described in this SOW.
- Provide shipping information for all purchased equipment.
- Discuss deployment date activities.
- Provide assigned technician information.
- Review IT questionnaire and customer infrastructure.
- Discuss which tasks will be conducted by Motorola resources.
- Discuss Customer involvement in provisioning and data gathering to confirm understanding of the scope and required time commitments.
- Review the initial project tasks and incorporate Customer feedback.
- Confirm CJIS background investigations and fingerprint requirements for Motorola employees and/or contractors. Required fingerprints will be submitted on Motorola provided FBI FD-258 Fingerprint cards.
- Review the On-line Training system role in project delivery and provide Customer User Name and Access Information.
- Discuss Motorola remote access requirements (24-hour access to a secured two-way Internet connection to the Motorola system firewalls for the purposes of deployment, maintenance, and monitoring).
- Discuss Customer obligation to manage change among the stakeholder and user communities.
- Review deployment completion criteria and the process for transitioning to support.

Motorola Responsibilities

- Host Welcome/IT Call.
- Request the attendance of any additional Customer resources that are instrumental in the project's success, as needed.
- Review Motorola's delivery approach and its reliance on Customer-provided remote access.
- Provide Customers with steps to follow to register for Online Training.
- Request user information required to establish the Customer in the LXP.



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Customer Responsibilities

Complete the Online Training registration form and provide it to Motorola within ten business days of the Project Planning Session.

- Review the received (as part of order) and completed IT questionnaire.
- Provide a customer point of contact for the project.
- Provide data for completing the policy validation form.
- Provide LXP user information as requested by Motorola.
- Verify Customer Administrator(s) have access to the LXP.

Motorola Deliverables

- Welcome Call presentation and key meeting notes
- Send an email confirming deployment date and ST assigned email
- Communicate with the Customer via email confirming shipment and tracking information.
- Instruct the Customer on How to Register for Training email.
- Provide and review the Training Plan.

SOLUTION PROVISIONING

Solution provisioning includes the configuration of user configurable parameters (unit names, personnel, and status codes). The system will be provisioned using Motorola standard provisioning parameters and will incorporate Customer-specific provisioning.

IN-CAR VIDEO PROVISIONING SCENARIO

If in-car video is a part of the system, the Motorola Application Specialist will complete the following provisioning tasks.

Motorola Responsibilities

- Conduct a remote review of the standard provisioning database with the Customer prior to the start of provisioning.
- Provide and review the Provisioning Export Worksheets with the Customer.
- Conduct a conference call with the Customer to review the completeness of the Provisioning Export Worksheets prior to the start of provisioning.

BODY WORN CAMERA PROVISIONING SCENARIO

If body worn cameras are a part of the system, the provisioning of the in-car system will generally follow the completion of the base in-car video provisioning.

Motorola Responsibilities

Configure transfer stations for connectivity to the evidence management server.

- Configure devices within the evidence management system.
- Check out devices and create a test recording.



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- Verify successful upload from devices after docking back into the transfer station or USB dock.

SOFTWARE INSTALLATION

ON-SITE SOFTWARE INSTALLATION

Client software will be installed on one workstations and up to 5 mobile devices to facilitate provisioning training to Customer personnel. Customer will complete software installation on the remaining workstations and cameras.

Motorola Responsibilities

- Verify system readiness.
- Request client software.
- Deliver the pre-installation preparation checklist.
- Provide instruction on client software installation and install client software on one workstation and up to five mobile devices.
- Total of training overview sessions shall not exceed 4 hours.
- Provide instruction on client software deployment utility.

Customer Responsibilities

- Provide and install workstation/mobile device hardware in accordance with specifications.
- Assign personnel to observe software installation training.
- Complete installation of client software on remaining workstations and mobile devices.
- Attend onsite deployment training sufficient to enable user proficiency.
- Complete online training.

Motorola Deliverables

- Provide a pre-installation preparation checklist.
- Provide installation guide.
- Provide training overviews on hardware/software and system administration for customers during deployment dates.

INFRASTRUCTURE VALIDATION

Hardware will be installed on the network to facilitate provisioning, testing, and will be used to provide instruction to Customer personnel after the complete software installation.

Motorola Responsibilities

- Verify that the server is properly racked and connected to the network.
- Verify that access points are properly installed and connected to the network.
- Verify that transfer stations are connected to the network and configured.

Customer Responsibilities



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- Verify that the server network has access to the internet for software installation and updates.
- Verify that the network routing is correct for the transfer stations and access points to communicate with the server.
- Verify that the client computers can access the server on the required ports.

HARDWARE INSTALLATION

Physical installation of hardware (i.e. servers, cameras, Access Points, WiFi docs, etc.) is not included in the standard scope of the solution. If a custom quote for installations is included in this purchase, Motorola will manage the subcontractor and their deliverables as part of this SOW. Customers who perform or procure their own installations assume all installation responsibilities including cost, oversight and risk.

SYSTEM TRAINING

Motorola training consists of both computer-based (online) and instructor-led (on-site or remote). Training delivery methods vary depending on course content. Self-paced online training courses, additional live training, documentation, and resources can be accessed and registered for on the Motorola's LXP.

ONLINE TRAINING

Online training is made available to the Customer via Motorola's LXP. This subscription service provides the Customer with continual access to our library of online learning content and allows users the benefit of learning at times convenient to them. Content is added and updated on a regular basis to keep information current. This training modality allows the Customer to engage in training when convenient.

A list of available online training courses can be found in the Training Plan.

Motorola Responsibilities

- Designate a LXP Administrator to work with the Customer.
- Establish an accessible instance of the LXP for the Customer.
- Organize content to align with the Customer's selected technologies.
- Create initial Customer user accounts and a single Primary Administrator account.
- During on-boarding, assist the Customer with LXP usage by providing training and job aids as needed.
- Create and maintain user role Learning Paths defined by the Customer.
- Install security patches when available.
- Provide technical support for user account and access issues, base system functionality, and Motorola Solutions-managed content.
- Monitor the Learning Subscription server. Provide support for server incidents.

Customer Responsibilities

- Provide user information for the initial creation of accounts.
- Provide network and internet connectivity for the Customer's users to access the LXP.
- The customer's primary LXP administrator should complete the following self-paced training: LXP Introduction online course (LXP0001), LXP Primary Site Administrator Overview online course (LXP0002), and LXP Group Administrator Overview (LXP0003)
- Advise agency learners of the availability of training via the LXP.
- Ensure users complete LXP training in accordance with the Project Schedule.



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- Order and maintain subscriptions to access Motorola's LXP.
- Contact Motorola Solutions to engage Technical Support when needed.

Motorola Deliverables

- LXP Enable

INSTRUCTOR-LED TRAINING (ONSITE AND REMOTE)

A list of Instructor-Led and Virtual Instructor-Led courses can be found in the Training Plan.

Motorola Responsibilities

- Deliver User Guides and training materials in electronic .PDF format.
- Perform training in accordance with the Training Plan.
- Provide Customer with training Attendance Rosters and summarize any pertinent observations that may impact end user training.

Customer Responsibilities

- Supply classrooms with a workstation for the instructor (if Onsite) and at least one workstation for every student based on the requirements listed in the Training Plan.
- Designate training representatives who will work with the Motorola trainers in the delivery of training.
- Conduct end user training in accordance with the Project Schedule.

Motorola Deliverables

- Electronic versions of User Guides and training materials.
- Attendance Rosters.
- Technical Training Catalog.

FUNCTIONAL VALIDATION AND PROJECT CLOSURE

The objective of Functional Validation is to demonstrate the features and functions of the system in the Customer's provisioned environment. The functional demonstration may not exercise all functions of the system, if identified as not being applicable to the Customer's operations or for which the system has not been provisioned. The functional demonstration is a critical activity that must occur following the completion of provisioning.

Motorola Responsibilities

- Conduct a power on functional demonstration of the installed system per the deployment checklist
- Manage to resolution any documented punch list items noted on the deployment checklist.
- Provide trip report outlining all activities completed during the installation as well as outstanding follow up items
- Provide an overview of the support process and how to request support.
- Walk through support resources, web ticket entry and escalation procedures.
- Provide a customer survey upon closure of the project.

Customer Responsibilities

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- Witness the functional demonstration and acknowledge its completion via signature on the deployment checklist.
- Participate in prioritizing the punch list.
- Coordinate and manage Customer action as noted in the punch list.
- Provide signatory approval on the deployment checklist providing Motorola with final acceptance.
- Complete Customer Survey.



Non-Binding Budgetary Estimate



Axon Enterprise, Inc.
17800 N 85th St.
Scottsdale, Arizona 85255
United States
VAT: 86-0741227
Domestic: (800) 978-2737
International: +1.800.978.2737

Q-436034-44873.556CG

Issued: 11/08/2022

Quote Expiration: 12/30/2022

Estimated Contract Start Date: 08/01/2023

Account Number: 445061

Payment Terms: N30

Delivery Method:

SHIP TO	BILL TO
Business;Delivery;Invoice-35 Armory Rd 35 Armory Rd Buzzards Bay, MA 02532-5510 USA	Bourne Police Dept - MA 35 Armory Rd Buzzards Bay, MA 02532-5510 USA Email: ramprat454@verizon.net

SALES REPRESENTATIVE	PRIMARY CONTACT
Christian Gardner Phone: (480) 502-6209 Email: cgardner@axon.com Fax:	John Stowe Phone: (508) 759-4420 Email: jstowe@townofbourne.com Fax:

Quote Summary

Program Length	60 Months
TOTAL COST	\$238,970.40
ESTIMATED TOTAL W/ TAX	\$238,970.40

Discount Summary

Average Savings Per Year	\$4,506.48
TOTAL SAVINGS	\$22,532.40

Payment Summary

Date	Subtotal	Tax	Total
Jul 2023	\$47,794.08	\$0.00	\$47,794.08
Jul 2024	\$47,794.08	\$0.00	\$47,794.08
Jul 2025	\$47,794.08	\$0.00	\$47,794.08
Jul 2026	\$47,794.08	\$0.00	\$47,794.08
Jul 2027	\$47,794.08	\$0.00	\$47,794.08
Total	\$238,970.40	\$0.00	\$238,970.40

Quote Unbundled Price:	\$261,502.80
Quote List Price:	\$238,970.40
Quote Subtotal:	\$238,970.40

Pricing

All deliverables are detailed in Delivery Schedules section lower in proposal

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
Program									
BWCamMBDTAP	Body Worn Camera Multi-Bay Dock TAP Bundle	6	60	\$64.01	\$29.50	\$29.50	\$10,620.00	\$0.00	\$10,620.00
BWCamTAP	Body Worn Camera TAP Bundle	48	60	\$31.51	\$28.00	\$28.00	\$80,640.00	\$0.00	\$80,640.00
A la Carte Hardware									
AB3C	AB3 Camera Bundle	48			\$699.00	\$699.00	\$33,552.00	\$0.00	\$33,552.00
AB3MBD	AB3 Multi Bay Dock Bundle	6			\$1,538.90	\$1,538.90	\$9,233.40	\$0.00	\$9,233.40
A la Carte Software									
73682	AUTO TAGGING LICENSE	48	60		\$9.00	\$9.00	\$25,920.00	\$0.00	\$25,920.00
73478	REDACTION ASSISTANT USER LICENSE	48	60		\$9.00	\$9.00	\$25,920.00	\$0.00	\$25,920.00
73686	EVIDENCE.COM UNLIMITED AXON DEVICE STORAGE	1	60		\$24.00	\$24.00	\$1,440.00	\$0.00	\$1,440.00
BasicLicense	Basic License Bundle	45	60		\$15.00	\$15.00	\$40,500.00	\$0.00	\$40,500.00
ProLicense	Pro License Bundle	3	60		\$39.00	\$39.00	\$7,020.00	\$0.00	\$7,020.00
A la Carte Services									
85144	AXON STARTER	1			\$4,125.00	\$4,125.00	\$4,125.00	\$0.00	\$4,125.00
Total							\$238,970.40	\$0.00	\$238,970.40

Delivery Schedule

Hardware

Bundle	Item	Description	QTY	Estimated Delivery Date
AB3 Camera Bundle	11534	USB-C to USB-A CABLE FOR AB3 OR FLEX 2	53	07/01/2023
AB3 Camera Bundle	73202	AXON BODY 3 - NA10 - US - BLK - RAPIDLOCK	48	07/01/2023
AB3 Camera Bundle	73202	AXON BODY 3 - NA10 - US - BLK - RAPIDLOCK	1	07/01/2023
AB3 Camera Bundle	74020	MAGNET MOUNT, FLEXIBLE, AXON RAPIDLOCK	53	07/01/2023
AB3 Multi Bay Dock Bundle	70033	WALL MOUNT BRACKET, ASSY, EVIDENCE.COM DOCK	6	07/01/2023
AB3 Multi Bay Dock Bundle	71019	NORTH AMER POWER CORD FOR AB3 8-BAY, AB2 1-BAY / 6-BAY DOCK	6	07/01/2023
AB3 Multi Bay Dock Bundle	74210	AXON BODY 3 - 8 BAY DOCK	6	07/01/2023
Body Worn Camera Multi-Bay Dock TAP Bundle	73689	MULTI-BAY BWC DOCK 1ST REFRESH	6	01/01/2026
Body Worn Camera TAP Bundle	73309	AXON CAMERA REFRESH ONE	49	01/01/2026
Body Worn Camera Multi-Bay Dock TAP Bundle	73688	MULTI-BAY BWC DOCK 2ND REFRESH	6	07/01/2028
Body Worn Camera TAP Bundle	73310	AXON CAMERA REFRESH TWO	49	07/01/2028

Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
Basic License Bundle	73683	10 GB EVIDENCE.COM A-LA-CART STORAGE	45	08/01/2023	07/31/2028
Basic License Bundle	73840	EVIDENCE.COM BASIC LICENSE	45	08/01/2023	07/31/2028
Pro License Bundle	73683	10 GB EVIDENCE.COM A-LA-CART STORAGE	9	08/01/2023	07/31/2028
Pro License Bundle	73746	PROFESSIONAL EVIDENCE.COM LICENSE	3	08/01/2023	07/31/2028
A la Carte	73478	REDACTION ASSISTANT USER LICENSE	48	08/01/2023	07/31/2028
A la Carte	73682	AUTO TAGGING LICENSE	48	08/01/2023	07/31/2028
A la Carte	73686	EVIDENCE.COM UNLIMITED AXON DEVICE STORAGE	1	08/01/2023	07/31/2028

Services

Bundle	Item	Description	QTY
A la Carte	85144	AXON STARTER	1

Warranties

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
Body Worn Camera Multi-Bay Dock TAP Bundle	80465	EXT WARRANTY, MULTI-BAY DOCK (TAP)	6	07/01/2024	07/31/2028
Body Worn Camera TAP Bundle	80464	EXT WARRANTY, CAMERA (TAP)	48	07/01/2024	07/31/2028
Body Worn Camera TAP Bundle	80464	EXT WARRANTY, CAMERA (TAP)	1	07/01/2024	07/31/2028

Payment Details

Jul 2023						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 1	73478	REDACTION ASSISTANT USER LICENSE	48	\$5,184.00	\$0.00	\$5,184.00
Year 1	73682	AUTO TAGGING LICENSE	48	\$5,184.00	\$0.00	\$5,184.00
Year 1	73686	EVIDENCE.COM UNLIMITED AXON DEVICE STORAGE	1	\$288.00	\$0.00	\$288.00
Year 1	85144	AXON STARTER	1	\$825.00	\$0.00	\$825.00
Year 1	AB3C	AB3 Camera Bundle	48	\$6,710.40	\$0.00	\$6,710.40
Year 1	AB3MBD	AB3 Multi Bay Dock Bundle	6	\$1,846.68	\$0.00	\$1,846.68
Year 1	BasicLicense	Basic License Bundle	45	\$8,100.00	\$0.00	\$8,100.00
Year 1	BWCamMBDTAP	Body Worn Camera Multi-Bay Dock TAP Bundle	6	\$2,124.00	\$0.00	\$2,124.00
Year 1	BWCamTAP	Body Worn Camera TAP Bundle	48	\$16,128.00	\$0.00	\$16,128.00
Year 1	ProLicense	Pro License Bundle	3	\$1,404.00	\$0.00	\$1,404.00
Total				\$47,794.08	\$0.00	\$47,794.08

Jul 2024						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 2	73478	REDACTION ASSISTANT USER LICENSE	48	\$5,184.00	\$0.00	\$5,184.00
Year 2	73682	AUTO TAGGING LICENSE	48	\$5,184.00	\$0.00	\$5,184.00
Year 2	73686	EVIDENCE.COM UNLIMITED AXON DEVICE STORAGE	1	\$288.00	\$0.00	\$288.00
Year 2	85144	AXON STARTER	1	\$825.00	\$0.00	\$825.00
Year 2	AB3C	AB3 Camera Bundle	48	\$6,710.40	\$0.00	\$6,710.40
Year 2	AB3MBD	AB3 Multi Bay Dock Bundle	6	\$1,846.68	\$0.00	\$1,846.68
Year 2	BasicLicense	Basic License Bundle	45	\$8,100.00	\$0.00	\$8,100.00
Year 2	BWCamMBDTAP	Body Worn Camera Multi-Bay Dock TAP Bundle	6	\$2,124.00	\$0.00	\$2,124.00
Year 2	BWCamTAP	Body Worn Camera TAP Bundle	48	\$16,128.00	\$0.00	\$16,128.00
Year 2	ProLicense	Pro License Bundle	3	\$1,404.00	\$0.00	\$1,404.00
Total				\$47,794.08	\$0.00	\$47,794.08

Jul 2025						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 3	73478	REDACTION ASSISTANT USER LICENSE	48	\$5,184.00	\$0.00	\$5,184.00
Year 3	73682	AUTO TAGGING LICENSE	48	\$5,184.00	\$0.00	\$5,184.00
Year 3	73686	EVIDENCE.COM UNLIMITED AXON DEVICE STORAGE	1	\$288.00	\$0.00	\$288.00
Year 3	85144	AXON STARTER	1	\$825.00	\$0.00	\$825.00
Year 3	AB3C	AB3 Camera Bundle	48	\$6,710.40	\$0.00	\$6,710.40
Year 3	AB3MBD	AB3 Multi Bay Dock Bundle	6	\$1,846.68	\$0.00	\$1,846.68
Year 3	BasicLicense	Basic License Bundle	45	\$8,100.00	\$0.00	\$8,100.00
Year 3	BWCamMBDTAP	Body Worn Camera Multi-Bay Dock TAP Bundle	6	\$2,124.00	\$0.00	\$2,124.00
Year 3	BWCamTAP	Body Worn Camera TAP Bundle	48	\$16,128.00	\$0.00	\$16,128.00
Year 3	ProLicense	Pro License Bundle	3	\$1,404.00	\$0.00	\$1,404.00
Total				\$47,794.08	\$0.00	\$47,794.08

Non-Binding Budgetary Estimate

Jul 2026						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 4	73478	REDACTION ASSISTANT USER LICENSE	48	\$5,184.00	\$0.00	\$5,184.00
Year 4	73682	AUTO TAGGING LICENSE	48	\$5,184.00	\$0.00	\$5,184.00
Year 4	73686	EVIDENCE.COM UNLIMITED AXON DEVICE STORAGE	1	\$288.00	\$0.00	\$288.00
Year 4	85144	AXON STARTER	1	\$825.00	\$0.00	\$825.00
Year 4	AB3C	AB3 Camera Bundle	48	\$6,710.40	\$0.00	\$6,710.40
Year 4	AB3MBD	AB3 Multi Bay Dock Bundle	6	\$1,846.68	\$0.00	\$1,846.68
Year 4	BasicLicense	Basic License Bundle	45	\$8,100.00	\$0.00	\$8,100.00
Year 4	BWCamMBDTAP	Body Worn Camera Multi-Bay Dock TAP Bundle	6	\$2,124.00	\$0.00	\$2,124.00
Year 4	BWCamTAP	Body Worn Camera TAP Bundle	48	\$16,128.00	\$0.00	\$16,128.00
Year 4	ProLicense	Pro License Bundle	3	\$1,404.00	\$0.00	\$1,404.00
Total				\$47,794.08	\$0.00	\$47,794.08

Jul 2027						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 5	73478	REDACTION ASSISTANT USER LICENSE	48	\$5,184.00	\$0.00	\$5,184.00
Year 5	73682	AUTO TAGGING LICENSE	48	\$5,184.00	\$0.00	\$5,184.00
Year 5	73686	EVIDENCE.COM UNLIMITED AXON DEVICE STORAGE	1	\$288.00	\$0.00	\$288.00
Year 5	85144	AXON STARTER	1	\$825.00	\$0.00	\$825.00
Year 5	AB3C	AB3 Camera Bundle	48	\$6,710.40	\$0.00	\$6,710.40
Year 5	AB3MBD	AB3 Multi Bay Dock Bundle	6	\$1,846.68	\$0.00	\$1,846.68
Year 5	BasicLicense	Basic License Bundle	45	\$8,100.00	\$0.00	\$8,100.00
Year 5	BWCamMBDTAP	Body Worn Camera Multi-Bay Dock TAP Bundle	6	\$2,124.00	\$0.00	\$2,124.00
Year 5	BWCamTAP	Body Worn Camera TAP Bundle	48	\$16,128.00	\$0.00	\$16,128.00
Year 5	ProLicense	Pro License Bundle	3	\$1,404.00	\$0.00	\$1,404.00
Total				\$47,794.08	\$0.00	\$47,794.08

Non-Binding Budgetary Estimate

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Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.



Non-Binding Budgetary Estimate



Axon Enterprise, Inc.
17800 N 85th St.
Scottsdale, Arizona 85255
United States
VAT: 86-0741227
Domestic: (800) 978-2737
International: +1.800.978.2737

Q-437458-44880.620CG

Issued: 11/15/2022



Quote Expiration: 12/30/2022

EST Contract Start Date: 07/01/2024

Account Number: 445061

Payment Terms: N30

Delivery Method:

SHIP TO	BILL TO
Business;Delivery;Invoice-35 Armory Rd 35 Armory Rd Buzzards Bay, MA 02532-5510 USA	Bourne Police Dept - MA 35 Armory Rd Buzzards Bay, MA 02532-5510 USA Email: ramprat454@verizon.net

SALES REPRESENTATIVE	PRIMARY CONTACT
Christian Gardner Phone: (480) 502-6209 Email: cgardner@axon.com Fax:	John Stowe Phone: (508) 759-4420 Email: jstowe@townofbourne.com Fax:

Program Length	60 Months
TOTAL COST	\$124,800.00
ESTIMATED TOTAL W/ TAX	\$124,800.00

Bundle Savings	\$34,858.60
Additional Savings	\$0.20
TOTAL SAVINGS	\$34,858.80

PAYMENT PLAN		
PLAN NAME	INVOICE DATE	AMOUNT DUE
Year 1	Jun, 2024	\$24,960.00
Year 2	Jun, 2025	\$24,960.00
Year 3	Jun, 2026	\$24,960.00
Year 4	Jun, 2027	\$24,960.00
Year 5	Jun, 2028	\$24,960.00

Quote Details

Bundle Summary

Item	Description	QTY
Fleet3A	Fleet 3 Advanced	10

Bundle: Fleet 3 Advanced Quantity: 10 Start: 7/1/2024 End: 6/30/2029 Total: 124800 USD

Category	Item	Description	QTY
Bundle Scaler	999999	BUNDLE SCALER	1
Storage	80410	FLEET, UNLIMITED STORAGE, 1 CAMERA	20
E.com License	80400	FLEET, VEHICLE LICENSE	10
ALPR License	80401	FLEET 3, ALPR LICENSE, 1 CAMERA	10
Respond License	80402	RESPOND DEVICE LICENSE - FLEET 3	10
Camera Kit & Warranty	72036	FLEET 3 STANDARD 2 CAMERA KIT	10
SIM	72034	FLEET SIM INSERTION, VZW	10
Router	11634	CRADLEPOINT IBR900-1200M-B-NPS+5YR NETCLOUD	10
Router Antenna	71200	FLEET ANT, AIRGAIN, 5-IN-1, 2LTE, 2WIFI, 1GNSS, BL	10
Vehicle Installation	73391	FLEET 3 NEW INSTALLATION (PER VEHICLE)	10
Camera Refresh	72040	FLEET REFRESH, 2 CAMERA KIT	10
Axon Signal Unit	70112	AXON SIGNAL UNIT	10
Other	80495	EXT WARRANTY, FLEET 3, 2 CAMERA KIT	10
Other	80379	EXT WARRANTY, AXON SIGNAL UNIT	10

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Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.

CAPITAL IMPROVEMENT PROGRAM
EQUIPMENT PURCHASE OR RENTAL REQUEST

DEPARTMENT *Police*
FY *24*

Information should be as specific as possible including detailed equipment description, specific dollar amounts and how cost estimates have been determined (bid list, 3 quotes, etc.)

NAME OF EQUIPMENT NAME: *Police Speed Warning Variable Message Boards and Upgrade to Emergency Management Message Boards*

REQUESTING DEPARTMENT: *Police*

FORM OF ACQUISITION (Purchase, Lease or Rental): *Purchase*

NUMBER OF ITEM(S): REPLACEMENT *One (1)*

Describe each Replaced Item: Inventory Number, Year, Make, Model, Serial Number, Years of Service, and Mileage or engine Hours.

One (1) – 2009 ATS Trailer w/ Speed Sentry Traffic Radar, 1B9AF51128M825329. Unit has been in service since 2009 and has exceeded useful life.

NEW EQUIPMENT DESCRIPTION: Make, model, year and description of function:
Two (2) Speed Alert 24 Radar Message Signs mounted to ATS-5 Trailer Packages for mobility. Model year would be 2023 and would be used as a deterrent to speeding violations, traffic calming, traffic notification, community/public/emergency notifications, and data collection.

Four (4) retrofits to existing Emergency Management Variable Message Boards to add radar/traffic data collection support to the existing fleet of Emergency Management Variable Message Boards.

NUMBER OF UNITS REQUESTED: *Two (2) full units; Four (4) retrofit upgrades.*

How many units of this equipment are currently in the department?

PD: One (1) EM: Four (4)

How many units of this equipment will there be if this equipment is acquired?

PD: Two (2); EM: Four (4)

DESCRIPTION OF NEED AND JUSTIFICATION

Describe how this equipment is used:

This equipment is used for the protection and safety of the residents and the visitors of the Town of Bourne. It will be used by the Police Department for public notifications and traffic enforcement data collection. All signs can also be used by Emergency Management for public notifications.

Describe why the equipment needs to be acquired or replaced.

The current police radar trailer has outlived its useful effective life. It is currently not functional and unable to be repaired. Deploying the unit became dangerous to setup and take-down as age and environment has led to metal failure on numerous parts. The parts have been repaired

**CAPITAL IMPROVEMENT PROGRAM
EQUIPMENT PURCHASE OR RENTAL REQUEST**

repeatedly by the DPW and are now no longer viable for repairs. The electronics are not components that would be useful in other equipment. Several officers have been injured over the years because of deploying this specific unit. The new units would be more mobile and easier/safer to deploy.

Describe impact on the department if the equipment is not acquired.

The department is currently without a functioning radar trailer of this capacity. This limits our ability to adequately respond to concerns over speed violations and limits our ability to collect data to help with future enforcement efforts.

EQUIPMENT USEFUL LIFE (Years): 7 to 10 years

Describe the useful life of the equipment and any factors which might extend or shorten the useful life of the equipment.

The useful life is estimated to be approximately 7-10 years with proper maintenance. The system would include a 3-year warranty. Age, environment, and maintenance will all play a roll in the useful life.

ACQUISITION COSTS (Attach estimates or supporting documentation)

Purchase Price or Annual Rental (per unit and total):

Complete New Unit:	\$22,573.00 per unit	\$45,146.00 Total (before discounts)
Retrofit Upgrade:	\$ 8,075.00 per unit	\$32,300.00 Total (before discounts)

Plus: Installation or other costs (per unit and total): *N/A*

Less: Trade-in or discount (per unit and total)

Discount:

Complete New Units:	<u>\$ 7,451.72</u>
Retrofit Upgrade:	<u>\$ 2,584.08</u>
Total Discount:	<u>\$10,035.80</u>

There is no trade-in value for this unit and should be recommended for disposal as appropriate.

Net Purchase Cost or Annual Rental (per unit and total)

Complete New Unit:	\$18,847.14 per unit	\$37,694.28 Total (after discounts)
Retrofit Upgrade:	\$ 7,428.98 per unit	\$29,715.92 Total (after discounts)
Total Costs:		<u>\$67,410.20 after discounts</u>

NUMBER OF SIMILAR ITEMS CURRENTLY IN TOWN

Are there other Town Departments that have equipment that could fulfill this need? *Not without upgrades.*

If yes, please explain need. *This proposal includes upgrading the existing 4 variable message boards in the Emergency Management Department's fleet to allow both departments to have a combined total of 6 radar/variable message boards for deployment in a wide range of scenarios.*

RECOMMENDED DISPOSITION OF REPLACED ITEM(S)

Use by Other Agencies, Trade-In, Salvage, Sale – Specify use if applicable.

Salvage of the existing police department radar trailer is recommended.

CAPITAL IMPROVEMENT PROGRAM
EQUIPMENT PURCHASE OR RENTAL REQUEST

EQUIPMENT FUNDING SOURCES

Are there any specific funding accounts or grants that can be used for this equipment\purpose?
At this time there are no alternate funding sources; however, the department will continue to look for options to offset these costs and update if those sources become available.

Please describe specific funding sources with dollar amounts for all proposed funding sources.
N/A

REVENUE GENERATED BY EQUIPMENT

Does your department generate revenue related to this equipment?
N/A

If so, describe the current department revenue and expenses and how the equipment acquisition will impact revenue and expenses.

N/A

Will current revenue be lost if the equipment is not acquired?
N/A

What is the estimated payback (in years) on the equipment?
N/A

IMPACT ON OPERATING & MAINTENANCE COSTS:

Are there any additional salaries, operating or maintenance costs expected with request?
The traffic/variable message management suite has an estimated yearly maintenance cost of \$1,300.00 per unit that must be renewed in 3-year. This cost covers the warranty and the cloud service for data collection and tracking. All purchase and upgrades that are part of this proposal include the service for 3 years. At year 4, a cost of \$23,400 would be expected to renew the service for years 4, 5 and 6. Emergency Management already pays a reduced amount of the \$1,300 annually for their two signboards and we would ask that when evaluating the budget for FY27, the amount allocated for this service in the Emergency Management Budget be rolled into the police budget.

PRIORITY

Please describe and rank the priority of this capital expenditure based on your perception of the importance of the equipment for your department and the Town in terms of both operating and capital budget needs.
This should be ranked as priority #3.

Also, please rank the project based on the criteria approved by the Capital Outlay Committee.
N/A

Has this equipment been included as a request in prior five-year capital improvement plans? *No*
Has this project previously been deferred as a prior year request? *No*
If yes, have there been any impacts from this deferral. *N/A*
Will the requested equipment have a positive impact or effect of the environment? *N/A*
If yes, please explain. *N/A*

CAPITAL IMPROVEMENT PROGRAM
EQUIPMENT PURCHASE OR RENTAL REQUEST

Other comments: The Police Department utilizes this style unit to assist with vehicle speed deterrence and public notifications. It is frequently used to assist citizens who are experiencing increased speeding in their neighborhoods. This new model trailer unit has more functions than previously purchased units and can be utilized as a variable message board. This new unit will also communicate in concert with those units currently in service with the Town's Emergency Management Department. This is a function that will allow the new unit to be utilized during the event of a large-scale incident where multiple devices are needed to get a message out to the public such as natural disaster and major events.



**Mail Purchase
Orders to:**

3100 Research Dr.
State College, PA
16801

All Traffic Solutions Inc.
14201 Sullyfield Circle,
Ste 300
Chantilly, VA 20151
Phone: 814-237-9005
Fax: 814-237-9006
DUNS #: 001225114
Tax ID: 25-1887906
CAGE Code: 34FQ5

Contract:
GSA: GS-07F-6092R

QUOTE Q-72816

DATE: 12/05/2022

**PAGE
NO:**
1

**Questions contact:
MANUFACTURER:
All Traffic Solutions**

Matthew O'Brien
(571) 321-5449
x 265
mobrien@alltrafficsolutions.com

Independent Sales Rep:

BILL TO:

Bourne Police Department

Billing Contact:

SHIP TO:

Bourne Police Department
175 Main St
Bourne MA 2532
Attn: John Stowe

**PAYMENT
TERMS:**

Net 30

CUSTOMER: Bourne
Police Department

CONTACT: 508-759-4420

ITEM NO:	DESCRIPTION:	QTY:	EACH:	EXT. PRICE:
4000745	SpeedAlert 24 Radar Message Sign (RMS); base unit (select mount separately)	2	\$18,430.00	\$15,415.62
4000750	App, Mobile User Interface perpetual license (only 1 req'd per account)	1	\$100.00	\$85.64
4001626	VZW communications prep	2	\$0.00	\$0.00
4000173	Trailer, ATS-5 (select power separately)	2	\$8,650.00	\$5,803.52
4000874	All Options Activation: Bluetooth, Traffic Data, Violator Alert, Pictures, (\$3000 Value, requires Traffic or Message Suite)	2	\$0.00	\$0.00
4000773	App, Traffic Suite (36mo); Equip Mgmt, Reporting, Image Mgmt, Alerts, Mapping and PremierCare	2	\$9,000.00	\$7,707.78
4000636	Trailer Battery kit for ATS-5, 470Ah deep cycle batteries w/cover, hold down, cables& hdwr (iA24, SA24)	2	\$1,980.00	\$1,695.72
4001116	OPEN MARKET ITEMS FOLLOW:	1	\$0.00	\$0.00
4001413	Solar panel, 160W: includes bracket for ATS-5 trailer and harness	2	\$2,550.00	\$2,550.00
4500142	Solar Controller 20A, up to 200W solar panel	2	\$300.00	\$300.00
4000641	Shipping and Handling Common Carrier	2	\$2,322.00	\$2,322.00

4001656	Violator Strobe, Blue for ATS-5 for use with SA24	2	\$1,600.00	\$1,600.00
4001299	3 Year Warranty	2	\$0.00	\$0.00
4000740	Trailer Certificate of Origin	2	\$0.00	\$0.00
4000754	USB cable, 16ft, extra long for trailer or pole	2	\$64.00	\$64.00
4000833	External Antenna for Trailer, for areas with weak cellular service	2	\$150.00	\$150.00

Special Notes:

- Remotely manage the sign using laptop at your station
- 2-4 Week lead time on Speed/Message Trailer 24
- PremiereCare Warranty (which covers software upgrades/repairs at 100% as well 50% off batteries and accessories.)
- Training included on software
Generate certain reports (Compliance & Risk, Enforcement Priorities, Extended Speed Summary, and Effectiveness Reports)
- Create/Schedule Messages and send to multiple boards at 1 click
- No contract commitment, choose to renew the subscription or not
Receive alerts (tamper, low battery, high speed)
GPS tracking
- BLUE Strobe activates at any speed
- 3 Year Manufacturer's Warranty on all Sign Boards
- All products are American made built to last a minimum of 8 years in any weather conditions

**SALES
AMOUNT:**

\$45,146.00

**TOTAL
USD:**

\$37,694.28

Duration: This quote is good for 60 days from date of issue.

Shipping Notes: All shipments shall be FOB shipper. Shipping charges shall be additional unless listed on quote.

Taxes: Taxes are not included in quote. Please provide a tax-exempt certificate or sales tax will be applied.

Warranty: Unless otherwise indicated, all products have a one year warranty from date of sale. Warranty extensions are a component of some applications that are available at time of purchase. A Finance Charge of 1.5% per month will be applied to overdue balances. GSA GS-07F-6092R

Authorization: By Signing below, I indicate that my organization does not require a purchase order and I am authorized to commit my organization to this order.

Signature: _____ Date: _____

Print Name: _____ Title: _____



**Mail Purchase
Orders to:**

3100 Research Dr.
State College, PA
16801

All Traffic Solutions Inc.
14201 Sullyfield Circle,
Ste 300
Chantilly, VA 20151
Phone: 814-237-9005
Fax: 814-237-9006
DUNS #: 001225114
Tax ID: 25-1887906
CAGE Code: 34FQ5

Contract:

QUOTE Q-72819

DATE: 12/23/2022

**PAGE
NO:** 1

**Questions contact:
MANUFACTURER:
All Traffic Solutions**

Matthew O'Brien
(571) 321-5449
x 265
mobrien@alltrafficsolutions.com

Independent Sales Rep:

BILL TO:

Bourne Police Department
175 Main Street
Bourne MA 02532

Billing Contact:

SHIP TO:

Bourne Police Department
175 Main St
Bourne MA 2532
Attn: Brandon Esip

PAYMENT

TERMS:

Net 30

CUSTOMER: Bourne
Police Department

CONTACT:(508) 759-4420 ext 275

ITEM NO:	DESCRIPTION:	QTY:	EACH:	EXT. PRICE:
4000665	Retrofit upgrade for Internal Radar on iA Message Sign (traffic data collection sold separately)	4	\$10,200.00	\$10,200.00
4001656	Violator Strobe, Blue for ATS-5 for use with SA24	4	\$3,200.00	\$3,200.00
4000773	App, Traffic Suite (36mo); Equip Mgmt, Reporting, Image Mgmt, Alerts, Mapping and PremierCare	4	\$18,000.00	\$15,415.92
4060072	Shipping Charge, SA/iA 24 3-way, flat-rate	4	\$900.00	\$900.00

Special Notes:

**SALES
AMOUNT:**

\$32,300.00

**TOTAL
USD:**

\$29,715.92

Adding Radar to 4 Variable Message Boards
Traffic Cloud added to Suite for remote
capabilities and Traffic Reports
Training included
Violator Strobe added
36 Month Traffic Cloud
Sole Source Letter submitted

Duration: This quote is good for 60 days from date of issue.

Shipping Notes: All shipments shall be FOB shipper. Shipping charges shall be additional unless listed on quote.

Taxes: Taxes are not included in quote. Please provide a tax-exempt certificate or sales tax will be applied.

Warranty: Unless otherwise indicated, all products have a one year warranty from date of sale. Warranty extensions are a component of some applications that are available at time of purchase. A Finance Charge of 1.5% per month will be applied to overdue balances. GSA GS-07F-6092R

Authorization: By Signing below, I indicate that my organization does not require a purchase order and I am

authorized to commit my organization to this order.

Signature: _____ Date: _____

Print Name: _____ Title: _____



Friday, December 16, 2022

Re: Exclusively with All Traffic Solutions' products

The Shield™ radar speed display, SpeedAlert™ radar message sign and the instALERT® variable message sign are proprietary products solely engineered and manufactured by Intuitive Control Systems, LLC, the parent company of All Traffic Solutions. All Traffic Solutions products are manufactured within the United States using domestic labor and components.

In 2013, All Traffic Solutions was awarded US Patent 8,417,442 for the web-based data reporting (TraffiCloud, formerly SmartApps) which allows users to access data collected remotely and generate reports.

*****All other sign vendors offering this, or similar remote web-based data collection are in direct violation of All Traffic Solutions Patents.*****

Our exceptional solutions include the following:

- • Internet Connectivity (standard): All Traffic Solutions exclusively includes wireless communication capability as a standard feature in all equipment.
- Cloud-Synchronized (standard): Web access to our hosted service allows users to manage any and all of their traffic-related devices in a single ecosystem. All devices automatically upload and consolidate collected traffic data onto this platform generating real-time reports.
- • Web-based Apps (standard): Browser-based software interface automatically updates to the most current, feature-rich firmware at no charge.
- • Mounting (standard): Our 12", 15" and 18" signs all utilize a standardized mounting configuration to suit any power source, whether temporary or permanent installations.
- • Equipment Construction: All Traffic Solutions leads the industry by designing and manufacturing the lightest, most ruggedized equipment. Durable in extreme environments, all equipment functions reliably lasting years. The Shield 12", 15", and 18" signs weigh 12, 18, and 29 lbs. respectively. The InstALERT and SpeedALERT 24" signs weigh only 43 lbs, and are the only folding signs in the market. Easy to mount anywhere, including vehicles.
- • Extended battery life (standard): Internal Lithium-based batteries will add as little as 2.5 lbs. with one 12Ah or 8 lbs. with two 16Ah batteries. All batteries are uniquely sized to fit the interior compartments of the signs and include connections required to power All Traffic Solutions equipment.



- TraffiCloud™ services: Include, but are not limited to the following, customizable reports from a variety of sensor data sources, Drive Times, Parking Availability, GPS mapping, Wrong Way Detection Systems, Work Zone, School Zone, Freight management solutions, and more.
- Perpetual Warranty: On-going standard warranty remains in effect as long as the TraffiCloud services are active.

We look forward to building a partnership with you by implementing meaningful solutions today, and future-proof strategies beyond.

Please direct further inquiries to my attention (Toll Free) +1 (866) 366-6602, ext. 265 or by email at mobrien@alltrafficsolutions.com

Sincerely,

Matthew J. O'Brien

Matthew O'Brien
Territory Manager

A sign of the future™

P.O. Box 10085 State College, PA 16805-0085

| toll free: 866.366.6602

| alltrafficsolutions.com



INSTALERT 24 VARIABLE MESSAGE SIGN

InstAlert 24 Variable Message Sign

- Open dimensions: 1.63" x 28" x 60"
- Folded dimensions: 3.25" x 28" x 30"
- Folded sign fits in vehicle trunk, SUV hatch
- Full matrix display: 26 x 96 pixels, 0.6"x 1" pitch
- LED pixels: Amber 590nm, 30-degree viewing angle, 100,000 hrs, black background, universal display modules
- MUTCD compliant
- On-board message selector buttons for quick selection of 25 internal messages and modes with anti-tamper lockout
- Local and remote management and monitoring options
- Integral active cell modem allowing TrafficCloud Web-Based Management Services for remote management
- Integral camera for awareness and alert-driven images
 - 640 x 480 daylight images
- Power saving circuitry and automatic dimming for ambient light conditions with adjustable dimming range and manual display brightness override
- Conformal coating on all circuit boards
- Integral case handles and nylon web handles
- Weight: 43 pounds
- Weatherproof, inherently sealed design
- 1/8" tinted, non-glare, UV stabilized polycarbonate face
- Entire face is removable for service
- Aluminum chassis, 12 ga., with black powder coat finish
- Mounting provisions for permanent applications, (12) 1/4-20 threaded holes
- -40 to 160°F operating temperature range, 95% humidity, non-condensing (-20°F for Bluetooth communication)
- Withstands up to 70-mph winds



INSTALERT 24 ON HITCH MOUNT



INSTALERT 24 ON POLE



INSTALERT 24 ON PORTABLE POST



INSTALERT 24 ON ATS 5 TRAILER

InstAlert Operation Modes

- **Message Mode:** Display one message, up to six screens
- **All Messages:** Sequence all messages in sign memory
- **Schedule:** Change message and/or mode up to 13 times/day
- Speed based modes available in the
- SpeedAlert 24 configuration
- Sign returns to last configuration when power applied

InstAlert Messages

- **1-3 line messages**
 - 1 line: 24" H x 12.5" W characters, 4/line
 - 2 lines: 10.25" H x 5.75" W characters, 8/line
 - 3 lines: 7" H x 4" W characters, 12 per line
 - 2 lines: (1) 7" char, 12/line, (1) 10.25" char, 8/line
- Up to six screens per message
- Message power efficiency calculator in software
- Variable display time, flash and reverse rates
- for each screen
- Full graphics capability, each LED is individually controllable, programmable from PC, PDA or remotely
- Ability to link multiple messages for up to
- 144 screen animation
- Scroll through 25 user defined on-board messages using selector buttons built into sign, no training necessary; buttons on unit become inactive after timeout to prevent tampering, reactivate by reapplying power
- Unlimited message storage on PC, Android device or remote server
- Messages on sign are not erased when power is removed
- Sign returns to last message when power applied
- Actual sign preview on PC, Android or TrafficCloud

InstAlert Programming

Program and monitor the sign three ways:
On-Board Programming (standard on all units)

- Select message from sign's memory
- Select operation mode

TraffiCloud® Web-Based Management Services

Using integral cell modem for remote management

(See TraffiCloud specification for more information):

- Turnkey system with remote sign connection functional out of the box. Unit connects to TraffiCloud system when sign is powered
- Fully hosted web-based management system
 - Internet-connected computer with browser provides anywhere access on all browser-capable, connected devices.
 - No IT involvement or support necessary. System bypasses customer network eliminating access issues
 - Cellular service provided by ATS, no separate cellular charges
 - Hosted database requires no setup or maintenance by customer
- **Apps:** All apps included in Message Suite:
 - Equipment Management: Change messages and settings remotely, monitor sign online
 - Image Management: Online image retrieval and management of images from internal camera
- **Alerts:** Email/SMS notifications for low battery and tampering, alerts can include images
- **Mapping:** Visually manage equipment and data
- Premier Care Perpetual Warranty

ATS PC Sign Manager

Local Management using PC with USB connection standard on all signs

- PC-based client software
- Connect to sign via USB or Bluetooth (optional) ATS

Android App: Local management (optional):

- Android OS wireless Bluetooth control local to unit
- Android device can be phone or WiFi device with Bluetooth

Local Management Features:

- Create and change messages, modes and settings
- Local image retrieval and management from internal camera
- Manage all unit settings, automatic sync with TraffiCloud Web Based Management
- All traffic data and messages can be saved for online management and backup with optional TraffiCloud Message Suite
 - Create message and save to TraffiCloud library, messages available on all ATS Android App or PC Sign Manager devices
- Sign firmware field and remotely upgradeable

InstAlert Settings

- Configure the following parameters via PC, Android or TraffiCloud Web-Based Management System:
 - Load message using "Display Now" feature
 - Load 24 messages into sign's memory
 - Scroll messages in sign's memory
 - Display signs from server or local device memory
 - Set sign mode
 - Upload schedule
 - Set automatic dimming range minimum and maximum levels or manually override display brightness
- Internal real time clock, time maintained with power disconnected
- Set time via local device or sync with cell signal

Scheduling

- All days, multiple messages: schedule up to
- 50 different messages or modes for up to 13 different time periods in a 24-hour day, repeats in each 24-hour cycle
- 7 day, multiple messages: schedule different messages or modes for up to 13 different time periods in each 24-hour day for each of 7 days, repeats in each 7 day cycle; up to 50 different messages can be used over the 7-day period
- All messages and scheduling reside on the sign – no external hardware necessary
- Program schedule via TrafficCloud Web, ATS Android app or ATS PC Sign Manager. Save to load onto multiple signs
- Camera activation controlled in schedule windows
- Internal real time clock, time and schedule maintained with power disconnected

Data Logging Option for InstAlert units with the optional internal radar option – SpeedAlert 24

- Upgrade to the SpeedAlert 24, adding traffic radar to the InstAlert to enable collection of traffic data and speed display functionality
- See SpeedAlert 24 Specification Sheet

InstAlert Sign Power

- Power Input, Max:
- 12VDC, 8A max, 96 W max; 4A, 48W typical

- Power saving circuitry and automatic dimming for ambient light conditions with adjustable dimming range and manual display brightness override

SpeedAlert 24 Power:

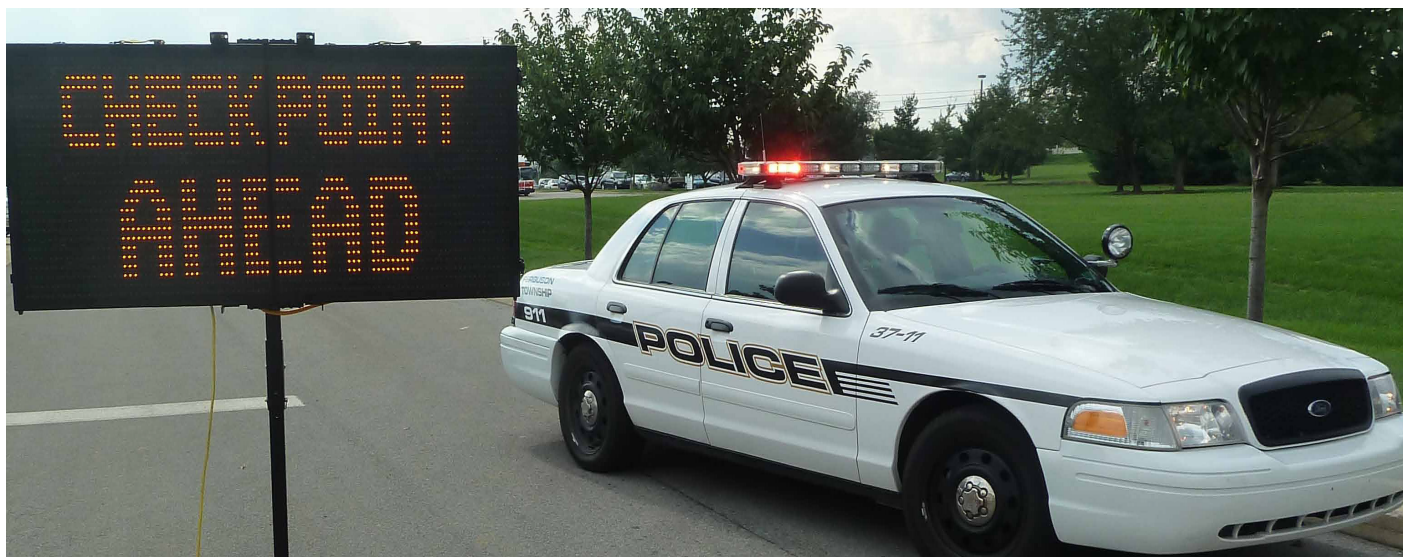
- 12VDC locking plug, 30A capacity: Compatible power supplies include:
 - Vehicles' power port, with optional adapter
 - Trailer wiring adapter for hitch mount
 - POWERcase portable power supply, PC26 or PC36
 - 120 or 220 VAC Power supply in NEMA 4 enclosure
 - ATS 5 Trailer (batteries with optional solar assist: 235 or 470 Ah, 60W solar option)
 - Pole battery box: 156Ah battery with solar assist
- Battery level indicator on sign, ATS Android app, ATS PC Sign Manager or TrafficCloud Remote Management
- Auto recovery for battery with solar
- Power cable customer replaceable, gold-plated connector contacts, high visibility yellow cable

Standard InstAlert System Components

- InstAlert Variable Message Sign
- ATS PC Sign Manager software with USB cable
- On-Board Controls

InstAlert Mounting Options

- ATS 5 Trailer (refer to ATS 5 Specification Sheet for more info)



INSTALERT 24 ON PORTABLE POST

- Options using the InstAlert mounting bracket
- Hitch mount
 - Sign height: 25" to bottom, 53" to top of sign from receiver tube (final height dependent on receiver height, flip mounting bracket for an additional 12")
 - Fits 1.25" or 2" receiver, adapter included
 - ½" hitch pin
 - Locking rotation adjustment on 15-degree increments over 180 degrees,
 - +/- 5-degree tilt to adjust LED aim for maximum brightness
 - White powder coat finish with rear reflector
 - Not intended for operation above 15 mph
- Telescoping Hitch Mount**
 - All features of standard hitch mount, plus
 - Sign height: 53" to bottom, 81" to top of sign from receiver tube (final height dependent on receiver height, flip mounting bracket for an additional 12")
- Standard Folding Portable Post:**
 - Folds for easy storage and portability
 - 42" to 55" to bottom, 70" to 83" to top of sign depending on leg positions, rotate bracket for additional 12"

Optional InstAlert Sign Components and Features

- TrafficCloud Web-Based Remote Management Service

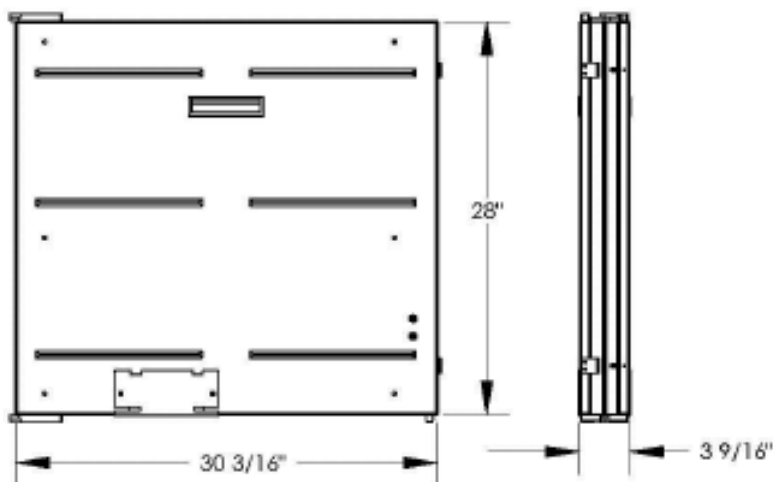
- ATS Android App, Bluetooth connectivity
- Padded carrying case with accessory pockets, shoulder strap
- Mounting bracket**
 - Mounts to pole or any surface using any hardware, no tools required
 - Tamper-resistant hardware compartment
 - Rotate bracket for additional 12" of mounting height
 - Aluminum with black powder coat
 - Sign can be locked into bracket
 - Bolt sign to mounting bracket for additional security
 - Mounting hardware supplied
- Internal radar allowing for speed display, speed dependent messaging and speed and volume data collection – SpeedAlert 24 radar message sign
- Drive Times sensor-free Time to Destination Service
 - Travel time data sent to sign every minute

Warranty

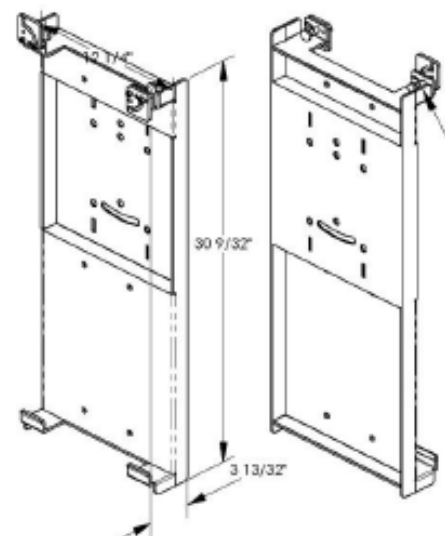
- 1 year warranty (three months on Li-Ion batteries)

Premier Care

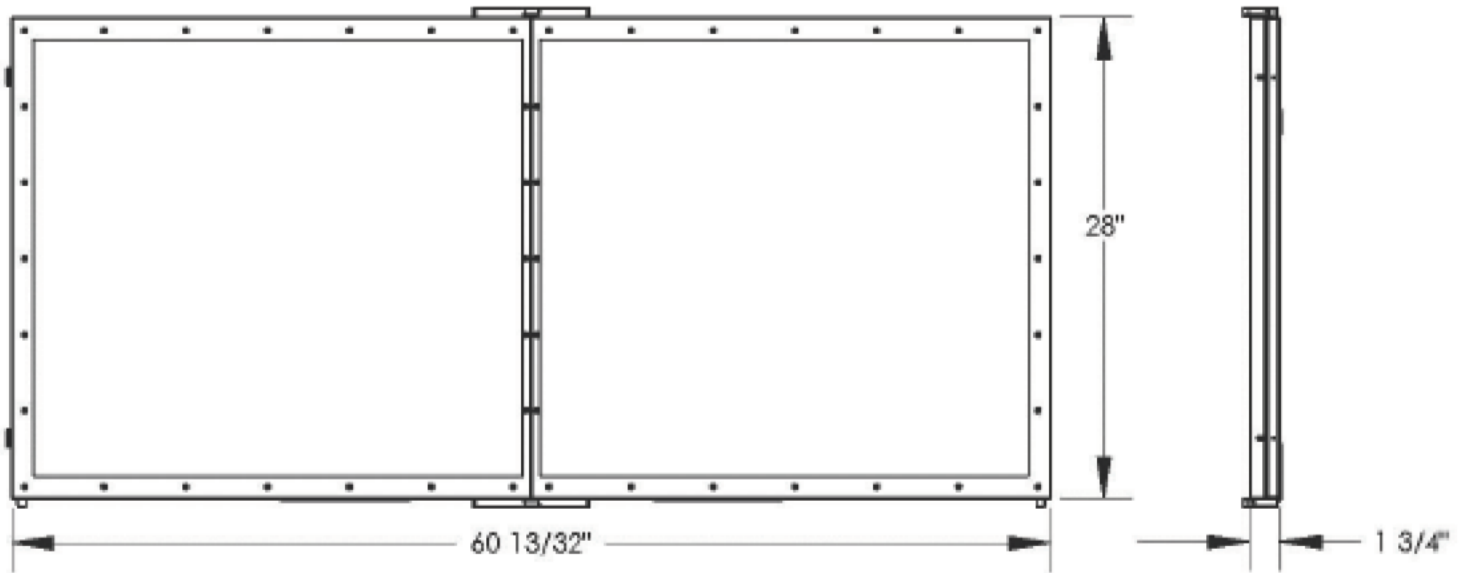
- Extended Warranty
- Product software upgrades free
- Vandalism and accidental damage (non-warranty) at 50% off list price



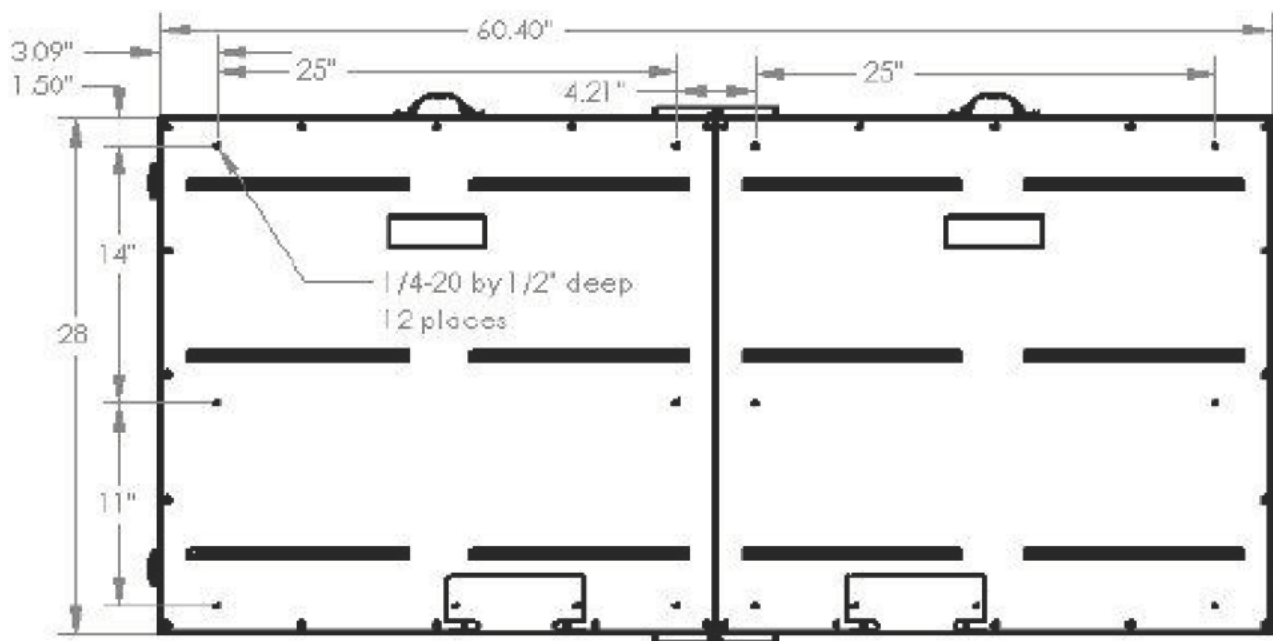
INSTALERT DIMENSIONS: FOLDED



DIMENSIONS: MOUNTING PLATE



INSTALERT 24 DIMENSIONS: OPEN



MOUNTING HOLE POSITIONS

For more information visit us online

 sales@alltrafficsolutions.com  Call ATS on 866.366.6602

All Traffic Solutions, 12950 Worldgate Drive, Suite 310, Herndon, VA 20170

©All Traffic Solutions TraffiCloud leverages our patented technology (US Patents 8417442; 8755990; 9070287; 9411893) to deliver unique cloud-based management, features and functionality. TraffiCloud is a registered trademark of All Traffic Solutions.

ALL TRAFFIC
SOLUTIONS



TraffiCloud Premium and Standard Reports Training

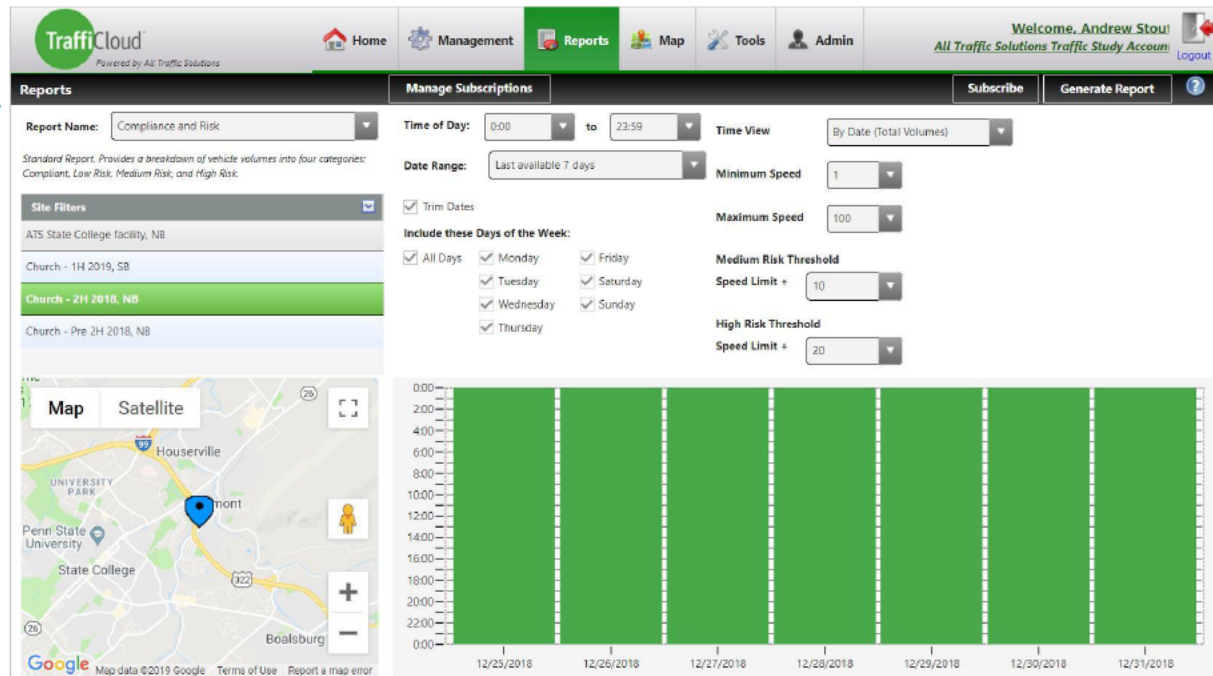
ALL TRAFFIC
SOLUTIONS



Reports

- Compliance & Risk*
- Speed Effectiveness*
- Extended* Speed Summary
- Enforcement Priorities*
- Volume By Speed Analysis
- Volume By Time Analysis
- “Raw Traffic Data”*

*Included with Premium Reporting suite



Why?

- Traffic Calming
- Data Comparison
 - Shield or SpeedAlert deployed set to Display off for a period of time to set baseline for data
 - Equipment then set to Speed Display or Dependent Messages
 - Allows User to compare data after equipment displaying speeds
- Reports to share with community
- Validate/refute traffic complaints from residents
- Create safer communities and ultimately save lives via increased awareness



Compliance and Risk

- Breaks down the number of vehicles into risk categories based on their speed in reference to the speed limit
- Risk categories selected by the user
- Can be viewed as totals or averages (totals recommended)

Time View

By Date (Total Volumes) ▼

By Hour (Avg Volumes)

By Day of Week (Avg Volumes)

By Date (Total Volumes)

By Week (Total Volumes)

ALL TRAFFIC
SOLUTIONS



Compliance And Risk Report

Generated by Andrew Stout from All Traffic Solutions Software Developer Account on Jul 16, 2019 at 3:5:35 PM

Time of Day: 0:00 to 23:59

Dates: 3/1/2019 to 3/7/2019

Medium Risk Threshold: Speed Limit + 5

High Risk Threshold: Speed Limit + 10

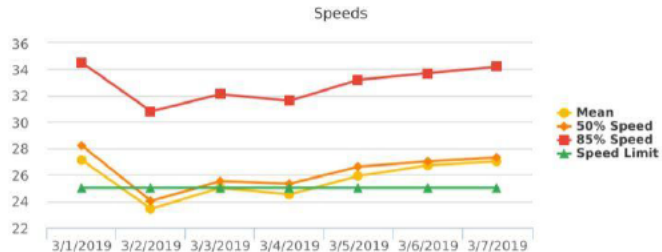
Time View: By Date (Total Volumes)

Speed Bins: Size 5, Range 1 to 100

Site: 1085 S Krocks Rd SB, SB

Date/Time Range	Speed Limit	Mode	Compliant	Low Risk	Medium Risk	High Risk	Total Num Vehicles
3/1/2019	25	Display Off	927	924	1047	624	3522
3/2/2019	25	Display Off	1038	706	933	499	3176
3/3/2019	25	Display Off	825	581	683	453	2542
3/4/2019	25	Display Off, Speed Display	850	671	681	395	2597
3/5/2019	25	Speed Display	1073	936	920	473	3402
3/6/2019	25	Speed Display	1108	954	863	505	3430
3/7/2019	25	Speed Display	1093	1038	922	531	3584
Total # Vehicles			6914	5810	6049	3480	22253

Compliance and Risk



- Graphical charts are provided
- Charts show percent and total vehicles in each risk category
- Line graph displays
 - Speed limit
 - Mean speed
 - 50% speed
 - 85% speed



Speed Effectiveness

- Can show effectiveness of signs
- Shows change between initial & final speed of vehicle
- Risk thresholds & time view same as Comp/Risk

ALL TRAFFIC SOLUTIONS



Generated by Andrew Stout from All Traffic Solutions Software Developer Account on Jul 16, 2019 at 3:42:24 PM

Medium Risk Threshold: Speed Limit + 5

High Risk Threshold: Speed Limit + 10

Time of Day: 0:00 to 23:59

Dates: 3/1/2019 to 3/7/2019

Speed Effectiveness Report

Time View: By Date (Total Volumes)

Speed Bins: Size 5, Range 1 to 100

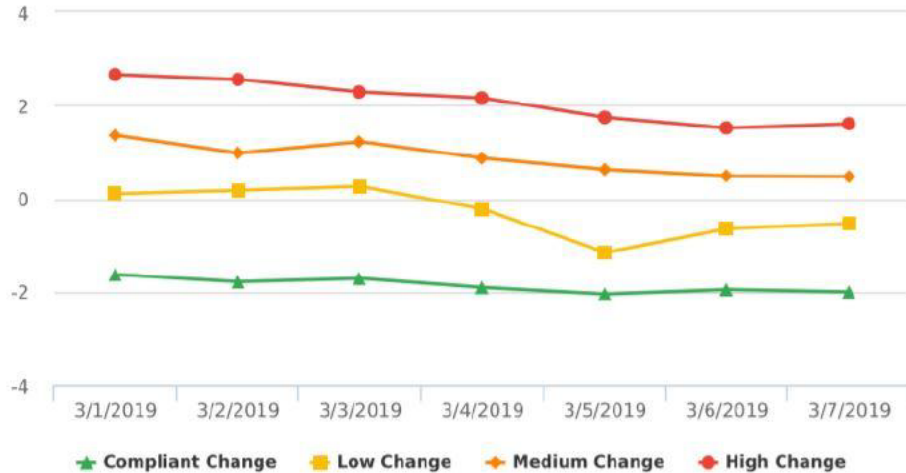
Site: 1085 S Krocks Rd SB, SB

Date/Time Range	Spd Lim	Sign Mode	Compliant Avg Final Speed	Compliant Change in Speed	Low Risk Avg Final Speed	Low Risk Change in Speed	Medium Risk Avg Final Speed	Medium Risk Change in Speed	High Risk Avg Final Speed	High Risk Change in Speed	% of Vehicles Slowed By
3/1/2019	25	Display Off	17.5	-1.6	28.1	0.1	33.0	1.4	38.5	2.7	43.4 %
3/2/2019	25	Display Off	16.1	-1.8	28.1	0.2	32.9	1.0	38.6	2.6	47.8 %
3/3/2019	25	Display Off	16.8	-1.7	28.1	0.3	32.9	1.2	38.7	2.3	43.8 %
3/4/2019	25	Display Off, Speed Display	17.7	-1.9	28.0	-0.2	33.0	0.9	38.6	2.2	42.7 %
3/5/2019	25	Speed Display	18.2	-2.0	28.1	-1.2	32.9	0.6	38.5	1.7	51.5 %
3/6/2019	25	Speed Display	18.5	-2.0	28.0	-0.6	32.9	0.5	38.8	1.5	48.5 %
3/7/2019	25	Speed Display	18.2	-2.0	28.0	-0.5	32.9	0.5	38.8	1.6	47.9 %



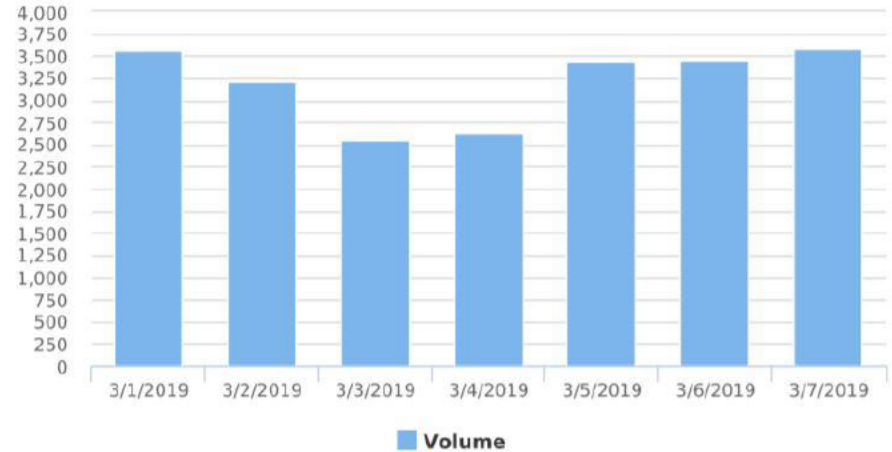
Speed Effectiveness

Changes in Speed by Risk Threshold



- Change in speed by date for each risk category

Volume by Date



- Displays total number of vehicles by date



Speed Summary/Extended Speed Summary

- Concise summary w/overview of the data from the traffic study
- Overall Summary includes all data from the Speed Summary Report
- Average speed and 85th percentile are representative of drivers' behavior
- 85th Percentile represents the speed that 85% of cars stayed at or below. (Helps indicate the "natural speed limit" of the road)

Time of Day: 0:00 to 23:59

Dates: 3/1/2019 to 3/7/2019

Overall Summary

Total Days of Data: 7

Speed Limit: 25

Average Speed: 25.74

50th Percentile Speed: 26.48

85th Percentile Speed: 33.0

Pace Speed Range: 23-33

Minimum Speed: 5

Maximum Speed: 61

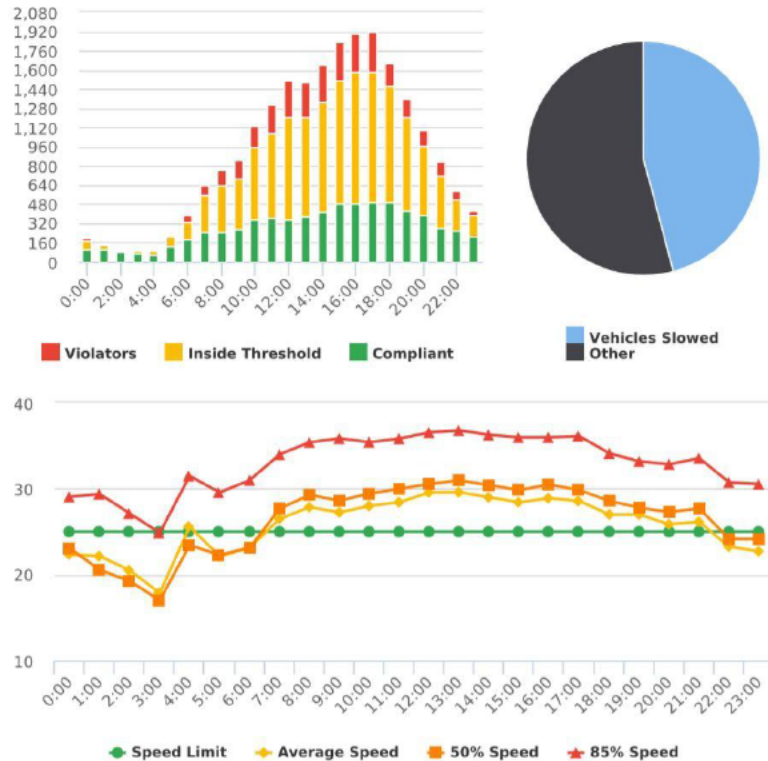
Display Status: Display Off, Speed Display

Average Volume per Day: 3179.0

Total Volume: 22253



Extended Speed Summary



- Charts & Graphs included in the Extended Speed Summary as part of Premium Reports Suite
- Bar graph: Hourly volumes w/breakdown of speeds
- Pie chart: aka “sign effectiveness”
- Line graph: speed trends by hour

Extended Speed Summary

Hours	Sign Mode	Speed Limit	Total # Vehicles	Total # Violator	% Violator	Avg # Vehicles	Avg # Violator	Min Speed	Max Speed	Avg Speed	50% Speed	85% Speed	Sign Effectiveness
0:00	Display Off, Speed Display	25	198	23	11.6 %	28.3	3.3	5	44	22.4	23.1	29.1	54.4 %
1:00	Display Off, Speed Display	25	154	7	4.5 %	22.0	1.0	5	43	22.2	20.5	29.4	54.2 %
2:00	Display Off, Speed Display	25	99	7	7.1 %	14.1	1.0	5	50	20.5	19.3	27.1	50.4 %
3:00	Display Off, Speed Display	25	91	2	2.2 %	13.0	0.3	5	37	17.9	17.0	24.9	51.6 %
4:00	Display Off, Speed Display	25	107	8	7.5 %	15.3	1.1	5	45	25.6	23.4	31.5	33.9 %
5:00	Display Off, Speed Display	25	226	14	6.2 %	32.3	2.0	5	47	22.1	22.3	29.6	48.0 %
6:00	Display Off, Speed Display	25	392	56	14.3 %	56.0	8.0	5	61	23.1	23.1	31.0	44.1 %
7:00	Display Off, Speed Display	25	637	87	13.7 %	91.0	12.4	5	50	26.5	27.7	34.0	41.4 %
8:00	Display Off, Speed Display	25	773	129	16.7 %	110.4	18.4	5	52	27.9	29.3	35.4	38.3 %
9:00	Display Off, Speed Display	25	853	154	18.1 %	121.9	22.0	5	50	27.3	28.6	35.9	43.9 %
10:00	Display Off, Speed Display	25	1134	180	15.9 %	162.0	25.7	5	47	28.0	29.4	35.4	43.1 %
11:00	Display Off, Speed Display	25	1317	246	18.7 %	188.1	35.1	5	50	28.4	30.0	35.9	39.7 %
12:00	Display Off, Speed Display	25	1509	298	19.7 %	215.6	42.6	5	50	29.6	30.6	36.6	42.4 %

- Included in the Extended Speed Summary as part of Premium Reports Suite
- Hourly summary w/totals & averages for each hour
- Sign Effectiveness shows percentage of cars that slowed down in range of the sign
- Avg # Vehicles column facilitates utility of Enforcement Priorities by showing off-peak hours

Enforcement Priorities

ALL TRAFFIC
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Enforcement Priorities Report

Generated by Andrew Stout from All Traffic Solutions Software Developer Account on Jul 17, 2019 at 9:4:32 AM

Violation Threshold: Speed Limit + 10
Time of Day: 0:00 to 23:59
Dates: 3/1/2019 to 3/7/2019

Rank Results By: 85% Speed
Speed Bins: Size 5, Range 1 to 100
Site: 1085 S Krocks Rd SB, SB

#	Site	Day of Week	Time	Speed Limit	Average Speed	Average Violator Speed	85% Speed	Average # Vehicles	Average # Violators
1	1085 S Krocks Rd SB, SB	Tuesday	7:00 - 8:00	25	28.5	38.4	38.5	121.0	23.0
2	1085 S Krocks Rd SB, SB	Sunday	10:00 - 11:00	25	30.0	38.9	38.0	192.0	49.0
3	1085 S Krocks Rd SB, SB	Thursday	8:00 - 9:00	25	30.0	39.6	38.0	153.0	39.0
4	1085 S Krocks Rd SB, SB	Friday	12:00 - 13:00	25	31.0	38.6	38.0	227.0	56.0
5	1085 S Krocks Rd SB, SB	Saturday	13:00 - 14:00	25	30.5	39.4	37.5	231.0	48.0
6	1085 S Krocks Rd SB, SB	Sunday	9:00 - 10:00	25	29.0	38.8	37.0	121.0	28.0
7	1085 S Krocks Rd SB, SB	Sunday	12:00 - 13:00	25	30.0	38.8	37.0	250.0	53.0
8	1085 S Krocks Rd SB, SB	Sunday	13:00 - 14:00	25	30.0	39.1	37.0	263.0	49.0
9	1085 S Krocks Rd SB, SB	Sunday	15:00 - 16:00	25	30.0	38.3	37.0	243.0	52.0
10	1085 S Krocks Rd SB, SB	Monday	12:00 - 13:00	25	31.0	38.9	37.0	140.0	38.0
11	1085 S Krocks Rd SB, SB	Monday	14:00 - 15:00	25	28.0	39.0	37.0	194.0	36.0
12	1085 S Krocks Rd SB, SB	Tuesday	6:00 - 7:00	25	27.0	40.2	37.0	88.0	15.0
13	1085 S Krocks Rd SB, SB	Tuesday	13:00 - 14:00	25	29.0	39.4	37.0	226.0	43.0
14	1085 S Krocks Rd SB, SB	Wednesday	8:00 - 9:00	25	29.0	39.3	37.0	130.0	27.0
15	1085 S Krocks Rd SB, SB	Wednesday	17:00 - 18:00	25	29.0	39.6	37.0	306.0	62.0

- Analyzes and compares traffic data to list specific times at locations with the worst violation numbers (can select multiple sites)
- Allows user to filter off-peak hours found via Extended Speed Summary
- Results ranked via 85% speed or combination of speed/volume
- Facilitates focused enforcement to save man-hours



Raw Data

fx	id	A	B	C	D	E	F	G	H	I	J
1	id	location	source	sourceType	timestamp	UploadDateTime	UploadGUID	DeviceThingNam	SpeedLimit	SignMode	
2	331357356	0.0,0.0,0.0	ATS.Site32270	Thing	2018-04-24 0:00:2018-04-25 7:56:069e9887-4c87-4	ATS.Device.129f			25	Speed Display	
3	331357357	0.0,0.0,0.0	ATS.Site32270	Thing	2018-04-24 1:00:2018-04-25 7:56:069e9887-4c87-4	ATS.Device.129f			25	Speed Display	
4	331357358	0.0,0.0,0.0	ATS.Site32270	Thing	2018-04-24 2:00:2018-04-25 7:56:069e9887-4c87-4	ATS.Device.129f			25	Speed Display	
5	331357359	0.0,0.0,0.0	ATS.Site32270	Thing	2018-04-24 3:00:2018-04-25 7:56:069e9887-4c87-4	ATS.Device.129f			25	Speed Display	
6	331357360	0.0,0.0,0.0	ATS.Site32270	Thing	2018-04-24 4:00:2018-04-25 7:56:069e9887-4c87-4	ATS.Device.129f			25	Speed Display	
7	331357361	0.0,0.0,0.0	ATS.Site32270	Thing	2018-04-24 4:45:2018-04-25 7:56:069e9887-4c87-4	ATS.Device.129f			25	Speed Display	
8	331357362	0.0,0.0,0.0	ATS.Site32270	Thing	2018-04-24 5:00:2018-04-25 7:56:069e9887-4c87-4	ATS.Device.129f			25	Speed Display	
9	331357363	0.0,0.0,0.0	ATS.Site32270	Thing	2018-04-24 6:00:2018-04-25 7:56:069e9887-4c87-4	ATS.Device.129f			25	Speed Display	
10	331357364	0.0,0.0,0.0	ATS.Site32270	Thing	2018-04-24 7:00:2018-04-25 7:56:069e9887-4c87-4	ATS.Device.129f			25	Speed Display	
11	331357365	0.0,0.0,0.0	ATS.Site32270	Thing	2018-04-24 8:00:2018-04-25 7:56:069e9887-4c87-4	ATS.Device.129f			25	Speed Display	
12	331357366	0.0,0.0,0.0	ATS.Site32270	Thing	2018-04-24 9:00:2018-04-25 7:56:069e9887-4c87-4	ATS.Device.129f			25	Speed Display	
13	331357367	0.0,0.0,0.0	ATS.Site32270	Thing	2018-04-24 10:00:2018-04-25 7:56:069e9887-4c87-4	ATS.Device.129f			25	Speed Display	
14	331357368	0.0,0.0,0.0	ATS.Site32270	Thing	2018-04-24 11:00:2018-04-25 7:56:069e9887-4c87-4	ATS.Device.129f			25	Speed Display	
15	331357369	0.0,0.0,0.0	ATS.Site32270	Thing	2018-04-24 12:00:2018-04-25 7:56:069e9887-4c87-4	ATS.Device.129f			25	Speed Display	
16	331357372	0.0,0.0,0.0	ATS.Site32270	Thing	2018-04-24 13:00:2018-04-25 7:56:069e9887-4c87-4	ATS.Device.129f			25	Speed Display	
17	331357373	0.0,0.0,0.0	ATS.Site32270	Thing	2018-04-24 14:00:2018-04-25 7:56:069e9887-4c87-4	ATS.Device.129f			25	Speed Display	
18	331357374	0.0,0.0,0.0	ATS.Site32270	Thing	2018-04-24 15:00:2018-04-25 7:56:069e9887-4c87-4	ATS.Device.129f			25	Speed Display	
19	331357375	0.0,0.0,0.0	ATS.Site32270	Thing	2018-04-24 16:00:2018-04-25 7:56:069e9887-4c87-4	ATS.Device.129f			25	Speed Display	
20	331357376	0.0,0.0,0.0	ATS.Site32270	Thing	2018-04-24 17:00:2018-04-25 7:56:069e9887-4c87-4	ATS.Device.129f			25	Speed Display	
21	331357377	0.0,0.0,0.0	ATS.Site32270	Thing	2018-04-24 17:20:2018-04-25 7:56:069e9887-4c87-4	ATS.Device.129f			25	Speed Display	
22	331357378	0.0,0.0,0.0	ATS.Site32270	Thing	2018-04-24 17:20:2018-04-25 7:56:069e9887-4c87-4	ATS.Device.129f			25	Speed Display	
23	331357379	0.0,0.0,0.0	ATS.Site32270	Thing	2018-04-24 18:00:2018-04-25 7:56:069e9887-4c87-4	ATS.Device.129f			25	Speed Display	

fx	SpeedLimit	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	SpeedLimit	SignMode	DemolMode	RadarSensit	TimeResoul	MinSpeed	MeanSpeed	MaxSpeed	Port50Spee	Port85Spee	PortSlowed	PaceSpeed	Display/Wa	TotalVehicle	TrafficBns	GmtOffset	
2	25	Speed Displ	FALSE	0	60	12	21	29	20	27	45	22	TRUE	29	{rows}["A"	-4	
3	25	Speed Displ	FALSE	0	60	11	25	33	25	30	44	27	TRUE	27	{rows}["A"	-4	
4	25	Speed Displ	FALSE	0	60	24	26	30	25	26	25	27	TRUE	4	{rows}["A"	-4	
5	25	Speed Displ	FALSE	0	60	0	0	0	0	0	0	0	TRUE	0	{rows}["A"	-4	
6	25	Speed Displ	FALSE	0	60	27	28	29	27	29	50	28	TRUE	2	{rows}["A"	-4	
7	25	Speed Displ	FALSE	0	60	0	0	0	0	0	0	0	TRUE	0	{rows}["A"	-4	
8	25	Speed Displ	FALSE	0	60	0	0	0	0	0	0	0	TRUE	0	{rows}["A"	-4	
9	25	Speed Displ	FALSE	0	60	0	0	0	0	0	0	0	TRUE	0	{rows}["A"	-4	
10	25	Speed Displ	FALSE	0	60	10	15	36	14	19	37	15	TRUE	254	{rows}["A"	-4	
11	25	Speed Displ	FALSE	0	60	10	15	42	14	20	32	15	TRUE	317	{rows}["A"	-4	
12	25	Speed Displ	FALSE	0	60	10	17	30	14	24	29	15	TRUE	95	{rows}["A"	-4	
13	25	Speed Displ	FALSE	0	60	14	25	32	27	31	44	28	TRUE	16	{rows}["A"	-4	
14	25	Speed Displ	FALSE	0	60	13	22	32	23	28	31	22	TRUE	36	{rows}["A"	-4	
15	25	Speed Displ	FALSE	0	60	12	23	36	23	28	23	22	TRUE	62	{rows}["A"	-4	
16	25	Speed Displ	FALSE	0	60	10	23	38	24	29	31	25	TRUE	72	{rows}["A"	-4	
17	25	Speed Displ	FALSE	0	60	10	23	36	23	30	27	25	TRUE	49	{rows}["A"	-4	
18	25	Speed Displ	FALSE	0	60	10	23	34	24	28	39	24	TRUE	79	{rows}["A"	-4	
19	25	Speed Displ	FALSE	0	60	10	23	34	23	30	27	25	TRUE	82	{rows}["A"	-4	
20	25	Speed Displ	FALSE	0	60	0	0	0	0	0	0	0	TRUE	0	{rows}["A"	-4	
21	25	Speed Displ	FALSE	10	60	0	0	0	0	0	0	0	TRUE	0	{rows}["A"	-4	
22	25	Speed Displ	FALSE	10	60	11	24	32	26	29	47	25	TRUE	38	{rows}["A"	-4	
23	25	Speed Displ	FALSE	10	60	11	24	37	24	31	34	23	TRUE	62	{rows}["A"	-4	

- Included as part of Premium Reports Suite
- Clicking “Generate Report” downloads a .CSV file

Volume By Speed Analysis

ALL TRAFFIC
SOLUTIONS



Generated by Andrew Stout from All Traffic Solutions Software Developer Account on Jul 17, 2019 at 10:8:9 AM

Time of Day: 0:00 to 23:59
Dates: 3/1/2019 to 3/7/2019

Volume By Speed Report

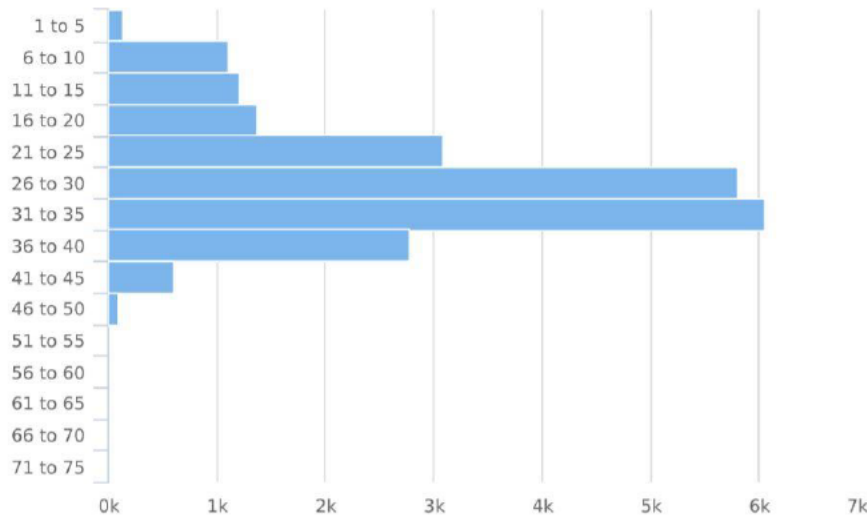
Time View: By Date (Total Volumes)
Speed Bins: Size 5, Range 1 to 100
Site: 1085 S Krocks Rd SB, SB

Date	Spd Lim	1 to 5	6 to 10	11 to 15	16 to 20	21 to 25	26 to 30	31 to 35	36 to 40	41 to 45	46 to 50	51 to 55	56 to 60	61 to 65	66 to 70	71 to 75	76 to 80	81 to 85	86 to 90	91 to 95	96 to 100	Avg Spd	Total #
3/1/2019	25	8	166	149	201	401	924	1047	516	97	11	0	0	0	0	0	0	0	0	0	0	27.1	3522
3/2/2019	25	54	234	169	204	377	706	933	406	79	13	1	0	0	0	0	0	0	0	0	0	23.4	3176
3/3/2019	25	17	159	168	182	299	561	683	360	76	16	0	0	1	0	0	0	0	0	0	0	25.0	2542
3/4/2019	25	14	139	149	168	380	671	681	319	68	8	0	0	0	0	0	0	0	0	0	0	24.5	2597
3/5/2019	25	14	130	209	201	519	936	920	372	87	13	1	0	0	0	0	0	0	0	0	0	25.9	3402
3/6/2019	25	15	136	165	197	575	954	863	385	103	15	1	1	0	0	0	0	0	0	0	0	26.7	3430
3/7/2019	25	14	137	189	223	530	1038	922	421	92	16	2	0	0	0	0	0	0	0	0	0	27.0	3584
Total #		136	1103	1218	1376	3081	5810	6049	2779	602	92	5	1	1	0	0	0	0	0	0	0	25.7	22253

- Included with Standard and Premium reports
- Displays how many vehicles counted in each 5 or 10 mph/kph increment
- Can be viewed as totals or averages (totals recommended)
- Displays drop-off in speed counts

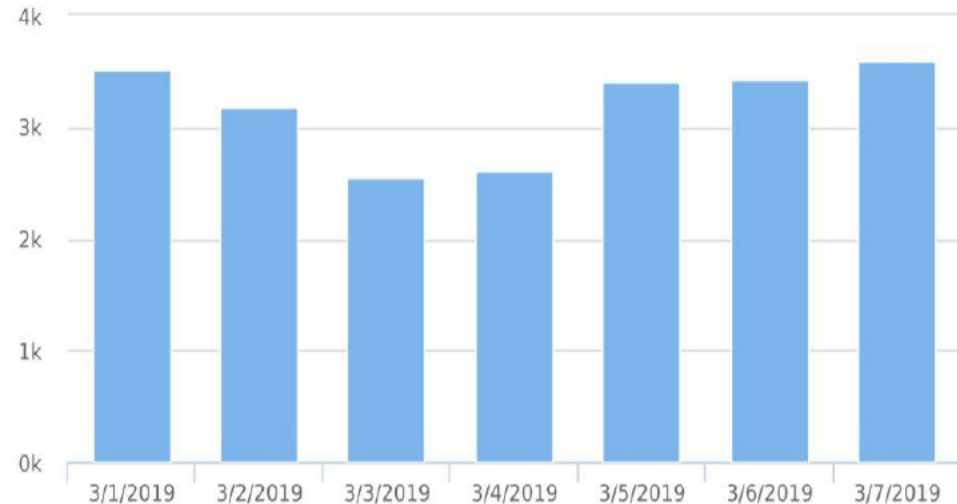
Volume By Speed Analysis

Total Vehicles by Speed Bin



- Histogram of Totals by Speed Increment

Total Volume by Date



- Number of vehicles counted by date



Volume By Time Analysis

ALL TRAFFIC
SOLUTIONS



Volume By Time Report

Generated by Andrew Stout from All Traffic Solutions Software Developer Account on Jul 17, 2019 at 10:27:10 AM

Time of Day: 0:00 to 23:59
Dates: 3/1/2019 to 3/7/2019

Time View: By Date (Total Volumes)
Speed Bins: Size 5, Range 1 to 100
Site: 1085 S Krocks Rd SB, SB

Date	00:00	01:00	02:00	03:00	04:00	05:00	06:00	07:00	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00	Total
3/1/2019	41	18	13	14	15	46	38	78	127	152	142	193	227	198	232	286	308	345	276	230	189	152	122	80	3522
3/2/2019	36	50	37	18	19	17	37	52	76	107	183	170	249	231	222	241	264	241	242	192	156	127	118	93	3176
3/3/2019	31	36	18	10	8	15	23	39	89	121	192	222	250	263	287	243	183	175	109	89	55	33	28	23	2542
3/4/2019	9	8	13	19	19	22	35	73	64	63	121	152	140	163	194	229	268	226	214	176	146	130	64	49	2597
3/5/2019	20	13	8	6	16	42	88	121	134	145	161	188	206	226	242	269	288	310	273	213	163	129	76	65	3402
3/6/2019	35	11	6	14	14	49	89	113	130	129	179	191	210	184	222	263	298	306	282	230	196	129	92	58	3430
3/7/2019	26	18	4	12	16	35	82	161	153	136	156	201	227	231	247	300	295	312	258	228	198	141	89	58	3584
Total #	198	154	99	91	107	226	392	637	773	853	1134	1317	1509	1496	1646	1831	1904	1915	1654	1358	1103	841	589	426	22253

- Included with Standard and Premium reports
- Traffic counts for each hour
- Sorted by Date, Day or Week, or By Week
- Can be viewed as totals or averages (totals recommended)



Volume By Time Analysis

ALL TRAFFIC
SOLUTIONS



Generated by Andrew Stout from All Traffic Solutions Software Developer Account on Jul 17, 2019 at 10:27:10 AM

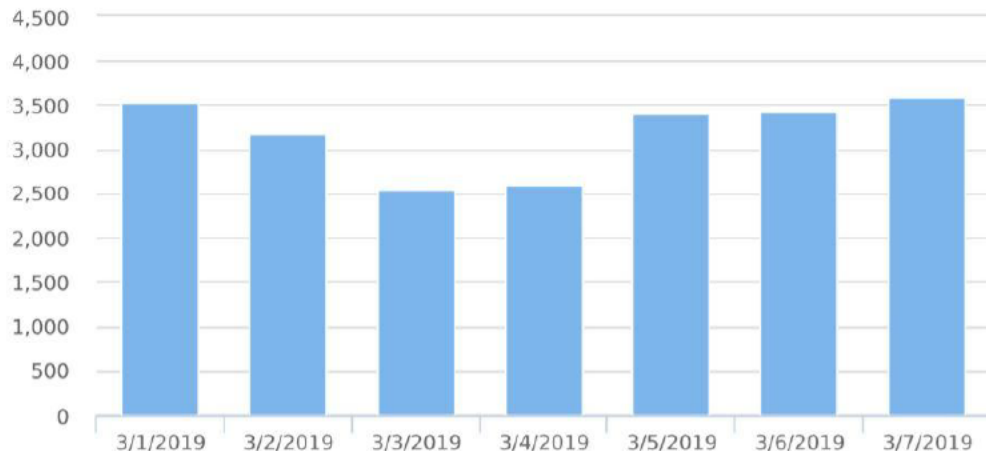
Time of Day: 0:00 to 23:59
Dates: 3/1/2019 to 3/7/2019

Volume By Time Report

Time View: By Date (Total Volumes)
Speed Bins: Size 5, Range 1 to 100
Site: 1085 S Krocks Rd SB, SB

- Dates determined by selected Date Range
- Number of vehicles counted by date

Volume by Date



CAPITAL IMPROVEMENT PROGRAM
CAPITAL PROJECT REQUEST

DEPARTMENT *Election/Registration*
FY 2024

Information should be as specific as possible including start dates, completion dates and specific dollar amounts. Schematic design plans should be included to show the scope of the project. If available and appropriate based on the phase of the project more complete plans should be included.

NAME OF PROJECT *Purchase of New Voting Equipment to include new poll pads, tabulators, ballot boxes and end of the night tallying/reporting system*

DESCRIPTION OF PROJECT *Replacement of Existing voting Equipment*

If this is a project with more than one phase – please describe the total project as well as each of the phases and then specifically describe the specific phase for this request.

DESCRIPTION OF NEED: *Current equipment is no longer being manufactured and the need is for new, updated and state-certified equipment*

PROJECT PHASE:

What is the proposed timeline for this project? *FY 2024*

Is there more than one phase of this project? *no* If so describe this phase and how it fits into the total project including the total project timeline.

Are there timing issues related to the completion of this project or project phase: *yes* Are there possible funding sources that might be lost or potential problems if this project or phase is not completed by a certain time? *There are no other funding sources. But if the new equipment is acquired during FY 2024 it gives the office time to train before the Presidential Primary in March of 2024. Equipment that will be replaced is over fifteen years old.*

PROJECT USEFUL LIFE (Years) *10*

Describe the useful life and any factors which might extend or shorten the useful life of the project. *Along with purchase of equipment we purchase a maintenance contract on a yearly basis to help extend the life of the equipment.*

PROJECT PLANNING

Describe the planning process for this project. *See attached price quotes from our current vendor.* What Town Departments, Committees or Boards have been consulting in the planning? *N/A* Have any professional services (engineers, etc.) been consulted during the preparation for the project request? *N/A*

Are any future professional services required for the planning and/or completion of the project? *no*

**CAPITAL IMPROVEMENT PROGRAM
CAPITAL PROJECT REQUEST**

Are any approvals necessary for this project?*Equipment must meet state certification requirements* If so, have the approvals been obtained?*yes* If necessary approvals have not been obtained please describe the approval process and how it fits into the project timeline.

PROJECT COSTS

This should include cost of this phase as well as the overall project cost. Detailed estimates are helpful for project understanding and evaluation.*See attached*

PROJECT FUNDING SOURCES

Please describe specifically with dollar amounts all proposed funding sources.*Town Capital Outlay Funds* If potential sources have been identified that can only be applied for based on project approval or completion, please describe the sources and the application and approval process for the funding source.*N/A*

REVENUE GENERATED BY PROJECT IMPLEMENTATION

Projected annual revenue*N/A* – what is the source of the revenue. Is there current revenue related to this project? If so, describe the current revenue and expenses and how the project will impact revenue and expenses. Will current revenue be lost if the project is not completed? What is the estimated payback (in years) on the project?

IMPACT OF PROJECT ON OPERATING & MAINTENANCE COSTS:

Are there any salaries or operating costs (including additional fuel, heat and/or electricity costs) expected?*no*

Are there custodial or other maintenance costs associated with this project?*no* Include both annual maintenance and other maintenance cost required less than annually.

EXPLAIN AND JUSTIFY NEW POSITIONS.*N/A*

PROJECT PRIORITY

Please describe and rank the priority of this project based on your perception of the importance of the project for your department and the Town in terms of both operating and capital budget needs.*#1*

Also, please rank the project based on the Capital Outlay Committee criteria.

Assessed value of taxable property to be removed from tax list:*N/A*

Relation of this project to other projects or to the long range plan: *N/A*

When was this project first requested for inclusion on the capital improvement plan?*December 2023*

For what FY was the initial project request? *2024*

If this project has previously been deferred from the current year projects under consideration have there been any impacts from this deferral.

CAPITAL IMPROVEMENT PROGRAM
CAPITAL PROJECT REQUEST

Will the proposed project have an impact or effect of the environment?*no* If yes, please explain.

If land acquisition. Attach a plot plan.

Other comments:



Company Address 10 Manor Parkway, Unit B
Salem, NH 03079
US

Created Date 11/21/2022
Quote Number 00000827

Contact Information

Prepared By	Brenda L'Italien	Customer Name	Bourne
Title	Director of Business Development	Contact Name	Barry Johnson
Phone	(978) 651-2511	Title	Town Clerk
Email	bcm@lhsassociates.com	Email	bjohnson@townofbourne.com

Address Information

Bill To Name Bourne
Bill To 24 Perry Avenue
Buzzards Bay, MA 02532

Product Code	Product	Product Description	Sales Price	Quantity	Total Price
PP-000001	NOTE: Ongoing Poll Pad Software and Application Support Fee \$300.00 per Poll Pad	The Poll Pad Software and Application Support Fee after the 1-year Warranty Expires is \$300.00 per Poll Pad.	\$0.00	36.00	\$0.00
PP-001	Poll Pad Bundle	Includes: iPad WiFi 32gb (MP2F2LL/A), 10-Foot Charger, Transport Case, Stand, Stylus, 1st Year Software License, MDM Enrollment, and Basic Poll Pad Manager	\$1,275.00	36.00	\$45,900.00
PP-004	Poll Pad Star Micronics Receipt Printer	TSP65411	\$300.00	36.00	\$10,800.00
E99-99	Shipping and Handling	Shipping and Handling	\$200.00	1.00	\$200.00

Subtotal \$56,900.00

Total Price \$56,900.00

Signature

By signing below, you are acknowledging that the above pricing is accurate and within budget, and that you are ready to move forward with the official purchase and contract initiation:

Customer Signature: _____

Printed Name & Title: _____

Date: _____

Anticipated First Use Date: _____



Company Address 10 Manor Parkway, Unit B
Salem, NH 03079
US

Created Date 11/21/2022
Quote Number 00000828

Contact Information

Prepared By	Brenda L'Italien	Customer Name	Bourne
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Product Code	Product	Product Description	Sales Price	Quantity	Total Price
DVS-110	ImageCast Precinct 2 Bundle (2 Year Warranty)	Includes ICP Unit, ICP Ballot Box, ICP Carry Case, and 2-Year Hardware Warranty	\$5,700.00	12.00	\$68,400.00
DVS-140	Results Tally & Reporting (0-15K)	Includes Laptop and Democracy Suite EMS RTR Application	\$8,500.00	1.00	\$8,500.00

Subtotal \$76,900.00

Total Price \$76,900.00

Signature

By signing below, you are acknowledging that the above pricing is accurate and within budget, and that you are ready to move forward with the official purchase and contract initiation:

Customer Signature: _____

Printed Name & Title: _____

Date: _____

Anticipated First Use Date: _____



meet the

POLL PAD®

POWERED BY  **knowINK**

PROVIDED BY 

The nation's leading electronic poll book from New England's leading election services company.

The Poll Pad® e-poll book for paperless voter check-in replaces the outdated paper model that is often the cause of long lines at the polls and inefficient election record keeping.



VOTER

An average voter check-in time of about

15 SECONDS

means shorter wait times and, ultimately, increased voter turnout.



POLL WORKER

Locate voters faster and easier using

MANUAL ENTRY OR ID SCAN

methods. Also, electronically-recorded totals means no counting and tallying voters per page on a paper list.



CLERK

Load Voter History into the VR system post-election in

MINUTES INSTEAD OF DAYS

Also, get streamlined access to check-in totals, turnout data, and reports from the administrative dashboard.

MODERNIZE YOUR ELECTIONS

BACKGROUND

In 1992, LHS introduced the AccuVote Optical Scan Tabulator to the New England election marketplace. Presently, we still support more than 3,000 AccuVote machines throughout the region. But after several years of testing new vote tabulation technology, we chose to begin representing the newest and finest technological platform: the **ImageCast Precinct Tabulator** from Dominion Voting Systems.

The ImageCast was certified in 2014 by the Commonwealth of Massachusetts, and since then, LHS has personally upgraded over 180 municipalities to the proposed tabulator, an undertaking which has involved more than 1,700 tabulators and oversight of the entire election life cycle: acceptance testing, hardware modification, delivery, training, voter outreach, programming, ballot printing, and election day support.

Recently, in July of 2021, the Commonwealth officially certified the second generation of the ImageCast Precinct Tabulator, which boasts a faster boot-up speed, a faster processing speed, a vivid color LCD display screen, a wider report tape, and enhanced security features.

We feel confident that LHS is the most advantageous choice for long-term support and sustainability, and why the ImageCast (2nd Generation) is the most reliable, cost-effective, low-risk, and state-of-the-art tabulation system to meet the needs of the Town of Bourne. Please continue on for LHS's proposed solution for Bourne:

LHS Associates, Inc. is proposing 12 brand-new ImageCast Precinct Tabulators with the latest version of hardware, software, and training materials which do not include any components that are conceptual or in the stages of design, pre-production, or beta testing.

What you'll receive:

- 12 **ImageCast Precinct Tabulator** bundles, which includes:
 - 1 tabulator
 - 1 thermal paper roll
 - 1 padded protective carry case
 - 12 marking pens
 - 2 memory cards (1 set)
 - 6 security seals
 - 1 120-volt AC power cord
 - 1 internal back-up battery
 - 1 key set
- 12 **ballot boxes** with castor wheels, a built-in power supply, and 3 compartments for sorting
- **Training sessions** for both poll workers and election officials
- **2-year warranty** on both parts and labor, including on-site annual preventative maintenance, required maintenance, help desk support, loaner equipment, and shipping costs (if necessary)
- **Annual fee-based warranty** after initial 2 years

THE IMAGECAST PRECINCT TABULATOR

The **ImageCast Precinct Tabulator** is a lightweight, robust, and easy-to-use optical scan tabulator. With over 1,700 units deployed in 198 municipalities across Massachusetts, and over 100,000 units deployed worldwide, the ImageCast is by far one of the best-selling tabulators on the market.

The system scans marked paper ballots, interprets voter marks on the paper ballot, and safely stores and tabulates each vote from each paper ballot. The ImageCast reads **single-** and **double-sided** ballots in **four orientations**, ballot layouts with **up to 4 columns** per page, ballots ranging in length from **11"** to **22"**, ballots with striping and colored headers, and **multiple ballot styles** within the same election (up to 100,000).

SPECIFICATIONS

- Easy to store – 17" W x 14" D x 3" H
- Lightweight – 14 lbs (with battery)
- Interactive – 6.5" color LCD touch screen
- Dual image 200 dpi scanner
- VVSG 2005 security
- 2 removable and sealable SD memory cards (8GB each)



FEATURES

- **Plug and play** – the machine is ready in just 60 seconds after plugging in and powering on.
- **Internal power supply** – in the event of power failure, the rechargeable Lithium-Ion battery can sustain for up to 4 hours when fully charged. The switch from battery power to 120-volt AC power (or vice versa) happens automatically with no need for poll worker intervention.
- **Voter feedback** – the ImageCast's interactive 6.5" color LCD screen discreetly provides voter feedback in up to 8 different selected languages with up to 20 to choose from, including: Chinese, English, French, Japanese, Korean, Spanish, Vietnamese, and Filipino.
- **Memory card storage** – all election data is encrypted, signed, and stored on sealable and removable memory cards. This allows for the election results and device logs stored on the cards to be recovered from external conditions that make the equipment inoperable. The memory cards retain data for over 22 months, per EAC VVSG 2005 Volume I requirements.
- **AutoMark compatibility** – since the ImageCast's certification in 2014, LHS has worked with ES&S—the provider of AutoMark services to the Commonwealth—to ensure ongoing compatibility between the ImageCast and the AutoMark VAT. Compatible firmware for the AutoMark was certified by the Secretary of State in 2015.
- **ADA compliance** – the ImageCast stands at 36" in height, making it possible for disabled or physically-impaired individuals to cast their ballots without assistance or direction.

SETTING UP THE IMAGECAST

The ImageCast Precinct is designed specifically to be as easy to set up as it is to use. On the morning of an election, the poll worker will simply plug the machine into its AC power cord and hold the power button to turn it on. When prompted by the LCD display screen, the poll worker will apply their security key, enter their credentials to open the polls, and then print the Zero tape. This process takes less than 60 seconds and the ICP is ready to accept ballots.



VOTING ON THE IMAGECAST

At the polling place on the day of an election, the voter will make their selections by filling in the voting targets (ovals) next to their choices. The voter will then insert their ballot, in any orientation, directly into the ImageCast Precinct, which performs the following functions:



- Scans the ballot and interprets the digital image to tabulate the voter's choices
- Alerts the voter when a discrepancy or error is detected with their ballot
- Redundantly stores and tallies the results
- Prints cumulative totals of all votes cast after the polls have been closed

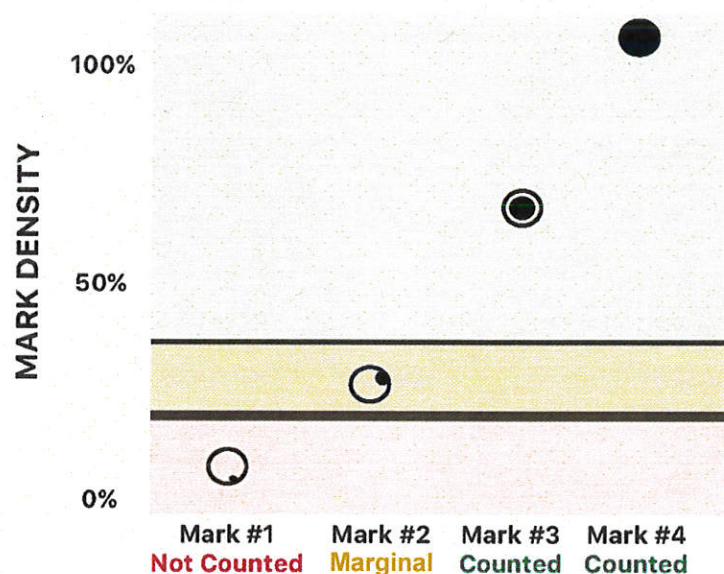
BALLOT ERRORS

When encountering a ballot error during voting, the ImageCast's color LCD screen will display an error message to the voter along with instructions for resolution. In this case, the size of the screen is ideal: large enough to give the voter a clear message and the confidence that their vote was accurately counted, while also small enough to ensure the voter's privacy.

Depending on the scenario, the ImageCast can be configured to either automatically return the ballot or hold the ballot in the tabulator while it awaits the voter's response. In either scenario, one of the following error messages will appear on the screen:

- **Misread Paper** – the ballot cannot be read for a variety of reasons—such as because the paper was creased, torn, or folded—and the ballot will be returned automatically to the voter.
- **Invalid Ballot** – the ballot is deemed invalid for that particular location, meaning a legitimate ballot may have been detected and interpreted but it is not programmed as an allowable ballot in the tabulator for the current election. The ballot will be returned to the voter.
- **Blank Ballot** – the ballot was properly read and interpreted as having no voter markings at all. When configured to do so, the tabulator will prompt the voter to either confirm or correct the blank ballot.
- **Overvote** – the ballot contains more voter selections than are allowed for a particular contest. When configured to do so, the tabulator will prompt the voter to either confirm or correct the overvoted ballot. If the voter chooses to cast as is, the vote will be registered as a blank to prevent double voting.
- **Ambiguous Mark** – the ballot contains a mark in a voting area that is below the threshold whereby it would be considered a vote by the tabulator, yet is also above the threshold whereby it would be dismissed as a non-vote. The tabulator will return the ballot to the voter for correction.

The ImageCast is unique in that it is designed to differentiate between voter markings and non-voter markings (such as smudges, pen rests, folds, or perforations). The tabulator will scan the entire ballot and then look at each marking area to determine the pixel count for any marking in that marking area. If the pixel count crosses a specific threshold determined by the jurisdiction (i.e. 20% darkened), the tabulator will consider it a vote. While the threshold is flexible across jurisdictions, it is universal across tabulators used in an election to ensure consistency across polling places.



THE STANDARD BALLOT BOX

Each **ImageCast Precinct Tabulator** bundle includes a plastic ballot box with **castor wheels**, a **built-in power supply**, and **3 separate compartments**. The box is created by the **same manufacturer** as the vote tabulator equipment, meaning the ImageCast tabulator and the ballot box are **100% compatible**.

SPECIFICATIONS

- Compact – 27" W x 43" H x 38" L
- Sturdy – 75 lbs
- Easily stored – nest up to 3 boxes
- 3 compartments (main, auxiliary, write-in)
- Water resistant

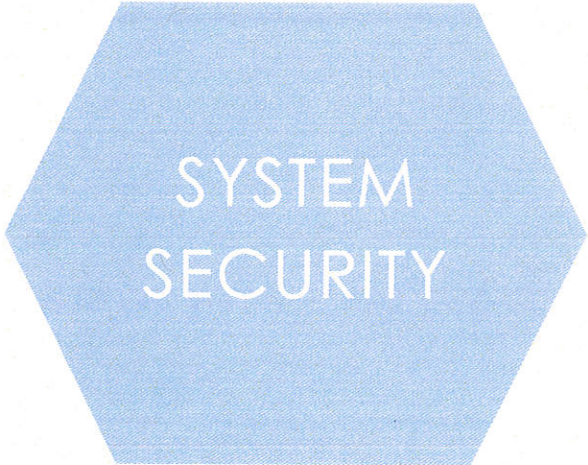
FEATURES

- **Efficient design** – locks on both sides of the cover mean the box can be stored securely with the tabulator *in place*. The ballot box can also fit through standard door frames and, to facilitate storage, can nest up to 3 boxes.
- **Versatility** – because it has no internal moving parts, the ballot box has the capacity to accommodate Election Day supplies when not storing ballots. The box also has the flexibility to meet certain election specifications that require sorting modifications, as the write-in compartment and the auxiliary compartment both can be removed and re-added easily.
- **Seamless sorting** – the ballot box boasts 3 separate compartments: a main compartment for all normally-processed ballots; a write-in compartment for all ballots detected by the tabulator to have write-in votes; and an auxiliary compartment that can be manually locked and unlocked to store any hand-counted ballots.
- **Capacity** – The main compartment can easily hold 1,500 large 22-inch ballots. For 11-inch ballots, the main compartment can hold 3,000 ballots. The diverter (or write-in) bin can hold 300 22-inch ballots, and the auxiliary bin, for use when the tabulator is inoperable, can hold 200 22-inch ballots.



THE IMAGECAST CARRY CASE

Each **ImageCast Precinct Tabulator** bundle also includes a carry case with **padded protection** and **various pockets** to store keys, memory cards, and other tabulator material. The carry case is entirely separate from the ballot box, and the combined weight of the tabulator inside its carry case when storing or traveling is just **under 20 lbs**.

A solid blue hexagon with a fine, woven texture, centered on a white background. Inside the hexagon, the words "SYSTEM" and "SECURITY" are printed in white, uppercase, sans-serif font, stacked vertically.

SYSTEM
SECURITY

ACCESS

SECURITY KEY

Perhaps the greatest safeguard to protecting the integrity of and controlling access to the ImageCast is the iButton Security Key. The password-paired, hardware-based security token contains data encryption information specific to an election, meaning that without a valid key and corresponding access password, all administrative functions on the ImageCast are locked.

The security key is used first and foremost during power-up to authenticate the ImageCast's software version, ensuring it is a certified version that has not been tampered with. Once authenticated, the ImageCast will prompt the user for a password, and that password will determine which administrative functions can be accessed based on 2 levels of individuals: **Poll Workers** and **Administrators**. From the menu, Poll Workers are able to open and close the polls, while Administrators can do all of the following:

- Open or Close the Polls
- Re-Zero the Polls
- Re-Open the Polls

To unlock the menu at any point, the security key must make contact with the keypad on the cover of the tabulator and the correct password must be entered immediately following.

BACKUP

MEMORY CARDS

As previously mentioned, the ImageCast Precinct Tabulator stores all election and voting data on two encrypted and signed removable, SD memory cards. Both cards—one Primary and one Administration—are accessible from the unit and are stored behind sealable doors.

Data is saved simultaneously to both cards to keep them in sync, and the Administrative card holds both a copy of the election results as well as an audit log from the Primary card. Because the cards hold entire sets of the data files supporting the election, they prevent any loss of data should the hardware become damaged or inoperable. Election results and device logs are both recoverable from the memory cards.

TRACKING

AUDIT LOGS

An audit log for the ImageCast is stored on the SD memory cards, and contains a chronological list, with time-and-date stamps, of all messages generated by the tabulator software. This list includes, but is not limited to, the following:

- System startup messages (recorded by Application Loader)
- System self-diagnostic messages (module initializations, security verifications)
- All administrator operations (messages include security key ID names)
- All ballots cast, rejected, and diverted
- All voter notifications (undervotes, overvotes, etc.)
- All system errors (paper jams, power failures, hardware failures, data errors, etc.)
- Notification of system login or access errors, file access errors, and physical violations of security as they occur, as well as a summary record of these events after processing
- Non-critical status messages generated by the machine's data quality monitor or by software and hardware condition monitors

Every action, event, and operation that occurs on the ImageCast is permanently logged in the audit log file saved to both SD memory cards. These audit logs *cannot be modified or deleted*. The tabulator will detect any attempted tampering of the audit data as malicious usage and will not operate.

Audit logs can be accessed at all times from the Administrative menu on the ImageCast tabulator, or from the EMS Results Tally and Reporting module. During the final results tally audit activity, the automated audit log of each ImageCast tabulator is loaded into EMS for a consolidated record. Administrators with proper authorization can access the directory of audit files within EMS and even print reports.

DATA INTEGRITY

Equally as important as protecting the integrity of the election data once it is on the ImageCast tabulator is protecting the data while it is being created. The Democracy Suite Election Management System (EMS), which generates the election files that are loaded onto the tabulators, integrates AES and RSA encryption algorithms for data integrity, along with SHA-256 and HMAC digital signatures for data authenticity. The system operates without external Internet connections.

Simply put, EMS encrypts the election files prior to use. After use, the ImageCast encrypts all results files before returning them to EMS. As long as the SHA-256 hash values match between the election files and results files, no evidence of altered data exists and the files are authenticated.

In terms of specific software protection, EMS integrates the Microsoft .NET Framework code signing process, which digitally signs every executable and library during the software build procedure. After installation of the EMS software, only successfully verified components will be available for use. If any malicious attempts are made to replace or modify any EMS files, the digital signature verification will fail and the user will be unable to start the application.

CAPITAL IMPROVEMENT PROGRAM
CAPITAL PROJECT REQUEST

DEPARTMENT *DPW*
FY *24*

Information should be as specific as possible including start dates, completion dates and specific dollar amounts. Schematic design plans should be included to show the scope of the project. If available and appropriate based on the phase of the project more complete plans should be included.

NAME OF PROJECT *Intersection improvements/modifications at Barlow's Landing and Shore Road.*

DESCRIPTION OF PROJECT *This project request has been a concern by several residents for many years. We are proposing up to date modifications to enhance safety concerns as well as keeping the nostalgic village feel to the area of town.*

DESCRIPTION OF PROJECT NEED *The need for this project is driven by concerned residents regarding safety for drivers and pedestrians. They feel that the intersection needs updating.*

PROJECT COST FOR THIS REQUEST *\$850,000*

What is the proposed timeline for this request? *12 to 18 months*

Is there more than one phase of this project? *NO* If so, describe this phase and how it fits into the total project including the total project timeline.

What are the estimated costs for each project phase and the total project cost? *N/A*

Are there timing issues related to the completion of this project or project phase: *NO* Are there possible funding sources that might be lost or potential problems if this project or phase is not approved or completed by a certain time?

PROJECT USEFUL LIFE (Years) *50 years*

Describe the useful life and any factors which might extend or shorten the useful life of the project. *Proper maintenance of the infrastructure would extend the life for decades.*

PROJECT PLANNING

Describe the planning process for this project. What Town Departments, Committees or Boards have been consulting in the planning? Have any professional services (engineers, etc.) been consulted during the preparation for the project request? *There are Town Departments (Police, Fire and Engineering) involved. Board of Selectmen have been in on the planning stages of this project for several months. Environmental Partners has been our engineering consultants on this project.*

Are any future professional services required for the planning and/or completion of the project? What is the procurement process for these services? *Engineering services and contract help may be needed. Standard 30B procurement*

**CAPITAL IMPROVEMENT PROGRAM
CAPITAL PROJECT REQUEST**

Are any permits or approvals necessary for this project? If so, have the approvals been obtained? If necessary approvals or permits have not been obtained please describe the approval process and how it fits into the project timeline. *No permits have been obtained at this time. If permits are needed we will apply for them as needed and within the proper protocol.*

PROJECT FUNDING SOURCES

Please describe specifically with dollar amounts all proposed funding sources. If potential sources have been identified that can only be applied for based on project approval or completion, please describe the sources and the application and approval process for the funding source.

REVENUE GENERATED BY PROJECT IMPLEMENTATION

Projected annual revenue— what is the source of the revenue. Is there current revenue related to this project? If so, describe the current revenue and expenses and how approval or disapproval of the project will impact revenue and expenses. Will current revenue be lost if the project is not completed? What is the estimated payback (in years) on the project? *N/A*

IMPACT OF PROJECT ON OPERATING & MAINTENANCE COSTS:

Are there any salaries or operating costs (including additional fuel, heat and/or electricity costs) expected? *N/A*

Are there custodial or other maintenance costs associated with this project? Include both annual maintenance and other maintenance cost required less than annually. *N/A*

EXPLAIN AND JUSTIFY ANY NEW POSITIONS. *N/A*

PROJECT PRIORITY

Please describe and rank the priority of this project based on your perception of the importance of the project for your department and the Town in terms of both operating and capital budget needs. *Moderate to High*

Also, please rank the project based on the Capital Outlay Committee criteria. *Moderate to High*

Will any taxable property be removed from taxable property list? *NO*

Does this project relate to other projects or to the long-range plan? *Yes* If so, please explain: *Our long range plan is to repair our aging infrastructure to a point where we are just doing preventative maintenance.*

When this project was first requested for inclusion on the capital improvement plan? *Summer of 2021*

For what FY was the initial project request? *FY22*

Has this project been previously deferred from the current year projects under consideration? *NO.* If so, have there been any impacts from this deferral.

CAPITAL IMPROVEMENT PROGRAM

CAPITAL PROJECT REQUEST

Will the proposed project have an impact or effect of the environment? If yes, please explain. *It will improve our environment.*

If land acquisition. Attach a plot plan.

Other comments: *As mentioned previously; this project is driven mainly by residents/taxpayers seeking modifications and improvements to make the intersection safer for drivers and pedestrians. This request has been asked to go before town meeting.*

CAPITAL IMPROVEMENT PROGRAM
CAPITAL PROJECT REQUEST

DEPARTMENT *DPW*
FY *24*

Information should be as specific as possible including start dates, completion dates and specific dollar amounts. Schematic design plans should be included to show the scope of the project. If available and appropriate based on the phase of the project more complete plans should be included.

NAME OF PROJECT: *DPW Emergency Repairs of private roads open to the public*

DESCRIPTION OF PROJECT *This request allows the DPW to do emergency repairs on private roads open to the public for the purposes of safe travel for emergency vehicles, trash/recycling, school buses and snow plowing.*

DESCRIPTION OF PROJECT NEED: *Several of our unaccepted roads are in various stages of disrepair. This request allows the DPW to repair potholes, trim back trees and minor repairs to allow safe travel for town vehicles.*

PROJECT COST FOR THIS REQUEST: **\$50,000.00**

What is the proposed timeline for this request? *Effective FY24 and to carry us through FY25.*

Is there more than one phase of this project? **NO** If so, describe this phase and how it fits into the total project including the total project timeline.

What are the estimated costs for each project phase and the total project cost? **\$50,000.00 annually**

Are there timing issues related to the completion of this project or project phase: **YES** Are there possible funding sources that might be lost or potential problems if this project or phase is not approved or completed by a certain time? *The risk of damaging town vehicles*

PROJECT USEFUL LIFE (Years)

Describe the useful life and any factors which might extend or shorten the useful life of the project. *An additional 2 to 3 years maybe 4 years of life on the larger vehicles.*

PROJECT PLANNING

Describe the planning process for this project. What Town Departments, Committees or Boards have been consulting in the planning? **NO** Have any professional services (engineers, etc.) been consulted during the preparation for the project request? **NO**

Are any future professional services required for the planning and/or completion of the project? **NO** What is the procurement process for these services? *State bid*

CAPITAL IMPROVEMENT PROGRAM

CAPITAL PROJECT REQUEST

Are any permits or approvals necessary for this project? *NA* If so, have the approvals been obtained? *NA* If necessary approvals or permits have not been obtained please describe the approval process and how it fits into the project timeline. *NA*

PROJECT FUNDING SOURCES

Please describe specifically with dollar amounts all proposed funding sources. *NA* If potential sources have been identified that can only be applied for based on project approval or completion, please describe the sources and the application and approval process for the funding source. *NA*

REVENUE GENERATED BY PROJECT IMPLEMENTATION

Projected annual revenue *NA* – what is the source of the revenue. *NA* Is there current revenue related to this project? *NA* If so, describe the current revenue and expenses and how approval or disapproval of the project will impact revenue and expenses. *NA* Will current revenue be lost if the project is not completed? *NA* what is the estimated payback (in years) on the project? *NA*

IMPACT OF PROJECT ON OPERATING & MAINTENANCE COSTS:

Are there any salaries or operating costs (including additional fuel, heat and/or electricity costs) expected?

Are there custodial or other maintenance costs associated with this project? Include both annual maintenance and other maintenance cost required less than annually.

EXPLAIN AND JUSTIFY ANY NEW POSITIONS. *I will be asking for an additional Mechanic to complete staffing the maintenance facility.*

PROJECT PRIORITY

Please describe and rank the priority of this project based on your perception of the importance of the project for your department and the Town in terms of both operating and capital budget needs. *This project is priority ONE*

Also, please rank the project based on the Capital Outlay Committee criteria. *HIGH*

Will any taxable property be removed from taxable property list? *NO*

Does this project relate to other projects or to the long-range plan? If so, please explain:

When this project was first requested for inclusion on the capital improvement plan? *Yes*
For what FY was the initial project request? *FY22*

Has this project been previously deferred from the current year projects under consideration? *NO* If so, have there been any impacts from this deferral.

Will the proposed project have an impact or effect of the environment? If yes, please explain.

If land acquisition. Attach a plot plan.

CAPITAL IMPROVEMENT PROGRAM
CAPITAL PROJECT REQUEST

Other comments: *Roughly 58% of the town's roads unaccepted and several of the roads are in various stages of disrepair. Over the years many of our town vehicles have been damage due to the deplorable conditions of the roads. This request allows DPW to assure safe travel on these roads to provide emergency and essential services.*

CAPITAL IMPROVEMENT PROGRAM
EQUIPMENT PURCHASE OR RENTAL REQUEST

DEPARTMENT *DPW*
FY *24*

Information should be as specific as possible including detailed equipment description, specific dollar amounts and how cost estimates have been determined (bid list, 3 quotes, etc.)

NAME OF EQUIPMENT NAME: *2024 IH 4300 8 yard rubbish/recycling packer*

REQUESTING DEPARTMENT: *DPW Sanitation Division*

FORM OF ACQUISITION (Purchase, Lease or Rental): *Purchase*

NUMBER OF ITEM(S): **REPLACEMENT X** **NEW X**

Describe each Replaced Item: Inventory Number, Year, Make, Model, Serial Number, Years of Service, and Mileage or engine Hours. *2009 IH 4300 small packer 124k miles and 16,040 hours on the truck.*

NEW EQUIPMENT DESCRIPTION: Make, model, year and description of function: *This is a 2024 International IH 4300 chassis with a 7-8 ton packer on it. This truck is used as part of our daily rubbish and recycling routes as the help truck. It is also used in our tight developments as well as beaches.*

NUMBER OF UNITS REQUESTED: *One*

How many units of this equipment are currently in the department? *None* how many units of this equipment will there be if this equipment is acquired? *One*

DESCRIPTION OF NEED AND JUSTIFICATION

Describe how this equipment is used. *This vehicle will be used as part of our daily operation.*

Describe why the equipment needs to be acquired or replaced. *The current truck is way past its prime and is continuously in the shop for repairs.*

Describe impact on the department if the equipment is not acquired. *We cannot keep up with the demands on trash and recycling now. This will have a negative impact on our operation.*

EQUIPMENT USEFUL LIFE (Years) *Ten to twelve*

Describe the useful life of the equipment and any factors which might extend or shorten the useful life of the equipment. *NA*

ACQUISITION COSTS (Attach estimates or supporting documentation)

Purchase Price or Annual Rental (per unit and total) *\$225,000.00*

Plus: Installation or other costs (per unit and total) *Included in price*

Less: Trade-in or discount (per unit and total)

Net Purchase Cost or Annual Rental (per unit and total) *\$225,000.00*

NUMBER OF SIMILAR ITEMS CURRENTLY IN TOWN

Are there other Town Departments that have equipment that could fulfill this need? *NO*

CAPITAL IMPROVEMENT PROGRAM
EQUIPMENT PURCHASE OR RENTAL REQUEST

If yes, please explain need.

RECOMMENDED DISPOSITION OF REPLACED ITEM(S)

Use by Other Agencies, Trade-In, Salvage, and Sale – Specify use if applicable. *Either trade it in or give it to ISWM for a site vehicle*

EQUIPMENT FUNDING SOURCES

Are there any specific funding accounts or grants that can be used for this equipment\purpose? Please describe specific funding sources with dollar amounts for all proposed funding sources. *Perhaps funding through ISWM*

REVENUE GENERATED BY EQUIPMENT

Does your department generate revenue related to this equipment? *NO* If so, describe the current department revenue and expenses and how the equipment acquisition will impact revenue and expenses. *NO*

Will current revenue be lost if the equipment is not acquired?

What is the estimated payback (in years) on the equipment?

IMPACT ON OPERATING & MAINTENANCE COSTS:

Are there any additional salaries, operating or maintenance costs expected with request? *NO*

PRIORITY

Please describe and rank the priority of this capital expenditure based on your perception of the importance of the equipment for your department and the Town in terms of both operating and capital budget needs. *HIGH*

Also, please rank the project based on the criteria approved by the Capital Outlay Committee. *HIGH*

Has this equipment been included as a request in prior five-year capital improvement plans? *YES.*

Has this project previously been deferred as a prior year request? *NO* If yes, have there been any impacts from this deferral.

Will the requested equipment have a positive impact or effect of the environment? If yes, please explain.

Other comments: *As previously mentioned; this truck is a vital part of our daily operation..*

CAPITAL IMPROVEMENT PROGRAM
EQUIPMENT PURCHASE OR RENTAL REQUEST

DEPARTMENT *DPW*
FY *24*

Information should be as specific as possible including detailed equipment description, specific dollar amounts and how cost estimates have been determined (bid list, 3 quotes, etc.)

NAME OF EQUIPMENT NAME: *10 yard sander and 12' 4 way angle plow high discharge (package deal)*

REQUESTING DEPARTMENT: *DPW*

FORM OF ACQUISITION (Purchase, Lease or Rental): *DPW*

NUMBER OF ITEM(S): **REPLACEMENT X** **NEW X**

Describe each Replaced Item: Inventory Number, Year, Make, Model, Serial Number, Years of Service, and Mileage or engine Hours. *Replacing the old Baker one directional plow with new high discharge power angle 12' plow*

NEW EQUIPMENT DESCRIPTION: Make, model, year and description of function: *2024 Everest 10 yard sander for our ten wheel dump truck.*

NUMBER OF UNITS REQUESTED: *One sander one plow*

How many units of this equipment are currently in the department? *One*. How many units of this equipment will there be if this equipment is acquired? *One*

DESCRIPTION OF NEED AND JUSTIFICATION

Describe how this equipment is used. *Snow and Ice Operations*

Describe why the equipment needs to be acquired or replaced. *The ten wheeler is assigned to the loop (County Road and Shore Road). Having a 10 yard sander on the truck will allow us to sand/salt the entire loop with one load and the plow would do a much better job clearing the roads.*

Describe impact on the department if the equipment is not acquired. *This is not a deal breaker, but it would definitely expedite our operation and allow us to deploy other sand truck to various parts of town.*

EQUIPMENT USEFUL LIFE (Years) *8-10 years*

Describe the useful life of the equipment and any factors which might extend or shorten the useful life of the equipment. *Useful life is 8-10 years if maintained properly.*

ACQUISITION COSTS (Attach estimates or supporting documentation)

Purchase Price or Annual Rental (per unit and total) *\$62,000*

Plus: Installation or other costs (per unit and total)

Less: Trade-in or discount (per unit and total)

Net Purchase Cost or Annual Rental (per unit and total) *\$62,000*

CAPITAL IMPROVEMENT PROGRAM
EQUIPMENT PURCHASE OR RENTAL REQUEST

NUMBER OF SIMILAR ITEMS CURRENTLY IN TOWN

Are there other Town Departments that have equipment that could fulfill this need? *NO*
If yes, please explain need.

RECOMMENDED DISPOSITION OF REPLACED ITEM(S)

Use by Other Agencies, Trade-In, Salvage and Sale – Specify use if applicable. *Salvage*

EQUIPMENT FUNDING SOURCES

Are there any specific funding accounts or grants that can be used for this equipment\purpose?
Perhaps Snow and Ice
Please describe specific funding sources with dollar amounts for all proposed funding sources.

REVENUE GENERATED BY EQUIPMENT

Does your department generate revenue related to this equipment? If so, describe the current department revenue and expenses and how the equipment acquisition will impact revenue and expenses.
Will current revenue be lost if the equipment is not acquired?
What is the estimated payback (in years) on the equipment?

IMPACT ON OPERATING & MAINTENANCE COSTS:

Are there any additional salaries, operating or maintenance costs expected with request?

PRIORITY

Please describe and rank the priority of this capital expenditure based on your perception of the importance of the equipment for your department and the Town in terms of both operating and capital budget needs. *Moderate*

Also, please rank the project based on the criteria approved by the Capital Outlay Committee.
Moderate

Has this equipment been included as a request in prior five-year capital improvement plans? *NO*
Has this project previously been deferred as a prior year request? If yes, have there been any impacts from this deferral.

Will the requested equipment have a positive impact or effect of the environment? If yes, please explain.

CAPITAL IMPROVEMENT PROGRAM
EQUIPMENT PURCHASE OR RENTAL REQUEST

Other comments: *This is a vital piece of equipment that we need to assist our snow and ice operations throughout town.*

CAPITAL IMPROVEMENT PROGRAM
CAPITAL PROJECT REQUEST

DEPARTMENT *Engineering*
FY 2024

Information should be as specific as possible including start dates, completion dates and specific dollar amounts. Schematic design plans should be included to show the scope of the project. If available and appropriate based on the phase of the project more complete plans should be included.

NAME OF PROJECT *Sagamore Beach Access Ramp Coastal Resiliency Improvements*

DESCRIPTION OF PROJECT *Construction of coastal access infrastructure at Sagamore Beach access ramps. Improvements to stormwater, parking, and ramps..*

If this is a project with more than one phase – please describe the total project as well as each of the phases and then specifically describe the specific phase for this request. *This funding will be used as a grant match this Spring 2023. CZM and MVP are possible funding sources as Sagamore Beach is listed a top priority in our MVP plan.*

DESCRIPTION OF NEED: *Coastal Infrastructure impairments at Sagamore Beach access ramps need improvement. Currently the ramps are undermined from coastal erosion.*

PROJECT PHASE:*Second phase and grant match for construction*

What is the proposed timeline for this project?*Final Design will go to Conservation Commission upon completion in Winter 2023 and construction will commence once additional funding is received.*

Is there more than one phase of this project? *Yes* If so describe this phase and how it fits into the total project including the total project timeline.*Final design will be permitted and construction can commence Fall 2023.*

Are there timing issues related to the completion of this project or project phase: *No* Are there possible funding sources that might be lost or potential problems if this project or phase is not completed by a certain time? *No*

PROJECT USEFUL LIFE (Years) *25-50 years*

Describe the useful life and any factors which might extend or shorten the useful life of the project. *The project is being designed based on Sea Level Rise projections (medium to high) and will lengthen the life of the access infrastructure by being resilient to climate change. Erosion of Sagamore Beach infrastructure ranks high on Bourne's list of vulnerabilities to climate change and sea level rise.*

PROJECT PLANNING

Describe the planning process for this project. *Climate Resiliency dictated coastal erosion of Sagamore Beach was a high vulnerability for Bourne. Historical erosion of the access ramps*

CAPITAL IMPROVEMENT PROGRAM

CAPITAL PROJECT REQUEST

have hampered access to the beach for emergencies and repair of several other Town owned infrastructure. What Town Departments, Committees or Boards have been consulting in the planning? DNR, DPW, Conservation Department, Conservation Commission Have any professional services (engineers, etc.) been consulted during the preparation for the project request? BSC Group has done existing conditions, feasibility, and conceptual design plans.

Are any future professional services required for the planning and/or completion of the project? Final design for the civil specs as well as structural design of the additional infrastructure will be provided this winter.

Are any approvals necessary for this project? Conservation Commission, NHESP If so, have the approvals been obtained? No If necessary approvals have not been obtained please describe the approval process and how it fits into the project timeline. Conservation Commission filing will commence Winter 2023.

PROJECT COSTS

This should include cost of this phase as well as the overall project cost. Detailed estimates are helpful for project understanding and evaluation. \$50,000 for design and \$100,000-500,000 for construction

PROJECT FUNDING SOURCES

Please describe specifically with dollar amounts all proposed funding sources. \$25,000 earmark from State, \$150,000 from Coastal Resiliency & Infrastructure Fund, additional funding from Commission on Disabilities for associated ADA work, various coastal resilient fundind entities are also a possibility to leverage these funds. If potential sources have been identified that can only be applied for based on project approval or completion, please describe the sources and the application and approval process for the funding source. Having design plans in hand allows us to apply for grants from either FEMA, NOAA, the Jobs Act, and other coastal resilient funds. Most grants are due in late Spring and information sessions go through the winter. The project group will determine which is the best fit for this project after assessing the field of grants in early winter 2022-23.

REVENUE GENERATED BY PROJECT IMPLEMENTATION

Projected annual revenue N/A – what is the source of the revenue. N/A Is there current revenue related to this project? Limited parking spaces in Sagamore Beach If so, describe the current revenue and expenses and how the project will impact revenue and expenses. Erosion could cost loss of parking service and emergency access to the Beach Will current revenue be lost if the project is not completed? No What is the estimated payback (in years) on the project? None

IMPACT OF PROJECT ON OPERATING & MAINTENANCE COSTS:

Are there any salaries or operating costs (including additional fuel, heat and/or electricity costs) expected? Less maintenance by DPW from an eroding and undermined infrastructure Are there custodial or other maintenance costs associated with this project? No Include both annual maintenance and other maintenance cost required less than annually. Remain level to existing.

CAPITAL IMPROVEMENT PROGRAM
CAPITAL PROJECT REQUEST

EXPLAIN AND JUSTIFY NEW POSITIONS. *N/A*

PROJECT PRIORITY

Please describe and rank the priority of this project based on your perception of the importance of the project for your department and the Town in terms of both operating and capital budget needs. *Erosion is pending, this project ranks high on the climate resiliency issues and vulnerabilities in Bourne.*

Also, please rank the project based on the Capital Outlay Committee criteria.

Assessed value of taxable property to be removed from tax list: *N/A*

Relation of this project to other projects or to the long range plan: *This is the first of many coastal resiliency infrastructure projects.*

When was this project first requested for inclusion on the capital improvement plan? *FY23*

For what FY was the initial project request? *FY23*

If this project has previously been deferred from the current year projects under consideration have there been any impacts from this deferral. *N/A*

Will the proposed project have an impact or effect of the environment? *Yes* If yes, please explain. *Possible impacts to piping plover habitat, resilience to erosion of the built parking lot wall, improvements to stormwater.*

If land acquisition. Attach a plot plan. *N/A*

Other comments: *The Town of Bourne has been discussing approaches to climate resiliency and SLR for at least 4 years. The Climate Resiliency & Infrastructure Fund was created for this purpose. The Town of Bourne has several millions of dollars in vulnerable property and being proactive in assessing and improving properties will prove cost-efficient over time.*

CAPITAL IMPROVEMENT PROGRAM
CAPITAL PROJECT REQUEST

DEPARTMENT *Recreation*
FY *24*

Information should be as specific as possible including start dates, completion dates and specific dollar amounts. Schematic design plans should be included to show the scope of the project. If available and appropriate based on the phase of the project more complete plans should be included.

NAME OF PROJECT *Buzzards Bay Park Fitness Equipment*

DESCRIPTION OF PROJECT *Installation of fitness equipment at Buzzards Bay Park*

Please describe the current proposed project as well as all of the phases required for project completion and timeline for all phases. *This project would be in partnership with the National Fitness Campaign which installs outdoor fitness equipment. This would be completed in one phase.*

DESCRIPTION OF PROJECT NEED: *Outdoor fitness equipment is very popular. Since the renovation at Buzzards Bay Park (which includes a few fitness pieces), we have received many requests for additional equipment.*

PROJECT COST FOR THIS REQUEST: *\$200,000* Please provide detailed estimates for this project request. This includes installation of the pre-set equipment.

What is the proposed timeline for this request? *Looking to receive funding at the May 2023 Special Town Meeting so that ordering could commence immediately after. We hope for a fall 2023 installation.*

Is there more than one phase of this project? *No* If so, describe this phase and how it fits into the total project including the total project timeline. *NA*

What are the estimated costs for each project phase and the total project cost? *Total project cost is \$200,000*

Are there timing issues related to the completion of this project or project phase? *No* Are there possible funding sources that might be lost or potential problems if this project or phase is not approved or completed by a certain time? *Yes. If we don't receive the funding, we lose the ability to receive a \$50,000 grant from the National Fitness Campaign and BC/BS*

PROJECT USEFUL LIFE (Years) *10*

Describe the useful life and any factors which might extend or shorten the useful life of the project. *Any time we place equipment so near the ocean, it can shorten the life expectancy.*

PROJECT PLANNING

Describe the planning process for this project. *We have met with the National Fitness Campaign and identified the best location.* What Town Departments, Committees or Boards have been

CAPITAL IMPROVEMENT PROGRAM

CAPITAL PROJECT REQUEST

consulting in the planning?*NA* Have any professional services (engineers, etc.) been consulted during the preparation for the project request?*No*

Are any future professional services required for the planning and/or completion of the project?*No* What is the procurement process for these services? *NA*

Are any permits or approvals necessary for this project?*Possibly*. If so, have the approvals been obtained?*No* If necessary approvals or permits have not been obtained please describe the approval process and how it fits into the project timeline. *We are prepared to obtain all necessary approvals and permits.*

PROJECT FUNDING SOURCES

Please describe specifically with dollar amounts all proposed funding sources.*\$50,000 will be requested from the National Fitness Campaign. The remaining \$150,000 we will be requesting from CPC.* If potential sources have been identified that can only be applied for based on project approval or completion, please describe the sources and the application and approval process for the funding source.

REVENUE GENERATED BY PROJECT IMPLEMENTATION

Projected annual revenue *None* – what is the source of the revenue. *NA* Is there current revenue related to this project? *NA* If so, describe the current revenue and expenses and how approval or disapproval of the project will impact revenue and expenses. *NA* Will current revenue be lost if the project is not completed?*NA* What is the estimated payback (in years) on the project?*NA*

IMPACT OF PROJECT ON OPERATING & MAINTENANCE COSTS:

Are there any salaries or operating costs (including additional fuel, heat and/or electricity costs) expected? *No*

Are there custodial or other maintenance costs associated with this project? *No* Include both annual maintenance and other maintenance cost required less than annually.*NA*

EXPLAIN AND JUSTIFY ANY NEW POSITIONS.*NA*

PROJECT PRIORITY

Please describe and rank the priority of this project based on your perception of the importance of the project for your department and the Town in terms of both operating and capital budget needs. *While this does not rank as a high priority, we feel it will provide a lot of value to our community, and draw more people to Main Street.*

Also, please rank the project based on the Capital Outlay Committee criteria.

Will any taxable property be removed from taxable property list? *No*

Does this project relate to other projects or to the long-range plan? *No* If so, please explain: *NA*

When was this project first requested for inclusion on the capital improvement plan? *FY24*

CAPITAL IMPROVEMENT PROGRAM
CAPITAL PROJECT REQUEST

For what FY was the initial project request? *FY24*

Has this project been previously deferred from the current year projects under consideration? *No*
If so, have there been any impacts from this deferral. *NA*

Will the proposed project have an impact or effect of the environment? *No* If yes, please explain. *NA*

If land acquisition. Attach a plot plan *.NA*

Other comments: *This project would be a great addition to Buzzards Bay Park. Outdoor fitness areas are increasing in popularity and the park is a perfect location. Residents of all ages and abilities could participate.*

CAPITAL IMPROVEMENT PROGRAM
CAPITAL PROJECT REQUEST

DEPARTMENT *Facilities / Town Administrator's Office*
FY *24*

Information should be as specific as possible including start dates, completion dates and specific dollar amounts. Schematic design plans should be included to show the scope of the project. If available and appropriate based on the phase of the project more complete plans should be included.

NAME OF PROJECT *Investigation & design funds for leaking roofs at Town Hall, Community Building & Fire Station 3.*

DESCRIPTION OF PROJECT *These funds will allow the Facilities staff to retain a roofing specialist to conduct adequate testing to determine where water is entering at the above 3 buildings and move forward with design alternatives to permanently fix the leaks.*

If this is a project with more than one phase – please describe the total project as well as each of the phases and then specifically describe the specific phase for this request. *This project will result in a construction phase presented at either the Fall 2023 or Spring 2024 Town Meeting for funds to implement the selected designs*

DESCRIPTION OF NEED: *The TA has either witnessed or received numerous reports of leaks at these 3 buildings. All locations are currently occupied and heavily used by full-time staff and the public. Preventing additional water damages is a very high priority for the Administration in order to ensure the longest use of these assets as possible.*

PROJECT PHASE: *Investigation, leak testing & design.*

What is the proposed timeline for this project? *4-8 months.*

Is there more than one phase of this project? *Yes.* If so describe this phase and how it fits into the total project including the total project timeline. *This phase will allow the facilities staff to return to a future town meeting with an engineered and designed solution to repair the roofs with solid budget estimates. Once the construction funds are allocated in the future, the projects can be put out to bid and completed.*

Are there timing issues related to the completion of this project or project phase: *No, but delay is not recommended – the water will continue to cause additional damage.* Are there possible funding sources that might be lost or potential problems if this project or phase is not completed by a certain time? *No, but the risk of more severe damage is more likely the longer we wait.*

PROJECT USEFUL LIFE (Years) *Results should be accurate for a number of years, unless additional deterioration of the existing buildings makes a redesign necessary.*

Describe the useful life and any factors which might extend or shorten the useful life of the project. *NA*

PROJECT PLANNING

CAPITAL IMPROVEMENT PROGRAM

CAPITAL PROJECT REQUEST

Describe the planning process for this project. *NA* What Town Departments, Committees or Boards have been consulting in the planning? *At this point, the TA has discussed this project with the Fire Chief, Community Building Trustees, and multiple employee Unions.* Have any professional services (engineers, etc.) been consulted during the preparation for the project request? *No – request of for engineering & design funds.*

Are any future professional services required for the planning and/or completion of the project? *Yes - extensive*

Are any approvals necessary for this project? *Not for this phase* If so, have the approvals been obtained? *NA* If necessary approvals have not been obtained please describe the approval process and how it fits into the project timeline. *Future phase - construction*

PROJECT COSTS

This should include cost of this phase as well as the overall project cost. Detailed estimates are helpful for project understanding and evaluation. *\$200,000 estimated for the 3 locations at this point.*

PROJECT FUNDING SOURCES

Please describe specifically with dollar amounts all proposed funding sources. *Free cash.* If potential sources have been identified that can only be applied for based on project approval or completion, please describe the sources and the application and approval process for the funding source. *NA*

REVENUE GENERATED BY PROJECT IMPLEMENTATION

Projected annual revenue *\$0* – what is the source of the revenue. *NA* Is there current revenue related to this project? *NA* If so, describe the current revenue and expenses and how the project will impact revenue and expenses. *NA* Will current revenue be lost if the project is not completed? *NA* What is the estimated payback (in years) on the project? *NA*

IMPACT OF PROJECT ON OPERATING & MAINTENANCE COSTS:

Are there any salaries or operating costs (including additional fuel, heat and/or electricity costs) expected? *No.*

Are there custodial or other maintenance costs associated with this project *No.* Include both annual maintenance and other maintenance cost required less than annually. *NA*

EXPLAIN AND JUSTIFY NEW POSITIONS. *NA*

PROJECT PRIORITY

Please describe and rank the priority of this project based on your perception of the importance of the project for your department and the Town in terms of both operating and capital budget needs. *For discussion with the capital outlay committee.* Also, please rank the project based on the Capital Outlay Committee criteria. *Will defer to the Committee for their ranking.*

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Assessed value of taxable property to be removed from tax list: *NA*

Relation of this project to other projects or to the long range plan: *This project should be used to inform and create the long-range capital plan for the proper repair and future maintenance of these 3 buildings.*

When was this project first requested for inclusion on the capital improvement plan? *FY24*

For what FY was the initial project request? *FY24*

If this project has previously been deferred from the current year projects under consideration have there been any impacts from this deferral. *NA*

Will the proposed project have an impact or effect of the environment? *No* If yes, please explain.

If land acquisition. Attach a plot plan. *NA*

Other comments:

CAPITAL IMPROVEMENT PROGRAM
CAPITAL PROJECT REQUEST

DEPARTMENT *FACILITIES*
FY 2024

Information should be as specific as possible including start dates, completion dates and specific dollar amounts. Schematic design plans should be included to show the scope of the project. If available and appropriate based on the phase of the project more complete plans should be included.

NAME OF PROJECT *Town Hall HVAC Upgrades*

DESCRIPTION OF PROJECT *Upgrade the HVAC systems servicing the DNR and Administration Offices.*

If this is a project with more than one phase – please describe the total project as well as each of the phases and then specifically describe the specific phase for this request. *N/A*

DESCRIPTION OF NEED: *Due to the floor plan design at Town Hall, 2 offices DNR and the TA's office, are serviced by one HVAC unit and are controlled as one service area jointly. This typically leads to uneven and uncomfortable working temperatures in the DNR office. This project will separate both offices and allow them to be serviced independently.*

PROJECT PHASE: *N/A*

What is the proposed timeline for this project? *The project will be ready for bid as soon as the funds are available.*

Is there more than one phase of this project? *No* If so describe this phase and how it fits into the total project including the total project timeline. *N/A*

Are there timing issues related to the completion of this project or project phase: *N/A* Are there possible funding sources that might be lost or potential problems if this project or phase is not completed by a certain time? *N/A*

PROJECT USEFUL LIFE (Years) *15-20 Years*

Describe the useful life and any factors which might extend or shorten the useful life of the project. *Ongoing maintenance is required including semi-annual cleaning, inspections and regular maintenance.*

PROJECT PLANNING

Describe the planning process for this project. *Project requires formal procurement and will be bid accordingly* What Town Departments, Committees or Boards have been consulting in the planning? *This project has been discussed with the DNR Director and the TA's office.* Have any professional services (engineers, etc.) been consulted during the preparation for the project request? *Yes*

**CAPITAL IMPROVEMENT PROGRAM
CAPITAL PROJECT REQUEST**

Are any future professional services required for the planning and/or completion of the project?

Yes

Are any approvals necessary for this project? *Building and Plumbing permits are required* If so, have the approvals been obtained? *N/A* If necessary approvals have not been obtained please describe the approval process and how it fits into the project timeline. *The permit will be applied for when the contract is awarded by the chosen contractor.*

PROJECT COSTS

This should include cost of this phase as well as the overall project cost. Detailed estimates are helpful for project understanding and evaluation. *The estimated cost is \$40,000.00*

PROJECT FUNDING SOURCES

Please describe specifically with dollar amounts all proposed funding sources. *Capital* If potential sources have been identified that can only be applied for based on project approval or completion, please describe the sources and the application and approval process for the funding source. *N/A*

REVENUE GENERATED BY PROJECT IMPLEMENTATION

Projected annual revenue *N/A* – what is the source of the revenue. *N/A* Is there current revenue related to this project? *N/A* If so, describe the current revenue and expenses and how the project will impact revenue and expenses. *Ongoing maintenace and utilities cost will continue to rise and the old system cannot be controlled or adapted to work reasonably* Will current revenue be lost if the project is not completed? What is the estimated payback (in years) on the project? *Possible Energy rebates through Cape Light Compact.*

IMPACT OF PROJECT ON OPERATING & MAINTENANCE COSTS:

Are there any salaries or operating costs (including additional fuel, heat and/or electricity costs) expected? *N/A*

Are there custodial or other maintenance costs associated with this project? *Yes* Include both annual maintenance and other maintenance cost required less than annually. *Annual maintenance cost are estimated to be in the range of \$1,000/year*

EXPLAIN AND JUSTIFY NEW POSITIONS. *N/A*

PROJECT PRIORITY

Please describe and rank the priority of this project based on your perception of the importance of the project for your department and the Town in terms of both operating and capital budget needs. *2nd*

Also, please rank the project based on the Capital Outlay Committee criteria. *Will defer to the Committee for their ranking*

Assessed value of taxable property to be removed from tax list: *N/A*

CAPITAL IMPROVEMENT PROGRAM

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Relation of this project to other projects or to the long range plan: *N/A*

When was this project first requested for inclusion on the capital improvement plan? *N/A*

For what FY was the initial project request? *N/A*

If this project has previously been deferred from the current year projects under consideration have there been any impacts from this deferral. *N/A*

Will the proposed project have an impact or effect of the environment? *Yes* If yes, please explain. *We will be replacing a unit containing R-22refrierant. R-22 is a HCFC mixture that the EPA targeted to phase out in 2010.*

If land acquisition. Attach a plot plan. *N/A*

Other comments: *N/A*

CAPITAL IMPROVEMENT PROGRAM
CAPITAL PROJECT REQUEST

DEPARTMENT *Facilities*
FY *2024*

Information should be as specific as possible including start dates, completion dates and specific dollar amounts. Schematic design plans should be included to show the scope of the project. If available and appropriate based on the phase of the project more complete plans should be included.

NAME OF PROJECT *Bourne Town Hall Fire Alarm System*

DESCRIPTION OF PROJECT *To replace the existing Simplex fire alarm system with a new non-proprietary fire alarm system.*

If this is a project with more than one phase – please describe the total project as well as each of the phases and then specifically describe the specific phase for this request. *N/A*

DESCRIPTION OF NEED: *Repair by replacing existing malfunction Fire Alarm system with a new system. The existing panel have had numerous malfunctions triggering trouble alerts and initiating service calls. Replacement parts are scarce and difficult to source. Due to the age the current system is difficult to supporting. Failure of the Fire Alarm panel and components is imminent.*

PROJECT PHASE: *N/A*

What is the proposed timeline for this project? *The project will be ready for bid as soon as the funds are available, and work should be complete by the end of FY 2024*

Is there more than one phase of this project? *N/A* If so describe this phase and how it fits into the total project including the total project timeline. *N/A*

Are there timing issues related to the completion of this project or project phase: *N/A* Are there possible funding sources that might be lost or potential problems if this project or phase is not completed by a certain time?*N/A*

PROJECT USEFUL LIFE (Years) *20-25 years*

Describe the useful life and any factors which might extend or shorten the useful life of the project. *N/A*

PROJECT PLANNING

Describe the planning process for this project. *The project requires formal procurement and will be bid accordingly* What Town Departments, Committees or Boards have been consulting in the planning? *This has been discussed with the Fire Deaprtment and the TA's office.* Have any professional services (engineers, etc.) been consulted during the preparation for the project request?*No*

CAPITAL IMPROVEMENT PROGRAM

CAPITAL PROJECT REQUEST

Are any future professional services required for the planning and/or completion of the project?
Ongoing maintenance is required including semi-annual inspections.

Are any approvals necessary for this project? *No* If so, have the approvals been obtained?*N/A* If necessary approvals have not been obtained please describe the approval process and how it fits into the project timeline.*N/A*

PROJECT COSTS

This should include cost of this phase as well as the overall project cost. Detailed estimates are helpful for project understanding and evaluation. *The estimated costs for replacing the Fire Alarm System is \$ 60,000.00*

PROJECT FUNDING SOURCES

Please describe specifically with dollar amounts all proposed funding sources. *Free Cash* If potential sources have been identified that can only be applied for based on project approval or completion, please describe the sources and the application and approval process for the funding source. *N/A*

REVENUE GENERATED BY PROJECT IMPLEMENTATION

Projected annual revenue *N/A* – what is the source of the revenue. *N/A* Is there current revenue related to this project? *N/A* If so, describe the current revenue and expenses and how the project will impact revenue and expenses. *Ongoing maintenance cost will continue to rise and the old system cannot be supported, creating higher chances for system failure and requirement of immediate emergency replacement in order to continue building operation.* Will current revenue be lost if the project is not completed? *N/A* What is the estimated payback (in years) on the project? *N/A*

IMPACT OF PROJECT ON OPERATING & MAINTENANCE COSTS:

Are there any salaries or operating costs (including additional fuel, heat and/or electricity costs) expected? *No*

Are there custodial or other maintenance costs associated with this project? *N/A* Include both annual maintenance and other maintenance cost required less than annually. *Annual maintenance and inspection costs are estimated to be in the range of \$1,500/year*

EXPLAIN AND JUSTIFY NEW POSITIONS. *N/A*

PROJECT PRIORITY

Please describe and rank the priority of this project based on your perception of the importance of the project for your department and the Town in terms of both operating and capital budget needs. *High*

Also, please rank the project based on the Capital Outlay Committee criteria. *Will defer to the Committee for their ranking.*

Assessed value of taxable property to be removed from tax list: *N/A*

CAPITAL IMPROVEMENT PROGRAM
CAPITAL PROJECT REQUEST

Relation of this project to other projects or to the long range plan: *N/A*

When was this project first requested for inclusion on the capital improvement plan? *FY23High*

For what FY was the initial project request? *N/A*

If this project has previously been deferred from the current year projects under consideration have there been any impacts from this deferral. *N/A*

Will the proposed project have an impact or effect of the environment? *N/A* If yes, please explain. *N/A*

If land acquisition. Attach a plot plan. *N/A*

Other comments: *N/A*



Cape Cod Alarm Co., Inc.

204 Old Townhouse Road
West Yarmouth, MA 02673

www.CapeCodAlarm.com

Telephone: (800) 468-8300 Fax: (508) 398-5666

Email: sales@capecodalarm.com

Systems Contractor License #1592C

All employees bonded and insured

Protection System Proposal



Client Information

BOURNE TOWN HALL
SEAN FEENEY
24 PERRY AVENUE
BUZZARDS BAY, MA 02532

Phone _____ Ext. _____
SFEENEY@TOWNOFBOURNE.COM

Proposal Number 17327

Date 8/11/2022

Account Rep. S007 Bill Fallon

Proposal to replace the existing proprietary Simplex 4002 fire alarm system with a non-proprietary Silent Knight 6820XL addressable fire alarm system.

Qty	Description	Tax
1	Silent Knight-6820- Addressable Fire Alarm Control Panel () Basement Sprinkler Room, replace existing panel	
2	Battery - 12V 18Ah - SLA - Fast-On Terminals () Control panel back-up batteries	
1	Silent Knight 6860 Remote Annunciator *CONFIRM PRICE* (A.D.I. Price = \$518.99 x 2 + labor) () Install New For indoor use. **Will require outdoor enclosure with heater if needs to be mounted outside.**	
32	Silent Knight SD505-PHOTO - Addressable Smoke Detector; Pho () Replace existing smoke detectors	
15	Silent Knight SD505-HEAT - Addressable Heat Detector () Replace existing heat detectors	
47	Silent Knight-SD505-6SB- 6" Sounder Base; Addressable () To be used with smoke and heat detectors	
13	Silent Knight-SD500-PSDA- Addressable Dual Action Pull Station () Replace existing pull stations	
3	Silent Knight-SD500-AIM- Addressable Input Module () For tampers & flow switches	
0	Red Horn/Strobes (Re-use existing devices) Optional: Replace existing 25 devices = \$4725.00 () Accept () Decline	
0	Strobe-only (Re-use existing devices) Optional: Replace existing 8 devices = \$1336.00 () Accept () Decline	
1	CCA to re-use existing AES communicator (#212310)	
1	Proposal Includes Materials & Labor <u>Town Permits Additional</u> (if applicable).	

Sub Total \$52,807.00



Cape Cod Alarm Co., Inc.

204 Old Townhouse Road
West Yarmouth, MA 02673

www.CapeCodAlarm.com

Telephone: (800) 468-8300 Fax: (508) 398-5666

Email: sales@capecodalarm.com

Systems Contractor License #1592C

All employees bonded and insured

Protection System Proposal



Client Information

BOURNE TOWN HALL
SEAN FEENEY
24 PERRY AVENUE
BUZZARDS BAY, MA 02532

Phone _____ Ext. _____
SFEENEY@TOWNOFBOURNE.COM

Proposal Number 17327

Date 8/11/2022

Account Rep. S007 Bill Fallon

Qty	Description	Tax
-----	-------------	-----

Sales Tax \$0.00
Total This Proposal \$52,807.00

*Proposal includes materials & labor;
No tax. Town Permits Additional (if applicable).*

Please print name here

Please sign name here

Date Approved

I have read the agreement that is attached to this proposal, and my signature accepting this proposal also constitutes my acceptance of the PROTECTIVE SIGNALING SYSTEM MONITORING AGREEMENT.***PLEASE SIGN OR INITIAL AGREEMENT ON BACK***
In order to start the permitting and scheduling process please sign and return this proposal as soon as possible.

Cape Cod Alarm is Cape Cod's only locally owned and operated U.L. Listed Central Station.



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Phone _____ Ext. _____
SFEENEY@TOWNOFBOURNE.COM

Proposal Number 17327

Date 8/11/2022

Account Rep. S007 Bill Fallon

PROTECTIVE SIGNALING SYSTEM MONITORING AGREEMENT

THIS AGREEMENT made and entered into this day of acceptance of this proposal by and between CAPE COD ALARM CO. INC. hereinafter called the "Company", and CUSTOMER hereinafter called the "Subscriber".

1. Company agrees to provide or cause to be provided at the address above indicated the service and/or connection specified in Paragraph 4 hereof below.
2. Subscriber agrees to pay Company, its successors and assigns, for ongoing monitoring the annual charge as stated on this proposal and payable by customer as also stated on this proposal, in advance commencing the first day of the month following the date of installation completion and/or connection payable throughout the term of this Agreement.
3. Telephone line installation charges and monthly charges for the leased lines used in connection with services rendered under this Agreement shall be paid directly to the Telephone Company by the Subscriber.
4. The schedule of monitoring is as follows: PROTECTIVE SIGNALING SYSTEM MONITORING.
- 4a. If Cape Cod Alarm shall be required to place any sums outstanding in the hands of another for collection, I agree to pay all cost of collection, including, but not limited to attorneys fees (not to exceed 33 1/3%) and court costs.

FINANCE CHARGES:

I have the right to pay the sums due within the credit term granted without incurring a finance charge. If I do not pay within said terms, I agree to pay, in addition to the sums due, a finance charge of one and one half percent per month (which is an annual percentage rate of 18%) on the next monthly balance.

5. If any agency or bureau having jurisdiction, or Subscriber by his own act requests to make any changes in the system as originally proposed, Subscriber agrees to pay for the cost of such changes. The Subscriber also agrees to pay any City, State or Federal taxes, fees or charges now in force or hereafter imposed, applying to this installation and service.

6. The initial term of this Agreement is THREE YEARS from the date each system is installed or connected and becomes operative and thereafter for consecutive terms of one (1) year until such time as either party upon thirty (30) days written notice, advises the other party of its intent to terminate the Agreement at the end of the then current term. It is further agreed that after one (1) year from the date of this Agreement, the Company may periodically adjust the service charge. Within thirty (30) days of receipt of notice of such adjustment, the Subscriber may terminate this Agreement by thirty (30) days written notice to the Company, provided Subscriber is not in default of any terms or conditions in the Agreement.

7. It is understood and agreed by the parties that Company is not an insurer and that insurance, if any, covering personal injury and property loss or damage on Subscriber's premises shall be obtained by the Subscriber; that the Company is being paid for the connecting and/or monitoring of a system designed to reduce certain risk of loss and that the amounts being charged by the Company are not sufficient to guarantee that no loss will occur; that the Company is not assuming responsibility for any losses which may occur even if due to Company's negligent performance or failure to perform any obligation under this Agreement.

THE COMPANY DOES NOT MAKE ANY REPRESENTATION OR WARRANTY, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS, THAT THE SYSTEM OR SERVICE SUPPLIED MAY NOT BE COMPROMISED, OR THAT THE SYSTEM OR SERVICES WILL IN ALL CASES PROVIDE THE PROTECTION FOR WHICH IT IS INTENDED.

Since it is impractical and extremely difficult to fix actual damages, if any, which may arise due to the faulty operation of the system or failure of services provided, if, notwithstanding the above provisions, there should arise any liability on the part of the Company, such liability shall be limited to an amount equal to one half the annual service charge provided herein or \$250 whichever is greater. This sum shall be complete and exclusive and shall be paid and received as liquidated damages and not as a penalty. In the event that the Subscriber wishes to increase the maximum amount of such liquidated damages, Subscriber may, as a matter of right, obtain from Company a higher limit by paying an additional amount proportioned to the increase in liquidated damages.

Subscriber agrees to and shall indemnify and save harmless the Company, its employees and agents, for and against all third party claims, lawsuits and losses alleged to be caused by Company's performance, negligent performance or failure to perform its obligations under this Agreement.

8. Subscriber hereby authorizes the Company to make installation and/or connection at Company's convenience. If Subscriber desires installation or connection to be done at a time other than normal working hours or on weekends, added cost will be paid for by the Subscriber at Company's standard rates. Any installation or connection charge quoted in this Agreement is based upon Company performing the installation or connection with its own personnel. If, for any reason this installation or connection or any part thereof must be performed by outside contractors, said installation or connection is subject to revision.

9. This agreement does not cover repairs due to abuse, misuse, construction/renovations/upgrades, and/or acts of nature.

10. It is understood and agreed by the parties that this Agreement constitutes the entire Agreement between the parties, and there is no verbal understanding changing or modifying any of the terms of this Agreement. This contract may not be changed, modified or varied except by writing and signed by an authorized representative of the Company. This Agreement shall not become binding on the Company until approved by Company's Management as provided below. SUBSCRIBER HEREBY ACKNOWLEDGES THAT HE HAS READ AND UNDERSTANDS THIS ENTIRE AGREEMENT. IF THIS IS A HOME SOLICITATION SALE, YOU, THE BUYER, MAY CANCEL THIS TRANSACTION AT ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY AFTER DATE OF THIS TRANSACTION.

CCA recommends wireless monitoring. If you use telephone lines then we recommend using a standard P.O.T.S. telephone line (Plain Old Telephone Service) for all Digital Monitoring. If you have Cable/V.O.I.P phone service, or DSL please contact your Account Manager.

*** Permits Are Extra

We Propose: hereby to furnish this Protection System including material and labor - complete in accordance with above specifications, for the Total Amount Shown. All material is guaranteed to be as specified. All work to be completed during normal business hours in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be done only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary Insurance. All parts & labor guaranteed for one year.

Additional Terms:

36 month monitoring contract required unless otherwise noted. If system is not monitored add \$200.00 to Installation amount. We recommend a daily test \$4.00 per month. Any 110VAC work is not part of this proposal. You will need to contract a licensed electrician for any 110VAC work.

*** Carbon Monoxide detectors are required by law to be replaced every FIVE (5) years. (CONTACT US) ***

Deposit Required: 1/2 Down & Balance Due On Day Of Installation.

A late fee of \$5.00 or 1.5% per month, whichever is greater, will be charged.

All major credit cards accepted.

*** PLEASE SIGN OR INITIAL x _____



DG SERVICE COMPANY
Refrigeration • Air Conditioning • Heating

DG Service Company, Inc.
23 County Road
PO Box 1801
Mattapoisett, MA 02739
508-758-7906 office
508-999-3882 24/7 service line

Estimate 25207160
Estimate Date 10/10/2022

Billing Address

Bourne Town Hall
24 Perry Avenue
Buzzards Bay, MA 02532 USA

Job Address

Bourne Town Hall
24 Perry Avenue
Buzzards Bay, MA 02532-3441

Description of work

Replace air conditioning equipment.

Equipment & Materials for option#1:
First Co. hydronic air handler, 5ton, 60hxb-hw
Ruud condenser, 5ton, ra1360aj1na

Refrigeration and drain line piping
Install new three way vale for heat lines
Reconnect ductwork and water lines

Equipment & Materials for option#2:
Mitsubishi, 2.5ton, heat pump condenser
Mitsubishi, 2.5ton wall unit
model: muz-gs30nau1

Refrigeration and drain line piping
Quicksling, 12", mini-split stand
Fortress pipe cover, white

Both options:
Exclude: ELectrical by licensed electrician, will source if requested.

Warranties:
Manufacturer warranty on equipment
1year labor warranty from DG Service Company

Payment Terms:
Quote valid for 30days
30% deposit due upon acceptance, remaining due upon completion of job.

Excludes: electrical costs by licensed electrician, will source if requested.

Task #	Description	Quantity	Your Price	Total
Installation HVAC	Equipment, materials & prevailing wage labor for OPTION #1	1.00	\$23,723.00	\$23,723.00
Installation HVAC	Equipment, materials & prevailing wage labor for OPTION #2	1.00	\$12,611.00	\$12,611.00

Sub-Total	\$36,334.00
Tax	\$0.00
Total Due	\$36,334.00
Deposit/Downpayment	\$0.00

The summary above is furnished by DG Service Company as a good faith estimate of work to be performed at the location described above and is based on our evaluation and does not include material price increases or additional labor and materials which may be required should unforeseen problems arise after the work has started. I understand that the final cost of the work may differ from the estimate, perhaps materially.

I agree and authorize the work as summarized on these estimated terms, and I agree to pay the full amount for all work performed.

Signature & Date

CAPITAL IMPROVEMENT PROGRAM
EQUIPMENT PURCHASE OR RENTAL REQUEST

DEPARTMENT *Facilities*
FY *24*

Information should be as specific as possible including detailed equipment description, specific dollar amounts and how cost estimates have been determined (bid list, 3 quotes, etc.)

NAME OF EQUIPMENT: *Facilities Cargo Van*

REQUESTING DEPARTMENT: *Facilities*

FORM OF ACQUISITION (Purchase, Lease or Rental): *Purchase*

EQUIPMENT DESCRIPTION: Make, model, year and description of function: *Ford Transit Connect Van*

NUMBER OF UNITS REQUESTED: *1*

How many units of this equipment are currently in the department? *0* How many units of this equipment will there be if this equipment is acquired? *1*

DESCRIPTION OF NEED AND JUSTIFICATION

Describe how this equipment is used. *This vehicle will be used by the Facilities department for transporting staff and materials between town buildings.*

Describe why the equipment needs to be acquired or replaced. *Previously the department had use of an unused DPW pool vehicle that is no longer available causing a vehicle shortage within the department.*

Describe impact on the department if the equipment is not acquired. *Currently the town pays vehicle mileage for employees to commute between town facilities. The Facilities team addresses many immediate needs in facilities around town. In an effort to identify cost saving and increased efficiencies, this request is being made. If the request is not funded, operations will continue in same manner reimbursing mileage and/or sharing of other department vehicles if available.*

EQUIPMENT USEFUL LIFE (Years) *8-10 years*

Describe the useful life of the equipment and any factors which might extend or shorten the useful life of the equipment. *N/A*

ACQUISITION COSTS

Purchase Price or Annual Rental (per unit and total) *Estimated @ \$ 30,000.00*

Plus: Installation or other costs (per unit and total) *\$0.00*

Less: Trade-in or discount (per unit and total)

Net Purchase Cost or Annual Rental (per unit and total) *\$ 30,000.00*

NUMBER OF SIMILAR ITEMS IN INVENTORY

CAPITAL IMPROVEMENT PROGRAM
EQUIPMENT PURCHASE OR RENTAL REQUEST

In the Requesting Agency *None*
In other Municipal Agencies *1*

ESTIMATED USE OF REQUESTED ITEM(S)

Weeks Per Year *52*

Approximate Dates for Weeks Used, Estimate *52*

Average Days Per Week *5*

Maximum/Minimum Days Per Week *6*

Average Hours Per Day *2-6 hours*

Estimated Useful Life in Years *8-10 years*

REPLACED ITEM(S) *N/A*

Describe Replaced Item, Make, Serial Number, Age, Prior Year's Maintenance Cost, Breakdown, Rental Cost. *N/A*

Please describe any service interruptions caused by unexpected Maintenance Issues in the prior year. *N/A*

RECOMMENDED DISPOSITION OF REPLACED ITEM(S)

Use by Other Agencies, Trade-In, Salvage, Sale – Specify use if applicable. *N/A*

EQUIPMENT FUNDING SOURCES

Are there any specific funding accounts or grants that can be used for this equipment\purpose?
No

Please describe specifically with dollar amounts all proposed funding sources. *N/A*

REVENUE GENERATED BY EQUIPMENT

Projected annual revenue *N/A* – what is the source of the revenue. *N/A*

Is there current revenue related to this equipment? *N/A* If so, describe the current revenue and expenses and how the equipment acquisition will impact revenue and expenses. *N/A*

Will current revenue be lost if the equipment is not acquired? *N/A*

What is the estimated payback (in years) on the equipment? *N/A*

IMPACT ON OPERATING & MAINTENANCE COSTS:

Are there any additional salaries, operating or maintenance costs expected? *No*

Include both annual maintenance and other maintenance cost required less than annually.

EXPLAIN AND JUSTIFY NEW POSITIONS. *N/A*

PRIORITY

CAPITAL IMPROVEMENT PROGRAM
EQUIPMENT PURCHASE OR RENTAL REQUEST

Please describe and rank the priority of this capital expenditure based on your perception of the importance of the equipment for your department and the Town in terms of both operating and capital budget needs. *3rd*

Also, please rank the project based on the criteria approved by the Capital Outlay Committee.

Will defer to the Committee for their ranking

Relation of this equipment to other projects or to the long range plan: *N/A*

When was this equipment first requested for inclusion on the capital improvement plan? *N/A*

For what FY was the initial project request? *N/A*

If this project has previously been deferred from the current year projects under consideration have there been any impacts from this deferral. *N/A*

Will the requested equipment have an impact or effect of the environment?

If yes, please explain. *N/A*

Other comments: *This vehicle will increase reliability and efficiency within the department and the support provided to all other town departments.*



CAPITAL IMPROVEMENT PROGRAM
CAPITAL PROJECT REQUEST

DEPARTMENT *Library Board of Trustees and Town Administrator's Office*
FY *24*

Information should be as specific as possible including start dates, completion dates and specific dollar amounts. Schematic design plans should be included to show the scope of the project. If available and appropriate based on the phase of the project more complete plans should be included.

NAME OF PROJECT *Feasibility Study for the future of the Jonathan Bourne Public Library*

DESCRIPTION OF PROJECT *This study will allow the library users and community at large to discuss the long-term space and programming needs of the library to determine if the existing building should be renovated - renovated and expanded at the current location - or replaced with a new building at a different location. Expert advice and opinions by a knowledgeable and experienced design firm is critical in facilitating the decision making process.*

If this is a project with more than one phase – please describe the total project as well as each of the phases and then specifically describe the specific phase for this request. *This project is likely to result in a future phase for either the renovation - renovation/expansion - or replacement of the library. It is unlikely that the result of the study will be to stay in the current space without change for the next 50+ years.*

DESCRIPTION OF NEED: *The library building is past the end of its useful life and requires significant capital repairs to remain in service. The space is also limited and may no longer be fully serving the community need. Before investing millions of dollars in repairing the existing structure, a long-term direction and master plan should be established to guide funding decisions.*

PROJECT PHASE: *feasibility / pre-design*

What is the proposed timeline for this project? *8-12 months*

Is there more than one phase of this project? *TBD* If so describe this phase and how it fits into the total project including the total project timeline. *Unknown and dependent on future Town Meeting votes for construction funds.*

Are there timing issues related to the completion of this project or project phase: *No, but there are actions that we will need to take in the meantime to secure the structure around the front door of the building.* Are there possible funding sources that might be lost or potential problems if this project or phase is not completed by a certain time? *No*

PROJECT USEFUL LIFE (Years) *Results should be accurate for a number of years, unless the deterioration of the existing building makes renovation infeasible at some future point.*

Describe the useful life and any factors which might extend or shorten the useful life of the project. *NA*

PROJECT PLANNING

CAPITAL IMPROVEMENT PROGRAM

CAPITAL PROJECT REQUEST

Describe the planning process for this project. *NA* What Town Departments, Committees or Boards have been consulting in the planning? *At this point, the Library Board of Trustees, the Library Director and the Facilities Department are collaborating.* Have any professional services (engineers, etc.) been consulted during the preparation for the project request? *Verbal conversations by the TA with various OPM firms and architects.*

Are any future professional services required for the planning and/or completion of the project? *Yes - extensive*

Are any approvals necessary for this project? *Not for this phase* If so, have the approvals been obtained? *NA* If necessary approvals have not been obtained please describe the approval process and how it fits into the project timeline. *Future phase - construction*

PROJECT COSTS

This should include cost of this phase as well as the overall project cost. Detailed estimates are helpful for project understanding and evaluation. *\$150,000 for a robust and comprehensive feasibility study to fully identify options. Construction costs unknown for future phases.*

PROJECT FUNDING SOURCES

Please describe specifically with dollar amounts all proposed funding sources. *Free cash anticipated at this time. Possible future MBLC grant could be possible - grant eligibility will be kept in mind as options are discussed and prioritized.* If potential sources have been identified that can only be applied for based on project approval or completion, please describe the sources and the application and approval process for the funding source. *NA*

REVENUE GENERATED BY PROJECT IMPLEMENTATION

Projected annual revenue *\$0* – what is the source of the revenue. *NA* Is there current revenue related to this project? *NA* If so, describe the current revenue and expenses and how the project will impact revenue and expenses. *NA* Will current revenue be lost if the project is not completed? *NA* What is the estimated payback (in years) on the project? *NA*

IMPACT OF PROJECT ON OPERATING & MAINTENANCE COSTS:

Are there any salaries or operating costs (including additional fuel, heat and/or electricity costs) expected? *Not for this phase.*

Are there custodial or other maintenance costs associated with this project? *Not for this phase* Include both annual maintenance and other maintenance cost required less than annually. *NA*

EXPLAIN AND JUSTIFY NEW POSITIONS. *NA*

PROJECT PRIORITY

Please describe and rank the priority of this project based on your perception of the importance of the project for your department and the Town in terms of both operating and capital budget needs. *For discussion with the capital outlay committee.*

CAPITAL IMPROVEMENT PROGRAM
CAPITAL PROJECT REQUEST

Also, please rank the project based on the Capital Outlay Committee criteria. *Will defer to the Committee for their ranking.*

Assessed value of taxable property to be removed from tax list: *NA*

Relation of this project to other projects or to the long range plan: *This project should be used to inform and create the long-range capital plan for the Library, either in the current location, or elsewhere. There will need to be ongoing investment in the library to keep it operational while the longer-term plan and decisions are explored. Capital needs are extreme and should not continue to be deferred during this phase.*

When was this project first requested for inclusion on the capital improvement plan? *FY24*

For what FY was the initial project request? *FY24*

If this project has previously been deferred from the current year projects under consideration have there been any impacts from this deferral. *NA*

Will the proposed project have an impact or effect of the environment? *No* If yes, please explain.

If land acquisition. Attach a plot plan. *NA*

Other comments:

CAPITAL IMPROVEMENT PROGRAM
CAPITAL PROJECT REQUEST

DEPARTMENT *Library Board of Trustees and Town Administrator's Office*
FY *24*

Information should be as specific as possible including start dates, completion dates and specific dollar amounts. Schematic design plans should be included to show the scope of the project. If available and appropriate based on the phase of the project more complete plans should be included.

NAME OF PROJECT *Stabilize and "Make Safe" the front façade at the Jonathan Bourne Public Library's main entrance.*

DESCRIPTION OF PROJECT *The Town will continue to work with the engineering team from GALE Associates to develop a mid-range solution (5-8 years) to stabilize the area around the front door and center windows to keep the entrance open and safe to use while the community conducts the feasibility study to determine the long-term plan for the future of the library. At this point, we are not recommending a full reconstruction of this section of the building due to the high cost and uncertain future direction.*

If this is a project with more than one phase – please describe the total project as well as each of the phases and then specifically describe the specific phase for this request. *This is a temporary and stand-alone project to keep the library functioning. It is not recommended that the front wall remain in its current state, without attention, due to safety concerns. This project will not address the water infiltration and we do not propose to replace the windows or door until a long-term plan is in place. This is strictly to ensure the safe operation of the building.*

DESCRIPTION OF NEED: *This will allow the library to keep the main entrance open and available to patrons and will stabilize the structure over the next few years to allow us time to develop a permanent solution.*

PROJECT PHASE: *Temporary / emergency.*

What is the proposed timeline for this project? *6-9 months for design, bidding, and construction.*

Is there more than one phase of this project? *TBD* If so describe this phase and how it fits into the total project including the total project timeline. *Unknown and dependent on decisions made as part of the feasibility study.*

Are there timing issues related to the completion of this project or project phase: *No, this is a stand-alone, temporary phase.* Are there possible funding sources that might be lost or potential problems if this project or phase is not completed by a certain time? *It is strongly recommended that action be taken now or the front door may need to be permanently closed and restricted due to safety concerns.*

PROJECT USEFUL LIFE (Years) *5-8 years of continued safe operation.*

Describe the useful life and any factors which might extend or shorten the useful life of the project. *NA*

PROJECT PLANNING

CAPITAL IMPROVEMENT PROGRAM CAPITAL PROJECT REQUEST

Describe the planning process for this project. *NA* What Town Departments, Committees or Boards have been consulting in the planning? *At this point, the Library Board of Trustees, the Library Director and the Facilities Department are collaborating.* Have any professional services (engineers, etc.) been consulted during the preparation for the project request? *Yes.*

Are any future professional services required for the planning and/or completion of the project? *Yes - extensive structural engineering is necessary.*

Are any approvals necessary for this project? *Building permits.* If so, have the approvals been obtained? *Not yet.* If necessary approvals have not been obtained please describe the approval process and how it fits into the project timeline. *Funds need to be allocated to complete the design, then the project will be put out to bid. The contractor who is awarded the contract will secure building permits.*

PROJECT COSTS

This should include cost of this phase as well as the overall project cost. Detailed estimates are helpful for project understanding and evaluation. *In development – but a place holder of \$100,000 is requested at this time.*

PROJECT FUNDING SOURCES

Please describe specifically with dollar amounts all proposed funding sources. *Free cash anticipated at this time. ARPA funds may also be utilized.* If potential sources have been identified that can only be applied for based on project approval or completion, please describe the sources and the application and approval process for the funding source. *NA*

REVENUE GENERATED BY PROJECT IMPLEMENTATION

Projected annual revenue *\$0* – what is the source of the revenue. *NA* Is there current revenue related to this project? *NA* If so, describe the current revenue and expenses and how the project will impact revenue and expenses. *NA* Will current revenue be lost if the project is not completed? *NA* What is the estimated payback (in years) on the project? *NA*

IMPACT OF PROJECT ON OPERATING & MAINTENANCE COSTS:

Are there any salaries or operating costs (including additional fuel, heat and/or electricity costs) expected? *Not for this phase.*

Are there custodial or other maintenance costs associated with this project? *Not for this phase* Include both annual maintenance and other maintenance cost required less than annually. *NA*

EXPLAIN AND JUSTIFY NEW POSITIONS. *NA*

PROJECT PRIORITY

Please describe and rank the priority of this project based on your perception of the importance of the project for your department and the Town in terms of both operating and capital budget needs. *For discussion with the capital outlay committee.*

CAPITAL IMPROVEMENT PROGRAM

CAPITAL PROJECT REQUEST

Also, please rank the project based on the Capital Outlay Committee criteria. *Will defer to the Committee for their ranking.*

Assessed value of taxable property to be removed from tax list: *NA*

Relation of this project to other projects or to the long range plan: *This is a short term project that is critical for ongoing operation.*

When was this project first requested for inclusion on the capital improvement plan? *FY24*

For what FY was the initial project request? *FY24*

If this project has previously been deferred from the current year projects under consideration have there been any impacts from this deferral. *NA*

Will the proposed project have an impact or effect of the environment? *No* If yes, please explain.

If land acquisition. Attach a plot plan. *NA*

Other comments:



Gale Associates, Inc.

163 L bbey Parkway | Weymouth, MA 02189

P 781.335.6465 F 781.335.6467

www.galeassociates.com

December 19, 2022

Mr. Sean Feeney
Facilities Manager
Town of Bourne
24 Perry Ave.
Buzzards Bay, MA 02532

Re: Water Infiltration Evaluation
Jonathan Bourne Public Library
Bourne, MA
Gale JN 840580

Dear Mr. Feeney:

In accordance with our contract, and as coordinated through The Town of Bourne (Bourne) Facilities Department, representatives from Gale Associates, Inc. (Gale) visited the referenced facility on November 2 and 3, 2022. The purpose of Gale's visit was to perform an interior and exterior evaluation of exterior building components, specifically the wood cupola and associated roof components located at the front central portion of the building, and the brick masonry wall located at the center of the front elevation of the building, where water infiltration had been reported. The intent of this evaluation was to determine the probable cause and origin of the reported water infiltration, provide Bourne with a better understanding of the conditions that were observed while Gale was on site, and to provide Bourne with our opinions based on our field observations.

To assist Gale with our evaluation, we coordinated contractor assistance for water infiltration testing, as well as removal and replacement of wood components from the cupola and brick masonry from the building façade for Gale to observe representative as-built conditions. Gale's evaluation is augmented with photographic documentation of general conditions that were observed related to our observations and estimated repair costs to address the water infiltration issues.

Gale's general scope of services included the following:

- Discuss with the facilities department and building personnel who are familiar with the facility and leak history.
- View the interior portion of the facility where interior leakage and damages were reported.
- Visually evaluate the exterior portions of the building that may be associated with the reported water infiltration.
- Perform controlled leak testing at the reported leak locations utilizing a field-modified version of AAMA 501-94 (methods of testing exterior walls) procedure.
- Observe test cuts performed on the cupola and on the masonry wall.

SINCE 1964

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Interior Leak History:

Bourne reported they have experienced water infiltration during and after heavy, prolonged, wind-driven rain events on the 2nd-Floor conference room ceiling (Figure 1), above 2nd-Floor windows inside the Conference Room and above 1st-Floor windows adjacent to the front entrance vestibule (Figures 2 and 3, respectively).



Figure 1: Reported leak occurred on Conference Room ceiling. Note water stains and damaged ceiling finish.



Figure 2: Reported leaks occur above 2nd-Floor windows inside the Conference Room.

Interior Observations:

1. Water stains and damaged finish were observed on the conference room ceiling (Figure 1).

2. Peeled paint was observed at 1st and 2nd Floor window headers and sills (Figure 4).
3. Rusty steel lintels and rust staining were observed on interior finishes adjacent to the windows (Figure 5).
4. Water stains were observed on wood components on the interior side of the cupola (Figure 6).

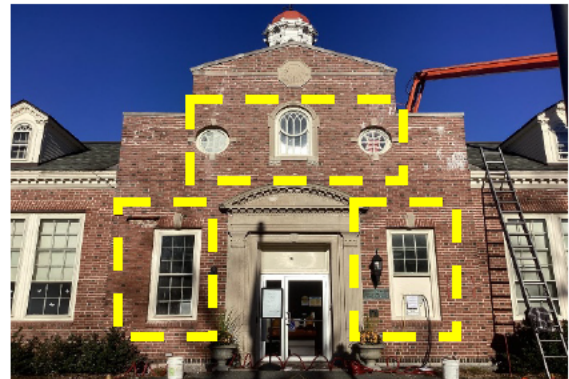


Figure 3: Water infiltration reported to appear above five (5) outlined windows on the 1st and 2nd Floors.



Figure 4: Peeled paint at window header and sill.



Figure 5: Rust stains at 1st-Floor window header.



Figure 6: Water stains on the interior of the wood cupola.

Exterior Observations:

There were no drawings available at the time of Gale's evaluation to verify as-built construction configurations. As such, Gale's observations are based on Gale's visual review of exterior conditions and test cuts that were performed. Refer to the Test Cut section later in this report for additional information.

The exterior wall in the evaluation area appeared to consist of multi-wythe brick masonry that extends from the granite footing at grade to the top of the pediment that is capped with cast stone elements. The wall is penetrated by the aluminum-framed entrance door and five (5) wood-framed windows, three (3) of which are on the 2nd Floor. The 2nd-Floor windows consist of two (2) circular windows and one (1) arched window in the center that are accented by cast stone elements. The two (2) 1st-Floor windows have soldier course brick masonry headers with a keystone centerpiece. Each of the windows is covered by aluminum storm windows except for the one (1) 1st-Floor window that has a book-drop slot installed in the wood panel in place of the bottom sash.

The back side of the pediment is abutted by the asphalt-shingle steep-sloped roof that is believed to be supported by wood decking and framing. The steep-sloped roof transitions to

the main, low-sloped roof, which is also believed to be constructed on wood-framed wood decking. The wood cupola is situated in the middle of the roof transition above the front entrance (Figure 7).



Figure 7: Wood cupola located at the steep-sloped transition to the low-sloped roof.



Figure 8: Paint peeling on the copper dome of the cupola.

Cupola:

1. The cupola has a painted, standing-seam copper, dome roof where the paint is peeling (Figure 8).
2. The dome roof is penetrated at the center by a weathervane post that is open to moisture infiltration (Figure 9).
3. Wood components on the tower, railing and base are typically coated with paint that is peeling (Figure 10).



Figure 9: Open roof around weathervane post (arrow).



Figure 10: Peeling paint on cupola components. Drain pipe at cupola base (arrow).



Figure 11: Deteriorated wood railing component.



Figure 12: Split and checked wood components.

4. Various wood components appear deteriorated, exhibiting split, checked and rotted wood components (Figures 11 and 12).
5. A drain pipe at the base of the cupola (Figure 10) provides drainage to a drain pan that was observed at the base of the tower (Figure 14).
6. Railing corner posts were observed to be loose and held-in-place with sealant (Figure 13).
7. One (1) window panel is missing on the northeast side of the cupola tower (Figure 14).
8. Other windows appear to be open around the frames, which could allow moisture entry (Figure 15).



Figure 13: Loose railing corner post.



Figure 14: Left arrow points to open window on tower. Drain pan (arrow, right photo) observed at the base of the tower.



Figure 15: Arrow points to open window at frame.



Figure 17: Repaired mortar areas and efflorescent staining (arrows).



Figure 16: Deteriorated mortar observed on the masonry pediment.

Masonry:

9. Deterioration of mortar joints was observed at many locations on the façade and back side of the pediment (Figure 16).
10. Previous mortar repairs appear to have been performed at locations based on various mortar colors that were observed (Figure 17). Efflorescent staining was observed where mortar joints had opened up after being repaired.
11. Step and vertical cracks were observed in the masonry wall at several locations including cast stone elements (Figures 18 and 19).

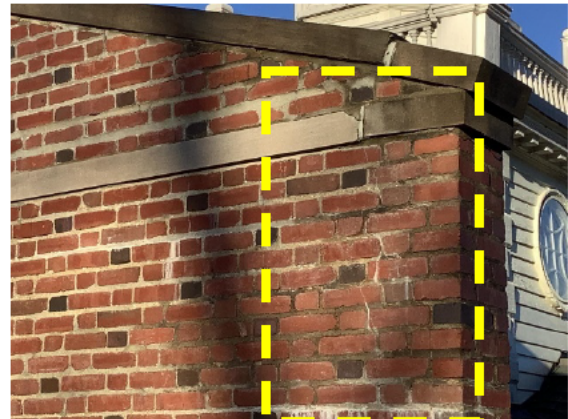


Figure 18: Step crack at end of pediment (dashed outline). Note the dropped cast stone at the right end of the horizontal band.



Figure 19: Vertical crack in center of pediment extending through cast stone elements. Crack migrates down right jamb to masonry below the window (Figure 24).

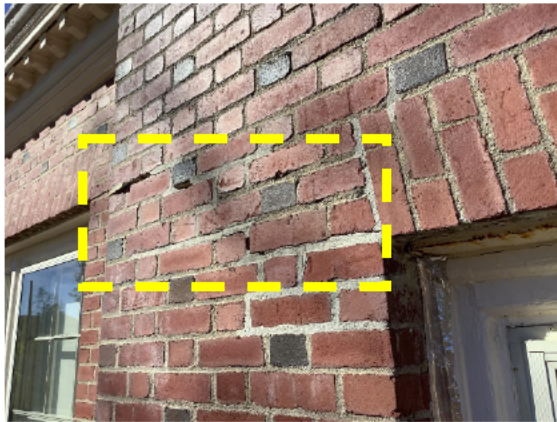


Figure 20a: Rust jacking of masonry adjacent to window (dashed outline).



Figure 20b: Rust jacking migrated to window on adjacent wall.



Figure 21: Rusty steel lintel and sealant applied above lintel (arrow) at window head.



Figure 22: Cracked and delaminated parge from back side of pediment. Note deteriorated mortar referenced in Item 9.

12. Steel lintels above window headers exhibited rust staining (Figure 21). Rust staining was observed to have migrated onto the window frames below. Sealant was observed to have been installed between the lintels and the masonry above. This condition traps moisture in the wall as there is no way for moisture to weep out above the windows.
13. Rust jacking was observed adjacent to the 1st-Floor windows and has migrated to windows in adjacent wall areas not included in Gale's evaluation. Rust jacking occurs when there is rotation or heavy corrosion of steel lintels in the wall or above windows (Figures 20a and 20b).
14. A mortar parge coat had been applied to the brick masonry on the back side of the pediment. The parge has cracked and delaminated from the masonry wall (Figure 22).
15. A portion of the pediment (above the roof step flashing) appears to have rotated outward to the front of the building (Figure 23).
16. Spalled cast stone elements were observed adjacent to the center window on the 2nd Floor of the building (Figure 24).



Figure 23: View of the pediment that appears rotated outward.

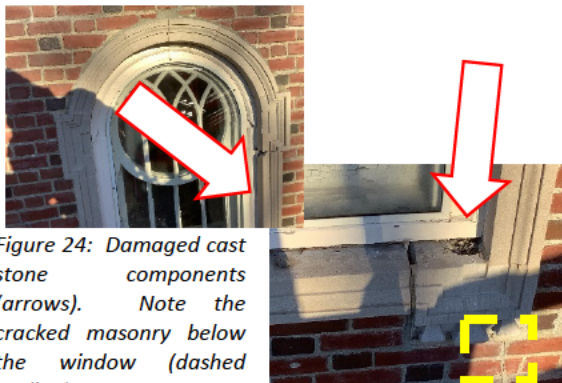


Figure 24: Damaged cast stone components (arrows). Note the cracked masonry below the window (dashed outline).



Figure 25: Deteriorated sealant between cast stone elements.

17. Joints between cast stone elements had been detailed with sealant that has deteriorated. This condition was observed on the coping and façade elements (Figure 25).



Figure 26: Reglet step flashing on back side of pediment.



Figure 27: Close-up of deteriorated wood trim around a window.

18. Copper, reglet step flashing that was installed to counter flash the steep-sloped roof transition to the back side of the pediment appears to have backed out of the mortar joints. Sealant that had been applied to detail the reglet flashing joints is deteriorated (Figure 26).
19. Wood trim around the windows typically appeared deteriorated (Figure 27).
20. Copper flashing installed at the base of the circular windows did not terminate into the masonry, leaving the masonry on the bottom half of the window subject to moisture entry (Figure 28).
21. Window perimeter sealant generally appeared deteriorated (Figure 29).



Figure 28: Arrows point to open ends of the copper flashing.



Figure 29: Arrow points to deteriorated window perimeter sealant.



Figure 30: Water applied to the roof around the corner railing post resulted in water infiltration inside the building.

Controlled Leak Testing Observations:

Following a field-modified version of AAMA 501-94 procedures for exterior walls, Gale performed controlled leak testing of the foundation wall and adjacent surfaces to identify potential sources of observed water infiltration inside the building.

Controlled leak testing was performed in a systematic manner by testing exterior wall components, starting at the lowest possible potential leak source and working upward until water infiltration is observed.

Cupola:

Water testing commenced at lowest point by flood-testing the roof area surrounding the cupola base, then working upward to the roof-to-cupola base flashing, then onto the walls of the cupola base, window penetrations and onto to the roof of the base where the water infiltration was suspected to enter the building. Testing was performed at the lowest possible point to rule-out building components while working upward until a leak is found.

1. Water testing did not result in water infiltration until the test had progressed up to the roof of the cupola base, where water was applied to the railing corner posts (Figure 30).
2. Water was observed on the interior side of the cupola base wall (Figures 31 and 32), where it migrated along wood framing members and onto the ceiling where water stains were observed in Figure 1.

Windows:

Following the water testing on the cupola, Gale proceeded to perform water testing on representative windows where water infiltration had been reported. Gale taped-off window perimeter sealants to isolate the windows from the sealant joint. The tape was

then removed to expose the joints to water testing (Figure 33).

3. Except for traces of water between the windows and storm windows, there was no visible water infiltration observed inside the building at the representative windows that were tested during our evaluation.

Masonry:

Starting adjacent to the 1st-Floor window headers and working up the masonry wall to the top of the pediment, Gale proceeded to apply water to the brick masonry façade and the step flashing above the roof on the back side of the pediment (Figures 34 and 35).



Figure 31: Water appeared on wood siding on interior side of cupola.



Figure 32: Water from leak test shown in Figure 29 then migrated onto wood beam before dropping onto the ceiling.



Figure 33: Water applied to test window perimeter sealant.



Figure 34: Water applied to brick masonry façade.



Figure 35: Water applied to step flashing on back side of pediment.

4. Water had been applied to the brick masonry for approximately 2-1/2 hours before water was observed on the interior side of the 2nd-Floor windows (Figure 36).

5. Water was then applied to the masonry above the step flashing on the back side pediment (Figure 37), which resulted in water infiltration on the interior side of the 1st-Floor window (Figure 38).



Figure 36: Water infiltration above 2nd-Floor window (arrow).



Figure 37: Water testing above roof step flashing on back side of pediment.



Figure 38: Water infiltration above 1st-Floor window (arrow).

Test Cut Observations:

Gale coordinated the assistance of roofing and masonry contractors to perform the removal and replacement of exterior components to facilitate Gale's review of as-built conditions that may be associated with the observed water infiltration inside the building.

Removal and replacement of wood components from the cupola was performed by Top Tech Roofing (Top Tech), Hanover, MA. Removal of masonry components was performed by AllStar Waterproofing and Building Restoration (AllStar), Norfolk, MA. Test cuts were performed on Thursday, November 3, 2022, following the completion of water testing on Wednesday, November 2, 2022.

Cupola:

Based on the results of the water testing that was performed, test cuts into the roof surrounding the base of the cupola was not required at the time of the evaluation.

- Test Cut No. 1 was performed at the west corner of the cupola, and it included the removal of railing corner post boards and a cut into the roof of the cupola base (Figure 39).



Figure 39: Removal of corner post boards. Arrow points to roof test cut location.

1. Removal of the corner post boards revealed a copper cap that appears to align with the wood corner post on the interior side of the cupola base.
2. The roof membrane abuts the sides of the copper cap however, the membrane does not turn up the sides of the cap. The transition between the roof membrane and the copper cap is detailed with sealant that has opened, leaving a gap between the roof membrane and the corner cap (Figure 40). This void coincides with the water infiltration that was observed inside the cupola and the 2nd-Floor Conference Room.
3. The test cut into the roof revealed (from top to bottom) ½"-thick wood-fiber insulation board, 2-1/4"-thick, foil-faced, tapered isocyanurate (iso) insulation on top of the wood-plank roof deck. The insulation system is mechanically attached to the deck.
4. The copper cap has a flange that extends onto the deck (Figure 41).
5. The wood deck was observed to be damp to the touch.



Figure 40: Pen penetrates the edge of the roof membrane installed against the copper cap.



Figure 41: Roof test cut on cupola base. Arrow points to wet deck.

- Test Cut No. 2 was performed on the southwest elevation of the cupola base, and it included the removal of wood clapboard siding and felt paper to view the backup wall conditions (Figure 42).



Figure 42: Test cut on cupola base wall. Arrow points to apparent limits of felt paper.

6. Removal of clapboard siding components revealed torn felt paper over a tongue and groove wood backup wall. The felt paper does not appear to extend to the corners of the cupola base.
7. The felt paper laps onto the wall flange of the copper window flashing that was installed on the circular window in the center of the base wall.

Please note that the cupola and roof components were re-installed following the completion of the test cuts.

Masonry:

Two (2) masonry test cuts were performed on the masonry façade.

- Masonry Test Cut No. 1 was performed above a 1st-Floor window and included the removal of soldier brick at the header and three (3) courses of brick at the top left corner of the window (Figure 43).



Figure 43: Masonry Test Cut No. 1 above 1st-Floor window. Arrow points to extent of lintel beyond the jamb.

8. The test cut revealed an approximate 2"-deep pack of mortar behind the outer wythe of brick at the header, crumbled mortar in the middle wythe of brick and a rusted, steel lintel that has rotated toward the interior of the building. There is no head flashing installed above the lintel. The exposed portion of steel does not appear to exhibit any exfoliation or section loss (Figure 44). The lintel bearing beyond the window jamb is approximately 4" (Figure 43).
9. The rusting of the steel correlates with the rust staining on the window frame below, while the rotated lintel appears

to correlate with the jacked masonry beyond the jambs.



Figure 44: Steel lintel above the 1st-Floor window in Masonry Test Cut No. 1.

- Masonry Test Cut No. 2 was performed adjacent to a 2nd-Floor circular window, and it included the removal of the outer wythe of brick masonry against the cast keystone (Figure 45).



Figure 45: Masonry Test Cut No. 2 adjacent to 2nd-Floor circular window.

10. The test cut revealed damp mortar in the middle wythe of brick masonry (Figure 46), indicating that water is migrating downward from higher wall elevations.

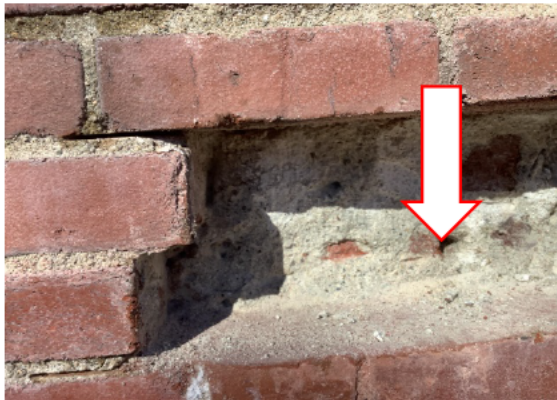


Figure 46: Damp mortar was felt in the hole between middle wythe brick masonry (arrow).

Please note that masonry wall test cuts had not been filled in with new brick masonry at the end of Gale's evaluation however, they were temporarily covered with plastic sheeting that, according to Bourne, appeared sufficient until the wall openings could be repaired. It is our understanding that the masonry walls were replaced on Friday, November 4, 2022.

Discussion and Opinions:

During our evaluation, Gale observed numerous defects in the cupola components, including the dome, tower, railing and base. We also observed numerous defects in the masonry walls, including the cast elements, and windows within the evaluation area at the center of the front elevation of the building.

Existing water stains on the interior side of the cupola base indicate that water enters from the roof level of the cupola base. Existing rust stains above the windows and deteriorated interior finishes around the windows indicate that water enters from above the windows.

During the water testing portion of our evaluation, we were successful in replicating the water infiltration issues that had been occurring in the 2nd-Floor Conference Room ceiling and windows, and at the 1st-Floor windows adjacent to the front entry vestibule.

Removal of cupola components allowed Gale to identify the sources of water infiltration and migration path to the building interior. Removal of brick masonry components allowed Gale to obtain a better understanding of the condition of the masonry wall and how the deterioration of masonry components wall has contributed to the water infiltration above the 1st and 2nd-Floor windows.

As previously indicated, there were no drawings available to Gale for review during the evaluation. As such, we were not able to determine if the as-built conditions matched the design intent.

Cupola:

Based on our evaluation, it is our opinion that the water staining on the ceiling of the 2nd-Floor Conference Room is directly related to water entering the roof of the cupola base, which was replicated during the water testing that was performed during our evaluation. The absence of continuous membrane flashing at the copper cap of the base roof (discussed in Cupola Test Cut No. 1) had allowed water to infiltrate the corner of the cupola, migrate down the interior face of the cupola base wall, travel along wood beams and drop onto the ceiling below. Although we did not observe a test cut at the north corner of the cupola, similar conditions are anticipated at this location.

Therefore, it is Gale's opinion that the wood panels at each of the cupola railing corner-posts be removed to allow the installation of continuous flashing around the copper caps. Additionally, due to the damp conditions that were found in the roof test cut, it is Gale's opinion that the roof on the cupola base be removed and replaced.

Additional repairs to be considered should include the removal of wood clapboard siding and trim components to allow the installation



of new self-adhering membrane over the existing wood backup wall that ties-in to the roof to provide a continuous weather barrier on the base walls and roof.

Water testing on the circular windows on the cupola base did not result in water infiltration at this time. This appears to be primarily due to the installation of metal-framed storm windows over the original wood windows that appear to function as intended. However, based on the age of the circular windows, and their reliance on storm windows, it is Gale's opinion that the circular windows on the cupola base be removed and replaced or restored conjunction with the installation of metal flashings to shed water.

The missing window on the cupola tower was not water tested. It is Gale's opinion, that even with the drain pan installed at the base of the tower, the open window is a source of water infiltration inside the conference room. As such, a new window panel should be installed as soon as possible. Open gaps around the unsealed tower windows should be sealed to help reduce the potential for water infiltration around the windows.

Deterioration of wooden cupola components - e.g., siding, trim, etc. is a result of the cupola's exposure to the elements over the years. Many of the components exhibit different forms of deterioration including, loose corner posts, rotted wood, split and checked wood, and peeled paint that, in Gale's opinion, should be addressed to maintain the integrity and overall appearance of the cupola. As such, the replacement of deteriorated wood components should be considered in addition to the 100% scraping and painting of the cupola that should be performed.

Due to the paint on the cupola dome, the condition of the copper dome could not be fully evaluated. Paint was observed to be peeling from the copper dome. It is Gale's opinion that

the existing coating be removed to reveal the true condition of the dome prior to discussing repair options that could potentially include the replacement of the copper dome.

The top of the dome is open to moisture entry around the weathervane post. It is Gale's opinion that a gasketed sleeve be installed to help seal around the post.

Masonry:

The existing masonry wall, including the pediment above the sloped roofline, generally appears to be in poor overall condition. Numerous deficiencies were observed in the masonry wall that include, but are not limited to, cracked, shifted and displaced (rotated) brick masonry and cast stone elements, and deteriorated mortar and sealant between masonry and cast stone elements, etc. Mortar repairs that had been applied to the façade and back side of the pediment appear to have failed, as repair mortar and the parge coat on the back side of the pediment had cracked and delaminated from the wall. Efflorescent staining was observed at several mortar joints and mortar repair locations throughout the height of the wall, which implies that water is infiltrating and migrating throughout the full height of the wall.

Incorrectly installed flashings at circular windows and the open reglet step flashing on the back side of the pediment appear to contribute to moisture in the masonry wall and moisture entry inside the building.

However, based on our evaluation it is our opinion that the primary source of water infiltration above the 1st and 2nd-Floor windows is directly related to the condition of the masonry wall, which was replicated by the water-testing that was performed on the masonry wall during our evaluation.



The deteriorated condition of masonry components at the top of the wall appears to have allowed water to migrate downward to lower elevations of the wall. Over time, due to the absence of cavity wall construction and flashings to help direct water to the building exterior, much of the water that enters the building from above resides in the inner portion of the wall where the masonry has limited capability of drying. The wet masonry will then start to deteriorate and loosen and potentially weaken the integrity of the solid masonry wall in colder weather there is the potential further damage due to freeze – thaw cycling. This condition was observed in our masonry test cuts where loose, crumbled, and damp mortar were observed in the wall.

Masonry Test Cut No. 1 revealed the steel lintel that had been rotated toward the interior of the building. This appears to be due to the deterioration of mortar on the inner portion of the masonry wall that allowed the steel to rotate inward. The rotation of the lintel apparently resulted in the jacked masonry at the corners of the window that had migrated to the windows in the adjacent wall areas that were not included in our evaluation.

It is Gale's opinion that the integrity of the upper half of the masonry wall has been compromised and therefore the upper portion of the wall should be considered for partial demolition and reconstruction to address the quantity of cracked, shifted and rotated masonry and cast stone elements. It is Gale's opinion that the top of the masonry wall be reconstructed down to the masonry step flashing that counter flashes the sloped, asphalt-shingle roof. Based on the observed mortar deterioration at the two (2) masonry test cuts, additional deteriorated masonry may be discovered throughout the remaining height of the masonry wall during demolition that may require additional demolition and reconstruction. Masonry wall areas where step

and vertical cracking were observed should be reconstructed in addition to the top portion of the masonry wall.

In addition to reconstructing the top of the masonry wall, it is Gale's opinion that the existing cast stone coping be removed to allow the installation of copper through wall flashing (TWF) with soldered seams prior to reinstalling the cast stone coping. Weeps should be provided beneath the coping to direct water outward. The cast stone coping would be secured with steel dowels into the top of the reconstructed masonry wall, with copper dowel sleeves that would be soldered to the TWF. An alternative approach would be to install copper cap flashing on top of the existing cast stone coping as discussed below.

If the interior mortar in the lower portion of the masonry is found to be in good condition, the exterior masonry should be repointed 100%. Replacement of steel lintels should be incorporated into the masonry wall repair scope of work. This work should be coordinated with the anticipated replacement of the wood windows (Refer to the following *Windows* section for additional information). Cast stone elements that were observed to be damaged should be repaired.

The step flashing on the back side of the pediment is in need of replacement. This work should be performed as soon as possible based on the results of the water testing performed at this location and should be coordinated with the repairs to the back side of the pediment. It is Gale's opinion that the back side of the pediment be clad with metal wall panels installed over plywood sheathing and membrane underlayment following the reconstruction of the pediment.

Joints between cast stone coping at the top of the pediment is dependent on sealant that is deteriorated. Since sealant is a maintenance item that needs replacement approximately



every ten (10) years, it is our opinion that the coping be capped with copper flashing that would also counter flash the metal wall panels on the back side of the pediment.

Windows:

Due to the installation of aluminum-framed storm windows over the wood windows, the windows did not appear to leak during the leak-testing portion of the evaluation. It is Gale's understanding however, that Bourne has allocated funding to replace the windows, which should be performed based on the deteriorated condition of the wood frames and their prior leak history. It is Gale's opinion that the window replacement or restoration scope of work include the installation of window head flashings with upturned back legs and end dams to help shed water out of the wall at the 1st-Floor windows, and new head and sill flashings at the circular and arched windows on the 2nd Floor to help keep water from entering the brick masonry wall below the windows. Head flashings should be installed in conjunction with the replacement of the steel lintels.

Due to the rusted condition of the lintels and the lack of proper bearing (4") on the brick wall beyond the window jambs, new steel lintels should be installed in conjunction with the window replacement scope of work. New steel lintels should have a minimum 8" bearing on the brick masonry beyond the window jambs.

Preliminary Cost Estimates:

The construction budget presented within this report is preliminary in nature and intended only to provide a rough order of magnitude. It should not be used for sensitive budgeting or funding allocation. The values are based on current public sector unit pricing of similar construction projects using open shops, but do not include all details or design considerations at this time. Further design development will

be required to provide a more refined cost estimate.

The unit costs presented below typically take into account the Contractor's costs such as:

- Mobilization
- Access
- Dumpsters
- General Oversight of the Project
- Bonds and Insurance
- Overhead and Profit

As the condition of the cupola dome is not known at this time and would not be revealed until the copper roof panels are exposed, this budget anticipates that the dome will remain in place and be repainted. As such, Gale's preliminary budget for Cupola repairs includes the following scope of work:

- Prepare, prime and paint the dome, tower, railings and base.
- Replace deteriorated wood trim and siding components.
- Remove and reinstall wood components at the base to install continuous flashing membrane on the base walls.
- Replace the low-sloped roof on the cupola base.
- Install new perimeter sealant around the tower windows.
- Replace circular windows and storm windows with new aluminum-framed windows and associated flashing components.

The estimated budget for cupola repairs, not including dome roof replacement, ranges from \$75,000.00 to \$100,000.00.

Gale's preliminary budget for window replacement on the front elevation of the building includes the following scope of work:



- Remove existing storm windows and wood-framed windows and install new, thermally broken aluminum-windows at five (5) locations including three (3) windows in the 2nd-Floor conference room and two (2) windows adjacent to the front entrance vestibule.
- Remove and replace existing steel lintels.
- Install new sheet-metal head flashings at the 1st-Floor windows and sill-pan flashings at the 2nd-Floor windows.

The estimated budget for window replacement on the 1st and 2nd Floors ranges from \$15,000.00 to \$25,000.00.

Gale's preliminary budget for masonry repairs includes the following scope of work:

- Reconstruct upper portions of the pediment including wing walls.

- Step crack and rust jacking repairs.
- Cut and repoint deteriorated mortar joints on the bottom portion of the masonry wall.
- Cast stone repairs.
- Remove and replace deteriorated masonry sealants at cast stone elements.
- Install metal wall cladding on back side of pediment.

Due to the uncertainty of masonry wall conditions that could be exposed during the demolition process, the estimated budget for masonry wall repairs ranges from \$235,000.00 to \$295,000.00

The estimated total budget for all repairs ranges from \$325,000.00 to \$420,000.00.

We trust this information meets your requirements at this time. Gale will be pleased to meet with you to review and discuss our findings and opinions.

Best regards,

GALE ASSOCIATES, INC.

Robert F. Mimmo lad

Robert F. Mimmo
Senior Staff Engineer

RFM/lad

cc: Gale Team: BHN, RFM, DTH

SoftRight					1/10/23	Change			
Fund	Page #	Dept.	GL #	GL Description	TA Proposed	TA Proposed	Inc (Dec)	Explanation	
GF		Fire	01-999-200-220-5100-5130-999-99	Overtime - Wages	550,000 00	453,685 00	\$ (96,315 00)	Reclass wage for fire inspector	
GF		Fire	01-999-200-220-5100-5112-999-99	Salaries - Supv/Admin Sec A	1,326,842 00	1,423,157 00	96,315 00		
GF		E&R	01-999-100-162-5400-5598-002-99	Election - Food	-	4,000 00	4,000 00	Meals for Election workers voted by SB on 1/10	
GF							-		
GF							-		
							-		
Subtotal GF Expense Adjustment							4,000.00		

Snow & Ice Budget Review

Fiscal Year	Appropriation	Expenditures	Surplus (Deficit)	Scraggy Neck	Town Expense - Net of SN
FY2018	338,000.00	331,402.84	6,597.16	13,468.50	317,934.34
FY2019	338,000.00	207,964.87	130,035.13	7,714.50	200,250.37
FY2020	338,000.00	132,247.99	205,752.01	6,789.00	125,458.99
FY2021	338,000.00	296,015.32	41,984.68	15,485.00	280,530.32
FY2022	338,000.00	509,924.64	(171,924.64)	11,910.00	498,014.64
5 Year Average	\$ 338,000.00	\$ 295,511.13	\$ 42,488.87	\$ 11,073.40	\$ 284,437.73

Scraggy Neck expenses charged to snow and ice - revenue posted to GF

VIRGINIA L. VINING
125 Sylvia Street
New Bedford, MA 02745

1/31
BOS

BOURNE BOARD OF SELECTMEN
RCVD 2023 JAN 26 PM 10:12Z

January 19, 2023

STATUTORY NOTICE
M.G.L. c. 61A §14

Board of Selectman
Town of Bourne
24 Perry Avenue
Bourne, MA 02532

Board of Assessors
Town of Bourne
24 Perry Avenue
Bourne, MA 02532

Planning Board
Town of Bourne
24 Perry Avenue
Bourne, MA 02532

Conservation Commission
Town of Bourne
24 Perry Avenue
Bourne, MA 02532

State Forester
Department of Conservation & Recreation
251 Causeway Street – Suite 600
Boston, MA. 02114

Re: Notice of Intent to Sell 0 Scenic Highway Bourne, Massachusetts shown on Bourne Assessors' Map as Parcel ID No. 16.0-4-0 in Bourne, Massachusetts under the provisions of M.G.L. c. 61A § 14 for residential use.

Dear Sir or Madam:

Notice is hereby given in accordance with the provisions of M. G. L. c. 61A §14 of my intent to sell the land shown on Bourne Assessors Maps as Parcel 16.0-4-0 for residential use. Said Parcel 16.0-4-0 is burdened by an Agricultural or Horticultural Tax Lien in favor of the Town of Bourne Board of Assessors dated January 13, 1993 and recorded in the Barnstable Registry of Deeds in Book 8439, Page 51 (the "Property"), a copy of which is attached hereto as Exhibit "A". This constitutes notice my intent to sell said Property for residential use purposes.

A purchase and sale agreement has been executed for Two Hundred Thousand (\$200,000.00) Dollars, a certified copy of which is enclosed as Exhibit "B".

The name of the owner of the Property is [REDACTED]

The landowner's attorney for purposes of this notice is Marc R. Deshaies, Esq., Law Office of Marc R. Deshaies, P.C. 115 Orchard Street, New Bedford, Massachusetts 02740, telephone 508-993-2300; and email marc@marcdeshaieslaw.com

Kindly inform me at your earliest convenience or no later than 120 days following the date after the postmark of this notice as required by statute of the Town of Bourne's interest in purchasing this Property for \$200,000.00 or in the alternative of its intent not to exercise its option to purchase.

Thank you for your attention to this matter.

Very Truly Yours,


Virginia L. Vining

Enclosures

Board of Selectman	Certified Mail 7020 3160 0001 0650 7637
Planning Board	Certified Mail 7020 3160 0001 0650 7644
Conservation Commission	Certified Mail 7020 3160 0001 0650 7651
Board of Assessors	Certified Mail 7020 3160 0001 0650 7668
State Forester	Certified Mail 7020 3160 0001 0650 7675

EXHIBIT "A"

State Tax Form A/H 2

NOT AN OFFICIAL COPY
NOT AN OFFICIAL COPY
Name of City or Town BOURNE 97430

OFFICE OF THE BOARD OF ASSESSORS
AGRICULTURAL OR HORTICULTURAL LAND TAX LIEN
OFFICIAL BOURNE OFFICIAL

The Board of Assessors of the City or Town of BOURNE hereby state that it has accepted and approved the application of

Virginia L. Vining
owner or owners of the hereinafter described land for valuation, assessment and taxation of such land under the provisions of General Laws, Chapter 61A for the fiscal year ending June 30, 1990.

DESCRIPTION OF LAND

Scenic Highway, Bournedale Map 16 Parcel 4

This parcel is further described in deed book 5429 page 340 recorded in Barnstable County Registry of Deeds

Statement made this 13 day of January, 1993

Robert W. Parady
BOARD OF ASSESSORS

COMMONWEALTH OF MASSACHUSETTS

Barnstable ss.

January 13, 1993

Then personally appeared Robert Parady & Marie Chava a member of the Board of Assessors of the city/town of BOURNE and acknowledged the foregoing instrument to be the free act and deed of the Board of Assessors of BOURNE

before me, *William M. Brown*
Notary Public - Justice of the Peace

William M. Brown
Expires November 2, 1995

, 19 , at o'clock and minutes M.

Received and entered with Registry of Deeds
Registry District

Book Page Document No. Certificate of Title No.

Attest: Register

RECORDED FEB 9 93

EXHIBIT "B"

From the Office of:
Kevin P. Klauer II, Esquire
Ament Klauer LLP
39 Town Hall Square
Falmouth, MA 02540

PURCHASE AND SALE AGREEMENT

This 21st day of December 2022

1. PARTIES AND MAILING ADDRESSES
Virginia L. Vining, of [REDACTED] hereinafter called the SELLER, agrees to SELL and
Olivia Grace LLC, a Massachusetts Limited Liability company with a principal office located at 1550 Phinney's Lane, Barnstable, MA 02630, hereinafter called the BUYER or PURCHASER, agrees to BUY, upon the terms hereinafter set forth, the following described premises:
2. DESCRIPTION
0 Scenic Highway, Bourne, Massachusetts (Assessor Parcel ID No. 16.0-4-0) being the Second Parcel of land described in a deed to SELLER recorded at Barnstable Registry of Deeds in Book 5429, Page 340 (hereinafter "Premises").
3. BUILDINGS, STRUCTURES, IMPROVEMENTS, FIXTURES
Not applicable. The sale is of vacant land.
4. TITLE DEED
Said Premises are to be conveyed by a good and sufficient quitclaim deed running to the BUYER, or to the nominee designated by the BUYER by written notice to the SELLER at least seven days before the deed is to be delivered as herein provided, and said deed shall convey a good and clear record and marketable title thereto, free from encumbrances, except
 - (a) Such taxes for the then current fiscal year as are not due and payable on the date of the delivery of such deed;
 - (b) Any liens or municipal betterments assessed after the date of this agreement;
 - (c) Easements, restrictions and reservations of record, if any, so long as the same do not and would not prohibit or materially interfere with the current use of said Premises.
 - (d) Subject to a Chapter 61A Lien in favor of the Town of Bourne that encumbers the property that is the subject of this Agreement.¹
5. PLANS
Not applicable.
6. REGISTERED TITLE
Not applicable.
7. PURCHASE PRICE
The agreed purchase price for the Premises is Two Hundred Thousand and 00/100 Dollars (\$200,000.00), of which
 - \$ 5,000.00 is to be paid as an additional deposit upon execution of this agreement;
 - \$ 195,000.00 are to be paid at the time of delivery of the deed by closing attorney's IOLTA account check or wire transfer to SELLER's Attorney's IOLTA account.

\$ 200,000.00	TOTAL
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¹ Seller shall seek a Waiver of the Right of First Refusal and Release of said Lien from the Town of Bourne as provided for in paragraph 45 of this Agreement.

8. TIME FOR PERFORMANCE; DELIVERY OF DEED
- Such deed is to be delivered from Seller to Buyer at 10:00 AM on the date established in accordance with the provisions of paragraph 46 of this Agreement, at Barnstable County Registry of Deeds or at the office of Ament Klauer LLP located at 39 Town Hall Square, Falmouth, MA 02540 if designated as the place for the delivery of the deed, unless otherwise agreed upon in writing. It is acknowledged by the parties that time is of the essence as to each provision of this Agreement. Neither SELLER nor SELLER'S counsel shall be required to attend the Closing so long as mutually acceptable arrangements have been made for delivery of the customary SELLER documents to the closing attorney prior to Closing.
9. POSSESSION AND CONDITION OF PREMISES
- Full possession of said Premises except as herein provided, is to be delivered at the time of delivery of the deed, said Premises to be then (a) in the same condition as they now are, reasonable use and wear thereof excepted, and (b) in compliance with provisions of any instrument referred to in clause 4 hereof. The BUYER shall be entitled personally to inspect said Premises prior to delivery of the deed in order to determine whether the condition thereof complies with the terms of this clause.
10. EXTENSION TO PERFECT TITLE OR MAKE PREMISES CONFORM
- If the SELLER shall be unable to give title or to make conveyance, or to deliver possession of the Premises, all as herein stipulated, or if at the time of the delivery of the deed the Premises do not conform with the provisions hereof, then the SELLER shall use reasonable efforts to remove any defects in title, or to deliver possession as provided herein, or to make the said Premises conform to the provisions hereof, as the case may be, in which event the time for performance hereof shall be extended as reasonably required by SELLER for a period totaling not more than thirty (30) calendar days or such shorter time as is necessary for the SELLER to deliver the Premises conforming to the terms of this agreement. Reasonable efforts are not to exceed \$2,500 exclusive of voluntary liens and real estate taxes (including any so-called "roll back" taxes resulting from the removal of the Agricultural Tax Lien).
- BUYER'S obligations are contingent upon the availability (at normal premium rates) of an owner's title insurance policy insuring BUYER'S title to the Property without exceptions other than the standard exclusions from coverage printed in the current American Land Title Association ("ALTA") policy cover, the standard printed exceptions contained in the ALTA form currently in use for survey matters and real estate taxes (which shall only except real estate taxes not yet due and payable) and those exceptions permitted by paragraph 4. In the event of a title matter for which the BUYER's title insurance company is willing to issue so-called "affirmative coverage" over a known defect or problem, BUYER may elect to accept same but shall not be required to do so, and shall have the right, at the option of their counsel, to deem title to the Premises unacceptable or unmarketable and to terminate this Agreement; whereupon this Agreement shall be null and void and without further recourse to the parties hereto.
11. FAILURE TO PERFECT TITLE OR MAKE PREMISES CONFORM, etc.
- If at the expiration of the extended time the SELLER shall have failed to so remove any defects in title, deliver possession, or make the Premises conform, as the case may be, all as herein agreed, or if at any time during the period of this agreement or any extension thereof, the holder of a mortgage on said Premises shall refuse to permit the insurance proceeds, if any, to be used for such purposes, then any payments made under this agreement shall be forthwith refunded and all other obligations of the parties hereto shall cease and this agreement shall be void without recourse to the parties hereto.
12. BUYER'S ELECTION TO ACCEPT TITLE
- The BUYER shall have the election, at either the original or any extended time for performance, to accept such title as the SELLER can deliver to said Premises in their then condition and to pay therefor the purchase price without deduction, in which case the SELLER shall convey such title.

13. ACCEPTANCE OF DEED The acceptance and recording of a deed by the BUYER or their nominee as the case may be, shall be deemed to be a full performance and discharge of every agreement and obligation herein contained or expressed, except such as are, by the terms hereof, to be performed after the delivery of said deed.
14. USE OF MONEY TO CLEAR TITLE To enable the SELLER to make conveyance as herein provided, the SELLER may, at the time of delivery of the deed, use the purchase money or any portion thereof to clear the title of any or all encumbrances or interests, provided that all instruments so procured are recorded simultaneously with the delivery of said deed, except a discharge of any current institutional mortgage being paid from the proceeds of this sale may be obtained and recorded promptly after closing according to customary conveyancing practice.
15. INSURANCE Until the delivery and recording of the deed, the SELLER shall maintain insurance on said Premises as follows:
- | <i>Type of Insurance</i> | <i>Amount of Coverage</i> |
|--------------------------------|---------------------------|
| (a) Fire and Extended Coverage | *\$ As presently insured |
| (b) | |
- All risk of loss to remain with SELLER until recording of the deed.
16. ADJUSTMENTS Real Estate Taxes for the then current fiscal year shall be adjusted and apportioned as of the day of performance of this agreement and the net amount thereof shall be added to or deducted from, as the case may be, the purchase price payable by the BUYER at the time of delivery of the deed.
17. ADJUSTMENT OF UNASSESSED AND ABATED TAXES If the amount of said taxes is not known at the time of the delivery of the deed, they shall be apportioned on the basis of the taxes assessed for the preceding fiscal year, with a reapportionment as soon as the new tax rate and valuation can be ascertained; and, if the taxes which are to be apportioned shall there-after be reduced by abatement, the amount of such abatement, less the reasonable cost of obtaining the same, shall be apportioned between the parties, provided that neither party shall be obligated to institute or prosecute proceedings for an abatement unless herein otherwise agreed.
18. BROKER'S FEE Not applicable. There are no brokers.
19. BROKER(S) WARRANTY Not applicable. There are no brokers.
20. DEPOSIT All deposits made hereunder shall be held by Ament Klauer LLP in the firm's IOLTA account, with Ament Klauer LLP acting as escrow agent subject to the terms of this agreement and shall be duly accounted for at the time for performance of this agreement. In the event of any disagreement between the parties, the escrow agent shall retain all deposits made under this agreement pending instructions mutually given by the SELLER and the BUYER, or by a Court of competent jurisdiction. The parties hereto understand that no interest shall be earned or paid on the deposit to BUYER or SELLER, all interest earned thereon being paid to the IOLTA Committee.
21. DEFAULT DAMAGES If the BUYER shall fail to fulfill the BUYER's agreements herein, all of the deposit money paid hereunder by the BUYER shall be retained by the SELLER as liquidated damages. This shall be SELLER's exclusive remedy at law or in equity.

22. RELEASE BY HUSBAND OR WIFE If applicable, the SELLER's spouse hereby agrees to join in said deed and to release and convey all statutory and other rights and interests in said Premises. SELLER shall execute and deliver recordable affidavit(s) reasonably requested by BUYER's counsel to assure that the Premises are not subject to homestead rights at the time of sale.
23. BROKER AS PARTY Not applicable. There are no brokers.
24. LIABILITY OF TRUSTEE, SHAREHOLDER, BENEFICIARY, etc. If the SELLER or BUYER executed this agreement in a representative or fiduciary capacity, only the principal or the estate represented shall be bound, and neither the SELLER or BUYER so executing, nor any shareholder or beneficiary of any trust, shall be personally liable for any obligation, express or implied, hereunder.
25. WARRANTIES AND REPRESENTATIONS The BUYER acknowledges that the BUYER has not been influenced to enter into this transaction nor has he relied upon any warranties or representations not set forth or incorporated in this agreement or previously made in writing, except for the following additional warranties and representations, if any, made by either the SELLER or the Broker(s): None.
26. MORTGAGE CONTINGENCY CLAUSE Not applicable.
27. CONSTRUCTION OF AGREEMENT This instrument, executed in multiple counterparts, is to be construed as a Massachusetts contract, is to take effect as a sealed instrument, sets forth the entire contract between the parties, is binding upon and inures to the benefit of the parties hereto and their respective heirs, devisees, executors, administrators, successors and assigns, and may be canceled, modified or amended only by a written instrument executed by both the SELLER and the BUYER. If two or more persons are named herein as BUYER their obligations hereunder shall be joint and several. The captions and marginal notes are used only as a matter of convenience and are not to be considered a part of this agreement or to be used in determining the intent of the parties to it.
28. LEAD PAINT LAW Not applicable. The sale is of vacant land.
29. SMOKE DETECTORS AND CARBON MONOXIDE ALARMS Not applicable. The sale is of vacant land.
30. Access. BUYER and/or BUYER'S agent shall have the right of access to the Premises prior to the closing upon reasonable notice to SELLER. SELLER agrees to cooperate with BUYER in connection with any inspections that may be required of the property. The term "right of access" shall not include the right to dig, drill, excavate. Remove growth or in any way alter the current condition of the Premises.
31. Notice: All notices required or permitted to be given hereunder shall be given in writing by registered or certified mail, proper postage prepaid, return receipt requested, and deposited with the United States Postal Service, or hand delivered, or sent by receipted facsimile transmission or email with read receipt confirmation, and shall be deemed given and effective when so mailed or hand delivered, or sent by receipted facsimile transmission or email with read receipt confirmation, evidenced by a transmission receipt evidencing a successfully completed transmission thereof, addressed to SELLER or BUYER's representative, as the case may be, at the following addresses:

In the case of BUYER: Kevin P. Klauer II, Esq.
Ament Klauer LLP
39 Town Hall Square
Falmouth, MA 02540
Telephone: 508-540-6555
Facsimile: 508-457-1293
Email: kevin@amentklauer.com

In the case of SELLER: Marc R. Deshaies, Esq.
Law Office of Marc R. Deshaies, PC.
115 Orchard Street
New Bedford, MA. 02740
Telephone: 508-993-2300
Facsimile: 508-993-8696
Email: marc@marcdeshaieslaw.com

32. Maintenance of Premises: Between the date hereof and the closing, SELLER shall maintain and service the Premises and its appurtenances at the same or greater level of effort and expense as SELLER has maintained or serviced the Premises for SELLER's account prior to this Agreement.
33. Title and Practice Standards: Any matter which is the subject of a Title Standard or Practice Standard of the Massachusetts Real Estate Bar Association at the time of the delivery of the Deed shall be governed by said Title Standard or Practice Standard to the extent applicable.
34. Good and Clear Record; Marketable Title: It is understood and agreed by the parties that the Premises shall be in compliance with the provisions of this Agreement only if:
- (a) all buildings, structures and improvements, including but not limited to any driveways, garages, septic systems and cesspools, and all means of vehicular access to the Premises, shall be located completely within the boundary lines of said Premises and shall not encroach upon or under the property of any other person or entities;
 - (b) No building, structure or improvement of any kind belonging to any other person or entity shall encroach upon or under the said Premises;
35. The SELLER represents that the following information is true and accurate as of the date of this Agreement and shall remain true and accurate as of the date of Closing. The SELLER shall immediately notify BUYER if, between the date of closing and execution of the Purchase Agreement, SELLER becomes aware of any matter that would change the accuracy of any representation, whereupon BUYER shall have the right to terminate this Agreement:
- (a) There is no pending bankruptcy, mortgage foreclosure, or other proceeding which might in any material way impact adversely on SELLER's ability to perform under this Agreement;
 - (b) There are no leases, rental arrangements, option to purchase agreements or purchase and sale agreements (other than this Agreement) involving the Property which will be binding upon the Purchaser after the Date of Closing or would have an adverse effect on the Property or SELLER's ability to consummate the transactions contemplated hereby;
 - (c) There are no lawsuits currently pending or threatened which will in any way affect title to the Premises.
 - (d) SELLER has no knowledge of any conditions of the Premises which constitute a violation of the provisions of any municipal, county, state or federal codes, ordinances, statutes or regulations relating to zoning, building, environmental or health matters, which representation shall be deemed to have been repeated at the time and by virtue of delivery of the deed, but which representation shall not constitute a warranty against the existence of such

conditions about which SELLER has no knowledge, nor representation or warranty against the discovery or occurrence of such conditions after the delivery of the deed;

(c) SELLER has no knowledge of any municipal betterments affecting the Premises approved, pending, proposed or contemplated by the Municipality which is likely to result in an assessment against the Premises;

(f) That at the time of the Closing, there will be no contracts, oral or in writing, involving the Premises which will be binding upon BUYER or affect the Premises in any manner.

36. Delivery of Documents: SELLER shall execute and deliver simultaneously with the delivery of the deed, and when required shall on oath swear to the truth of the matters therein set forth, such documents as may reasonably and customarily be required by BUYER's attorney, including, without limiting the generality of the foregoing, certifications or affidavits with respect to: (i) persons or parties in possession of the Premises; (ii) facts or conditions which may give rise to mechanic's or materialmen's liens; (iii) absence of urea formaldehyde on the Premises; (iv) tax reporting information; and (v) a closing disclosure.
37. IRC Section 1445(b)(2): SELLER hereby warrants and represents that (i) SELLER is not a "foreign person" as defined by the Internal Revenue Code ("IRC"), Section 1445, and (ii) SELLER shall execute and deliver to BUYER at closing an affidavit or certificate in compliance with IRC Section 1445(b)(2) and the applicable regulations thereunder. SELLER acknowledges that if SELLER fails to deliver a completed non-foreign certificate, then BUYER shall be authorized to withhold from the closing proceeds an amount equal to fifteen percent (15%) of the gross amount to the Internal Revenue Service, as required by the Act. SELLER does hereby forever release and discharge BUYER from all liability resulting from, or arising out of, BUYER's good faith compliance with the requirements of the Act.
38. The SELLER and the BUYER warrant to each other that each has dealt with no real estate broker, salesperson, finder, or other person entitled to a commission or fee in connection with this transaction and each agrees to hold the other harmless from and indemnify the other against all damages, claims, losses and liabilities, including legal fees, incurred by the other as a result of the failure of this warranty. This paragraph shall survive delivery of the deed.
39. Limited Power of Attorney: BUYER and SELLER hereby authorize their respective attorneys (as the case may be) to execute on their behalf any extensions to the time for under this Agreement and any change of location and/or time for delivery of the deed. The BUYER and SELLER shall be able to rely upon the signature of said attorneys as binding unless they have actual knowledge before the execution or other consent to such extensions, that either party has disclaimed the authority granted herein to bind them. For purposes of this Agreement, facsimile signatures shall be construed as original.
40. SELLER hereby agrees to provide payoff statements for all of SELLER's Mortgagee(s) or other security holder(s) and in connection therewith will instruct any equity mortgage lender to freeze the equity account, or will assist BUYER's attorney in obtaining payoff information from SELLER's Mortgagee(s) or other security holder(s) and in connection therewith will authorize any equity mortgage lender to freeze the equity account. In the event closing does not take place, BUYER or BUYER's attorney will authorize lender to free-up the account.
41. In the event there are any lot-specific Orders of Conditions, Planning Board Covenants, or other restrictions of record applicable and enforceable as to the Premises, SELLER shall obtain and record at or prior to the time for performance hereof such Certificates of Compliance or other releases as are necessary to release such matters of record and the Premises shall not be in violation of such Orders, Covenants and/or other restrictions.
42. All offers and agreements made prior to this Agreement are hereby superseded, rendered null and void and shall have no further force and effect. It being the intent of the Parties that all obligations of the Parties are contained only in this Agreement.
43. In the event this Agreement contains any provision that the BUYER shall accept the title of the SELLER subject to easements and restrictions of record, if any, then such acceptance of title subject to easements and restrictions shall be limited to those of record, if any, insofar as they may be in force and effect, which do not prohibit or materially interfere

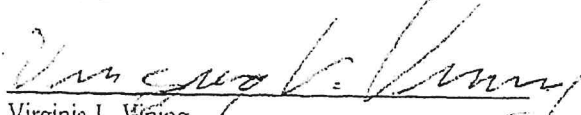
with the Premises ~~or the use thereof by the BUYER as a residential single family dwelling~~ and which (i) give no rights to anyone to enter upon, cross or use any portion of the Premises, except for utility easements, (ii) have been duly satisfied of record at or prior to the closing in the event consent(s) or approval(s) are needed, and (iii) have been duly complied with of record (without limitation, a certificate of compliance) at or prior to the closing in the event of any lot-locus order of condition or any other state, county, or municipal (or any subdivisions thereof) requirements of record in connection with the Premises.

44. In the event that any deadline or date for performance or providing notice contained herein (including, without limitation, any contingencies or extensions of the time for performance under this Agreement), falls on a Saturday, Sunday or legal holiday, as the case may be, such deadline or other date shall be automatically extended to the immediately following business day.
45. SELLER agrees to submit a Request for a Waiver of the Right of First Refusal vested in the Town of Bourne by operation of M.G.L. c. 61A § 14 for the property that is the subject of this Agreement within fourteen (14) calendar days next after the full execution of this Agreement by all the parties hereto.
46. SELLER and Buyer agree that the time for performance and delivery of the deed hereunder shall be at a date that is no less than fourteen (14) calendar days nor more than twenty-eight (28) days next after Seller's receipt from the Town of Bourne that said Town of Board is waiving its right of first refusal and/or failing to assign its rights to purchase to a non-profit entity or land preservation trust. Said date of performance shall be set forth in a written notice from Seller to Buyer deliver to Buyer's counsel at the address set forth herein above.
47. BUYER's obligations herein are contingent upon SELLER releasing the Agricultural Land Tax Lien recorded at the Barnstable Registry of Deeds in Book 8439, Page 51 and paying any and all associated so-called "roll-back" taxes incurred as a result of such release, at SELLER's sole cost and expense. Buyer agrees that the payment of the said "roll-back" taxes shall be made by way of a deduction to the proceeds payable to the Seller at the time for closing and that the recordation of said release of the said Agricultural Land Tax Lien shall be a post-closing matter not effecting the time and delivery of the deed contemplated herein

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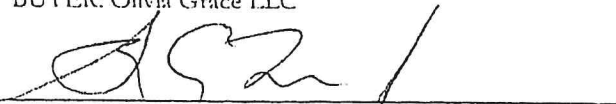
NOTICE: This is a legal document that created binding obligations. If not understood, consult an attorney.

SELLER:

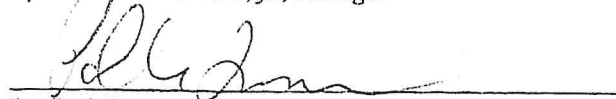


Virginia L. Vining

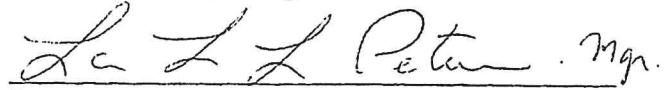
BUYER: Olivia Grace LLC



By: Samuel A. Lorusso, Jr., Manager



By: Paul C. Lorusso, Manager



By: Laura L. L. Peterson, Manager

ESCROW AGENT: Ament Klauer LLP

Board of Selectmen
Minutes of Tuesday, January 3, 2023
Bourne Veterans' Community Center – Rm 2
Buzzards Bay, MA
Or Virtually

TA Marlene McCollem
ATA Liz Hartsgrove

Board of Selectmen

Peter Meier, Chair
Jared MacDonald, Vice Chair
Melissa Ferretti, Clerk
Judith Froman
Mary Jane Mastrangelo

Others: Erica Flemming, Finance Director (virtual), Mike Ellis, Town Accountant (virtual), Attorney Bryan Bertram, John York (virtual), Adam Barnosky (virtual), Ken Murphy (virtual), Krissanne Caron (virtual), Todd Finn (virtual), Debora Oliviere (virtual), Danette Atsalis (virtual), Steve Cayer (virtual), Tom Williams (virtual), Katie Matthews (virtual), Irja Finn (virtual), Howard (virtual), Susan (virtual), Attorney Stephen Miller, Gary Crossen, Renée Gratis, Kyle Vieira, Don Pickard, Ian Harcourt, Lorna Fretschl, Scott Conlon, Scott Froman, Jeanine Casano, Attorney W. Todd Finn, Irene Carbone, Russell Salamone, Nylish Patel, Marc Civilinski, Dina Rymsha, Alejandro Feliciano, Fred Carbone, Charles Noyes, Jennifer Copeland, and Chris Southwood.

The Zoom Chat will not be monitored. Participants who wish to speak must raise the hand icon until the Chair asks them to unmute. Note this meeting is being recorded for live broadcast and televised replay by Bourne TV. If anyone is audio or visual recording, please acknowledge it at this time.

Zoom Meeting ID: 869 5775 5505 Password : 529740

All items within the meeting agenda are subject to deliberation and vote(s) by the Board of Selectmen.

7:00 PM Call Public Session to Order in Open Session

Chair Meier took a point of personal privilege to say that at the time of the last meeting, Bourne lost a long time Town Employee, Stanley Eldridge. He said that Mr. Eldridge did a lot for the Town in his 30 plus years working in DPW, the Landfill and the Fire Department, and he wanted to pay tribute to him.

- 1. Moment of Silence to recognize our Troops and our public safety personnel.**
- 2. Salute to the Flag.**
- 3. Vision:** Bourne is a proud community that embraces change while respecting the rich heritage of the town and its villages. It is a municipality based on strong fiscal government with a durable economy that recognizes the rights of all citizens, respects the environment, especially the coastal areas of the community and the amenities that it affords. Bourne embraces excellent education, and offers to citizens a healthy, active lifestyle.

4. **Mission:** Bourne will maximize opportunities for social and economic development while retaining an attractive, sustainable, and secure coastline and environment for the enjoyment of residents and visitors. Through responsible and professional leadership and in partnership with others, Bourne will strive to improve the quality of life for all residents living and working in the larger community.
5. **Public Comment on Non-Agenda Items** – Public Comments are allowed for up to a total of 12 minutes at the beginning of each meeting. Each speaker is limited to 3 minutes for comment. Based on past practice, members of the Board are not allowed to comment or respond.

John York said that he thinks the Town needs to be very proactive about the bridges. He said that the Town has 3 years to get it right. He said that the Department of Transportation (DOT) has promised some community involvement in which they have not set up the structure for yet. He said that there is another meeting coming up on January 24th and 26th and he hopes that when DOT approaches the Board of Selectmen will inform the DOT that they wish to meet with the full Board and have more input at that meeting. He also thinks the Selectmen should be scheduling a workshop for public involvement within the Town.

6. Appointments and Licenses

- a. **Continued Public Hearing:** Application for a new “All Alcoholic Beverages Package Store License” by MB Spirits, LLC d/b/a MB Spirits – proposed to be located at 2 Factory Outlet Way, Suite 2B.
- 6.a. **Continued Public Hearing:** Application for a new “All Alcoholic Beverages Package Store License” by MB Spirits, LLC d/b/a MB Spirits – proposed to be located at 2 Factory Outlet Way, Suite 2B.

Chair Meier said that the Board of Selectman (Select Board) were here as the Town's licensing authority for alcoholic beverages under Mass General Law, Chapter 138. He said that on December 6, 2022, the Board of Selectmen opened a public hearing on the application of MB Spirits, LLC, for a new annual all alcoholic retail “package store” license under Mass General Law, Chapter 138, Section 15. The Board did not conclude the deliberations at that hearing, and with agreement of the applicant, the hearing was continued until this meeting. He said that the hearing remains open for further input from the public.

Chair Meier said that before the Board resumes its deliberations, he wishes to note that the Board has received additional materials since they recessed the public hearing on December 6th. Those materials have been included in the Board of Selectmen's packets for this meeting and are available on the Town's website. He said that these materials shall be part of record for this evening's meeting, as well as an email that was submitted to the Board of Selectmen from Marc Civilinski at approximately 3:00 today.

Chair Meier said that town staff engaged in research concerning the town's history regarding issuance of all alcoholic package store licenses under section 15 and associated special acts and prepared a memorandum concerning that research, which is on the town's website. Chair Meier talked about the letters that have been received regarding this application and about the communication from some community members.

Chair Meier said that he will give the applicant a chance to address the Select Board with respect to the history that the Town Staff has researched. Attorney Stephen Miller of McDermott, Quilty & Miller, said that he cannot speak on the memorandum because he has not seen it. He did say that he spoke with state commission about it, and they expressed to him that the town at some point in the 1980's converted their seasonal licenses to year-round licenses, which gave the town a total of 9 licenses.

Chair Meier checked with Attorney Bertram and the Board to see if they had comments before opening the hearing up for public comments, and they did not. He said that the public may speak to only matters that were not raised at the prior public hearing and that the speakers will be limited to 2 minutes.

Kyle Vieira, counsel for Seaside Liquors in Pocasset, said that they are opposed to this license and that there is no public need in the Town of Bourne for the license. He said that if this license is granted there will be double the number of licenses that is prescribed by the Commonwealth as to what a population of Bourne's size should have for licenses.

Don Pickard, of Bourne Village, said that the Board of Selectmen's role, based on the Charter is purely broad policy with a few exceptions and he thinks liquor licensing is a big one. He asked if they have determined if there is a license, and Chair Meier said yes. He said that within a 5-mile radius of the proposed location for this license, there are liquor licenses in Plymouth, Bourne and Sandwich, and he thinks there is not the need. He also said that fairness needs to be looked at.

Ian Harcourt, Store Director, Market Basket in Bourne, said that he has worked in the Sagamore store since 2019. He said that there are two questions that come up all the time – one of them is if the store sells beer, wine, and liquor. He said in his opinion, there is a need for a liquor license for this area. He said that he knows people that travel outside of Bourne to go to Wines and More in Wareham, due to the selection, and that selection is what this proposed store could provide.

Renée Gratis of Pocasset said that she did sign the petition for the store, but she also attended the December 6th meeting, and she feels that this issue is all about fairness. She personally feels that a process needs to be put in place by the Board of Selectmen that when a liquor license is available that it gets advertised with a time limit of when to get applications in. She said that this should level the playing field.

Lorna Fretschl of Monument Beach said that she was one of the people obtaining signatures for the petition. As a result of the number of signatures she was able to obtain, she really feels that there is a need for the liquor store at this location. She said she has been with this Market Basket for 10 years, and she hears the question about buying alcohol all the time.

Scott Conlon of Presidents Road said he does not feel that there is a need for this area because it is already well served. A few more residents expressed their concern for the lack of need to have a liquor store in this location.

Jeanine Casano of Bournedale said that she works at Market Basket, and she feels that it would be nice to create some more jobs, and it would be good to have something go into the vacant space. She said that she feels that a lot of the summer people that stop at Market Basket for groceries, buy their liquor further down the Cape.

Attorney W. Todd Finn of Middleton, MA said that he has no financial interest in Market Basket or MB Spirits. He said that in his area a beautiful MB Spirits store has opened, and he feels that Bourne should consider approving the application for MB Spirits in Bourne. He said that the applicant is an American owned, Massachusetts based, third generation business. He said that he loves Bourne, and he does not think that the small store owners will be affected by MB Spirits going in at this location.

A few more residents and business owners expressed their concern for the lack of need to have a liquor store in this location, and about the shift of liquor licenses. They also expressed concern for other businesses that are over the bridge further down the Cape, and that business will be taken away from them.

Attorney Miller said that they are not talking about doubling licenses, that the Town already has 9 licenses and this will be 10, and he said that there are also beer and wine licenses available. He said that this license was part of public record that is available through the State Liquor Commission. He said that this applicant provides a service of significant selection and price. He talked about the 1632 people that are Bourne residents that signed the petition. He compared MB Spirits in other locations, and the fact that small businesses have not gone out of business due to MB Spirits opening near their locations.

Mary Jane Mastrangelo asked how many people go to Market Basket a day, and Mr. Harcourt said that there are roughly about 3000 people on the busiest days. She also asked about the script that the Market Basket employees were given to get people to sign the petition. Ms. Mastrangelo also talked about some of the history of the licenses that were authorized by Town Meeting and about the legislation reads. She said that what is troubling her is why the ABC is saying that the Town has 5 licenses when clearly the Town voted no. She said it is important to understand the number of allowed licenses and she said that the understanding that she gets is that the Town has felt that 9 licenses is enough given the history of the Town's available licenses.

Judith Froman thanked Market Basket for responding to the question about the area near the where the bridge is conceivably going to be and thanked the staff and Town Counsel for doing all their research. Ms. Froman said that after looking at the whole picture and the area of Sagamore, she feels that the current 9 licenses that are in use seem to be enough. She talked about the growth in the Town of Bourne and Sagamore has had little growth. She said that she does not right now see a need to add a tenth license and does not feel there is a need for another license in Sagamore.

Jared MacDonald said that as an elected official it has been his standing that it is important to do what is best for the Town of Bourne. He does not believe there is a need for another liquor store in the area that is being proposed. He also said he wants Bourne to be a good neighbor to the rest of the Cape and having a large bulk store would not help the smaller liquor stores down Cape.

Melissa Ferretti said that she found some holes in the documents given and she said that it comes down to the fact that there are already 9 licenses being used, and that is a lot. She said she does not feel there is a need at this time, but maybe sometime in the future that this available license should get revisited for fairness.

Chair Meier asked Town Counsel how the motion should be worded. Ms. Mastrangelo said that based on 2 existing liquor stores in very close proximity to the proposed location, that there is not a public need for a liquor store at that location that would make her want to issue an additional license. Ms. Froman said that a policy should be created to have fairness and to let the public know what is going on and what the steps are.

Voted: Mary Jane Mastrangelo moved, and Jared MacDonald seconded to close the public hearing.

Vote: Judith Froman – yes, Jared MacDonald – yes, Chair Meier – yes, Melissa Ferretti – yes, and Mary Jane Mastrangelo – yes. 5-0-0.

Voted: Jared MacDonald moved, and Judith Froman seconded to have a 5-minute recess.

Vote: Mary Jane Mastrangelo – yes, Melissa Ferretti – yes, Chair Meier – yes, Judith Froman – yes, Jared MacDonald – yes. 5-0-0.

Voted: Judith Froman moved, and Jared MacDonald seconded to reconvene.

Vote: Judith Froman – yes, Jared MacDonald – yes, Chair Meier – yes, Melissa Ferretti – yes, and Mary Jane Mastrangelo – yes. 5-0-0.

Voted: Mary Jane Mastrangelo moved, and Judith Froman seconded to deny the application of MB Spirits LLC for a new annual “All Alcoholic Retail Package Store License” under Mass General Law, Chapter 138, Section 15 for the reasons stated by the Selectmen during this hearing and further to authorize and direct the Town staff and Town Counsel to prepare correspondence memorializing the same for transmission to the applicant and to the Alcohol Beverage Control Commission.

Vote: Mary Jane Mastrangelo – yes, Melissa Ferretti – yes, Jared MacDonald – abstain, Judith Froman – yes, and Chair Meier – yes. 4-0-1.

7. Selectmen's Business

- a. Discussion and possible vote to accept the donation of \$300. from Joe and Judy Donatelle to the Council on Aging.
- b. Discussion and possible vote to accept a donation of \$200. from Emily and Reale Lemieux and a \$100. donation from Michael McDonnell to the Fire Department.
- c. FY24 Operating Budget – initial presentation by:
 - i. Planning

- ii. **Building**
- iii. **Recreation Dept.**
- iv. **Council on Aging**
- v. **Library**
- vi. **Emergency Management**
- vii. **Department of Natural Resources**

d. Discussion and possible vote to ratify the Bourne Patrolmen's Memorandum of Agreement FY 23-25.

7.a. Discussion and possible vote to accept the donation of \$300. from Joe and Judy Donatelle to the Council on Aging.

Voted: Judith Froman moved, and Jared MacDonald seconded to accept the gift in the amount of \$300. from Joe and Judy Donatelle on behalf of the Council on Aging.

Vote: 5-0-0.

7.b. Discussion and possible vote to accept a donation of \$200. from Emily and Reale Lemieux and a \$100. donation from Michael McDonnell to the Fire Department.

Voted: Melissa Ferretti moved, and Mary Jane Mastrangelo seconded to accept the gift in the amount of \$200. from Emily and Reale Lemieux and a gift of \$100. from Michael McDonnell on behalf of the Fire Department.

Vote: 5-0-0.

7.c. FY24 Operating Budget – initial presentation by:

Chair Meier said that they will take presentations out of order based on who is at the meeting.

vi. Emergency Management

Charles Noyes, Director of Emergency Management, read aloud the mission and vision of the Emergency Management Department. He then said that the proposed budget for FY24 shows an increase of 10.21%. due to some budget adjustments and reassignments, and the largest increase is due to a state grant not being in place anymore. Mr. Noyes said that he has received another grant to purchase a storage container.

i. Planning

Town Planner, Jennifer Copeland, said that there are no changes for the FY24 budget except for Personnel Services which is for the union contracts increases. Chair Meier said that at some point the Planning Board must look at the recommendation of codifying the Zoning Bylaw. Town Administrator Marlene McCollem said that that would be done as a Capital Request because they are not recurring and will take more than one year to complete

vii. Department of Natural Resources

Ms. McCollem said that they did not move the Marine Fuel out of this budget because it doesn't go to the DPW tanks, and it is separate. Director of Natural Resources, Chris Southwood, talked about some FY21 statistics. He said that they are looking at a 2.33% increase this year which is all pertaining to mainly year-round salary staff, seasonal staff and the cost of the fuel increases, and repair maintenance. He said that in his 5-year capital program he is looking at design and repair for the docks at Monument Beach.

ii. Building

Ms. McCollem said that she and the Inspector of Buildings, Ken Murphy recently discussed a position that has not been developed yet so there is not additional staffing recommended at this point, but this may be revisited at a future Town Meeting. There was some discussion about planning for more staff for inspections with new construction happening in the Town. Mr. Murphy said that the only change in the Building Department budget is a change that was made in the Assistant's salary.

iii. Recreation Department

Krissanne Caron, Recreation Director, said that the Wages, Hourly Employees line is her biggest change to increase the wages for summer staff. Chair Meier asked if there will be lifeguards and swim lessons this year and Ms. McCollem said that they are advertising. Ms. Caron said that she feels more positive this year because there are more lifeguard classes being offered, and the hourly rate has been increased by \$3. an hour for lifeguards. Ms. Caron said that swim lessons are different since they must have a certified water safety instructor and they are advertising for the position also.

Chair Meier asked if there could possibly be a course offered in lifeguarding at the high schools to create a feeder program. Ms. Caron said that she will investigate it, although pool time could be an issue. Ms. Mastrangelo asked Ms. Caron about her plan to change the hours and staffing to keep it in the same budget with the increase. Ms. Caron explained that their revolving account is healthy now, so they felt comfortable to pull 2 positions out to place them in the revolving account.

iv. Council on Aging

Ms. McCollem said that they are working on a grant funded food position that is not seen in the budget. Board of Council on Aging Director, Debora Oliviere, said that the bulk of their budget is salary. The only changes that were made was that the fuel was taken out to be streamlined with the Town's budget. There were a few minor increases such as supplies and postage.

v. Library

Ms. McCollem said that this is one area that a new initiative is being brought forward, which is a "Library of Things". Irja Finn, Library Director, said that the items in the "Library of Things" can be things like cake pans, sewing machines, fishing poles, telescopes, and other items that people can borrow for a weekend. They are starting the funding with \$4,100. and the items will be stored at the library. Ms. Finn also said that a new Assistant Library Director will be starting next week.

Ms. McCollem said that patrons do not get unlimited check outs for eBooks. She said that if the library buys a paper copy of a book, they can check it out until it falls apart. With an eBook the library has 26 loans, and they have to re-purchase that eBook once those 26 loans are done.

Ms. McCollem said that she, Ms. Finn, and the library trustees have discussed at length about what to do with the library building. She said there is good support in moving forward with doing a feasibility study to see what the options are and more about this will be discussed at future budget meetings. There was some discussion about capital plans for building in Bourne.

vi. Emergency Management – Previously discussed.**vii. Department of Natural Resources – Previously discussed.****7.d. Discussion and possible vote to ratify the Bourne Patrolmen's Memorandum of Agreement FY 23-25.**

Ms. McCollem said that this was discussed earlier in executive session and a mutual agreement was reached.

Voted: Mary Jane Mastrangelo moved, and Judith Froman seconded to ratify the FY 23-25 Memorandum of Agreement between the Town of Bourne, and the Patrolmen's Union as discussed earlier this evening in executive session.

Vote: Mary Jane Mastrangelo – yes, Melissa Ferretti – yes, Chair Meier – yes, Jared MacDonald – abstain, and Judith Froman – yes. 4-0-1.

8. Town Administrator Report

Ms. McCollem said that the Charter is on the Governor's desk for signature, and she will let everyone know when it has been signed.

9. Minutes: 12/6/22

Voted: Judith Froman moved, and Melissa Ferretti seconded to approve the minutes of 12/6/22 as submitted.

Vote: 4-0-1. Jared MacDonald abstained.

10. Correspondence

Melissa Ferretti read aloud the correspondence:

- 4 DEP letters.
- COC memo regarding ESCO, dated 12/28/22.
- Miyares, Harrington letter of holiday donation made to a Food Pantry.
- TJ's Bar & Grill failure to renew ABCC License letter from E. Hartsgrove.

These are all on the Town's website.

11. Committee Reports

None

12. Other Business

- 13. Upcoming meetings: January 5 - joint with the Board of Health re: Title 5 revisions**
January 9 – public hearing for package store application
January 10 – joint meeting with the Finance Committee – budget presentation
January 24 - BOSC

Ms. Mastrangelo said that there may be a conflict on January 24th, and Ms. McCollem said she would find out more about the possible MassDOT meetings.

14. Adjourn

Voted: Jared MacDonald moved, and Judith Froman seconded to adjourn.

Vote: 5-0-0.

This meeting of the Bourne Board of Selectmen was adjourned at 9:39 PM.

Respectfully Submitted,

Kim Johnson, Recording Secretary

Board of Selectmen
Minutes of Tuesday, January 10, 2023
Bourne Veterans' Community Center – Rm 2
Buzzards Bay, MA
Or Virtually

TA Marlene McCollem
ATA Liz Hartsgrrove

Board of Selectmen

Peter Meier, Chair
Jared MacDonald, Vice Chair
Melissa Ferretti, Clerk
Judith Froman
Mary Jane Mastrangelo

Others: Renée Gratis, Finance Committee Chair, Amanda Bongiovanni, Finance Committee Vice Chair, Jim Sullivan, Dr. William Towne, Tom Joyce, Rich Lavoie, Kate Jones (virtual), Wayne Sampson (virtual), Erica Flemming, Finance Director (virtual), Mike Ellis, Town Accountant (virtual), Amy Kullar, Don Pickard, John York (virtual), Neil Langille (virtual), Rui Periera (virtual), Shawn Patterson, DPW Director (virtual), David Cody, Fire Chief, Brandon Esip, Police Chief, and Barry Johnson, Town Clerk.

The Zoom Chat will not be monitored. Participants who wish to speak must raise the hand icon until the Chair asks them to unmute. Note this meeting is being recorded for live broadcast and televised replay by Bourne TV. If anyone is audio or visual recording, please acknowledge it at this time.

Zoom Meeting ID: 869 5775 5505 Password : 529740

All items within the meeting agenda are subject to deliberation and vote(s) by the Board of Selectmen.

7:00 PM Call Public Session to Order in Open Session

- 1. Moment of Silence to recognize our Troops and our public safety personnel.**
- 2. Salute to the Flag.**
- 3. Vision:** Bourne is a proud community that embraces change while respecting the rich heritage of the town and its villages. It is a municipality based on strong fiscal government with a durable economy that recognizes the rights of all citizens, respects the environment, especially the coastal areas of the community and the amenities that it affords. Bourne embraces excellent education, and offers to citizens a healthy, active lifestyle.
- 4. Mission:** Bourne will maximize opportunities for social and economic development while retaining an attractive, sustainable, and secure coastline and environment for the enjoyment of residents and visitors. Through responsible and professional leadership and in partnership with others, Bourne will strive to improve the quality of life for all residents living and working in the larger community.

5. **Public Comment on Non-Agenda Items** – Public Comments are allowed for up to a total of 12 minutes at the beginning of each meeting. Each speaker is limited to 3 minutes for comment. Based on past practice, members of the Board are not allowed to comment or respond.

6. **Joint Meeting with the Finance Committee**

7:02 PM **Renée Gratis, Finance Committee Chair, called the meeting of the Finance Committee to order.** Chair Gratis said that Steve Solbo is excused.

- a. **FY24 Operating & Capital Budget Presentation by Town Administrator.**
- b. **Discussion regarding Town Meeting process and roles.**

- 6.a. **FY24 Operating & Capital Budget Presentation by Town Administrator.**

Ms. McCollem started by saying that she wanted to send a sincere and heartfelt thank you to Erica Flemming and Michael Ellis, as they did all the work on the budget. She also thanked all the Department Heads. She said she is looking forward to things stabilizing to make the time to sit down with everyone on a regular basis. She also said that she is just at the start of the budget process, and it is up to the Board of Selectmen and the Finance Committee to change it so that it works for the Town of Bourne.

Ms. McCollem said that there are two lines she has zeroed out and she does not recommend that the Town spend taxpayer money on them. The first one is in the Board of Selectmen's budget and it is the Employee Appreciation line. She said that another line that is like this one is in the Clerk's Office budget, labeled Supplies, and food is bought out of it, and she said that if this is important, then the money will remain, but it will be called what it is. She said the second line is on the Capital side with CPA and Capital. She said that if a Capital request does not move forward on the CIP, then it is not something that the Board of Selectmen and Finance Committee want staff time directed towards. She said that this is a change for how Capital will be looked at and a conversation is needed.

Ms. McCollem said that on the Town side of the budget there are 234 FTE's (Full Time Equivalents). She said that this is not a lot of people and she said that she wants to take some more time to figure things out since there is a lot of new staff, before making any recommendations on hiring more staff.

Ms. McCollem said that a structurally balanced budget means that the Town can continue to pay ongoing costs with ongoing revenue. She said that they are not subsidizing operating costs, not using Free Cash, and using grant funds. She said they are limiting borrowing and will use Free Cash for things with shorter life spans.

Ms. McCollem showed a slide presentation on the budget for FY24. She said that there is a 3.4% increase in the FY24 budget. The general operating budget is all Departments aside from the Enterprise Funds, Sewer and ISWM (Integrated Solid Waste Management). She briefly talked

about the state budget and said that the collective bargaining agreements have been finalized and the school's budget is due on April 1st.

Ms. McCollem said that she left the slide in titled constraints, although she does not consider these as constraints, they are just the costs of operating day to day. She talked about these costs and said that they are planning for them accordingly. She talked briefly about revenue sources and how they break out. She said that Municipal Expenses includes two new initiatives, and one is for IT to migrate all staff to Microsoft 365, and it will be a recurring cost. The other initiative is for the "Library of Things" in the library budget.

Ms. McCollem said that Public Works Services has a very large increase due to the moving of all the fuel lines into the 400's. She also talked about shared costs, new growth, and debt service. She said that the short term pay down is showing an increase of \$323,116. which is due to half of the CWMP article that is being paid down in FY24. Ms. McCollem said that in FY 24 she is recommending just over \$4,400,000. in Capital, and this does not include any borrowing. She said that this includes \$1,015,000.+ from ISWM retained earnings, \$225,000. from Waterways, and some potential funding from the Community Preservation Act, and the rest will be funded out of Free Cash. ARPA funds were also used to offset some Capital projects.

Ms. McCollem said that ISWM is in great shape, and is more than supported by the revenue coming in. There will be a bit of a debt pinch for FY24 in the Sewer budget. She talked about the excitement of being part of the Town of Bourne. Mary Jane Mastrangelo said that she thinks Ms. McCollem did a great job presenting the budget and Jared MacDonald said that he really likes the initiatives that she has brought forward. Judith Froman said that is refreshing that there is ongoing dialogue, and she likes that people can engage in the budget process and keep the conversation going. Melissa Ferretti thanked Ms. McCollem for putting the budget together. Chair Meier said that starting with the budget earlier makes things more transparent and he appreciates the work that Ms. McCollem and the staff has done.

Dr. William Towne thanked Ms. McCollem for no Free Cash in the Operating Budget, and she said that she cannot take credit for it, although she will maintain it. Finance Committee Chair Gratis thanked Ms. McCollem and she said she looks forward to reviewing the budget with her in the next few weeks. There was some discussion about the possibility of more students going to Upper Cape Tech. and about the school's budget.

6.b. Discussion regarding Town Meeting process and roles.

Chair Meier said that the Town Meeting process and roles discussion had been requested by Chair Gratis and the rest of the Finance Committee a while ago and it is now on the agenda. Chair Gratis said that since becoming Chair, and after a very chaotic Town Meeting as her first time being Chair of the Finance Committee, she realized that she was not pleased with how the process worked. She said she was made to feel like a ringleader, and she is the Chair of a volunteer committee. She said that a lot of the stuff that the Finance Committee is performing isn't in her opinion the task of the Finance Committee.

Chair Gratis said that she wants this to be a discussion and she doesn't want this to be that the Chair of the Finance Committee decides that they are not doing it anymore. She wants

everyone's perspective. The first subject is presenting articles at Town Meeting. Chair Gratis said that in her opinion, that the person that knows the most about an article, should be presenting the article at Town Meeting, due to the questions that people at Town Meeting will have.

Ms. Mastrangelo said she can talk about this from a logistical perspective as being the former Finance Committee Chair. She said that she feels that it is appropriate for the Finance Committee to defer to others in terms of questions. She said it is extremely important when the Finance Committee does not have a positive motion because it is clear that it is an article that should be paid attention to. She talked about Town Meetings in the past. She said that one of her concerns about moving away from the current streamlined process is that there will be more confusion at Town Meeting and Town Meeting will not run as smoothly. She has thought about the Board of Selectmen presenting their own motions, but then what is the role of the Finance Committee? She said the purpose of the Finance Committee is to advise Town Meeting.

Chair Gratis said the Finance Committee will still get up to state their opinion, and that part will not change. She said that she is talking about presenting articles. She said that she does not feel that it would be too confusing for the Board of Selectmen to present their motion and then have it referred to the Finance Committee for their opinion. Rich Lavoie said that the Department Heads and Committee Chairs need to be ready to speak when there is no positive motion. Ms. Mastrangelo said that the Finance Committee has been respected and valued in the Town and they provide the open Town Meeting. She said that they should think of more ways to streamline the Town Meeting process and then figure out who needs to get up to answer questions.

Ms. McCollem said she would be happy to do all of the writing and to take over the voter handbook, except for the Finance Committee's report. Jared MacDonald said that he does like that Ms. McCollem can do that and he does like having someone at the podium that understands what is going on and he likes that when it says in the handbook that the person presenting the article is actually the presenter and the person that has all the facts and can speak professionally about the article.

Judith Froman said that she likes the fact that they have professional staff ready to speak, and she thinks if Ms. McCollem writes the handbook, the continuity of it would be helpful for the Town. She feels that Finance Committee is extremely important for checks and balances and she has always thought it was funny that someone from the Finance Committee presented the articles. Ms. McCollem prefers that the Finance Committee presents the motion and that a staff or committee member regarding the motion, is available at the microphone to answer questions.

Amy Kullar, the Town Moderator, said that she thought that the pace of the last 3 Town Meetings that she has conducted has been good, although she is hearing tonight that it may have been too fast. She said that she writes everything down that she is going to say at Town Meeting, and she said that she thought that it was already a practice to have a staff member present to answer questions. Don Pickard said that he feels that the Town Meeting process should stay the way it is, and he read sections from the Town Charter and bylaws that speak about the Town Meeting process to back his opinion about the process.

There was more discussion about the Town Meeting process. Chair Gratis said that the Finance Committee will meet again to discuss this and decide if they want to move forward with how things are or if they want to make changes, and they will communicate if they do want to make changes.

Voted: Amanda Bongiovanni moved, and Dr. William Towne seconded to adjourn the Finance Committee meeting.

Roll Call Vote: Amanda Bongiovanni – yes, James Sullivan – yes, Tom Joyce – yes, Rich Lavoie – yes, Kate Jones – yes, Wayne Sampson – yes, Dr. William Towne – yes, and Chair Gratis – yes. 8-0-0. The Finance Committee meeting was adjourned at 8:38 PM.

7. Appointments and Licenses

- a. Discussion and possible vote to approve the renewal of Auto Dealers Class II renewals for 2023 – Diamond Auto Sales and Cape Cod Car Care.**

7.a. Discussion and possible vote to approve the renewal of Auto Dealers Class II renewals for 2023 – Diamond Auto Sales and Cape Cod Car Care.

Ms. McCollem said that everything is in order.

Voted: Judith Froman moved, and Jared MacDonald seconded to approve the renewal of Auto Dealer Class II renewals for 2023 – Diamond Auto Sales and Cape Cod Car Care.

Vote: 5-0-0.

8. Select Board Business

- a. \$40 donation to Police from Library Trustees.**
- b. \$250. Donation to Library.**
- c. \$500. Donation to the Fire Department from the Wings Neck Trust.**
- d. FY24 Operating Budget – initial presentations by:**
 - i. Public Works**
 - ii. Fire Department**
 - iii. Police Department**
 - iv. Town Clerk**
- e. Vote to confirm the Chair and MPO Representative to serve as the Select Board's liaisons with Mass DOT for the bridge replacement project.**
- f. Discussion and possible vote – declination of c.61A right of first refusals for 590 Head of the Bay Road.**

8.a. \$40. donation to Police from Library Trustees.

Ms. McCollem said this is from the silent auction of the Friends of the Library.

Voted: Mary Jane Mastrangelo moved, and Jared MacDonald seconded to accept a gift in the amount of \$40. from the Friends of the Jonathan Bourne Public Library on behalf of the Bourne Police Department.

Vote: 5-0-0.

8.b. \$250. Donation to Library.

Voted: Judith Froman moved, and Jared MacDonald seconded to accept a gift in the amount of \$250. from Joseph and Judith Donatelle on behalf of the Jonathan Bourne Public Library.

Vote: 5-0-0.

8.c. \$500. Donation to the Fire Department from the Wings Neck Trust.

Voted: Mary Jane Mastrangelo moved, and Jared MacDonald seconded to accept a gift in the amount of \$500. from the Wings Neck Trust on behalf of the Fire Department.

Vote: 5-0-0.

8.d. FY24 Operating Budget – initial presentations by:

i. Public Works

Ms. McCollem gave a background of the DPW budget. She said the structure of this year's budget looks different from the way it looked in the past. She said that it has to do with the indirect costs that offset DPW's trash and recycling collection. She said that the structure of the budget did not reflect how the DPW operates and how the trash program is run. She said that 12 employees had 75% of their salary paid for by ISWM. She said to have more flexibility with the employees, they decided to fund all of the employees 50% general fund and 50% ISWM, from a suggestion by Mike Ellis.

Shawn Patterson, DPW Director, agreed with Ms. McCollem about the restructuring of the budget. He said that the small increases in his budget are due to the rising costs of today.

Mr. MacDonald asked about the fuel budget, and Ms. McCollem said that it is now a non-departmental 400 budget and it is consolidated to \$275,000. There was some discussion about the snow and ice removal costs.

ii. Fire Department

Fire Chief David Cody said that in the Fire Department budget, the only increases in expenses are contractual personnel expenses. He said that the rest of the budget is level funded other than small increases for the costs of doing business. He said he would like

an increase in the salary for the call firefighters. Chief Cody said that he has applied for a grant for ballistic protection.

iii. Police Department

Police Chief Brand Esip started by thanking Ms. McCollem and all the staff and departments that he has worked with to finalize the Police Department budget. Chief Esip said that the Police Department budget is level serviced, with the increase in medical supplies costs and some services. He said that they are actively trying to fill vacant positions, and that will help with overtime costs. He hopes to become fully staffed sometime next fiscal year. There was some discussion on the 4-cruiser plan. There is a custodian salary that will be paid out of the Facilities budget as well as a few other items.

Ms. McCollem said that they will be moving forward with a body camera program and will be asking for funds, although not for FY24. She said that additional staff may be needed due to this also.

Chair Meier asked Ms. McCollem for a detailed explanation on why they cannot have a resource officer at Upper Cape Tech. Chief Esip clarified by saying that there are 2 officers that cover all the schools.

iv. Town Clerk

Barry Johnson, the Town Clerk, thanked Ms. McCollem for her budget message, and he said it was great and right to the point. Mr. Johnson talked about all the Town Clerk's office has done in the past year. He talked about the goals from FY21 and how much has been accomplished. He said that are looking into upgrading the public requests program. He said the Clerk's office now has 2 new full-time people and will be hiring a part time employee.

Mr. Johnson said that he has gone before the Capital Outlay Committee to request \$150,000. for FY24 to purchase new voting equipment. He said that overall, the budget for FY 24 is about \$30,000. lower.

There was some discussion about providing food for the poll workers. Ms. McCollem said that as professional staff, her position is that this is not how the Town should be spending taxpayer money, and she said that she cannot recommend it. Mr. Johnson said that his position is the opposite, and it is not based on tradition. He talked about each voting time for the past years and what food was provided for each voting event. He said that the election workers can work up to 14 to 18 hours on election days, and he talked about the process of election days. He said he thinks it is important, and he thinks that some adjustments can be made in the \$6,000. that he asks for food and drink for the election workers. He thinks that as a community that the efforts that the election workers put forth should be recognized.

Ms. Mastrangelo asked about the logistics of a voting day and lunch breaks. Mr. Johnson said for a few people they work a half shift but most work a full shift. He said that they are limited in the places where people can go to get lunch. He thinks that sustenance is something that can recognize the workers.

Ms. Froman asked why they can't bring their own lunches as they do in Plymouth where she works. Mr. MacDonald said that the election days are long and they are not getting paid much, so he wonders if something could be worked out about providing something for them. Chair Meier said that in order to get people to work these long shifts, and in the grand scheme of things with a large budget, it is the least that the Town can do. Ms. Mastrangelo thinks it should be variable with this budget for this year. Melissa Ferretti said that if people are going to be spending up to 14 hours at work then they should be fed.

Voted: Mary Jane Mastrangelo moved, and Chair Meier seconded to budget \$4,000. in whatever line that the Town Administrator would like to put it in, for food for election workers in FY24.

Vote: 5-0-0.

8.e. Vote to confirm the Chair and MPO Representative to serve as the Select Board's liaisons with Mass DOT for the bridge replacement project.

Voted: Jared MacDonald moved, and Melissa Ferretti seconded to confirm the Chair and MPO Representative to serve as the Select Board's liaisons with Mass DOT for the bridge replacement project.

Ms. Mastrangelo said she supports having the Chair and the MPO Representative to serve as the Select Board's liaisons with the MassDOT for public pre-hearing meetings. She said she is concerned about Bourne's lack of representation of the self-appointed bridges task force and that they have not established a way for the Board to deliberate and make recommendations on decisions being made. She said that recently there was a streetscape blog article that mapped a lot of local road changes, intersections and ramps. She said that MassDOT was referenced as the source, and she doesn't know if it was old or current. She is concerned that Select Board is not being kept in the loop. She said she would like a future agenda item to discuss as a Board how to have better transmission of information and better input during the bridge planning process.

Mr. MacDonald said that he agrees with Ms. Mastrangelo in that have to have more input and that they do not know the Town. Ms. Froman said that the map went through the MPO a few years ago and that plan was open to the public and there were conversations, deliberations and open meetings about it. There was some discussion about information about the bridges and the lack of information to be relayed to the Town. Chair Meier said that an agenda item will be added to discuss the bridges.

Vote: 5-0-0.

8.f. Discussion and possible vote – declination of c.61A right of first refusals for 590 Head of the Bay Road.

Voted: Judith Froman moved, and Jared MacDonald seconded to decline to exercise the Town of Bourne's right of first refusal to acquire land currently held in c.61A status shown on Assessors Map 14.0 parcel 56.1 containing 1.271 acres at 602 and 590 Head of the Bay Road in Bourne.

Vote: 5-0-0.

9. Town Administrator's Report

Ms. McCollem said that if anyone has any questions on the report to reach out to her.

10. Minutes: 12/20/22

Voted: Judith Froman moved, and Jared MacDonald seconded to approve the minutes of 12/20/22.

Vote: 5-0-0.

11. Correspondence

None.

12. Committee Reports

None

13. Other Business

None.

14. Upcoming meetings: January 24 & 26- attendance at Mass DOT public hearings for the bridges (virtual)

January 31 – BOSC followed by BOS – budget discussions.

February 7 – BOS

February 14 –BOS policy workshop

February 28 - BOSC

15. Adjourn

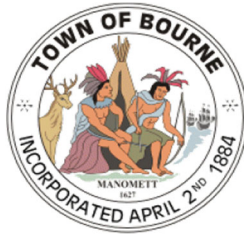
Voted: Jared MacDonald moved, and Judith Froman seconded to adjourn.

Vote: 5-0-0.

This meeting of the Bourne Select Board was adjourned at 10:15 PM.

Respectfully Submitted,

Kim Johnson, Recording Secretary



Selectmen's Correspondence

January 31, 2023

- A. DEP letter – Draft Uniform Federal Policy
- B. Letter regarding MB Spirits, LLC liquor license decision
- C. Planning Board Notice of Vacancy
- D. Talent Bank for Council on Aging - Welsh
- E. UCCRTS Committee Minutes – 12/8/22
- F. District Local Technical Assistance fund (DLTA) letter from Cape Cod Commission
- G. DEP letter re Investigation Old Grenade Courts Munitions Response Area
- H. Letter from B. Tainter re intersection
- I. TRC letter re 993 Sandwich Rd. Site Investigation – AmeriGas
- J. Bourne Mitigation Update



Commonwealth of Massachusetts
Executive Office of Energy & Environmental Affairs

Department of Environmental Protection

Southeast Regional Office • 20 Riverside Drive, Lakeville MA 02347 • 508-946-2700

Charles D. Baker
Governor

Karyn E. Polito
Lieutenant Governor

Bethany A. Card
Secretary

Martin Suuberg
Commissioner

December 6, 2022

Air Force Civil Engineer Center/JBCC
Attn: Rose Forbes
Remediation Program Manager
322 East Inner Road
Otis ANG Base, Massachusetts 02542

RE: **BOURNE – BWSC**
Release Tracking Number: 4-0000037
Joint Base Cape Cod (JBCC)
**Draft Uniform Federal Policy – Quality Assurance
Project Plan for System Performance and
Ecological Impact Monitoring/Long-Term
Monitoring/Operations and Maintenance
Performance- Based Remediation Contract
Addendum 1: Polycyclic Aromatic Hydrocarbon
Groundwater Investigation Joint Base Cape Cod,
Massachusetts, Comments**

Dear Ms. Forbes:

The Massachusetts Department of Environmental Protection (MassDEP) has received the document “**Draft Uniform Federal Policy–Quality Assurance Project Plan for System Performance and Ecological Impact Monitoring/Long-Term Monitoring/Operations and Maintenance Performance-Based Remediation Contract Addendum 1: Polycyclic Aromatic Hydrocarbon Groundwater Investigation Joint Base Cape Cod, Massachusetts**” dated November 2022 (the QAPP Addendum). The QAPP Addendum describes the management and technical approach for a proposed groundwater investigation of potential fuel-related contamination (i.e., contamination from polycyclic aromatic hydrocarbons [PAHs]) detected during the Military Munitions Response Program Remedial Investigation (RI) at the Skeet Range Munitions Response Area (MRA) at JBCC. MassDEP offers the following comments on the QAPP Addendum.

General Comments:

1. The QAPP Addendum indicates that an objective of the proposed groundwater investigation is to determine the nature and extent of PAHs in groundwater in the vicinity of the Skeet Range MRA RI sampling location 75-GW-1 and, if possible, identify the source of the PAH contamination. The QAPP Addendum indicates that during previous investigations of this area, PAHs were not identified in surface soil at concentrations greater than MassDEP background values or regulatory screening criteria (i.e., EPA residential soil Regional Screening Levels (RSLs) and MassDEP S-1 soil standards). However, fuel-related PAHs were identified in groundwater approximately 10 ft below the water table. Data collected during this groundwater investigation is proposed to be used to determine the

This information is available in alternate format. Contact Glynis Bugg at 617-348-4040.

TTY# MassRelay Service 1-800-439-2370

MassDEP Website: www.mass.gov/dep

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nature and extent of PAHs in groundwater and to help identify a source of the fuel-related groundwater impacts.

The QAPP Addendum states that 25,000-gallon underground storage tanks (USTs) and gasoline traps, which were formerly present upgradient of the Area of Interest (AOI) in the vicinity of the south side of Building 124 (east of the corner of Mashpee Road and Reilly Street) and former Building 123, are a potential source of the fuel-related PAHs detected in 75-GW-1. It is also noted in the QAPP Addendum that a fuel odor was observed in the groundwater sample collected from 48 feet below ground surface (bgs) at sampling location 75-GW-1.

Figure 5 Historical Groundwater Sampling Results and Proposed PAH Groundwater Sample Locations indicates that a drive point (75-GW-4) will be installed adjacent to sampling location 75-GW-1 as part of the proposed field investigation. MassDEP recommends that drive point 75-GW-4 be installed as the first sampling location and that groundwater samples from 75-GW-4 be analyzed using MassDEP extractable petroleum hydrocarbon (EPH)/volatile petroleum hydrocarbon (VPH) analytical methods. This is standard practice when evaluating petroleum releases at JBCC (i.e., Petroleum Fuel Storage Area (PFSA) and Fire Training Area-2 (FTA-2)). The QAPP Addendum Worksheets should be revised to include additional EPH and/or VPH sampling if these compounds are detected at the 75-GW-4 sampling location.

2. MassDEP recommends that groundwater samples obtained during the proposed groundwater investigation also be analyzed for per- and polyfluoroalkyl substances (PFAS). The AFCEC indicates in the QAPP Addendum that the PAH AOI overlaps with three sites: the Skeet Range MRA, the Storm Drain (SD)-4 site, and the Former Building 118 site. The Former Building 118 site and release area is located at the southeast end of the JBCC flight line and is immediately upgradient of 75-GW-1. The JBCC-Otis Fire Department historically conducted time and distance training using aqueous film forming foam (AFFF) near the building resulting in per- and polyfluoroalkyl substances (PFAS) contamination in soil and groundwater.

Concentrations exceeding the Massachusetts Maximum Contaminant Level (MMCL) of 20 nanograms per liter (ng/L) for drinking water for the sum of six per- and polyfluoroalkyl substances (PFAS6) have recently been detected in upgradient and downgradient groundwater samples obtained near 75-GW-1. Analysis of groundwater samples obtained during the PAH groundwater investigation for PFAS6 will help to further delineate the magnitude and extent of PFAS contamination in this area.

Page-specific Comments:

1. Pages 3-1 and 3-2, Worksheets #3 and 5, Project Organization and Quality Assurance Project Plan Distribution List:
Please change the e-mail address for Leonard Pinaud to leonard.pinaud@mass.gov.
2. Page 9-1, Worksheet #9, Project Planning Session Summary:
The text states, **"Underground storage tanks were formerly present upgradient of the AOI and are a potential source of the fuel-related PAHs detected in groundwater at 75-GW-1..."**. It is noted in the QAPP Addendum that a fuel odor was observed in the groundwater sample collected from 48 feet below ground surface (bgs) at sampling location 75-GW-1. Figure 5 Historical Groundwater Sampling Results and Proposed PAH Groundwater Sample Locations indicates that a drive point (75-GW-4) will be installed adjacent to sampling location 75-GW-1 as part of the proposed field investigation. MassDEP

recommends that drive point 75-GW-4 be installed as the first sampling location and that groundwater samples from 75-GW-4 be analyzed using MassDEP extractable petroleum hydrocarbon (EPH)/volatile petroleum hydrocarbon (VPH) analytical methods. This is standard practice when evaluating petroleum releases at JBCC. The QAPP Addendum Worksheets should be revised to include additional EPH and/or VPH sampling if these compounds are detected at the 75-GW-4 sampling location. Please refer to General Comment #1.

3. Page 10-1, Worksheet #10B, Conceptual Site Model – Sources and Release Mechanisms:

The text indicates, **“In the vicinity of the south side of Building 124 (east of the corner of Mashpee Road and Reilly Street), former Building 123, underground storage tanks (25,000 gallons), and gasoline traps were present and are a potential source of the fuel-related PAHs...”**. It is noted in the QAPP Addendum that a fuel odor was observed in the groundwater sample collected from 48 feet below ground surface (bgs) at sampling location 75-GW-1. Figure 5 Historical Groundwater Sampling Results and Proposed PAH Groundwater Sample Locations indicates that a drive point (75-GW-4) will be installed adjacent to sampling location 75-GW-1 as part of the proposed field investigation. MassDEP recommends that drive point 75-GW-4 be installed as the first sampling location and that groundwater samples from 75-GW-4 be analyzed using MassDEP extractable petroleum hydrocarbon (EPH)/volatile petroleum hydrocarbon (VPH) analytical methods. This is standard practice when evaluating petroleum releases at JBCC. The QAPP Addendum Worksheets should be revised to include additional EPH and/or VPH sampling if these compounds are detected at the 75-GW-4 sampling location. Please refer to General Comment #1.

4. Page 10-2 Worksheet #10B, Conceptual Site Model – Data Gaps:

The text states, **“Determine the nature and extent of PAHs in groundwater in the vicinity of RI sampling location 75-GW-1 and, if possible, identify a potential source. During previous investigations of this area, PAHs were not identified in surface soil at concentrations greater than MassDEP Background values or regulatory screening criteria (i.e., EPA residential soil RSL and MassDEP S-1 Soil criteria). In addition, the soil concentrations did not indicate a risk to human health or ecological receptors. However, fuel-related PAHs were identified in groundwater approximately 10 ft below the water table. Data collected during this groundwater investigation will be used to determine the nature and extent of PAHs in groundwater and to help identify a potential source of the fuel-related groundwater impacts.”** It is noted in the QAPP Addendum that a fuel odor was observed in the groundwater sample collected from 48 feet below ground surface (bgs) at sampling location 75-GW-1. Figure 5 Historical Groundwater Sampling Results and Proposed PAH Groundwater Sample Locations indicates that a drive point (75-GW-4) will be installed adjacent to sampling location 75-GW-1 as part of the proposed field investigation. MassDEP recommends that drive point 75-GW-4 be installed as the first sampling location and that groundwater samples from 75-GW-4 be analyzed using MassDEP extractable petroleum hydrocarbon (EPH)/volatile petroleum hydrocarbon (VPH) analytical methods. This is standard practice when evaluating petroleum releases at JBCC. The QAPP Addendum Worksheets should be revised to include additional EPH and/or VPH sampling if these compounds are detected at the 75-GW-4 sampling location.

In addition, PFAS6 concentrations exceeding the MMCL have recently been detected in upgradient and downgradient groundwater samples obtained near 75-GW-1. MassDEP recommends that groundwater samples obtained during the proposed groundwater investigation also be analyzed for per- and polyfluoroalkyl substances (PFAS). Analysis of groundwater samples obtained during the PAH groundwater investigation for PFAS6 will help to further delineate the magnitude and extent of PFAS contamination in this area. Please refer to General Comments #1 and #2.

5. Page 10-3, Worksheet #10C, Investigation Approach:

The text indicates, **"The objective of the field investigation will be achieved by collecting the appropriate data and/or using existing data to assess the nature and extent of PAHs."** MassDEP recommends that groundwater at proposed sampling location 75-GW-4 be sampled for VPH/EPH. The QAPP Addendum should be revised to include an assessment of the nature and extent of VPH and/or EPH in groundwater as an objective of the field investigation if these compounds are detected at the proposed 75-GW-4 sampling location. Please refer to General Comment #1.

6. Pages 11-1 and 11-2, Worksheet #11, Project Data Quality Objectives:

MassDEP recommends that the Project Data Quality Objectives be revised to include an assessment of the nature and extent of VPH and/or EPH in groundwater if these compounds are detected at the proposed 75-GW-4 sampling location.

7. Page 3, Standard Operating Procedure No. 07, Disposal of Investigation-Derived Materials, Section 3.2, Procedures for Liquid Investigation-Derived Material Disposal:

Standard Operating Procedure No. 07 establishes procedures for handling all water from the initial development of new wells, and purge water generated during the first round of groundwater sampling. Investigation-derived water should be analyzed for PFAS6 compounds due to the proximity of the proposed groundwater sampling locations to the Former Building 118 site where elevated concentrations of PFAS6 compounds have been detected in the groundwater (see General Comment #2). Section 3.2 of Standard Operating Procedure No. 07 should include a provision for the handling of PFAS-contaminated liquids in a manner consistent with the Flight Line Area Groundwater Operable Unit Standard Operating Procedure for investigation-derived liquids containing PFAS.

Please incorporate this letter into the Administrative Record for the Skeet Range Munitions Response Area groundwater and for the Polycyclic Aromatic Hydrocarbon Groundwater Investigation. If you have any questions regarding this matter, please contact me at (508) 946-2871 or Elliott Jacobs at (508) 946-2786.

Sincerely,



Leonard J. Pinaud, Chief
Federal Site Management
Bureau of Waste Site Cleanup

P/ej

Ec: Upper Cape Select Boards
Upper Cape Boards of Health
JBCC Cleanup Team
MassDEP Boston/Southeast Region

To the Town of Bourne Selectmen,

Thank you so much for your time and research. I appreciate the information presented at the Town of Bourne meeting about the decision to add a liquor license or not.

I love living and working in the town of Bourne. I love my job working for Market Basket. I see many customers daily. It is always a great feeling hearing how many customers say they are happy we are in town.

I work on the busy front checkout department. I answer many questions to help our customers. The most frequent questions are, where is an item? Where is the Restroom? And what is the beer and wine?

When I drive down Main Street in Buzzards Bay from Mass Maritime to the Bourne Bridge, I count 8 gas stations and a new one is being built. Is there a need for so many gas stations on Main Street? Someone must have said yes. The gas stations are close to each other, I could walk to each one. There are two Dunkin Donuts, a Starbucks and a Honey Dew. Someone must have said there is a need for coffee walking distance to each other.

If Market Basket gets a liquor license there will no longer be an empty building in the parking lot. There will be additional jobs created. The building is not walking distance to another liquor store.

Today at Market Basket, many customers greeted me asking "how was the meeting last night?" Many customers were surprised and disappointed with the decision not to have a MB spirit store in Bourne.

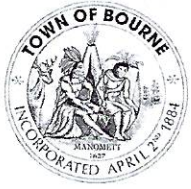
Thank you again for your time.

Sincerely,

A handwritten signature in black ink that reads "Jeanine Casano". The signature is written in a cursive, flowing style with a large loop at the end of the last name.

Jeanine Casano

OURNED OF SELECTMEN
JAN 19 2009



TOWN OF BOURNE

Planning Board

Bourne Town Hall

24 Perry Avenue

Buzzards Bay, MA 02532

Phone: (508) 759-0600 ext. 1347 Fax: (508) 759-0611



January 13, 2023

Mr. Peter Meier, Chair
Town of Bourne Selectmen

Re: Planning Board Resignation

Dear Peter:

Pursuant to MGL Chapter 41 Section 11, this letter serves as written notice from the Planning Board to the Board of Selectmen regarding receipt of Patricia Nemeth's resignation letter received on January 10, 2023. Her term was set to expire in 2025.

Please advise when a joint meeting between the Boards is scheduled.

Respectfully,

Daniel Doucette
Chair

Cc: Marlene McCollem, Town Administrator
Barry Johnson, Town Clerk

TALENT BANK FORM

ACT NOW- SERVE YOUR COMMUNITY

Town government needs citizens who are willing to give time in the service of their community. The Talent Bank was adopted by the Selectmen, Moderator and Town Administrator as a means of compiling names of interested citizens to serve on a voluntary basis, on boards and committees and working groups. This file is available for use by the public as well as the Moderator, Selectmen and Town Administrator. Talent bank forms are being updated to include categories consistent with the changing needs of the Town. Please fill out this page and return it to:

TOWN GOVERNMENT TALENT BANK
c/o Town Administrator,
24 Perry Avenue
Buzzards Bay, MA 02532

NAME: Wendy Welsh DATE: 1-6-23

ADDRESS: [REDACTED] VILLAGE: Sag Beach

OCCUPATION: Retired TELEPHONE # [REDACTED]

EMAIL: [REDACTED]

Please list in order of preference which committee(s) you are interested in:

Council on Aging

Briefly describe why you would be an asset to this committee(s). Include any special training and qualifications:

1. Being a Senior Citizen I have a personal
interest in programs that support the elder
community 2. Retirement allows me to devote
time & energy 3. Previously on the Human
Services Committee who worked closely with
the Council on Aging

UPPER CAPE COD REGIONAL TECHNICAL SCHOOL DISTRICT COMMITTEE
DECEMBER 8, 2022 MEETING HELD AT THE SCHOOL
220 SANDWICH ROAD, BOURNE, MA 02532

PRESENT: Robert Fichtenmayer, Chair; Ellen Barber; Dominic Cammarano; Thomas Corriveau; Mary Crook; Michael Degan; Christine Marcolini; Roger Forget (remotely); Josh Greeley; Sharon Brito, Recording Secretary.

ABSENT: David P. Sampson, Maryann Smith.

The meeting was called to order at 6:18 p.m. followed by the Pledge of Allegiance to the Flag. Mr. Fichtenmayer announced that the meeting was being recorded via an audio device.

STUDENT ADVISORY REPRESENTATIVE: Henry Knox, a senior in Engineering Technology and Abigail Goodwin, a senior in Health Technology, updated the committee on student activities since the last meeting to include Student Council activities such as the sale of candygrams and pictures with Santa. They also discussed the PTO Craft Fair that recently took place.

STUDENT SPOTLIGHT / CURRICULUM UPDATE: Henry and Abigail talked to the committee about their experiences at Upper Cape Tech over the past four years. Abigail explained why she chose to attend UCT and described the benefits she has gained while at the school. She has applied to several four-year institutions with the ultimate goal of becoming a nurse practitioner. Henry talked about his hesitation to attend Upper Cape Tech as most of his close friends were attending Falmouth High School. Henry went on to state that, within a few weeks, he knew that a technical education was going to be the right fit for him. He talked about some of his cooperative work experiences at the Woods Hole Oceanographic Institute and shared that he is applying to several colleges including Massachusetts Institute of Technology, UCLA, and Worcester Polytechnic Institute.

PUBLIC PARTICIPATION: None.

APPROVAL OF MINUTES: A motion was made by Ms. Crook, seconded by Mr. Degan, for approval of the minutes of the November 10, 2022 regular meeting. Motion passed unanimously.

COMMUNICATIONS: The Superintendent read a note from the Old Colony Superintendents' Association thanking him for hosting the group's monthly roundtable meetings and commending the Culinary Arts staff and students for the outstanding job

they do. He then read a note from JP Noonan of JP Noonan Transportation Inc., thanking Mr. Forget for the recent lunch and tour that he provided to the group which included Jerry Lynch of Lawrence-Lynch Corporation. He read an email from Lisa Sandler from the Department of Elementary and Secondary Education commending the administration for their efforts in commemorating Veterans' Day at UCT which included American flags lining the driveway and recognizing those that served in both the UCT Update and in the school announcements. Finally, Mr. Forget read a letter from the Family Pantry – Damien's Place thanking the school for a donation raised from a recent Jeans Day for staff.

REPORT OF COMMITTEES:

Budget – The Budget Sub-Committee agreed to meet on Tuesday, January 3rd, at 5 p.m.
Policy – The Policy Sub-Committee has three policies on the agenda for final adoption.

TREASURER'S REPORT: Mr. Degan distributed the Treasurer's Report for warrants #20 and #22 highlighting the larger expenditures on the warrants including cafeteria food, busing, health insurance, utilities and the purchase of an automotive lift.

SUPERINTENDENT'S REPORT: Mr. Forget informed the committee that there was a serious accident with a student in one of the shops earlier in the week. The accident involved a heavy piece of equipment that fell on top of her, impacting both of her legs. A school-wide safety inspection immediately followed the incident. *Ms. Marcolini left the meeting at 6:36 p.m.* The Superintendent shared the news that the Trustees of the Lyndon Paul Lorusso Charitable Foundation of 2002 have approved a one-year, \$12,000 grant to Upper Cape Tech for scholarships for its students with financial need. He reminded the committee that the Holiday Buffet will take place on December 21st. Next, he informed the committee that he received a call from the Assistant Secretary of Education to let him know that the district received a Capital Skills Grant in the amount of \$250,000 which will be used for equipment for the Electrical shop. The district is also the recipient of a state grant for \$1.48 million for the purchase of two electric busses and for the construction of a bus barn. Mr. Forget received notification from the Massachusetts School Building Authority that the application for funding for a new roof and new gymnasium will not be advancing to the next round. With the drastic increase in construction costs, only 11 schools advanced rather than the usual number of 17 schools. He was encouraged to apply again next year. Finally, the Superintendent informed the committee that he met this week with base commanders and representatives of the Bourne DPW and ISWM and the group will be working together to complete the roadway out back giving the school a second means of egress.

PRINCIPAL'S REPORT: Mr. Greeley shared that the interviews for fall admissions have begun. There are currently about 250 applications and they are still coming in. The football team defeated Cape Tech on Thanksgiving Day 28-6, winning the Golden Wrench

Award back. Nine juniors were inducted into the National Honor Society this week. There are currently 100 seniors out on co-op, and the juniors will be eligible to participate soon. Finally, the Principal reported that the freshmen will be making their shop choices next week.

NEW BUSINESS:

Approval of Fall Program Advisory Meeting Minutes – Mr. Degan made a motion, seconded by Mr. Cammarano, to approve the Fall Program Advisory meeting minutes as presented. Motion passed unanimously.

Policy – Final Adoption – Mr. Degan made a motion for final adoption of Policy DA, Fiscal Management Goals; Policy DB, Annual Budget; and Policy GBA, Equal Employment Opportunity, seconded by Mr. Corriveau. Motion passed unanimously.

April Meeting Date – Mr. Forget stated that there is a conflict with the scheduled meeting date of April 13th as that is the date of the Outstanding Vocational Student Awards Banquet at Mechanics Hall in Worcester. Mr. Corriveau made a motion, seconded by Mr. Degan, to move the April meeting date to Wednesday, April 12, 2023. Motion passed unanimously.

Mr. Degan made a motion, seconded by Mr. Corriveau, to adjourn the regular meeting at 6:58 P.M. Motion passed unanimously.

A True Copy Attest

Date: 1-13-2023
(Seal)


Sharon R. Brito, Secretary

Documents reviewed / referred to:

- 12/08/2022 School Committee Packet
- Thank You Note from Old Colony Superintendents' Association
- Thank You Note from JP Noonan
- Thank You E-Mail Dated 11/14/2022 from Lisa Sandler re: Veterans' Day Observance
- E-Mail Dated 11/11/2022 from the Family Pantry – Damien's Place
- E-Mail Dated 12/08/2022 from Kara Galvin, MassHire
- Treasurer's Notes Dated 12/08/2022

3225 MAIN STREET • P.O. BOX 226
BARNSTABLE, MASSACHUSETTS 02630

(508) 362-3828 • Fax (508) 362-3136 • www.capecodcommission.org



CAPE COD
COMMISSION

Date: January 25, 2023

To: Cape Cod Boards of Selectmen & Barnstable Town Council
Cape Cod Town Administrators and Managers
Cape Cod Town Planners and Planning Board Chairs

From: Kristy Senatori, Executive Director, Cape Cod Commission

Dear Municipal Official:

The Cape Cod Commission has recently been awarded Department of Housing and Community Development (DHCD) 2023 District Local Technical Assistance (DLTA) funds to provide technical assistance to member municipalities. DLTA funds must be expended by December 31, 2023. Please note, this deadline is fixed, and projects undertaken with these funds cannot be extended.

This letter is an invitation to Cape Cod municipalities to apply for funding consistent with state guidelines for this technical assistance.

1) DLTA funds totaling \$192,999 are available for the State's identified priority areas: 1) **Planning Ahead for Housing** (or to help reach the Statewide Housing Production Goal); 2) **Planning Ahead for Growth**; 3) **Community Compact Cabinet activities including regionalization**; and 4) **Housing Choice Initiative activities**.

The goal of the DLTA Fund is to direct these funds to projects and activities that result in change in the municipality(ies), whether in law, regulation, program management, or practice.

Project Selection Criteria:

- A. Responsiveness to priority uses, including:
- support for towns to achieve Community Compact best practices; and
 - support for opportunities for collaboration and/or resource sharing; and,

- promotion of planning to adapt to and mitigate climate change and encourage sustainable development; and
- support for communities with Section 3A of the 2020 Economic Development Bond Bill compliance (MBTA communities); and
- planning and implementation activities that support affordable and market-rate housing production; and
- support for communities seeking to achieve Housing Choice Designation.

B. Provision of a clear statement of expected products/deliverables (i.e., bylaw prepared for adoption, proposed or adopted regional agreement or memorandum of understanding, joint procurement solicitation prepared, proposed or adopted permitting procedures);

A list of Community Compact Cabinet Best Practices and Housing Choice Best Practices is attached for your information. (Attachments A and B).

PROPOSAL SUBMISSIONS

Please submit your written funding request to me by **February 16, 2023**. This request should detail your proposed scope of work, list of tasks, budget and deliverables. Please also note if you have undertaken a procurement and if you have engaged a consultant. Again, it is important to note that work must be completed by December 31, 2023.

Regardless of the topic of your funding request, please indicate which best practices are included in your town's Community Compact agreement with the State.

As required by the state, successful applicants shall enter into a Memorandum of Agreement or similar record with the Cape Cod Commission detailing a scope of work and budget for each project. Funds cannot be used for routine administration, nor may DLTA funds be used if other state resources are available.

Please feel free to call me at 508-744-1216 if you have any questions regarding this opportunity to use DLTA funds to improve our communities and our region.

cc: Cape Cod Commission members

ATTACHMENT A

Community Compact Best Practice Areas

Note: DLTA funds shall not be used for any activities related to assertion of the General Land Area Minimum (GLAM) (1.5% of total land area) safe harbor under 760 CMR 56.03 (b) (Chapter 40B).

Age and Dementia Friendly Best Practices

An Age-Friendly community is one that is livable for residents of all ages inclusive of older adults and those living with dementia. Age-friendly communities strive to be equitable and accessible with walkable streets, housing and transportation options, access to services, and opportunities for residents to participate in community activities.

Engagement

Best Practice: Engage and convene leaders across municipal departments, businesses, local citizen groups, regional planning agencies, and private and non-profit organizations to align around the goal of creating an age- and/or dementia-friendly community, including partnering with neighboring municipalities to engage in a regional effort. Community engagement should take a diversity, equity, and inclusion lens.

Action Planning and Assessment

Best Practice: Conduct a baseline assessment, informed with data, age- and dementia-friendly indicators, and community feedback to inform the planning and implementation of specific age- and dementia-friendly community initiatives. Map results for key indicators such as transportation, housing, employment, outdoor spaces and building, civic participation, and social inclusion. Among the sources of relevant data and information available to communities are: Massachusetts Healthy Aging Collaborative (MHAC) Community Profiles, World Health Organization's Checklist of Essential Features, and National Alzheimer's and Dementia Resource Center dementia-capability tool or similar nationally recognized assessment tool or process.

Implementation

Best Practice: Review and amend municipal policies, regulations, and programs with a goal of promoting aging in all policies, programs, and services in an equitable and inclusive manner.

Best Practice: Raise public awareness that aging is an asset and that older adults, including people living with dementia, make meaningful contributions to the community.

Best Practice: Inventory, publicize and share local information and resources, including programs, services, and supports for older adults and their caregivers.

Best Practice: Develop policies, practices, and programs to support aging in community, improve elder economic security, or facilitate connection and engagement, including through technology access. Programs or activities may include, but are not limited to, support for older workers, job seekers and volunteers, technology programming and digital literacy, property tax assistance programs, built environment improvements, and transportation and mobility programs.

Diversity, Equity, and Inclusion Best Practices (DEI)

Best Practice: Diversity, Equity, and Inclusion Training Program – Develop a comprehensive ongoing training program for staff, elected and appointed officials. The pathway to advancing equity begins with training. Training is helpful in building a shared vocabulary and understanding of equity concepts and how they impact the community.

Best Practice: Community Needs Assessment – Conduct a community needs assessment to ascertain community buy-in and goals related to diversity, equity and inclusion.

Best Practice: Workforce Assessment: Conduct Assessment of Town’s workforce and compare to population and census data. Identify gaps. Provide areas that require improvement and make recommendations on how to implement positive change.

Best Practice: Equity Audit – Conduct a town/city wide equity audit to determine what the existing barriers are to equitable representation and participation, access and opportunity for all residents and business owners in the community.

Best Practice: Human Resources –Recruitment and Retention of a Representative Workforce: Develop a data driven and informed plan to guide human resources professionals with the goal of recruitment and retention of a representative workforce. This will include model policies and procedures to be adopted, as well as technology to support the continued practices.

Best Practice: Public Engagement: Develop an initiative to improve and increase community engagement, particularly with underrepresented members of the community and young people and improve access to local government.

Best Practice: DEI Strategic Planning: Develop a plan that includes community's goals and strategies for improving the delivery of services through a DEI lens. (could include a single focus, like housing, or be more general).

Best Practice: Zoning Review: Comprehensive review of Zoning Bylaws through an informed racial equity and civil rights lens and recommend any changes for adoption by Town Meeting/City Council.

Best Practice: Municipal Supplier Diversity Program: Develop a Municipal Supplier Diversity Program with purchasing policies and procedures to promote and ensure diversity, equity, and inclusion in contracting for businesses owned by minorities, women, Portuguese, veterans, service-disabled veterans, those with a disability, and LGBT individuals, as well as small Massachusetts businesses. This may include spending goals and benchmarks for various businesses.

Education Best Practices

Best Practice: Focus on college and career planning, in collaboration with regional workforce organizations (e.g., MassHire Career Centers), beginning in middle school and continuing through high school, by implementing the MyCAP framework for college and career advising for all students.

Best Practice: Implement collaborative arrangements among regional vocational technical schools, comprehensive high schools, and community colleges to maximize opportunities for high school students and adults to access specialized vocational education programs.

Best Practice: Create opportunities for municipal governments to collaborate with high schools and colleges to provide students with internship experiences aligned to their courses of study, especially in STEM-related departments (i.e., IT, engineering department, accounting, etc.).

Best Practice: Improve the alignment and integration of YouthWorks and Connecting Activities programs for local high school students pursuing summer jobs and paid internships.

Best Practice: Strengthen partnerships between public safety, social services, healthcare providers, and local public and private schools to establish systems and protocols for assessing and identifying children and young adults who present risks to themselves or to others, in order

to ensure effective and pro-active responses that can prevent violence and provide timely supports to individuals in need.

Energy and Environment Best Practices

Greenhouse Gas Reduction

Best Practice: Plan Ahead to mitigate climate change by establishing goals, creating an action plan, assigning responsibility, and tracking progress.

Best Practice: Use Renewable Energy instead of fossil fuels by generating or purchasing clean power and by zoning for renewable power generation.

Best Practice: Increase Energy Efficiency in order to reduce power consumption, fuel costs, and GHG emissions.

Best Practice: Promote Zero or Low Carbon Transportation to reduce municipal transportation emissions & those from people living/working in the community.

Best Practice: Encourage Sustainable Development to reduce, through higher density & mixed-use, the number distance of car trips & resulting GHG emissions.

Best Practice: Protect and Manage Natural Resources to reduce carbon emissions from loss of natural land cover and to encourage carbon sequestration.

Best Practice: Reduce Municipal Solid Waste and Increase Recycling in order to reduce GHG emissions associated with solid waste disposal.

Energy Efficiency and Renewable Energy

Best Practice: Become a Green Community pursuant to M.G.L. c. 25A §10 to realize the energy & environmental benefits.

Best Practice: Construct high performance all electric buildings (or communities) to reduce GHG emissions & enhance resiliency. Examples include Zero Energy or Passive House buildings.

Best Practice: Convert streetlights to LED technology to reduce cost and GHG emissions.

Best Practice: Reduce energy use at times of peak demand to reduce GHG emissions and enhance resiliency.

Best Practice: Provide electric vehicle infrastructure to facilitate the purchase & use of electric vehicles and when replacing municipal vehicles evaluate feasibility to integrate electric vehicles into existing fleet(s).

Best Practice: Become a Solarize Mass or Solarize Mass Plus Community in order to help achieve renewable energy use & GHG reduction goals.

Climate Change Adaptation & Resilience

Best Practice: Complete a Climate Vulnerability Assessment and Adaptation Plan through the Municipal Vulnerability Preparedness (MVP) Program to assess local risks from climate change and identify potential actions to enhance community resiliency.

Best Practice: Use the Municipal Vulnerability Action Grant or other funding to implement climate adaptation actions that utilize nature-based solutions & increase equitable outcomes for and support strong partnerships with Environmental Justice communities.

Best Practice: Engage & protect Environmental Justice and other climate vulnerable populations in adaptation planning & action to decrease risk and increase resilience for those who are more susceptible to climate change effects.

Best Practice: Utilize the beta RMA Climate Resilience Design Standards Tool to mainstream climate resilience into capital planning & budgeting to ensure investments decrease risk & enhance resilience to a changing climate.

Best Practice: Integrate Climate Adaptation into Land Use and Environmental Regulation to minimize future risk & costs for new and redevelopment.

Sustainable Development and Land Protection

Best Practice: Complete a Master or Open Space & Recreation Plan to guide land conservation & development decisions including zoning & land acquisition.

Best Practice: Zone for Natural Resource Protection, Transfer of Development Rights, Traditional Neighborhood, or Transit Oriented Development.

Best Practice: Invest in Land Conservation or Park Creation/Restoration via Community Preservation Act or other funds to protect land & provide outdoor recreation.

Best Practice: Plant Trees to increase tree cover in residential neighborhoods and other densely developed settings or Adopt a Tree Retention Bylaw/Ordinance to preserve and enhance tree cover.

Water Resource Management

Best Practice: Require Localized Flood Protection Best Practices, including Stormwater Management Measures to increase recharge, manage water movement, reduce pollution, and control flooding to protect lives, public safety, infrastructure, the environment, & critical assets.

Best Practice: Protect Public Water Sources in order to reduce potential threats to water quality and the public health of system customers; establish and maintain emergency connections with other municipal or regional systems.

Best Practice: Manage Water and Wastewater Assets for timely maintenance and rehabilitation, to lower energy use, and to reduce Infiltration and Inflow to minimize unintended storm and waste water in the system.

Best Practice: Implement Water Conservation Measures to ensure long-term water resource sustainability, enable growth & avoid new source development.

Best Practice: Utilize Advanced Financing Tools such as an enterprise fund, stormwater utility, full cost pricing, or water bank for water/waste/storm water systems.

Waste Management

Best Practice: Enhance Waste Ban Compliance so that recyclable and hazardous materials are diverted from the waste stream and reused or recycled and support markets for hard-to-recycle items such as mattresses.

Best Practice: Develop Waste Contracts that are fiscally, environmentally, and otherwise beneficial to the community.

Best Practice: Adopt Pay-As-You-Throw so that residents have an incentive to reduce trash disposal and save money.

Best Practice: Increase the Recycling Rate through regulatory improvements, service expansion, and other mean in order to reduce waste and disposal costs.

Best Practice: Enhance Education via Recycle Smart MA, the Recycling IQ Kit, etc. so residents throw away less, recycle more, & follow smart waste practices.

Best Practice: Work to increase residential and commercial composting by providing educational materials, tools and equipment, and other technical assistance to communities, residents, and businesses.

Site Cleanup

Best Practice: Complete a Brownfields Inventory so that the community is aware of all abandoned and underutilized properties and can develop plan of action.

Best Practice: Conduct Site Assessments to determine the nature and extent of contamination and develop a plan of action.

Best Practice: Facilitate Site Cleanup and Reuse to encourage assessment, cleanup, & reuse of privately held sites offer tax incentives or update regulation.

Agriculture

Best Practice: Adopt a Right to Farm By-law/Ordinance to clearly indicate that agriculture is a local priority and to minimize abutter conflicts.

Best Practice: Establish an Agricultural Commission to advocate for local farms, administer a right to farm bylaw, & otherwise represent agricultural interests.

Best Practice: Support Sustainable Forestry to help the forest economy in rural areas, improve forest habitats, and assist in the conservation of forest land.

Best Practice: Support Local Agriculture including Urban Agriculture, Aquaculture, Floriculture, & Horticulture, via education, marketing, promotion, and the Farm to School initiative to help local agricultural businesses increase awareness of and access to fresh as well as value-added agricultural products through the effort of an organized community farmers market and/or an agricultural fair/festival.

Best Practice: Establish a city/town/local Food Policy Council to address food system inequities, adopt policies/bylaws, and develop meaningful solutions to eradicate food insecurity in the region.

Best Practice: Commit to supporting the protection of agriculture in your community. Commit to co-holding Agricultural Preservation Restriction by contributing towards the acquisition of easements.

Best Practice: Identify and assess food aid and hunger relief programming efforts, education and outreach, and opportunities for collaboration with local farms, fisheries, processors, and distributors to engage and reach more community members.

Best Practice: Work with local school districts to put in place policies that attempt to purchase food from local farmers and encourage institutions to do the same.

Best Practice: Create an inventory of local farms and quantify the fiscal benefits to your community of keeping land in agriculture through a Cost of Community Services study. Also document the cultural and environmental benefits of agriculture in your town.

Financial Management Best Practices

Best Practice: Establish a Budget document that details all revenues and expenditures, provides a narrative describing priorities and challenges, and offers clear and transparent communication of financial policies to residents and businesses.

Best Practice: Develop, document and implement Financial Policies and Practices including reserve levels, capital financing, and use of Free Cash. Such policies should identify the responsible parties and procedural steps necessary to carrying out the directed strategy or action.

Best Practice: Develop and utilize a Long-range Planning/Forecasting Model that assesses both short-term and long-term financial implications of current and proposed policies, programs and assumptions over a multi-year period.

Best Practice: Prepare a Capital Improvement Plan that reflects a community's needs, is reviewed and updated annually, and fits within a financing plan that reflects the community's ability to pay.

Best Practice: Review and evaluate Financial Management Structure to ensure that the structure and reporting relationships of the community's finance offices support accountability and a cohesive financial team process.

Best Practice: Utilize Financial Trend Monitoring, modeled after the ICMA's Financial Trend Monitoring System (FTMS).

Housing and Economic Development Best Practices

Preparing for Success

Best Practice: Create an Economic Development Plan that engages diverse stakeholders, leverages local and regional economic strengths and assets, encourages innovation and entrepreneurship, and/or promotes workforce development planning and implementation.

Best Practice: Align Land Use Regulations, especially zoning, capital investments, and other municipal actions with Housing Development, Economic Development, Master, Land Use Priority or other plans for future growth. Promote development and reuse of previously developed sites.

Best Practice: Create and Distribute an Economic Development Guide/Manual to not only promote development goals and priorities, but also specifically and clearly outlines the community's policies and procedures related to zoning and permitting.

Best Practice: Create Opportunities for Engaging Diverse Stakeholders in economic development efforts, such as to assist with identification of priority development projects, improve local permitting processes, and proactively address obstacles to housing accessibility and affordability as well as job creation.

Best Practice: Create Cross-Sector Partnerships to help carry out community-driven responses to community-defined issues and opportunities for economic development.

Best Practice: Create a District Management Entity that engages public/private stakeholders to develop and support downtown revitalization efforts.

Best Practice: Adopt as-of-Right Zoning and/or Streamlined Permitting to promote development in priority districts.

Best Practice: Adopt Zoning for Mixed-Use Development, including Transit Oriented Development, where appropriate.

Best Practice: Adopt Chapter 40R Smart Growth zoning to facilitate the creation of dense residential or mixed-use smart growth zoning districts, including a high percentage of affordable housing units, to be located near transit stations, in areas of concentrated development such as existing city and town centers, and in other highly suitable locations.

Competitiveness

Best Practice: Engage in an Economic Development Self-Assessment exercise to identify strengths, weaknesses, and areas of opportunity.

Best Practice: Establish and Utilize Performance Data to evaluate the competitiveness of the community, conduct year to year comparisons, and measure performance against comparable communities.

Best Practice: Create a Public Dashboard to benchmark, monitor, and communicate to the public regarding various housing and economic development performance measures.

Housing

Best Practice: Create a Housing Production Plan (HPP) that accounts for changing demographics, including young families, changing workforce, and an aging population.

Best Practice: Amend Zoning By-Laws to allow for increased density and housing opportunities in a manner that is consistent with neighborhood character and supportive of aging in community.

Best Practice: Develop Sector Strategies and Plans in collaboration with various providers and stakeholders to address homelessness for specific high need population groups, such as homeless youth, veterans, older adults, and/or families.

Best Practice: Complete an Assessment of Fair Housing Report, including strategic goals in alignment with HUD's new rules to affirmatively further fair housing. Using HUD data, local data and knowledge, a significant community participation process, and the assessment tool provided by HUD, the community will prepare, complete, and submit its AFH to HUD.

Urban Renewal Planning

Best Practice: Determine need and appropriateness of establishing an Urban Renewal Entity in accordance with MGL chapter 121B. If prepared to proceed, develop action plan and timeline for the creation of the urban renewal entity.

Best Practice: Prepare an Urban Renewal Plan Application in accordance with MGL chapter 121B in partnership with the urban renewal entity.

Human Resources Best Practices

Best Practice: Cost-Out Collective Bargaining proposals so that the impact of the total package is known. This provides the municipality with a clear understanding of both short-term and long-term budgetary impacts.

Best Practice: Develop a Workplace Safety program so that the risk of on-the-job injuries is minimized.

Best Practice: Develop a formal Wage and Classification Plan that details, at a minimum, job descriptions, employee grades, and salary ranges, thereby providing the municipality with a tool to make pay decisions that are reasonable in comparison to similar work being carried out in all areas of city/town government.

Best Practice: Develop Employee Policies and Procedures for things such as discrimination, sexual harassment, information technology use, drug and alcohol, use of social media, and town-owned vehicles.

Best Practice: Manage employee benefit costs such as health insurance, dental insurance, unemployment insurance, and worker's compensation/111F; includes eligibility review and evaluation of insurance choices.

Best Practice: Prepare a Succession Plan to help address the pending wave of retirements that will challenge a municipality's ability to maintain service levels and utilize expertise and experience of mature workers through consulting or mentorship programs.

Best Practice: Explore Centralized Human Resources/Personnel Operations to improve service delivery and build efficiencies.

Information Technology Best Practices

Best Practice: IT Assessment - Perform a general IT assessment that results in a written evaluation and best practice recommendations. At a minimum, the assessment should include a review of hardware infrastructure, networking, backup, email and user account management.

Best Practice: Cybersecurity - Perform a cybersecurity assessment to identify human and technology risks within the environment, analyze and identify gaps in existing cyber security processes, assess vulnerability to external attack and identify steps to remediate identified issues.

Best Practice: Strategic Planning - Review technology organizational structure, spending and business goals across the community and develop a strategy to prioritize technology investments.

Best Practice: Regional/Shared Services - Design a regional shared IT services program to maximize technology resources across communities and/or school districts.

Best Practice: Business Continuity - Develop IT resiliency, recovery and contingency plans that are aligned with community realities and position the community to effectively manage unforeseen events.

Best Practice: Citizen Engagement - Develop a plan to improve digital communications with the public, including content structure on the website, practices around content creation and ownership and social media.

Best Practice: Transparency - Develop a document and/or records management strategy that results in operational efficiencies and improved responsiveness to the public.

Public Accessibility Best Practices

Best Practice: Undertake an Americans with Disabilities Act (ADA) Self-Evaluation and Develop a Transition Plan to comply with Federal civil rights laws that require public buildings to be accessible to persons with disabilities.

Best Practice: Strive for the Universal Participation (UP) designation from the Mass Cultural Council by encouraging and supporting arts and cultural facilities and events in the community.

Public Health Best Practices

Best Practice: Community Coalitions are critical partners for substance use disorder prevention that can be a pathway to becoming a Prevention Prepared Community. The Coalitions can use SAMHSA's Strategic Prevention Framework (SPF) Model as a guide for creating a thoughtful and comprehensive community prevention plan to address substance use and other related community issues. There are many prevention strategies to choose from with programs and practices that can be tailored to each unique community.

Best Practice: Assess where in the municipality overdoses occur and develop environmental solutions, such as: public education signage and outreach campaigns, ensuring that first responders carry naloxone and are trained in overdose response, and make street outreach teams aware of locations where overdose occur.

Best Practice: Using SAMHSA's Strategic Prevention Framework (SPF) to ensure a consistent data-driven planning process across the community to inform the selection of culturally responsive and sustainable strategies and prevention interventions that will have both a measurable effect and a meaningful impact on preventing the early onset of substance use disorder among youth, as well as addressing more acute issues such as reducing opioid misuse and preventing opioid overdoses.

Best Practice: Work to expand community access to all FDA-approved Medications for Opioid Use Disorder (MOUD), including promoting telehealth connections between patients and their providers where appropriate, coordinating with the criminal justice/correctional system and behavioral healthcare system, and making training on using MOUD available to addiction treatment and health/human services providers. Work to reduce stigma of substance use disorder and encourage evidence-based treatment.

Best Practice: Assess challenges posed by recent public health crises and identify opportunities for building public health infrastructure and staff capacity. Develop shared public health services with contiguous municipalities. Examples include environmental health; infectious disease prevention, reporting, and case management; emergency preparedness, including dispensing sites; animal and vector control; hazardous and toxic substances; inspections of retail food establishments, housing, recreational camps, and pools; and ability to set appropriate regulations, bylaws, and ordinances.

Best Practice: Convene local and state health and enforcement officials to develop a standardized response protocol, by region, for hoarding, including animal hoarding. Create a list of contacts and resources that can be accessed by the appropriate service agency, including but not limited to the: Department of Mental Health, Department of Children and Families, Executive Office of Elder Affairs, Disabled Persons Protection Commission, and the Department of Veteran's Services. The list should be reviewed and updated frequently to contain the most up-to-date information.

Best Practice: Healthy Community Design focuses on changing policies and practices to create conditions for people to eat better and move more where they live, learn, work, and play. Conduct a Built Environment Regulatory Review (BERR), a point-in-time evaluation of existing municipal policies/plans/regulations. The review will provide a baseline from which to prioritize strategies to promote walking and biking. This best practice can be combined with several other best practices that relate to municipal zoning and land-use.

Best Practice: Conduct a Community Food Assessment (CFAs), an evaluation of the food system within a single neighborhood/municipality/region that defines needs and assets to improve access to healthy foods. The evaluation may lead to a Community Food Plan that identifies priority actions (i.e., addition of food retail into a town's economic development plan). This best practice can be combined with several other best practices that relate to municipal zoning and land-use.

Best Practice: Implement and enforce evidence-based tobacco control strategies at the point of sale to reduce youth initiation of tobacco use.

Best Practice: Climate Change Adaptability Planning. Data collection, strategy development and planning at the local level are critical to the overall preparedness and long-term resilience to the effects of climate change. Develop a report that identifies: the range of climate impacts, associated potential health outcomes, vulnerable populations, the additional burden of health outcomes due to Climate Change, and the most suitable health interventions. Use the CDC's BRACE framework to develop and implement a plan that introduces health system program changes.

Best Practice: Develop foodborne illness outbreak protocols and assess capacity to enforce regulations that evaluate food systems.

Best Practice: Assess capacity to ensure all housing inspections include lead hazard identification and that lead inspections are conducted when requested by families with small children.

Best Practice: Local boards of health (LBOH) can take a leadership role to advance health equity by: 1) building internal infrastructure, 2) working across government; 3) fostering community partnerships, and 4) championing transformative change. LBOH may adapt strategic practices to advance health equity in local health both internally within their departments and externally with communities and other government agencies. DPH Office of Local and Regional Health and Office of Health Equity staff are available for support.

Best Practice: Implement the National CLAS Standards within local public health *to help advance and sustain culturally and linguistically appropriate services* by establishing a framework to serve the increasingly diverse communities.

Best Practice: Disaggregate data by race/ethnicity, income status, sexual orientation/gender identity and expression, and other key demographic factors to identify and address health inequities.

Best Practice: Collaborate with Emergency Management to ensure preparedness and planning efforts address gaps and ensure resiliency for essential public health and community functions. Using tools, such as CDC’s Social Vulnerability Index (SVI) and DPH’s Emergency Preparedness Portal, incorporate planning considerations for at-risk populations, including people with disabilities have access and functional needs in times of disasters and emergencies.

Public Safety Best Practices

Best Practice: Conduct Active Shooter Preparedness and Response Training in collaboration with the Massachusetts State Police Tactical Operations (STOP) Team, onsite with local law enforcement.

Best Practice: Establish an Emergency Preparedness Plan in partnership with the Massachusetts Emergency Management Agency (MEMA) to develop and enhance a community’s disaster and emergency response capabilities.

Best Practice: Establish Hazardous Material Response Protocols in conjunction with Regional Hazardous Materials Response Teams under the Department of Fire Services, to enable cities and towns to protect their citizens, the environment, and property during incidents involving a release or potential release of hazardous materials.

Best Practice: Hold In-service Training Programs for Municipal Police to better prepare local police officers and first responders for incidents involving domestic violence, mental health disorders, and substance abuse.

Best Practice: Convene an opioid task force, consisting of key stakeholders, to identify, implement, coordinate and improve strategies around the prevention, intervention, treatment and recovery of substance use disorders.

Best Practice: Adopt Standardized Tools for Domestic Violence Cases by partnering law enforcement with local domestic violence organizations to adopt a best practice policy on training and implementation of standardized, evidence informed danger and strangulation tools. Municipalities are encouraged to apply individually or as a collective.

Best Practice: Establish a Triad program (a partnership of three organizations—law enforcement, older adults, and community groups). This group maintains an ongoing schedule of community education to combat fraud and elder abuse involving the Attorney General’s Office, Office of Consumer Affairs and Business Regulation, District Attorneys, and other state agencies, as appropriate.

Regionalization/Shared Services Best Practices

Best Practice: Regionalize services and share resources among municipalities for efficient and effective service delivery to residents and taxpayers in this era of shrinking budgets, loss of seasoned employees to retirement, and increased need for service improvements.

Transportation / Public Works Best Practices

Safe Mobility

Best Practice: Develop a Safe and Mobile Older Drivers plan for the aging of the population by proactively addressing older driver issues, including education for older road users, infrastructure improvements, and transportation options.

Best Practice: Enhance citizen safety by establishing community-based programs to increase safety for all roadway users including pedestrian, bicycle, automobile, motorcycle, and alternative and shared mobility devices (ex. scooters and electric bikes). The community will demonstrate participation in the Commonwealth's Office of Public Safety and Security's trainings and conferences as well as the dissemination of public safety information to citizens. In addition to the Complete Streets program, communities are encouraged to participate in MassDOT's Shared Streets and Spaces grant program.

Best Practice: Ensure Safe Infrastructure so as to provide a safer environment for all users and modes by implementing traffic engineering enhancements. The municipality will demonstrate regular and routine improvements on locally-funded roads, such as cutting back vegetation at intersections where it is known to interfere with sight distance, clearing brush that obscures traffic signage, renewing or installing pavement markings, conducting nighttime surveys to check visibility and retro reflectivity, implementing traffic calming measures at known high crash locations.

Active Transportation

Best Practice: Implement Complete Streets by joining MassDOT's Complete Streets Funding Program and demonstrating the integration of Complete Streets principles into regular planning and design practices on local roadways.

Best Practice: Utilize Transit-Oriented Development (TOD) fundamentals to create zoning around transit centers that maximizes bike, pedestrian, and transit use and which allows for lower levels of required parking and mixed use to put needed amenities near population centers.

Best Practice: Develop a Safe Routes to School program that also includes student education on pedestrian safety.

Training

Best Practice: Participate in the Bay State Roads, which provides on-going training and helps municipalities share ideas and information with other communities about state-of-the-art planning, design, and operational information for city and town public works managers.

Asset and Infrastructure Management

Best Practice: Inventory and Geo-Code all public works assets so that a database of every public works asset is created, geocoded and condition rated, which is used to inform capital planning, as well as emergency repair.

Best Practice: Develop a Pavement Condition Index that rates street condition for the municipality.

Best Practice: Develop a Multi-Year Vehicle Maintenance and Replacement Plan for their municipal vehicle fleet.

Best Practice: Develop a Bridge / Culvert Preventative Maintenance plan to help prolong the life of these critical transportation assets.

ATTACHMENT B

Housing Choice Best Practices

Note: DLTA funds shall not be used for any activities related to assertion of the General Land Area Minimum (GLAM) (1.5% of total land area) safe harbor under 760 CMR 56.03 (b) (Chapter 40B).

Best Practices that support affordable housing are shown in *italics* below

1. Have at least one zoning district that allows multifamily by right (*in addition to 40R districts*) where there is capacity to add units and that allows for family housing that is not age restricted and does not restrict units with more than 2 bedrooms (or have a pattern of approving such developments over the last 5 years)
2. *Have Inclusionary Zoning that provides for reasonable density increases so that housing is not unreasonable precluded*
3. *Have an approved 40R Smart Growth or Starter Homes district. Please note, that if your community repealed its only 40R district, it no longer qualifies for this best practice.*
4. Have zoning that allows mixed use or cluster / Open Space Residential development by right that is not part of a 40R district (or have a pattern of approving such developments over the last 5 years)
5. Have zoning that allows for accessory dwelling units by right (or have a pattern of approving ADUs over the last 5 years)
6. *Designated local resources for housing such as established an Affordable Housing Trust, donated land, or spent substantial Community Preservation Act (CPA) funds for community housing over the last 5 years.*
7. Reduced parking requirement for Multi-Family units within the last 5 years or require no more than 1 parking space per unit for multifamily units.
8. Provide evidence of education and training for a majority of members on a land use board (Planning Board, Board of Appeals, Select Board and/or City Council) from **Citizen Planner Training Collaborative**, Massachusetts Housing Partnership's **Housing Institute**, Community Development Partnership's **Lower Cape Housing Institute**, or Urban Land Institute's (ULI's) **Urban Plan Public Leadership Institute** over the last 5 years.
9. *Have units currently eligible for inclusion in the Subsidized Housing Inventory (SHI) that equal or exceed 10% of total year round housing stock according to the DHCD subsidized housing inventory, where such 10% was not reached after local comprehensive permit(s) were denied or conditioned and had the denial or condition overturned by the Housing Appeals Court (HAC).*

10. *Have increased your community's SHI by at least 2.5% points in the last 5 years where such increase was not reached after local comprehensive permit(s) were denied or conditioned and had the denial or conditions overturned by HAC.*
11. *Selected a housing best practice as part of a Community Compact*
12. *Participate in the Housing Development Incentive Program (HDIP), have adopted an Urban Center Housing Tax Increment Financing district, approved District Improvement Financing (DIF) related to housing, have adopted an Urban Renewal Plan that includes a significant Housing element.*
13. *Have adopted local option property tax relief programs for income eligible seniors either as provided for by statute (MGL c. 59 section 5) or through a home rule petition; OR have adopted a Community Impact Fee for short term rentals (MGL c. 64G, section 3D) where your community has committed in writing to using a portion of such revenues for affordable housing.*
14. *Have a CERTIFIED Housing Production Plan which means that you have an DHCD approved Housing Production Plan and have subsequently seen an increase of 0.5% or 1% in your year round housing units (see <https://www.mass.gov/service-details/chapter-40-b-housing-production-plan> for more information)*

www.mass.gov/housingchoice



Commonwealth of Massachusetts
Executive Office of Energy & Environmental Affairs

Department of Environmental Protection

Southeast Regional Office • 20 Riverside Drive, Lakeville MA 02347 • 508-946-2700

Maura T. Healey
Governor

Kimberley Driscoll
Lieutenant Governor

Rebecca L. Tepper
Secretary

Gary Moran
Acting Commissioner

January 23, 2023

Air Force Civil Engineer Center/JBCC
Attn: Ms. Rose H. Forbes
Remediation Program Manager
322 East Inner Road
Otis ANG Base, Massachusetts 02542

RE: **BOURNE – BWSC**
Release Tracking Number: 4-0000037
Joint Base Cape Cod (JBCC)
**Draft Comprehensive Site Evaluation
Phase II Report Addendum 2:
Supplemental Investigation Old Grenade
Courts Munitions Response Area,
Comments**

Dear Ms. Forbes:

The Massachusetts Department of Environmental Protection (MassDEP) has reviewed the document **"Draft Comprehensive Site Evaluation Phase II Report Addendum 2: Supplemental Investigation Old Grenade Courts Munitions Response Area"** dated December 2022 (the Draft Report). The Draft Report describes the management and technical approach employed by the Air Force Civil Engineer Center (AFCEC) during the performance of a Supplemental Investigation (SI) for munitions and explosives of concern (MEC) at the Old Grenade Courts Munitions Response Area (MRA). The SI addresses MEC associated with the historical use of the MRA for training in the handling and throwing of high explosive grenades and inert practice grenades. In addition, the SI evaluated munitions constituents associated with the detonation of MEC. The MRA includes two munitions response sites (MRS): Commonwealth of Massachusetts property under the control of the Department of Defense (DoD) located on Joint Base Cape Cod (JBCC) and Commonwealth of Massachusetts property under the care, custody and control of the Massachusetts Division of Fisheries and Wildlife operating as the Francis A. Crane Wildlife Management Area. MassDEP has the following comments on the Draft Report.

1. Page 6-4, Section 6.4, Munitions Response Site Prioritization Protocol Score, 2nd Paragraph:
The text states, "**The DoD Property MRS has an EHE Module Rating of 'B' and the Non-DoD Property MRS an EHE Module Rating of 'E'.**" Table 6-1, *Explosive Hazard Evaluation Data Element Scoring* indicates that the Non-DoD Property MRS has a total explosive hazard evaluation (EHE) module rating of "G." Please clarify and revise the text as necessary.
2. Page 6-4, Section 6.4, Munitions Response Site Prioritization Protocol Score, 2nd Paragraph:
The text states, "**Both the DoD Property MRS and Non-DoD Property MRS were listed as 'No known or suspected munitions constituent hazard' for the CHE Module Rating.**" For consistency with the language used in the chemical warfare material hazard evaluation (CHE) module, please revise the

sentence to *"Both the DoD property MRS and Non-DoD Property MRS were listed as "No known or suspected chemical warfare material hazard" for the CHE Module Rating."*

3. Page 3, Appendix G - Fact Sheet, Additional MEC Investigation:

The text states, **"An additional mag and dig investigation was conducted with a qualified UXO team in the Non-DoD Property MRS to investigate five step-out grids in the areas surrounding the locations of the practice/training rounds."** The additional MEC investigation in the Non-DoD Property MRS included two 100x100 foot step-out grids at the location of the M68, 81-mm mortar training round and five step-out grids at the location of the M29, 3.5-inch practice rocket for a total of seven step-out grids investigated. Please revise the text accordingly in Appendix G and throughout the Draft Report where similar descriptions of the step-out grid investigation are stated.

Please incorporate this letter into the Administrative Record for the Old Grenade Courts MRA for the Military Munitions Response Program at Joint Base Cape Cod. If you have any questions regarding this letter, please contact me at (508) 946-2871 or Kendall Walker at (508) 946-2846.

Sincerely,



Leonard J. Pinaud, Chief
Federal Site Management
Bureau of Waste Site Cleanup

P/kw

Ec: Upper Cape Select Boards
Upper Cape Boards of Health
JBCC Cleanup Team
MassDEP Boston/Southeast Region

Bruce Tainter



BOURNE BOARD OF SELECTMEN
JAN 25 AM 10:55
87-10 TWP 52 N 50 E 20Z 0108

January 23, 2023

Dear Bourne Selectman and Town Officials,

I'm writing to bring to your attention some serious safety concerns at the intersection of Scenic Highway, Scenic Park and Nightingale Pond Road.

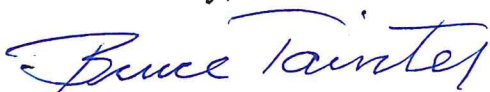
1. The crosswalk from Scenic Park to Nightingale Pond Road is worn out. We need a better crosswalk system like the new ones at the rotary. It is extremely dangerous for kids on bikes, dog walkers or anyone trying to cross even with the light. During the summer months we have a lot of foot traffic going to and from the park to get to the canal or to Starbucks, Pet Supply and the other stores. Now with the new store and gas station that will be exiting onto Scenic Highway plus vehicles making a left onto Nightingale Pond Road the crosswalk has gone from extremely dangerous to worse.
2. Traffic speed is a huge concern at this intersection. Vehicles heading west on Scenic Highway towards the rotary are always traveling at a much higher speed than the speed limit. It's really amazing to actually see the number of vehicles including trailer trucks not stop in time for the light at Scenic Park and Nightingale Pond Road. On the east bound side vehicles trying to make a left-hand turn onto Nightingale Pond Road and traffic going west and turning left into Scenic Park, especially those with trailers, are

constantly concerned with being hit. I have heard a lot of scary stuff from my neighbors, campers, Police, Fire and family about this intersection and I ask if you can look into the matter to help keep our community a bit safer. Our past Governor Charlie Baker just signed into law a bill known as H.5103 (which I have enclosed) that may help us get state funding Another notable aspect of the bill is that it creates a framework for municipalities to ask the state to modify speed limits on state-controlled roads within their borders.

3. On April 1st the Scenic Park campground opens. We get camping trailers and motor homes backed up on Nightingale Pond Road, Deseret Drive and up High Ridge Drive waiting to get into the park. It's only that weekend but it's getting worse. It makes it impossible to get in or out which is especially concerning for emergency vehicles. Not sure what can be done but maybe some support from our State Police in directing traffic would help. Re-adjusting the timing of the traffic lights may help too.
4. This is not that much of a safety concern, but the Nightingale Pond Road sign has been down now for the past three years and the state has not replaced it. There was a large, very visible Nightingale Pond Road sign that came loose in a snowstorm and the state took it down for repair, but it was never put back. Currently there is no sign on the road and it would be helpful to get that sign replaced.

Thank you for your time and support.

Sincerely,



Brownsberger said that the new laws will still produce positive results.

“Agreed that the broader regulatory aspects of this bill — safe passing distance and red lights — will rarely if ever be enforced by police. But safe passing will become part of standard drivers education and red lights will get sold more consistently by bike stores. Some positive change will result,” he wrote in a response to a comment on his website in September.

This legislation requires that large trucks purchased or leased by the state use devices designed to protect vulnerable users. This includes devices that make it easier for drivers to see other people on the roadway like backup cameras and extra mirrors. It also includes lateral protective devices, which are installed between the front and rear wheels to help prevent people from falling underneath large vehicles. These will prevent some of the “most tragic accidents,” Brownsberger wrote.

Another notable aspect of the bill is that it creates a framework for municipalities to ask the state to modify speed limits on state-controlled roads within their borders.

Brownsberger said on his website that the bill represents the culmination of more than a decade of work. Still, he said, more efforts need to be made to improve traffic safety, such as the implementation of [automated speed limit enforcement](#).

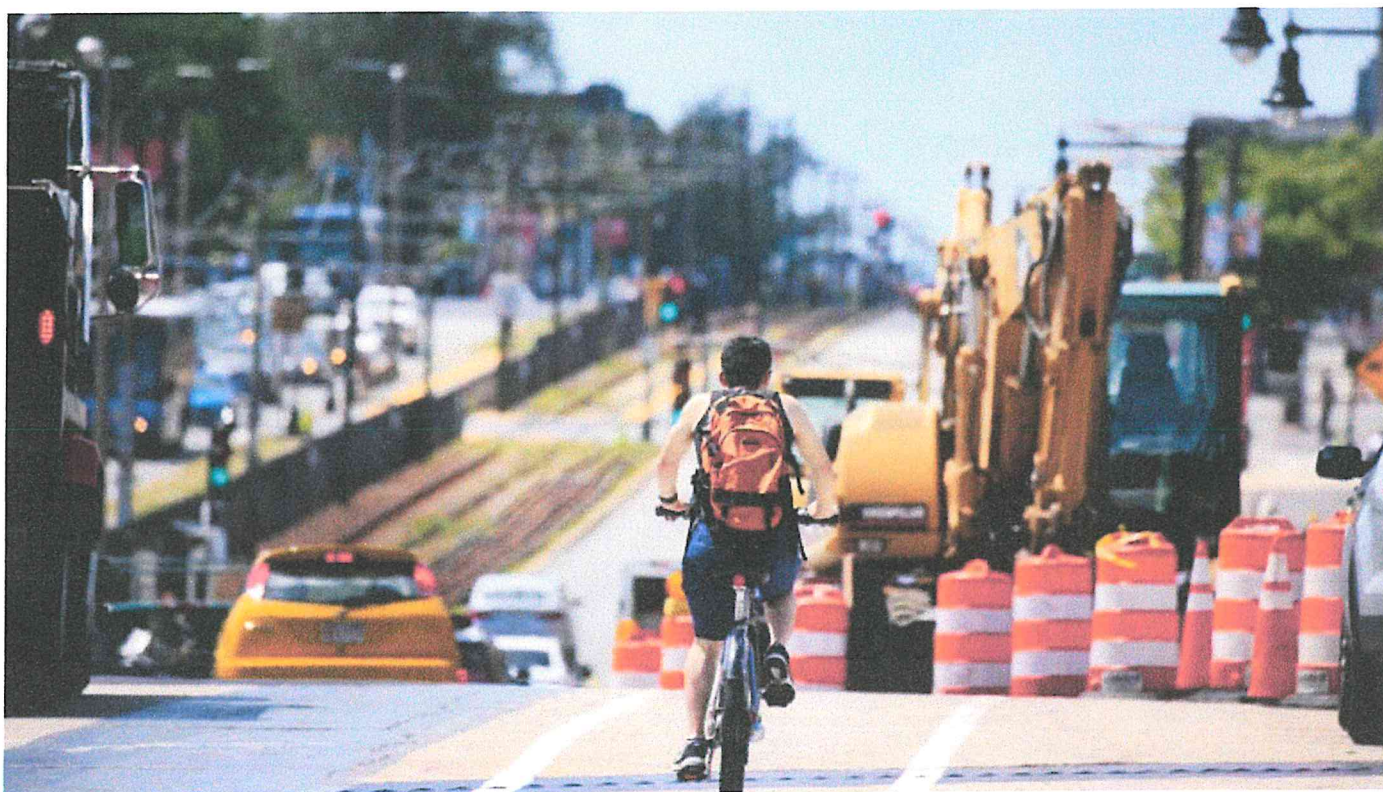
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Baker signs new law protecting 'vulnerable' road users

[Politics](#)

Pedestrians, cyclists, and others now have greater protections built into Massachusetts law.



A cyclist navigates construction equipment on Commonwealth Avenue. *Craig F. Walker/Boston Globe, file*

Just a short time before his final day in office, Gov. Charlie Baker signed a new law aimed at making roads safer for those not using cars.

The bill, known as [H.5103](#), was signed into law by Baker on Monday, according to the state's [website](#). The heart of the bill centers on defining what makes a “vulnerable” road user, and setting certain protections for them as

they travel alongside motorists.

One of these protections is that drivers are now required to leave at least four feet between their vehicles and vulnerable users, including pedestrians, as they pass.

Pedestrians, including those repairing utility facilities and emergency workers, are included in the definition of vulnerable users. People operating bicycles, skateboards, rollers skates, wheelchairs, and motorized scooters, among other devices, are also considered vulnerable users. This includes those riding horses, driving horse-drawn carriages, and those driving farm vehicles like tractors.

Until this point, Massachusetts law only considered cyclists in this context, Sen. William Brownsberger wrote on his [website](#). He is one of the co-authors of the bill. Existing law also did not include a specific minimum passing distance.

The four-foot passing distance requirement was not in the initial version of the bill. When it hit Baker's desk in September, the bill included a sliding mechanism. This dictated that drivers must pass vulnerable road users at a distance of at least three feet when traveling 30 miles per hour or less, with one additional foot of clearance for every 10 miles per hour that the vehicle is traveling above 30 miles per hour.

Baker instead proposed a set three-foot passing requirement, and lawmakers then landed on a set four-foot passing requirement. Brownsberger called this change an "improvement" on his website.

The bill also requires that cyclists use rear-facing red lights at night.

While these requirements will likely not be routinely enforced by police,



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RCUD 2028 JAN 17 AM 10:49

TRC Reference Number: 481412

January 11, 2023

Board of Selectman
Bourne Town Hall
24 Perry Avenue
Buzzards Bay, MA 02532-3441

**RE: Notice of Phase I Initial Site Investigation Report and Tier Classification
Former AmeriGas Lease Property
993 Sandwich Road
Bourne, Massachusetts
MassDEP Site RTN 4-29137**

Dear Board of Selectman:

On behalf of the AmeriGas Propane, LP, and pursuant to 310 CMR 40.1403 of the Massachusetts Contingency Plan (MCP), TRC Environmental Corporation (TRC) has prepared this letter to inform you of the submittal of a Phase I Initial Site Investigation Report and a Tier Classification submittal for the Former AmeriGas Lease Property in Bourne, Massachusetts. This submittal will be made to the Massachusetts Department of Environmental Protection (MassDEP) on or about December 27, 2022. The site has been classified as a Tier II site under the MCP.

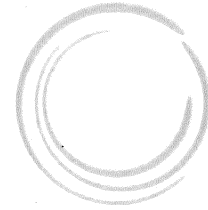
If you have any questions concerning this letter, or would like a copy of the documents submitted, please contact David Sullivan at TRC at (978) 970-5600.

Sincerely,
TRC Environmental Corporation

David M. Sullivan, LSP
Licensed Site Professional

3225 MAIN STREET • P.O. BOX 226
BARNSTABLE, MASSACHUSETTS 02630

(508) 362-3828 • Fax (508) 362-3136 • www.capecodcommission.org



CAPE COD
COMMISSION

January 25, 2023

Board of Selectmen
Marlene McCollem, Town Administrator
Town of Bourne
24 Perry Avenue
Bourne, MA 02532

Dear Selectmen and Ms. McCollem:

The Cape Cod Commission, through its review of Developments of Regional Impact (DRIs), can allow and/or require applicants to mitigate some of their projects' impacts through cash payments. The DRI decisions specify the activities for which the town may use the mitigation funds, such as to provide for open space or traffic improvements. In the case of Bourne, \$757,276 has been provided and \$238,123 is currently available for various purposes. Please see the enclosed list.

Commission staff would welcome an opportunity to assist you in utilizing these funds. Typically, after an initial assessment to determine if funds can be used for a particular purpose, a scope of work is developed, a Memorandum of Agreement is executed, and funds are provided to the Town on a reimbursement basis.

Please let me know if you have any questions or wish to utilize any of the available funds.

Sincerely,

Kristy Senatori
Executive Director

Cc: Jennifer Copeland
Stephen Mealy



Bourne Mitigation Funds

<u>Project</u>	<u>Released</u>	<u>Available 1/1/23</u>	<u>Purpose</u>
Adventure Isle	57,333 61,657 352 9,900		1/28/09 MOA Town of Bourne/Main Street Streetscape project 1/20/16 MOA/Buzzards Bay Wastewater 6/23/10 MOA - Little Sandy Pond Road project 10/3/2019 - Barlows Landing Road Intersection alternatives to automobile travel 49,571
Bourne Waste Mgmt Facility	8,343		1/20/16 MOA/Buzzards Bay Wastewater
Cape Sagamore Highlands	94,540 40,000 40,000 147,000		12/6/06 MOA w/Housing Authority/73 Adams Street 5/13/09 MOA Town of Bourne/Housing GAP Adjustment & Housing Opportunity Purchase Program 1/20/16 MOA/Buzzards Bay Wastewater Pilgrim Pines housing/Bourne Affordable Housing Trust affordable housing 36,509
Cliffside	134,253		affordable housing: \$133,705.94 to Town of Bourne; \$546.76 to Housing Authority/ 5/26/04 MOA/73 Adams Street
Hillcrest Farms	18,451 3,500 3,703 25,460		affordable housing: 1/30/02 MOA Town of Bourne/Shearwater Drive 9/13/06 MOA w/Housing Authority/73 Adams Street 5/26/04 MOA w/Housing Authority/73 Adams Street 12/6/06 MOA w/Housing Authority/73 Adams Street
Nightingale Pond	7,500 2,062		1999 Scenic Highway study - Louis Berger Associates 6/23/10 MOA - Little Sandy Pond Road project
Subaru New England	74,400 1,309		6/11/03 MOA Town of Bourne/Main Street Streetscape (Buzzards Bay Sidewalk Project) 1/28/09 MOA Town of Bourne/Main Street Streetscape project
South Cape Village-Mashpee	19,927 7,586		6/9/10 MOA Town of Bourne/Access Drive 6/23/10 MOA - Little Sandy Pond Road project
Paesano Office Building	-	87,138	nitrogen reduction initiatives in Back River Watershed
Convention Data Services	-	16,538	affordable housing
Atlantic Subaru	\$ \$ \$ \$	\$ \$ \$ \$	alternate modes to automobile travel congestion mitigation or alternates modes of travel open space 16,572 1,614 30,181
	\$ 757,276	\$ 238,123	