Select Board
Meeting Notice
AGENDA

Date	Time	Location
February 14, 2023	7:00 PM	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.

If anyone from the public wishes to access the meeting, they can do so by calling the following conference line: **1-929-205-6099.**

Zoom Meeting ID/Call in 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. 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. **Select Board Workshop Discussion – Policies and Rules of Procedures**

    a. Rules of Procedures
        i. "Section II. Procedure for Establishing Policies and Procedures" does not include the use of a Policy Subcommittee. The Board should confirm at what point the staff or Counsel is consulted.
        ii. "Section VIII. Correspondence" does not address when the Board is listed as a CC recipient to emails.
        iii. No mention of when a "Certificate of Vote" is to be prepared for signature.

    b. Policies Currently under review or development.

i. Human Resource – comprehensive redrafting of current Employee Handbook – in conjunction with the Collins Center.
ii. Financial Policies – comprehensive review – in conjunction with the Collins Center
    1. Select Board will need to identify a Steering Committee to guide the process.
iii. Policies & Procedures regarding acceptance of private ways by Town Meeting.
    1. August deadline set for the TA to provide a draft for Board review.

c. Policies to be prioritized for future review.
    i. Curbside trash and recycling pickup – citizen request.
    ii. Memorials – 5-year threshold for establishment – citizen request.
    iii. Blight Bylaw – citizen request.
    iv. Building Use – requested by Community Building Trustees' Chair.
    v. Code of Conduct – Policy Subcommittee request.
    vi. Sale & Purchase of Town-Owned Property – Policy Subcommittee request.
    vii. Public Records Compliance – Policy Subcommittee request.
    viii. Special Events and Outdoor Facilities – Policy Subcommittee request.
    ix. Wedding Policy – Policy Subcommittee request.
    x. Liquor License (package store) – staff request.
    xi. IT user – staff request.
    xii. General Bylaw to establish a Responsible Management Entity (RME) for I/A septic systems (public utility district) – staff request.
    xiii. Others?

6. Correspondence

7. Upcoming meetings:
    February 28 – BOS @ 6: 30 – Town Meeting process
    February 28 – BOSC @ 7
    March 7 – legislative delegation & Rail Trail update
    March 14 - Warrant Articles
    March 21 – Recreation Committee/Dept. & summer season update
    March 28 - BOSC

8. Adjourn

RECEIVED
2023 FEB 10 AM 10: 15
TOWN CLERK BOURNE

Select Board
Minutes of Tuesday, February 14, 2023
Bourne Veterans' Community Center – Rm 2
Buzzards Bay, MA
Or Virtually

TA Marlene McCollem
ATA Liz Hartsgrove

RECEIVED
2023 MAR 16 PM 3:30
TOWN CLERK BOURNE

Select Board

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

Others: John York (virtual 7:30), Jonathan Hobill, and Neal Comen.

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

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2. **Salute to the Flag.**
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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.

   Chair Maier said that they read the Vision and Mission at every meeting, and they are posted on the wall in this meeting room. Chair Meier also wanted to thank the Bourne Fire and Police Departments and the other departments that had to respond to Upper Cape Tech for a fire in the kitchen. He said that everyone did a good job.

5. Select Board Workshop Discussion – Policies and Rules of Procedures

a. Rules of Procedures

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iii. No mention of when a "Certificate of Vote" is to be prepared for signature.

b. Policies currently under review or development.

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c. Polices to be prioritized for future review.

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xiii. Others?

5.a. Rules of Procedures

i. "Section II. Procedure for Establishing Policies and Procedures" does not include the use of a Policy Subcommittee. The Board should confirm at what point the staff or Counsel is consulted.

Town Administrator Marlene McCollem said she outlined her thoughts in a memo that she sent to the Select Board. She would like the Board to have a discussion and she looks forward to hearing from them.

Judith Froman said that subcommittees usually sound like a great idea. She said that policies are a major part of what they are supposed to be doing, and making sure that they are current. She said they really need to identify which policies are the priorities and it needs more of a discussion on the Board level rather than subcommittee level to make it more efficient. She said that she would support not having a policy subcommittee at this point.

Mary Jane Mastrangelo said that the only way that she would support Ms. Froman's idea is if the workshops on the second Tuesday would be policy workshops. She said that they do not have an agenda item for policy.

Ms. Froman said that a place to start could be to see what are the policies that the staff sees are necessary and what are the polices that the Select Board sees that are necessary. Then the Select Board needs to determine which are the ones that they need to focus on, and who is doing the writing or tweaking.

Jared MacDonald said that he thinks it is important for the professional staff to weigh in on the more important policies. He thinks if they are going to use policy subcommittees that they need to be more specific with them. He said that professional staff would most likely be better in a lot of the places and he thinks that if staff brought them to the Select Board, then at some point bring them to Town Counsel.

Melissa Ferretti said that she agrees with much of what has been said and she thinks the memo from Ms. McCollem was particularly helpful.

Ms. Froman said that she thinks that step one should be that once or twice a year they identify the list policies and what the priorities are, then who is going to be responsible for writing or tweaking it, whether staff or the Select Board. If it is a policy that is already in place, then have a general discussion and the Select Board could identify a few people for that specific policy to go off and create a draft. Then bring it back for a first reading and follow through with making changes. She said that there would be the next draft where Town Counsel should be involved. Ms. Froman said she would be happy to put a draft together of what was just talked about and bring it back to the Board.

After much discussion, it was decided that Ms. Froman would write up a draft and she will send it to Ms. McCollem and Assistant Town Administrator Liz Hartsgrove, and they will distribute it to the rest of the Select Board. The Select Board will respond only back to Ms. McCollem and Ms. Hartsgrove, and then they will take it from there. Ms. McCollem said that she will set a deadline for responses back to

her and she will gather the responses and give them to the drafter, in this case Ms. Froman. Ms. Froman will then put together a draft for first reading.

Ms. Ferretti suggested a separate document be kept that lists everyone's comments, and Ms. Froman said she will do something like that to keep track of the comments.

Bourne resident Jonathan Hobill said that he worked for State government for many years and a policy on policy is what they always talked about, and he applauds the Select Board for bringing the policies forward to a public forum and the consistency. He suggested that rather than a policy for public records that they have a procedure.

ii. "Section VIII. Correspondence" does not address when the Board is listed as a CC recipient to emails.

Chair Meier said that they have been looking for clarification on correspondence. He said that they need a process about correspondence that goes to the Select Board, without proper contact information, that it is not a valid piece of correspondence. There was some discussion about stating this in the policy.

Ms. Mastrangelo said that she thinks there are issues with correspondence. She said that there is no standard on deciding what goes into correspondence. She said that too much discretion of the Town Administrator and Chair is not a good thing, but too much inclusion of correspondence is not a good thing either.

Mr. MacDonald said that all correspondence should be disseminated to the whole Select Board, even if it doesn't have sender information, but these pieces do not need to be included as a documented correspondence.

Ms. Froman said that she thinks the question at hand is what to do with the ones that are to the Select Board and the ones that carbon copied to the Select Board. She said that typically if the correspondence is not directly to you, and you are copied on it, then you do not respond to it.

Ms. Mastrangelo said that there are different categories, and it would be helpful to make the categories more clear.

Ms. McCollem said that she is not comfortable with deciding on whether something is excluded from the packet, and she doesn't feel that it should be her role. She thinks that it needs to be the Chair and the Clerk of the Select Board. She said that if they want her to do it, then the Select Board will get everything because she will not exclude anything. There was discussion about who the sender should send their correspondence to, and that it should be sent to the whole Board.

It was decided that a re-draft is needed, and Ms. Mastrangelo said that she would do the re-draft.

iii. No mention of when a "Certificate of Vote" is to be prepared for signature.

Chair Meier said that they have only done certificate of votes recently when the Town Clerk has asked for it and there needs to be a protocol. Ms. McCollem said she is happy to take a first stab at providing some language regarding this. She said she will sit down with the Clerk's office to see what is driving the "Certificate of Vote".

Ms. Mastrangelo said that there is a problem with the Town's website in that it is difficult to find documents, and some documents have been scanned in an unreadable format.

5.b. Policies currently under review or development.

Ms. McCollem said that the Select Board has given her clear guidance on Human Resources, Financial Policies and Policies and Procedures of acceptance of private ways by Town Meeting. She said that she wants the Board to know that these are priorities for staff time and attention.

i. Human Resource – comprehensive redrafting of current Employee Handbook – in conjunction with the Collins Center.

ii. Financial Policies comprehensive review – in conjunction with the Collins Center
   1. Select Board will need to identify a Steering Committee to guide the process.

iii. Policies & Procedures regarding acceptance of private ways by Town Meeting.
   1. August deadline set for the TA to provide a draft for Board review.

5.c. Polices to be prioritized for future review.

i. Curbside trash and recycling pickup – citizen request.

Chair Meier said that curbside trash and recycling pickup has been on the docket since last Fall. He said that he feels that this has been worked on and needs to be finished.

Ms. Froman suggested that the Board go through this list and rate each item by priority, after hearing a little background on the item. She suggested that the scale be 1 to 3 with 1 being top priority.

Ms. Froman asked Ms. McCollem if there was an obstacle with the Town if the curbside trash and recycling pickup policy were addressed later rather than sooner, and Ms. McCollem said not that she can see per the Municipality's perspective.

Ms. Mastrangelo gave the background on the recycling policy and said that there have been some citizen concerns and Ms. McCollem had suggested taking condominium out because there is some disparity by the numbers is a condo unit and the use of dumpsters. There are some residents who think they are entitled to the pickup. There was some more discussion about this policy.

Curbside trash and recycling pickup was given a priority number of 1.

Mr. Hobill said that he has sent many letters about this subject since 2015 and none of his letters have been discussed at any of the Select Board meetings that he watched, nor were they in the correspondence or in the minutes. Neal Comen cited a sentence from a policy that was written in 2016. The word "units" is used, and he said that the word can mean different things to different people. He said he has researched this with many departments in Town and he gets different answers from everyone. He would like to Select Board to review the August 2016 policy.

ii. Memorials – 5-year threshold for establishment – citizen request.

Ms. McCollem said that people have been reaching out to her to establish memorials where 5 years have not passed yet. Ms. Mastrangelo said that this could be an easy fix.

iii. Blight Bylaw – citizen request.

Chair Meier said that this is a huge concern. There was some discussion about the timeline for this issue.

iv. Building Use – requested by Community Building Trustees' Chair.

Chair Meier said that this needs to be discussed by both Boards. Ms. McCollem said that this can wait, and it does need to be a joint effort.

v. Code of Conduct – Policy Subcommittee request.

Chair Meier said that some of the committees have some concerns with the Code of Conduct. It was decided that this would be the Select Boards's Code of Conduct and if other committees want to create their own Codes of Conduct that they can. Ms. Mastrangelo said she would take on the policy and create it as the elect Board's policy as compared to an all-committee policy, and then the Board can discuss it.

vi. Sale & Purchase of Town-Owned Property – Policy Subcommittee request.

Chair Meier said that he thinks a policy should be made regarding this.

vii. Public Records Compliance – Policy Subcommittee request.

Ms. Mastrangelo said that this policy needs to be rescinded, and the rest of the Board agreed.

viii. Special Events and Outdoor Facilities – Policy Subcommittee request.

Ms. Mastrangelo said that this was brought to the sub-committee by staff. She said that there was a question about something done that was broader to include all events, like weddings. She does not feel that this is a priority currently. Ms. McCollem said that special events policy needs to be looked at and worked on. If a special permit is going to be given, they need to be distinguished by the different types. It was decided that this should be a priority after the top three.

ix. Wedding Policy – Policy Subcommittee request.

Ms. McCollem said that she feels that they should rescind the wedding policy because it is given a weight that is doesn't deserve because there are no guarantees.

x. Liquor License (package store) – staff request.

Ms. McCollem said that the staff needs to know how to proceed when a liquor license becomes available.

There was discussion on listing the policies that need to be worked on by priority.

xi. IT user – staff request.

Ms. McCollem said there has been no deliberation on the policy when it was brought before the Select Board.

It was decided that the 2 policies that need to be deliberated on are the curbside trash and the IT user policies.

xii. General Bylaw to establish a Responsible Management Entity (RME) for I/A septic systems (public utility district) – staff request.

Ms. McCollem said that this is critical to be able to implement the CWMP.

Ms. Mastrangelo said that she can't see this happening before the Annual Town Meeting next year because they don't know what the regs are. Ms. McCollem said that this is the key component to the CWMP. When the CWMP goes to Town

Meeting to get approved, if they wait until then, then there will be years to get it going. There was discussion about how the process gets moving.

Ms. Froman said that after looking at the list the list of priorities is: The 1,2,3, which is Human Resources, Financial Polices, and the Private Ways.

There was discussion about the policies that are deliberations and at what point they are priorities. There was also more discussion about the RME, which Ms. McCollem said that it would be months and months of putting it together.

Ms. Froman provided a summary: The Board is going to rescind Public Records, Compliance and Weddings. Then they are going to look at the general bylaw related to the CWMP, maybe starting this summer with a presentation. She that meanwhile there are 4 things that have made their way to the top, and they are curbside trash, IT Users, special events, and sale and disposal of town property, in that order. Liquor policies for special events were added to this list to make it 5.

Ms. McCollem said that another workshop is needed for curbside, IT, and special events only. Ms. Mastrangelo asked if they could add the liquor license as it pertains to special events. Assistant Town Administrator Liz Hartsgrove said that the liquor license policies are very in depth. There was some discussion about the different polices for liquor depending on the circumstance.

xiii. Others?

Mr. Hobill recommended some ideas to discuss regarding curbside trash pickup.

6. Correspondence

Melissa Ferretti read aloud the correspondence:

- 2 DEP Letters.
- Resignation of K. Blanchard from the COA.
- Email from Fisherman's Alliance.
- Email from J. York regarding Belmont Circle signage.
- Letter from R. Packard regarding Facebook Survey, Recreation.
- Proposal Packet.
- JBCC Public Meeting Calendar, 2/10/23.
- Email from J. York regarding MassDOT Cape Cod Canal Area Transportation Improvement Program.
- Planning Board resignation letter – J. Carroll.

These are all on the Town's website.

6. Upcoming meetings:

Ms. McCollem said that she must make a change on the upcoming meeting schedule. She said that February 28 is the joint meeting with the Planning Board. Chair Meier said that they will find a time to fit in the discussion about the Town Meeting process.

February 28 – BOS @ 6:30 – Joint Meeting with the Planning Board
February 28 – BOSC
March 7 – legislative delegation & Rail Trail update
March 14 – Warrant Articles
March 21 – Recreation Committee/Dept. & summer season update
March 28 - BOSC

8. Adjourn

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

This meeting of the Bourne Select Board was adjourned at 9:25 PM.

Respectfully Submitted,

Kim Johnson, Recording Secretary

memo

Town of Bourne

To: Select Board

From: Marlene McCollem, Town Administrator

CC: Liz Hartsgrove, Assistant Town Administrator

Date: February 8, 2023

Re: Policy Workshop of 2.14.23

There are numerous procedural and substantive issues to discuss regarding the review and updating of the Select Board's policies. Many policies are out of date and may no longer be adequately protecting the public interest. At the August 12, 2022 Retreat, the Board identified policy revision as a major goal for 2023.

In advance of the February 14, 2023 workshop, the Board is encouraged to review its "Rules of Procedures" dated September 25, 2018 (copy attached). Specifically, guidance is requested in three areas.

1. Section II. Procedure for Establishing Policies and Procedures.
   The written procedure does not include the use of a Policy Subcommittee. If the Board wishes to utilize a Subcommittee, its role and responsibilities should be clearly defined. It is recommended that a subcommittee not be engaged until after the First Reading of a proposed policy. This allows the Select Board to give substantial direction to the subcommittee on policy formation.

   Additionally, the procedure does not engage the Town Administrator (and therefore the staff) until after the First Reading. It is recommended that the Town Administrator (and staff) prepare the first draft of a policy after the Board's public discussion at the "Informational Item" stage. This adjustment would allow the First Reading to be based on the staff's recommended language.

   Currently, Town Counsel is not engaged until the Final Reading. It is recommended that Counsel be consulted prior to the Second Reading of a proposal.

2. Section VIII. Correspondence.
   It is recommended that if Select Board correspondence is submitted to the Town Administrator, it should clearly be addressed to the Board. Correspondence only addressed to the Town Administrator is not shared as Select Board correspondence.

   Additionally, please advise whether to include emails or letters where the Select Board is a "CC" recipient? It is recommended that the Board Secretary exercises discretion, rather than the TA or staff, if an item should be excluded from correspondence.

3. Proposed New Section.

It is recommended that the Board determine under what conditions a Certificate of Vote should be prepared for signature. It is unclear to the TA and staff when it is necessary.

Numerous policy revisions have been brought up for discussion by various parties for consideration. The following three areas are of significant concern and will be addressed within the next 6-months:

1. Human Resources policies and Employee Handbook
2. Financial Policies for General Fund and Enterprise Funds
3. Policies and Procedures for acceptance of a private way by Town Meeting.

The Town has obtained Community Compact grant funds to prepare comprehensive revisions to the HR policies and Financial policies and will be utilizing the Collins Center to assist with the update. The proposals are attached to this memo and contracts will be in place shortly. All draft revisions will be reviewed by Town Counsel and will be brought before the Select Board for review and adoption prior to implementation. Portions of the HR policies and Employee Handbook may also require impact bargaining with the public employee unions.

At its meeting of February 7, 2023, the Select Board provided clear guidance that acceptance of private ways is a priority initiative. The Town Administrator and staff will have a draft policy and procedures for the Board to review in August prior to the October 2023 Town Meeting.

Below is a non-comprehensive list (in no particular order) of other policies various parties have requested that the Select Board review and revise.

- Curbside trash and recycling pickup – specifically to include condominiums.
- Memorials – to reduce/eliminate the 5-year threshold prior to installing a new memorial.
- Creation of a town-wide blight bylaw to address unkempt properties.
- Building Use Policy – specifically for the Memorial Community Center.
- Establishment of a town-wide Code of Conduct.
- Sale/disposal and purchase/acquisition of town-owned property.
- Public Records Compliance.
- Special Events.
- Weddings.
- Use/reservation of outdoor facilities.
- Liquor licenses (package stores).
- IT user (internal to those with access to town communications infrastructure and equipment).
- General Bylaw to establish a Responsible Management Entity (RME) for I/A septic systems (public utility district) in support of implementing the CWMP.

It is not feasible to move forward with all of the above at the same time, and recommended that the Select Board add any other outstanding policy requests to create a comprehensive list that is then prioritized.

It is recommended that no more than 3 -5 policy areas be in active development at the same time. As the highest priority policies are resolved and adopted, then resources can be redirected to those policies that have been ranked as the next highest priority so that expectations are clear and we can move orderly down the list as determined by the Select Board.

###

TOWN OF BOURNE
BOARD OF SELECTMEN
24 Perry Avenue
Buzzards Bay, MA 02532
Phone 508-759-0600 ext. 1503 – Fax 508-759-0620

Rules of Procedure

CERTIFICATE OF VOTE

At a meeting of the Board of Selectmen of the Town of Bourne, held on September 25, 2018 at the Bourne Veterans' Memorial Community Center, a quorum being present and voting throughout, upon a motion duly made and seconded, it was

VOTED: To adopt the Board of Selectmen's Rules of Procedure as amended on this date, September 25, 2018.

RECEIVED
2018 OCT -2 AM 9:10
TOWN CLERK BOURNE

BOARD OF SELECTMEN

Peter J. Meier

Peter J. Meier, Chairman

Judith MacLeod Froman

Judith MacLeod Froman, Vice Chairman

James Potter

James Potter, Clerk

George G. Slade, Jr.

George G. Slade, Jr.

Jared P. MacDonald

Jared P. MacDonald

A True Record

Barry H. Johnson

Town Clerk

A True Copy,
Attest:

Barry H. Johnson

Town Clerk

Board of Selectmen/Sewer Commissioners
Rules of Procedure

I. Procedural Matters

In procedural matters not covered by the Rules or any provisions of the Charter or Town Bylaws, or statute, the Board of Selectmen ("the Board") shall be guided by Roberts Rules of Order, as most recently revised.

II. Procedure for Establishing Policies and Procedures

Adoption of new policies or changing existing policies regarding general town government is a responsibility of the Board of Selectmen ("the Board"). Policies will be adopted/amended only by the affirmative vote of a majority of members of the Board when such action has been scheduled on the agenda of a regular or special meeting.

To permit time for study of all policies or amendments to policies and thus to provide an opportunity for interested parties to react to proposed policies and to provide amendments will be presented as an agenda item to the Board in the following sequence:

1. Information item -- distributed with agenda and to Town Counsel
2. Discussion item -- first reading of proposed policy or policies
3. Response from the Town Administrator; report from any committee with responsibility in the area addressed by the proposed policy; public discussion; Board discussion and directions for any redrafting
4. Action, which may include further discussion, adoption, rejection, may be taken at the discussion at the second reading, or at a subsequent meeting.
5. Town Counsel review prior to final reading.

Amendments to the policy at the action stage will not require repetition of the sequence, unless the Board so directs.

The Board of Selectmen may dispense with the above sequence to meet emergency conditions.

Policies will be effective upon the date set by the Board. This date will ensure that affected persons have an opportunity to become familiar with the requirements of the new policy prior to its implementation. The Board may divert from policy by super majority* vote of the members present.

**A "super majority" of a five member board is 4 of 5 people; 4 of 4 people; 3 of 3 people.*

III. Responsibilities of the Officers of the Board

The Chair shall:

- Preside at all meetings of the Board at which s/he is present. In doing so,
- S/he shall maintain order in the meeting room, recognize speakers, call for votes, and preside over the discussion of agenda items;
- Sign official documents that require the signature of the Chair, following a vote of the Board;
- Call special meetings of the Board in accordance with the Open Meeting Law;
- Prepare meetings agendas with the Town Administrator;
- Represent the Board at meetings, conferences, and other gatherings unless otherwise determined by the Board or delegated by the Chair;
- Serve as spokesperson of the Board at Town Meetings and present the Board's position unless otherwise determined by the Board or delegated by the Chair;
- Arrange for the orientation of new members, unless otherwise noted;

The Chair shall have the same rights as other members to offer and second motions and resolutions, to discuss questions, and to vote thereon.

The Vice Chair shall act in the place of the Chair during his/her absence at Board meetings. Should the Chair leave office, the Vice Chair shall assume the duties of Chair until the Board elects a new Chair.

Clerk of the Board shall sign all official documents requiring the signature of the Clerk, with the authorization of the Board, and shall be responsible for the minutes. S/he is responsible for recording minutes of any portion of meetings held in executive session for which the Town Administrator or Assistant Town Administrator is not present.

IV. Meetings of the Board

A meeting called for any time other than the regular meetings* shall be known as "special meetings". The same rules as those established for regular meetings shall apply, unless an unforeseen emergency requires a special meeting to be scheduled on a legal holiday. Special meetings shall be called by the Chair, in consultation with the Town Administrator, and with the informal consent of a majority of Board members, or whenever at least three (3) members of the Board make such a request in writing to the Chair or the Town Administrator, either whom shall give notice of such meeting.

The Board shall conduct working sessions as it deems necessary. Such meetings will be posted in accordance with Open Meeting Law. A synopsis of transactions of informal meetings shall be made a part of the record of meeting minutes.

The Board shall meet to review and vote on the Warrant per the requirements of the Charter.

The Clerk of the Board is responsible for the minutes. The Town Administrator is responsible for the process for arranging for minutes to be drafted, circulated, reviewed, and voted upon by the Board according to the Public Records Law. A copy of the minutes shall be filed with the Office of the Town Clerk (Section 8-6 (c) of the Charter.

**Tuesdays*

V. Meeting Procedures

Board meetings shall be conducted in accordance with generally accepted rules noted in Section I, Procedural Matters. It is the practice that application of said procedure may be on a relatively informal basis.

A quorum shall consist of three members of the Board. As a practical courtesy, the meeting will identify any action involving the Town regarding critical or environmental matters, the adoption of policy, or appointments to be taken, whenever practicable, with the full Board in attendance. Actions by motions offered shall be seconded, discussed, and voted. Split votes will be identified by name in the meeting minutes. Equal yes/no votes result in a lost motion.

When there is more than one candidate for an opening on a board/committee the Board will vote for each opening with the candidate having the most votes being placed in an open position. This process will be repeated until all openings are filled. If the result of the Board vote yields a 2,2,1 vote, the two candidates that received two votes will be placed in two of the openings.

The Town Administrator or his/her designate, starting with the Assistant Town Administrator, shall attend, unless excused by the Chair of the Board at all meetings of the Board. The Town Administrator shall attend in order to keep the Board informed and advised, and to recommend in all matters that fall within the jurisdiction of his/her office. S/he shall carry out the actions of the Board as they relate to the conduct and administration of Town affairs under his/her jurisdiction as indicated in the Charter.

VI. Executive Sessions

Where practicable, executive sessions shall be scheduled prior to the regularly scheduled meeting time of 7:00 P.M. Only items clearly allowed under the Open Meeting Law shall be included in executive session. Prior to calling for a motion to adjourn into executive session, the Chair shall state the reasons for which an executive session is sought.

The Chair shall also state whether or not the Board will reconvene in open session. A majority of the members present and voting must vote to enter executive session by roll call vote.

Draft minutes of executive sessions shall be available to the Clerk (of the Board) and Town Counsel in written form within 7 days of the session for edit and vote at the next executive session. Unlike the case with open session, there is no right to tape record or videotape executive sessions. The Board will then vote to **disclose or withhold from disclosure** the minutes depending on whether or not the reason for their being kept from disclosure still exists.

- If the vote is to **disclose**, the minutes will be filed by the Clerk (of the Board) in the Town Clerk's office

- If the minutes are voted to be **withheld from disclosure** they will be delivered by the Clerk (of the Board) as hard copies and kept in a confidential file in the Record Access Officer's (RAO)* files entitled "Withheld from Disclosure Board of Selectmen Executive Minutes."

The Clerk (of the Board) is responsible for this file and to bring all withheld from disclosure minutes before the Board for review once in every six months to determine if any should be disclosed. This policy will help insure that closed session minutes are kept secret only as long as needed.

Any member of the Board and Town Administrator/Assistant Town Administrator may request to view the minutes "withheld from disclosure" in the Town Clerk's Office through the process of signing and recording the date and time period of review. Once viewed, all documents are required to be placed in a new envelope, sealing it, and returning it to the file.

**In Bourne, the Town Clerk is the RAO.*

VII. Agenda Procedures

The Board's business meetings generally shall be the first and third Tuesdays of the month.* The Board may call special meetings as required and as provided for by the Massachusetts Open Meeting Law.

The Town Administrator, in conjunction with the Chair, bears primary responsibility for coordinating and planning the agenda. Together they shall approve the agenda and schedule a realistic time period for each appointment, interview, conference, or other scheduled item of business. Agenda requests shall be submitted to the Town Administrator and Chair for consideration by 12:00 noon on the Wednesday prior to the Tuesday business meeting. When practical, best attempts to submit requests with a longer lead time is recommended. Items added to the agenda after Wednesday at noon will be considered only out of necessity, emergency, or other cause satisfactory to the Town Administrator and the Chair.

Agenda items may include:

A. Call to Order
B. Vision/Mission of the Board
C. Moment of Silence for Our Troops and First Responders, Pledge of Allegiance
D. Public Comment**
E. Acceptance of Meeting Minutes (as required)
F. Scheduled Appointments (as required)
G. Hearings (as required)
H. Report of the Town Administrator
I. Committee Reports
J. Correspondence
K. Other Selectmen Business – Not open to deliberation
L. Adjournment
M. Agenda order as noted above unless altered publicly at the meeting.

As a practical matter, Members of the Board, staff, the Town Administrator, or others who prepare reference materials for consideration by the Board, the meeting should have such material available for Board members before the Thursday prior to the meeting. If background information is insufficient or complicated, or if complex memos or motions are presented at the meeting which were not included in the Board's meeting packet, any Board member may request that the relevant item be tabled to allow Board members time for careful study of the material.

The agenda shall be available to the public per the Open Meeting Law in Town Hall and on the Town of Bourne website.

**Due to holidays, election days, town meetings, the Board may alter the first and third Tuesday schedule.*

*** Public comment shall be limited to non-agenda items and be no longer than 3 minutes.*

VIII. Correspondence

Correspondences may include, but are not limited to, the following:

A. Communications from town, state, or federal agencies.
B. Communications from town committees or boards.
C. Announcements of non-profit events.
D. Letters or emails from the public.*

Correspondences may be submitted to the Selectmen/Town Administrator's Office, to the Town Administrator, and/or to the Chair. Correspondences received before the Thursday prior to the Tuesday business meeting will be considered for inclusion. Once received, it is the responsibility of the Town Administrator and the Chair to review the correspondences to be included in public record. Items of correspondence that are exempt from public disclosure pursuant to the Public Records Law (Chapter 4, Section 7 of the Massachusetts General Laws), or relate to subject matters that qualify for an executive session under the Open Meeting Law (Chapter 30A, Sections 18-25 of the Massachusetts General Laws), will be marked as "Confidential Correspondence" and will not be subject to review in public session, unless it coincides with an agenda item. As appropriate, the Town Administrator, Chair, or Clerk will respond to each correspondence from D, noted above.

The correspondences will be available in hard copy form and on the town website along with the agenda packets. Any required action of the Board received within the correspondence shall be taken up no earlier than the next scheduled meeting.

Non-agenda items that require subsidiary discussion should be placed as a regular item at the request of the proponent.

**Correspondences may be submitted via hard copy letter to the Selectmen/Town Administrator's Office by mail or in person and date stamped. Emails may also be considered public record. Regardless of format, the correspondence must include name and address.*

IX. Appointments

As part of the annual appointment process, the Town Administrator will ask incumbents whose terms will expire on June 30 about their availability for reappointment. The Town Administrator will ensure that the Board receive by June 1st a list of appointment vacancies to be filled by the Board.

The Board shall request each appointed committee chair to submit a report and written record of attendance for each member of his/her committee for the fiscal year. Any absences excused by the committee for good cause shall be noted in said record and report, along with any other information that might be helpful to the Board in making decisions concerning the appointment or reappointment of members to said committee. The Board shall enforce Section 2.4.4 of the Town Bylaws concerning termination of membership due to absence at meetings.

When the bylaw states, or when the Board or Town Administrator requests, a designee of another board or committee, the board or committee making the designation will vote the appointment of their representative. The board or committee shall notify the Town Administrator of the action taken. The Board (of Selectmen) shall take action of the recommendation(s) at the next business meeting.

Upon an appointment to a board or committee, as authorized by the Town of Bourne Charter, the appointee shall receive a Certificate of Appointment signed by a majority of the members of the Board or Town Administrator. Each appointee must present the signed appointment slip to the Town Clerk or his/her authorized designee to be sworn in. The appointee shall have the Town Clerk/or designee sign and date the appointment slip and will bring the slip back to the Selectmen/Town Administrator's Office for their records. Once appointee is sworn in by the Town Clerk the appointee is authorized to cast a vote at a meeting of the board or committee to which s/he is appointed.

Committees in which members of the Board (of Selectmen) are seated either as ex-officio, committee as required by statute or as requested by outside governmental and non-governmental agencies shall not be greater than one (1) year and shall not extend beyond an individual's term of office unless otherwise specified.

X. New Committee Procedures

The Board will choose one of its members to attend the first meeting of a newly established committee. Any board, committee or commission ("committee") appointed by the Board shall be responsible to the Board.

At the first meeting, the designated Board member will read the charge by the Board and answer any questions by committee members so that each member understands the scope of the committee. Committee Meeting Procedures will also be given to each member and discussed. The members of the committee will establish a regular meeting schedule and determine the date of the next meeting.

The designated Board member shall conduct the initial election of officers of the committee. The committee may decide to hold the election of officers at the beginning of their second meeting; however, at no time shall a committee created by the Board be without officers after the conclusion of its third session. No substantive business will be conducted before the election of officers. By majority vote of the members who constitute the make-up of the committee, they shall elect a chair, vice chair and clerk.

In all procedural matters, the committee shall conduct its meeting in accordance with Robert's Rules of Order. In the absence of the chair, the vice chair shall conduct the meeting.

In accordance with the Open Meeting Law, the clerk of the committee or the recording secretary shall keep accurate minutes of the proceedings of the committee including executive session minutes, per the Open Meeting Law.

Upon request, the committee shall send a written update of its actions/recommendations that were taken by a majority vote of the committee members to the Board. The Board also reserves the right to request that the committee present this report in person at a Board's meeting. NOTE: per the Open Meeting, individual members of the committee may also ask that a member of the Board be present at a particular meeting as a member of the audience. A formal request for a Board member to attend a meeting must be made by a vote of the majority of the committee.

The chair shall prepare the agenda on behalf of the committee. Any committee member may insert an agenda item for any meeting. The chair or designee will post the agenda at Town Hall according to the Open Meeting law.

XI. Zoning By-Law, Special Permit Rules and Procedures

The rules and procedures concerning Zoning By-laws, Special Permits Rules and Procedures have been prepared and adopted by the Board in compliance with General Laws Chapter 40A, Section 9 as amended by Chapter 808 of the Acts of 1975. They may be amended or rescinded by majority vote of the Board. Said rules and procedures to become effective at such times as may be specified therein and upon filing a copy thereof with the Town Clerk.

All applications for special permits authorized by the Zoning Bylaw to be issued by the Board shall be made in writing on such form or forms adopted by the Board and available at the offices of the Building Inspector, Board (of Selectmen), Town Clerk or Engineering, as applicable.

Said form shall be filed in quadruplicate with the Board and a copy shall be filed with the Town Clerk. All of said copies shall bear the signature of the applicant or his duly authorized agent or attorney.

The applicant shall attach to his/her application a list of all parties in interest and their addresses as appear on the most recent tax list. "Parties in interest" as defined in General Laws Chapter 40A, Section 11, as amended, shall mean the applicant, owner of land for which the permit is sought (if different than the applicant), abutters, owners of land directly opposite on any public or private street or way and abutters to abutters within 300 feet of the property line, the Bourne Planning Board, and the Planning Boards of Falmouth, Wareham, Sandwich and Plymouth.

Applications shall state the section of the Zoning Bylaw for which the Special Permit is sought.

All applications at the time of filing shall be accompanied by:

1. FOUR (4) prints of the latest recorded plan of the land which will be affected, or in cases where no such plan exists, FIVE (5) prints of a plan of the land endorsed by a registered engineer or land surveyor.

2. FOUR (4) prints of the plot showing the exact location of existing and proposed buildings, signs, and other structures.

Such additional information and plans, as may be required, under the Site Plan Review provisions of the Zoning Bylaw, or any other applicable provisions of the Zoning Bylaw.

A filing fee payable to the Town of Bourne in the amount of $250.00 for advertising and mailing costs.

The Board, at its discretion, may dismiss (without prejudice) an application which fails to comply with the foregoing requirements.

Appendix

NOTICE OF HEARING
Notice of hearing will be given by the Board in accordance with General Laws Chapter 40A, Section 11, as amended, by mailing and publication.

A. Hearings
An open public hearing will be held at the time and place specified in the notice of the hearing.

1. The hearing will proceed as follows:
   a. The Chair will call the meeting to order and read the notice of hearing as published.
   b. The Chair shall inform those present at the hearing of the time requirements under Chapter 40A, Section 17, as amended, for appealing of the decision of the Board.
   c. The applicant or his representative shall present the case to the Board.
   d. Parties of Interest at the hearing shall be heard.
   e. Town representatives may be heard.
   f. The hearing shall be closed and no further evidence shall be heard.

B. Decisions

1. All decisions of the Board shall be made in writing and shall contain, but not limited to, the following:

   - Date decision rendered.
   - Number of Special Permit
   - Name and address of applicant.
   - The place, time and date of the public hearing.
   - Findings of facts.
   - Statement of applicable law.
   - Decision of the Board
   - Roll-call vote setting forth the vote of each member of the Board
   - A statement of right of appeal pursuant to General Laws, Chapter 40A, Section 17, as amended.

2. A copy of the decision shall be filed with the Town Clerk.
3. A decision granting a special permit shall be effective after the appeal period has expired and an appropriate notice has been filed by the Town Clerk with the Registry of Deeds. A fee for the Registry of Deeds filing shall be paid to the Town Clerk by the applicant.
4. Duplicate copies of the decision shall be mailed or delivered to the applicant or his agent or attorney, the owner of the property, the Building Inspector, Planning Board, Board of Health, and all parties in interest who at the time of the hearing request a copy.

C. Records or Proceedings

1. The Board shall cause to be made a detailed record of its proceedings, indicating the vote of each member upon each question, or if absent or failing to vote, indicating such fact.
2. Original summary account shall be kept with the case record in the office of the Board, a copy to be filed with the Town Clerk.
3. All summary accounts shall be signed by the Clerk of the Board who shall be the keeper of the records of said Board.

BOARD OF SELECTMEN
Peter J. Meier, Chair
Judith MacLeod-Froman, Vice Chair
James Potter, Clerk
George Slade
Jared MacDonald

Adopted on August 28, 2001
Amended November 12, 2002 by adding section 2.4.2
Amended July 13, 2004 -Special Permit Rules & Procedure added
Revised: May 16, 2006
Revised: November 21, 2006
Revised: May 1, 2007
Revised: April 29, 2008
Revised: December 17, 2013
Revised: February 24, 2015
Revised: September 25, 2018, Comprehensive Revision

UMASS BOSTON

EDWARD J. COLLINS, JR. CENTER FOR PUBLIC MANAGEMENT
JOHN W. McCORMACK GRADUATE SCHOOL OF POLICY AND GLOBAL STUDIES
UNIVERSITY OF MASSACHUSETTS BOSTON

100 Morrissey Boulevard
Boston, MA 02125-3393
P: 617.287.4824
F: 617.287.5566
mccormack.umb.edu/centers/cpm
collins.center@umb.edu

Marlene McCollem
Town Administrator
Town of Bourne
24 Perry Avenue
Buzzards Bay, MA 02532

January 30, 2023

Dear Ms. McCollem:

The Edward J. Collins, Jr. Center for Public Management is pleased to present this proposal to the Town of Bourne for the development of financial policies.

The Center was established in 2008 in the McCormack Graduate School of Policy and Global Studies to further the public service mission of the University of Massachusetts Boston. The Center provides technical assistance to municipalities, school districts, regional governments, and state agencies on all aspects of public management.

The Center is a Massachusetts state government entity. Consequently, the laws of the Commonwealth do not require the Town and the University to engage in a statutory procurement process before executing a contract.

Please review the proposal that follows, and let us know if you have any questions. Thank you for your consideration.

Sincerely,

Sarah Concannon
Director of Municipal Services
Edward J. Collins, Jr. Center for Public Management
McCormack Graduate School of Policy and Global Studies
UMass Boston

PROPOSAL TO DEVELOP FINANCIAL MANAGEMENT POLICIES FOR THE TOWN OF BOURNE

1. Overview

The Town is interested in assistance from the Collins Center to review and document existing formal and informal financial policies and to develop a package of financial management policies that represents best practices in municipal finance and reflects the Town's needs and preferences.

2. Project Deliverables

The deliverables will be as follows:

1. *Comprehensive package of financial management policies.*

3. Workplan

In order to complete the noted deliverables, the project team will follow the workplan outlined below:

Step 1: Convene a financial policies and procedures working group
The Collins Center project team will convene a working group that will be tasked with reviewing, drafting, and recommending a package of financial policies and procedures to the Select Board and Finance Committee for consideration. The working group may include the Town Manager, Assistant Town Manager, Finance Director, Town Accountant, Treasurer/Collector, Principal Assessor, representatives from the Select Board, Finance Committee, Board of Assessors, and/or others. The composition of the working group will be determined through conversations with the Town's project lead.

Step 2: Review and document existing financial policies and procedures
The project team will review the Town's existing written financial policies and procedures, if any, and interview Town staff as needed to document any unwritten policies and procedures. These policies and procedures will be compared with best practices identified by the Center. The project team will discuss any recommended changes with the working group.

Step 3: Develop financial policies and procedures package
The project team will draft any new policies and procedures as discussed and then facilitate a series of virtual meetings with the working group to review, discuss, and edit the drafts. Below is a sample list of topics to be covered by financial policies and procedures. The final list will be developed in conjunction with the Town.

- General Fund Budget
  - Balanced Budget
  - Submission of Budget and Budget Message
  - Revenue and Expenditure Forecast
  - Position Control/Vacancies
- Enterprise Fund
  - Self Sufficiency and Rates
- Reserve Fund/Fund Balance

    - Free Cash
    - Stabilization Funds
- Capital Improvement Planning
    - Capital Budget
    - Capital Financing
    - Capital Improvement Planning Process
- Grant Management
    - Grant Administration
    - Impact on Operating Budget
    - Impact on CIP and Debt Management
- User Fees
    - Fees and Charges
- Use of One Time Revenue
    - Use of One Time Revenue
- Unfunded Liabilities
    - Pensions/Retirement
    - Other Post-Employment Benefits (OPEB)
- Risk Management
    - Risk Management Program
- Accounting/Auditing/Financial Reporting
    - Annual Audit
    - Comprehensive Annual Financial Report
- Procurement and Purchasing
    - Procurement and Purchasing Policy
- Investments
    - Investment Policy
    - Post-Issuance Tax Compliance for Tax-Exempt Debt Obligations and Other Tax-Benefited Obligations
- Operations
    - Monthly Reporting
    - Cash Collections
    - Reconciling Cash and Receivables
    - Cash Flow Forecasting and Budgeting
    - Disbursements
    - Employee Reimbursements
    - Anti-Fraud
    - Police Details
    - Revenue Processing
    - Tailings
    - Year-End Closing
    - Liens
    - Tax Titles
    - Aging Accounts Receivables

Step 4: Deliver final proposed financial policies and procedures

The project team will deliver a final package of proposed financial policies and procedures for consideration. If requested, the project team will attend a virtual public meeting to make a presentation of the policies and procedures.

4. Responsibilities

Responsibilities of the Center

The Center project team will act at all times in an attentive, ethical, and responsible manner. The Center will assign a project manager, who will serve as the primary point of contact for the duration of the project. The project manager shall be available to Bourne to discuss any issues or challenges.

Throughout the course of the project, the project manager shall facilitate completion of work according to the agreed-upon timeline and communicate with the client project liaison to discuss and resolve any issues with the timeline and to consider proposed modifications to the timeline.

Please note that the Collins Center does not provide legal services or accounting services.

Responsibilities of the Town

The Town will identify a project liaison to the Center for the duration of the work. The project liaison will have responsibility for communicating the nature and value of the project to employees and managers and for managing logistics throughout the project (e.g., scheduling meetings, identifying meeting space, etc.).

The Town shall agree to provide necessary access to its employees, records, and agreed-upon data, and to respond to requests for information, comment, and scheduling in a timely manner.

The Town will stand behind the accuracy and completeness of data provided to the Center for work on the project. In the event that there are questions or concerns about data accuracy or completeness, these will be made known to the project team when the data are provided.

The project timeline will be determined in conjunction with the Town prior to finalizing the agreement. To facilitate completion of work according to the timeline, the Town will provide timely response to requests. This shall include but not be limited to: provision of documents and data, access to employees, officials and/or facilities, feedback on Center work products, etc. The project team will work to schedule the initial project meeting upon receipt of any preliminary documents and data requested.

The project liaison will work with the Center project manager to discuss and resolve any issues with the timeline and to consider any proposed modifications to the timeline.

For all steps in the workplan, delays in the schedule not caused by the Center, requests for expansion of scope, or other significant unforeseen developments may lead to a renegotiation of scope, timeline, cost, or all three.

5. Timeline

Below is a preliminary proposed project timeline. A specific timeline based on the Town's needs and availability will be developed upon contract execution.

Event	Month 1	Month 2	Month 3	Month 4
Step 1: Convene working group	XXXX			
Step 2: Review and document existing financial policies and procedures	XXXX			
Step: Develop financial policies and procedures package	XXXX	XXXX	XXXX	
Step 4: Deliver final proposed financial policies and procedures				XXXX

6. Fee for Services

The Collins Center will provide the scope of services presented in this proposal for an all-inclusive fee of $12,500. The Center will invoice the Town for upon completion of the work.

7. Project Team

The following staff are part of the Center's finance practice area team. Individual projects are staffed on a case by case basis.

Rob Addelson, Associate
Rob Addelson practices in the areas of management of accounting, treasury, collection, assessing and purchasing functions, operating and capital budget development, debt issuance and management, revenue and expenditure forecasting, and assessment of municipal financial management organization and capacity. From 2006 to 2017, Addelson served as the Assistant Town Manager for Finance in the Town of Lexington responsible for the management of all aspects of the Town's financial operations and as a member of the Town's Appropriation (Finance) Committee and the Lexington Retirement Board. From 2003 to 2006, he served as the Chief Financial Officer for the Arlington Public Schools with responsibility for the development and monitoring of the school department's annual operating budget and capital budget as well as accounts payable, purchasing, transportation, building maintenance, custodial services and food services. From 2001 to 2003, he served as Chief Financial Officer for the Town of Framingham and from 1995 to 2001 as the Director of Finance for the Town of Needham. From 1987 to 1995, he served in various positions in the Division of Local Services of the Massachusetts Department of Revenue, the last of which was as Chief of the Municipal Data Management and Technical Assistance Bureau. Rob served as Chair of the Legislature-created Lawrence Fiscal Oversight Board from 1990 t0 1995 working with the Mayor and City Council to bring fiscal stability to the City of Lawrence, MA. He served as a member of the Massachusetts Municipal Associations' Fiscal Policy Committee from 2000 to 2005 and as a member of the Massachusetts Government Finance Officers Association during his tenure as a local official. He holds a Bachelor of Arts degree from North Carolina State University and a Master's Degree from the University of North Carolina-Chapel Hill in City and Regional Planning.

Stephen Cirillo, Associate
Stephen "Steve" Cirillo practices in the areas of financial forecasting, capital improvement planning, financial policies, training, budget process, PILOT's, and OPEB strategies. Cirillo progressed rapidly from serving as a budget analyst for the City of New York and the Town of Brookline, to leadership roles including Chief Budget Officer and Treasurer Collector for the City of Newton and Deputy Town Administrator and Finance Director/Treasurer Collector for the Town of Brookline. He has served for 34 years on the Massachusetts Municipal Association (MMA) Fiscal Policy Committee and continues in this role today. Steve was one of the original founders of the Massachusetts Municipal Finance Officers Association and is a past president. He has been an Adjunct Professor at the Suffolk and Northeastern University MPA programs, and is currently serving as an Adjunct Professor for the MMA/Suffolk University Certification Program. Steve has several publications on topics ranging from Revenue and Expenditure Forecasting, Long Range Capital Planning, PILOT Negotiations, OPEB Planning, and Policy Budgeting. He holds a Bachelor's Degree from Northeastern University and a Master in Public Administration from the Maxwell Graduate School at Syracuse University.

Frederick Kingsley, Associate
Frederick "Rick" Kingsley practices in the areas of municipal finance, local aid, and school/regional school finance. From 1995 to June of 2015, Rick served as Bureau Chief of the Municipal Data Management and Technical Assistance Bureau at the state Division of Local Services. Major responsibilities included supervising the Division's municipal consulting services, overseeing the distribution of local aid and directing the publication of municipal financial data to the Division's website. Over his career, Kingsley has managed more than 400 consulting engagements with Massachusetts municipalities that examined issues such as financial condition, municipal management and organizational structure. He was appointed by the Secretary of Administration and Finance to chair state finance control boards for two regional school districts in severe fiscal crisis; the Nashoba Regional School District (2002) and the Athol-Royalston Regional School District (2006). Kingsley was also appointed to serve on the Brockton (1992) and Lawrence (1996) state control boards when these cities faced deep deficits. He holds a Master of Urban Affairs from Boston University and a Bachelor of Science in Economics from Trinity College in Hartford, CT.

Anthony Torrisi, Associate
Anthony "Tony" Torrisi practices in the areas of Municipal Financial Management, Budgeting, Forecasting, Capital Programs, and Policy Development. He has over 40 years of experience in municipal government. This experience included 32 years as the Director of Finance and Budget for the Town of Andover, four years as a Budget Assistant in the City of Worcester, and one and a half years as intern/acting assistant town manager in Danvers. In Andover, he was responsible for the Town's financial planning including the development of the annual budget and 5-year capital improvement plan. Torrisi often served as town manager during town manager absences and was appointed by the Board of Selectmen to two lengthy periods as Acting Town Manager during the recruitment process for Andover town managers. He was a founding member of the Massachusetts Government Finance Officers Association and its first president. During his appointment in Andover, the Town received the GFOA Budget Presentation Award and a AAA bond rating from S&P. Tony has been invited to give many presentations over the years to various state and local associations on many government finance topics including budget presentation, capital planning, goal setting and financial forecasting. He holds a Bachelor of Arts from Boston College and a Master of Business Administration from Northeastern University.

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JOHN W. McCORMACK GRADUATE SCHOOL OF POLICY AND GLOBAL STUDIES
UNIVERSITY OF MASSACHUSETTS BOSTON

100 Morrissey Boulevard
Boston, MA 02125-3393
P: 617.287.4824
F: 617.287.5566
mccormack.umb.edu/centers/cpm
collins.center@umb.edu

Marlene McCollem
Town Administrator
Town of Bourn
24 Perry Avenue
Buzzards Bay, MA 02532

January 30, 2023

Dear Ms. McCollem:

The Edward J. Collins, Jr. Center for Public Management is pleased to present this proposal to provide the Town with consulting services to review existing HR policies and recommend a comprehensive set of draft policies.

The Center was established in 2008 in the McCormack Graduate School of Policy and Global Studies to further the public service mission of the University of Massachusetts Boston. The Center provides technical assistance to municipalities, school districts, regional governments, and state agencies on all aspects of public management.

The Center is a Massachusetts State government entity. Consequently, the laws of the Commonwealth do not require the Town to engage in a competitive procurement process for this project, in accordance with the provisions of Chapter 30B, (Section 1 (b)(4)).

Please review the proposal that follows, and let us know if you have any questions. Thank you for your consideration.

Sincerely,

Sarah Concannon
Director of Municipal Services

PROPOSAL FOR HUMAN RESOURCES POLICY REVIEW AND RECOMMENDATION
TOWN OF BOURNE, MA

1. Overview

The proposed scope of work provides the Edward J. Collins Jr. Center for Public Management's (Center) understanding of the background and requirements of this engagement and its proven methodology to conduct these studies. The following sections describe the Center's approach to reviewing existing policies and making recommendations for draft policies for customization and adoption by the Town.

2. Project Deliverables

The deliverables will be as follows:

1. Memorandum summarizing the work of the project
2. Comprehensive set of draft policies for customization and adoption by the Town

3. Workplan

In order to complete the noted deliverables, the project team will follow the workplan outlined below:

Step 1: Initial Meeting
The Center will meet with the Town to coordinate the plan the logistics of the project

Step 2: Review of Existing Human Resources Policies and Bylaws
The Center will review the existing personnel handbook and policies. The Center will recommend revisions to existing policies and will recommend a comprehensive set of draft policies based upon best practices and federal and state laws.

Step 3. Recommend a comprehensive set of Human Resources Policies
The Center will present a report summarizing the methodology, findings and recommendations and will provide a set of draft policies for the review, customizing and adoption by the Town.

4. Responsibilities

Responsibilities of the Center

The Center project team will act at all times in an attentive, ethical, and responsible manner. The Center will assign a project manager, who will serve as the primary point of contact for the duration of the

project. The project manager shall be available to discuss any issues or challenges. Please note that the Collins Center does not provide legal services or accounting services.

Responsibilities of the Town

The Town will identify a project liaison to the Center for the duration of the work. The project liaison will have responsibility for communicating the nature and value of the project to employees and managers and for managing logistics throughout the project (e.g., scheduling meetings, etc.).

The Town shall agree to provide necessary access to its employees, records, and agreed-upon data, and to respond to requests for information, comment, and scheduling in a timely manner.

6. Fee for Services

The Collins Center will provide the scope of services presented in this proposal for an all-inclusive fee of $8,000. The Center will invoice the Town when the final report is submitted.

7. Project Team

The Project Manager will be Mary Aicardi, the Center's Human Resources Practice Leader, who will be assisted by Associate Lindsay Katz.

MARY FLANDERS AICARDI, HUMAN RESOURCES PRACTICE LEADER

Mary Aicardi leads the human resources practice. She brings thirty years of experience in public sector human resources administration and labor relations to the Collins Center. She served for more than eight years as the Personnel Director for the town of Watertown, Massachusetts, where she negotiated numerous collective bargaining agreements on behalf of Town management. Additionally, Aicardi has worked as the Interim Human Resources Director for the Town of Braintree, the Assistant Personnel Director for the Town of Barnstable and as a volunteer recruiter for a non-profit agency.

Aicardi has conducted human resources audits and has reviewed, and modernized classification and compensation plans for more than 60 municipalities. She has drafted numerous human resource policies and personnel plans. Aicardi has conducted training programs on a wide range of human resources topics, including leadership training, performance appraisal, progressive discipline, and sexual harassment prevention. Aicardi holds an Master of Public Administration and a Bachelor's Degree in Political Science from the University of Massachusetts at Amherst. Mary received a Certification in Diversity and Inclusion form Cornell University. She is certified by the Massachusetts Commission Against Discrimination as a trainer of discrimination and sexual harassment prevention. Mary is a management member of the Joint Labor Management Committee served nine years as an elected Town Meeting Member in her hometown of Shrewsbury, MA.

Selectmen's Correspondence

February 14, 2023

A. DEP Supplemental Feasibility Study Report
B. DEP letter re Demolition Area 1 Environmental Monitoring Report
C. COA Blanchard resignation
D. Email from the Fisherman's Alliance
E. Email from J. York regarding Belmont Circle signage
F. Letter from R. Hapgood regarding a Facebook survey – Recreation
G. Jaroslow Reef naming proposal packet
H. JBCC public meeting calendar for February 10, 2023
I. Email from J. York regarding MassDOT Cape Cod Canal Area Transportation Improvement Program
J. Planning Board Resignation letter - J. Carroll

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

February 2, 2023

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 Supplemental Feasibility Study Report for 1,4-Dioxane and Per- and Polyfluoroalkyl Substances at Landfill-1 - MOR, Comments

Dear Ms. Forbes:

The Massachusetts Department of Environmental Protection (MassDEP) has reviewed the Memorandum of Resolution (MOR) dated January 5, 2023, issued for the document **"Draft Supplemental Feasibility Study Report for 1,4-Dioxane and Per- and Polyfluoroalkyl Substances at Landfill-1"** dated January 2022 (LF-1 FS). The LF-1 FS summarizes the findings of a Supplemental Feasibility Study (FS) for 1,4-dioxane and per- and polyfluoroalkyl substances (PFAS6) in groundwater associated with the Landfill-1 Groundwater Operable Unit at JBCC.

The MOR states *"A resolution meeting was held with EPA and MassDEP on 25 Aug 2022 and a follow up meeting focusing on fate and transport simulations was held with EPA and MassDEP on 08 Sep 2022."* The AFCEC proposed resolution responses in the MOR to MassDEP comments do not accurately reflect the discussion at the referenced August and September meetings and do not respond adequately to MassDEP comments and concerns.

MassDEP recommends that the AFCEC, the EPA and MassDEP continue to meet to discuss the resolution of MassDEP comments on the LF-1 FS, with the goal of creating a path forward for the LF-1 Groundwater Operable Unit that is mutually agreeable.

MassDEP has summarized specific concerns with the MOR below.

1. MassDEP disagrees with the AFCEC proposed resolution to MassDEP General Comment #1. MassDEP reiterates that consistent with the long established JBCC Installation Restoration Program (IRP) compliance goal of no detections of contaminants of concern in the effluent of JBCC treatment systems, and consistent with the LF-1 Applicable or Relevant and Appropriate Requirements (ARARs), PFAS6 compounds and 1,4-dioxane must be treated to non-detectable concentrations prior to effluent discharge from a groundwater treatment system unless it is technically and economically infeasible to do so. Especially because the effluent of the treatment system for LF-1 is discharged

This information is available in alternate format. Please contact Melixza Esenyie at 617-626-1282.
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well outside of the LF-1 plume, in an area of the aquifer with no known contamination, adherence to this effluent discharge standard will prevent any further degradation of groundwater quality in the sole source aquifer.

The effluent treatment standard of no detections was established at the outset of the JBCC IRP in 1997 with very strong community support and concurrence from high-level federal, state, and local officials who made up the Senior Management Board (SMB) for JBCC. The history of this decision is found in Amendment 2 and Appendix VI to the Federal Facility Agreement, and associated documents. It is MassDEP's position that any modification to that goal can only be accomplished by a similar consensus of decisionmakers – and on a site-wide basis. This position is consistent with correspondence from the AFCEC from 27 July 2006, for the Project Note entitled, "Change in Effluent Discharge Criteria", in which the AFCEC confirms that any changes to the effluent treatment standard be vetted by consensus bodies such as the Senior Management Board (SMB) for JBCC.

MassDEP notes that the LF-1 FS in numerous places asserts that the treatment plant effluent may contain concentrations of site contaminants of concern up to the state or federal Maximum Contaminant Level (MCL). This is a highly unusual level of detail for a feasibility study. Inclusion of this proposed change in effluent treatment standard in the LF-1 FS, rather than in a public-facing document such as a Proposed Plan, does not provide an adequate forum for the public to appreciate and provide comment on the change that this LF-1 FS would make with respect to the discharge standard. If the AFCEC wants to revise the effluent treatment standard for this site, MassDEP recommends that the agencies convene a body of appropriate public officials (Federal, State, and Local) to evaluate whether it is appropriate to modify the effluent treatment standard.

2. MassDEP disagrees with the AFCEC proposed resolution to MassDEP General Comment #4. The AFCEC proposed resolution states in part *"Based on further discussion on 08 September 2022 where the performance of the remedial alternatives were reviewed with EPA and MassDEP, it was agreed that further remedial alternatives designed to accelerate aquifer restoration are not required in this Supplemental FS."*. This statement is incorrect. MassDEP did not agree that further remedial alternatives designed to accelerate aquifer restoration are not required in the LF-1 FS. At the September 8, 2022 discussion with the AFCEC and EPA on the proposed LF-1 EC FS remedial alternatives, MassDEP expressed concern that the AFCEC LF-1 PFAS6 fate and transport model was not accurately reflecting the known distribution of PFAS6 in the aquifer. MassDEP noted that the model was placing PFAS6 contamination at depths in the aquifer where it has not been detected. MassDEP requested the AFCEC reevaluate the LF-1 EC FS PFAS6 fate and transport model using the sub-MMCL concentration of 10 ng/L detected in 2016 in deep monitoring well 27MW2134A to provide more accurate model predicted aquifer remediation and restoration timeframes. MassDEP will reevaluate the LF-1 EC FS detailed analysis of alternatives once the LF-1 PFAS6 fate and transport model is corrected.

3. MassDEP does not agree with the AFCEC proposed resolution to MassDEP Page-specific Comments #2 and #3 and reiterates that consistent with the long established JBCC IRP effluent treatment standard of no detections of contaminants of concern in the effluent of JBCC treatment systems, PFAS6 compounds and any other contaminants must be treated to non-detectable concentrations prior to effluent discharge from a groundwater treatment system since it is required, is technically feasible to do so and will prevent any further degradation of groundwater quality in the sole source aquifer.

Please incorporate this letter into the Administrative Record for the Landfill-1 Groundwater Operable Unit. 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

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

February 8, 2023

Impact Area Groundwater Study Program
ATTN: Mr. Shawn Cody, Program Manager
1807 West Outer Road
Camp Edwards, MA 02542

RE: **BOURNE – BWSC**
Release Tracking Number: 4-0015031
Joint Base Cape Cod (JBCC)
Draft Demolition Area 1 2022 Environmental Monitoring Report -RCL,
Comments

Dear Mr. Cody:

The Massachusetts Department of Environmental Protection (MassDEP) has reviewed the Impact Area Groundwater Study Program (IAGWSP) responses to comments letter (RCL) dated January 19, 2023, issued in response to MassDEP comments dated December 8, 2022, on the document **"Draft Demolition Area 1 2022 Environmental Monitoring Report"** (EMR) dated October 2022. The EMR provides an assessment of the Demolition Area 1 groundwater extraction, treatment, and re-infiltration system operations, and groundwater monitoring performed by the IAGWSP from July 2021 through June 2022 at Joint Base Cape Cod (JBCC).

MassDEP has no comments on the RCL and no additional comments on the EMR.

Please incorporate this letter into the Administrative Record for the Demolition Area 1 groundwater plume. 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

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BOURNE BD OF SELECTMEN
RCVD 2023 FEB 9 AM 10:05

[redacted]
Bourne, MA 02532
January 30, 2023

Select Board
Town of Bourne
24 Perry Avenue
Bourne, MA 02532

Good Day to you All,

It is with sadness that I must notify you of my intent to resign from The Council on Aging, Board of Advisors. I have enjoyed my many years working with a great staff and supporting the senior community in Bourne. We will be moving off Cape but I am sure we will see each other from time to time.

Sincerely,
Ken Blanchard
Kenneth R Blanchard

Copy to:
Debora Oliviere, Director
Marilyn Jackson, Chair

Maria Simone

From: Doreen Leggett [redacted]
Sent: Thursday, February 9, 2023 1:23 PM
To: Maria Simone; Christopher Southwood
Subject: Thank you and forward request

Hi Maria,
I was hoping you could forward this message to the select board.
Thanks for your help!
Doreen

Good Afternoon,
I wanted to thank the selectboard and staff for allowing the Fishermen's Alliance to present the Port by Port study, and Bourne's individual port profile. Although Bourne is one of the smallest Cape towns in terms of commercial landings, it is growing and that is helped by the efforts of Chris Southwood – which is appreciated. The personal connections board members had with fishing (and Selectwoman Ferretti with quahogging) was great to hear because in some other places there is a disconnect between town leaders and the Cape's fishing heritage, which puts commercial fishing at risk.
I did check in with DMF Director Dan McKiernan about commercial striped bass fishing on the canal and will happily talk to Selectman Chairman Meier about it. Please reach out to me if you have any questions, or if you need anything. When the 2022 commercial fishing numbers come in from the state, I will share them with Director Southwood who can forward them along.
Thanks,
Doreen

P.S. It was great to see that photograph of the ENORMOUS fish in the foyer, so fun.

Doreen Leggett
Community Journalist and Communications Officer
Cape Cod Commercial Fishermen's Alliance
Small boats. Big ideas.
Celebrating 30 years. Navigating 30 more.
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Cell 508-887-3224
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www.capecodfishermen.org

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From: Marlene McCollem
To: Maria Simone; Kathleen Thut
Subject: FW: Bourne Belmont Circle, Project Number 606900, Signage Problems
Date: Monday, February 6, 2023 6:22:18 PM

For 2/14 correspondence packet.

From: jyork@cataumet-arts.org [mailto:jyork@cataumet-arts.org]
Sent: Monday, February 6, 2023 5:01 PM
To: Currier, Thomas H. (DOT) <Thomas.H.Currier@dot.state.ma.us>
Cc: Haznar, Pamela R. (DOT) <pamela.haznar@state.ma.us>; Doyle, William (DOT) <william.doyle@state.ma.us>; Perry, Mary-Joe (DOT) <mary-joe.perry@state.ma.us>; Andrade, Alan R (DOT) <alan.r.andrade@state.ma.us>; All Selectmen <Selectmen@townofbourne.com>; Marlene McCollem <mmccollem@townofbourne.com>; Timothy Lydon <TLydon@townofbourne.com>; David McPherson <david@fourpondsfinancial.com>; Sutton, Peter (DOT) <peter.sutton@state.ma.us>; stupper@capecodcommission.org; david.nolan@capecodcommission.org; sean.polay@gmail.com; ed@photoglow.com; kj@massbike.org; Kilmer, Charlie (OCPC) <ckilmer@ocpcrpa.org>; Travers, Bill D. (DOT) <bill.travers@state.ma.us>; bikeinfo@massbike.org
Subject: Bourne Belmont Circle, Project Number 606900, Signage Problems

Tom,

I think Pam has provide you some information about the pedestrian-bicycle sign problem at the Belmont Rotary. Below is the email of January 11, 2023 in which I reported the problem and made suggestions for a better choice of sign to replace the errant sign and for a more complete system of signs to guide pedestrians and cyclists around the rotary.

In addition to problems with the size and choice of the placard and with sign height, the sign posts as installed are too close to the edge of the path pavement, as described in my February 3 email to Pam Haznar. (attached after the January 11 email)

I do not know what plans if any you or MassDOT has to resolve the lack of pedestrian and bicycle wayfinding signage at the rotary. My suggestion is described in the two attached emails. I would be happy to assist in developing or reviewing a revised sign plan to correct deficiencies in the original plan.

Wayfinding is important here, in this the gateway and first taste of Cape Cod for visiting cyclists. The experience of transiting this rotary should be a joy. The beautiful new shared use paths are a joy to use. The signage should be the same.

I was surprised that the 100% and construction design call for only one pedestrian bicycle direction sign. I read the Healthy Transportation Policy Directive as stating whatever is included in a project will be included for all roadway users (cars, pedestrians and bicycles). The statement of goals for project 606900 includes “striping and signing through the rotary”. I assume that means striping and signing for pedestrians and cyclists as well as for cars.

There is a need for signing for pedestrians and bicycles. If the striping and signing were only for automobiles, the goal would have been “striping and signing for through the rotary for motor vehicles”. Please email or call me to let me know what might be possible for improved signage.

I believe one impetus for this project came from a proposal to sign a bicycle route from Main Street around the rotary to the Bourne Bridge. I objected to that proposal because it involved routing bicycles the old sub-standard sidewalks which would violate both state law which prohibits operating a bicycle on a sidewalk in a business zoning district and a MassDOT engineering directive which prohibits signing a bicycle route over deteriorated, broken pavement.

The solution put forward at that time was to construct a shared use path to replace the old sidewalk and to sign the now compliant route to provide wayfinding around the rotary to and from the bridge. It would be great to have appropriately sized and mounted wayfinding signs for the wonderful new paths. Thank you again for shepherding this important project to completion.

John York

From: jyork@cataumet-arts.org
Date: January 11, 2023 at 8:22:00 PM EST
To: barbara.lachance@dot.state.ma.us
Cc: jfroman@townofbourne.com, Peter Meier <pmeier@townofbourne.com>, selectmen@townofbourne.com, Marlene McCollem <mmccollem@townofbourne.com>, tlydon@townofbourne.com, David McPherson <d[redacted]>, peter.sutton@state.ma.us, stupper@capecodcommission.org, david.nolan@capecodcommission.org, sean.polay@gmail.com, ed@photoglow.com, kj@massbike.org, info@massbike.org, tlydon@townofbourne.com, peter.sutton@state.ma.us, stupper@capecodcommission.org, david.nolan@capecodcommission.org, sean.polay@gmail.com, ed@photoglow.com, kj@massbike.org, info@massbike.org
Subject: Backwards sign at Belmont Rotary in Bourne, Project 606900

Barbara,

A recently installed pedestrian an bicycle wayfinding sign at the Belmont Rotary in Bourne appears to be backwards. The sign has the words "To Bourne Bridge" with pedestrian and bicycle icons and an arrow pointing into the rotary and away from the proper pedestrian/bicycle route to the bridge. The sign is located on the east side of the rotary where one would leave the rotary or rotary sidewalk to travel east along the old Bourne Bridge Approach Road to reach the sidewalk of the Bridge.

The sign is two-sided and consists of two separate signs bolted to each side of double posts. It appears that the signs were properly printed, but are bolted on the wrong sides of the posts. The problem could be easily fixed by unbolting and reversing the positions of the two signs.

This is a dangerous situation that should be fixed promptly. The present arrangement appears to direct pedestrians and bicycles to stay on the rotary and access the bridge via the Route 25 on-ramp along with the motor vehicle traffic, and thus reinforces a problem that has already occurred without wayfinding signs. Cyclists entering the bridge via the motor vehicle on-ramp end up on the bridge roadway and not on the sidewalk.

I believe MassDOT is required by safety protocol to immediately remove the existing sign. I believe MassDOT according to its own guidance should not re-install the existing sign with corrected orientation, but should install instead a D1-1b or D1-2b sign sized and mounted per MUTCD specifications and guidance as described below.

Thank you for your prompt attention to correct this problem.

MUTCD Specification for Pedestrian and Bicycle Guide Signs

The current erroneously installed sign does not appear in the MUTCD and is not consistent with MUTCD standards for legend, shape, size and height. The nature of the inconsistencies make this sign confusing to pedestrians, cyclist and motorists.

Legend: The legend should contain as few words as possible. The use of "To …." along with an arrow is redundant and unnecessary. The MUTCD only shows the use of "To …" for confirmtive direction signs (straight ahead signs placed after an intersection), and does not show confirmative signs with arrows. The sign would be clearer and easier to read without the word "To".

Shape: The shape of this sign appears to be that of MUTCD sign D11-1c. However, D11-1c is a confirmatory sign and does not include an arrow. The preferred choice would be directional signs D1-1b or D1-2b. The shape and configuration of D1 type signs is immediately understood as a direction pointing guide sign.

Note that D1-1b would require placing pedestrian and bicycle icons on one line before the destination.

The MUTCD does not show any destination with arrow signs with two icons for one destination. It might be more clear to both pedestrians and bicyclist to use D1-2b with the pedestrian icon followed by “”Bourne Bridge” on one line and the bicycle icon followed by “Bourne Bridge” on the next line, or two D1-1b signs mounted one above another to resemble D1-2b. I believe repeating the same destination with a different on logo on each line would make the sign more immediately comprehensible to pedestrians, bicycles and motorists.

Size and Height: The size of this sign (approximately 48 inches wide by 24 inches height) is larger than MUTCD specification for bicycle or pedestrian guide signs D11-1c, D1-1b or D1-2b whether used on a shared use path or on a roadway. The size of D11-1c should be 18 inches wide by 12 inches high. D1-1b should be 6 inches high with width set to accommodate the icon, legend and arrow. D1-2b should be 12 inches high with width set to accommodate the icon, legend and arrow.

The height of this sign (6 feet to bottom of sign) is two feet higher than MUTCD required height for bicycle or pedestrian signs (4 feet to bottom of sign).

Both the size and height of the sign appear to be similar to what would be used for a sign intended for motor vehicles.

The MUTCD is clear that size and height of pedestrian and bicycle signage on roadways should be smaller and lower than corresponding signs for motorists to avoid confusion. The size of the current incorrect sign certainly adds to the ambiguity of meaning.

Use of a properly sized D1-1b sign with two icons, or a D1-2b sign with pedestrian icon on one line and bicycle icon on the second line, with bottom of the sign at the minimum height (4 feet to bottom of sign), would provide much clearer wayfinding guidance and would avoid confusion of motorists in what is already a confusing environment.

Lack of complimenting network of signage

Finding the way to the Bourne Bridge is confusing for pedestrians and bicycles who are not familiar with this area. The route from many likely origins travels away from the Canal to access the Bridge sidewalk. The route is not visible by line of sight and does not follow the automobile route. There are no signs informing or suggesting cyclists to use the bridge sidewalk nor informing pedestrians or bicyclists that the entrance to the bridge sidewalk is not via the motor vehicle route. Wayfinding and navigating the rotary safely are equally challenging for motorists. Improper, insufficient or excessive signage for any user group will only make the situation more confusing and dangerous for all users.

If the current erroneous, improperly sized, improperly mounted, non-standard pedestrian and bicycle sign is replaced with the proper sign and mounting, it should be complimented by signage to get pedestrians and bicycles from the Canal Service Road, from Main Street, from the Route 28 Bypass and from Head of the Bay Road to the location of the current sign at the old Bourne Bridge Approach Road. These signs need not be obvious to motorists and should be as small and invisible to motorists as possible to avoid confusion.

One sign at the junction of the Canal Service Road with Old Bridge Road, one sign at the junction of

Old Bridge Road with Main Street, one sign at the Scenic Highway cross-walk, one sign at the junction of the old Bourne Bridge Approach Road (the current erroneous sign location) and one sign at the east end of Approach Road where the bridge sidewalk path departs from the Approach Road would be sufficient to get pedestrians and cyclists from the Canal Service Road to the bridge. A sign at the junction of Head of the Bay Road with the Rotary and a sign at the Route 25 on-ramp crosswalk, along with the signs already mentioned should be enough for the route from Head of the Bay Road to the bridge.

MassDOT Policy Directive P-13-0001: https://www.mass.gov/doc/healthy-transportation-policy-directive/download
MassDOT Engineering Directive E-20-001: https://www.mass.gov/doc/controlling-criteria-and-design-justification-process-for-massdot-highway-division-projects-e/download

Thank you again for addressing the immediate problem and for any help you can make towards improving compliance of MassDOT projects with MassDOT pedestrian and bicycle policies.

John York
P.O. Box 497
Cataumet, MA 02534
612-229-6278

Sign viewed from south. Belmont Rotary is on the left. Old approach road and access to bridge sidewalk is to the right. Arrow points toward rotary.
<image001.jpg>

Sign viewed from north. Belmont Rotary is on the right. Old approach road and access to bridge sidewalk is to the left. Arrow points toward rotary.
<image002.jpg>

Bicycle Guide signs from MUTCD:
<image003.jpg>

<image004.jpg>

. . . .

From: jyork@cataumet-arts.org
Date: February 2, 2023 at 8:37:57 PM EST
To: pamela.haznar@dot.state.ma.us, "Barbara A. Lachance" <barbara.lachance@state.ma.us>
Cc: selectmen@townofbourne.com, Marlene McCollem <mmccollem@townofbourne.com>, tlydon@townofbourne.com, David McPherson <david@fourpondsfinancial.com>, "Sutton, Peter (DOT)" <peter.sutton@state.ma.us>, stupper@capecodcommission.org, david.nolan@capecodcommission.org, sean.polay@gmail.com, ed@photoglow.com, kj@massbike.org, "Kilmer, Charlie (OCPC)" <ckilmer@ocpcrpa.org>, "Travers, Bill D. (DOT)" <bill.travers@state.ma.us>, bikeinfo@massbike.org
Subject: Belmont Rotary project 606900, Public Records Request (MassDOT) :: P000148-012623

Pam,

Could you provide a list of MPO and JTC meetings, PIMs and meetings with the Town of Bourne that might have included presentations about project 606900? That might be helpful if Mr. Doyle is unaware

of these.

According to the February 7, 2020, Bourne Enterprise article I reference in my email to Mr. Doyle, you were present and spoke about the Belmont Rotary project at at least one meeting with Town of Bourne on February 4, 2020.

You are quoted in the article as stating that maintenance and snow clearing is a hot topic and that there is some discussion occurring about that (see link to article and quotes from article in my email to William Doyle, below). Was there correspondence within MassDOT about this? Your statement at the February 4, 2020, meeting seems to imply there was.

Given your statements at the Bourne meeting, I am surprised to find there has been no plan or understanding within MassDOT for who or how these sidewalks would be cleared and no follow up communication with the Town of Bourne about maintaining or clearing snow from the sidewalks. Did the records search miss something?

I have asked Mr. Doyle to inform me if I need to send a new request for intra-MassDOT communications relative to clearing snow from these sidewalks and paths. In the mean time, if you can provide any insight or help to point Mr. Doyle to any intra-MassDOT correspondence relative to clearing snow and ice on sidewalks or paths, that might be helpful.

I hope we can clear up misunderstandings about what this project includes for signage and how the paths of this project will be maintained. There certainly was a sense conveyed at the February 2020 meeting in Bourne that wayfinding for pedestrians and bicycles would be an important part of this project and that MassDOT would address sidewalk and path maintenance needs of this project going forward.

It also might be reasonable to assume from your statements about maintenance that MassDOT is aware of the USDOT and FHWA requirements for the clearing of snow and ice from sidewalks of all Federally funded projects. Those requirements are described in the following online resources:

US Department of Transportation Policy Statement on Bicycle and Pedestrian Accommodations and Regulations, March 11, 2010:
https://www.fhwa.dot.gov/environment/bicycle_pedestrian/guidance/policy_accom.cfm

FHWA Information on Snow Removal on Federally Funded Sidewalks:
https://www.fhwa.dot.gov/preservation/082708.cfm

23 Code of Federal Regulations section 116:
(23 Section 116 is on page 42 of this document):
https://www.fhwa.dot.gov/map21/docs/title23usc.pdf

Please contact me to let me know if MassDOT intends to comply with these requirements. In the absence of a plan for clearing snow, is MassDOT working with the Massachusetts FHWA office to develop a plan for compliance?

Please don't confuse my questioning of these details with disapproval of project 606900. The project's purpose to improve pedestrian and bicycle navigation around the Belmont Rotary is important. The new paths this project has created are a joy to use.

I am disappointed by the lack of proper bicycle and pedestrian signage and lack of follow through on what seemed to be a commitment by MassDOT to keep the Town of Bourne informed and to include and implement a maintenance plan for this project.

I am happy that you have read (or will read) the signage suggestions I made in my email of January 11

to Barbara. I would be happy to work with MassDOT to implement these suggestions. I will not be happy if MassDOT continues to ignore the ideally suited standard pedestrian and bicycle signage available in the MUTCD and the standards and guidance provided by the MUTCD. MassDOT should not be spending its time and money developing custom signs when the MUTCD provides ideal standard signs for this specific purpose.

I would also be happy to assist MassDOT in determining MUTCD compliant installation specifications such as sign height and setback from path edge.

I hope MassDOT will include the District Bicycle and Pedestrian Coordinator on the project team for all projects which include a pedestrian and bicycle facility component as proportionally large as in this project, and will provide instruction and training in MUTCD pedestrian and bicycle provisions for MassDOT project engineers and will require engineering contractors such as Trans Systems to demonstrate competency in all aspect of the MUTCD including pedestrian and bicycle provisions.

What went wrong with the errant sign:

The errant pair of sign placards were installed on the wrong sides of their shared support posts. That appears to be contractor error. The construction plan, on very close inspection, shows the proper orientation in which the contractor should have installed the signs. However, the construction plans also show the specification by MassDOT of an improper custom sign where the MUTCD provides multiple standard sign options for the purpose and in guidance and support describes the value and importance of using standard signs in general and the specific standard signs in this case.

The construction plan does not appear to specify the sign height nor setback of the sign from the path edge. Both these topics are treated in the MUTCD, with a standard for setback and guidance and support for sign height. The construction plan should have included specifications based on those standards, guidance and support.

In the absence of specifications for setback and sign height on the plans, the contractor's interpretation, with less that 6 inches of setback from path edge and more that 6 feet of sign height, did not comply with the setback from path edge standard (2 1/2 feet required by Federal MUTCD, 3 feet recommended by Massachusetts MUTCD) nor follow the MUTCD sign height guidance, which suggests a low sign height (minimum 4 feet) for pedestrian and bicycle directional signs alongside a motor vehicle roadway.

More significantly, the errant sign was a solitary sign not supported by any other pedestrian or bicycle wayfinding signage. A first time pedestrian or bicyclist user of this roadway entering from many of the likely entry points would not be likely to find their way to this sign. To meet the stated major goal of this project "to improve pedestrian and bicycle navigation around the circle", the project should include a simple, understandable system of MUTCD standard pedestrian and bicycle wayfinding signs.

The non-standard, oversized and overly high errant sign may have been intended to be more visible to pedestrians and bicyclists at some distance across the rotary, but that concept of sign use is directly opposed to the principles described in the MUTCD. The oversized sign adds clutter and confusion to the motor vehicle drivers' view. Even with its great height, the sign is not visible or legible enough to assist a pedestrian or bicyclist entering the rotary from the opposite side.

I hope and trust MassDOT will resolve the situation by installing a proper system of pedestrian and bicycle wayfinding signs. As stated above, I would be happy to assist MassDOT in determining what those signs would be.

As stated in a previous email, I was a part of the origin of this project and of defining its purpose to include pedestrian and bicycle wayfinding aids. I was discouraged to encounter this problematic sign. I would be further disappointed at the loss of time invested if MassDOT provides no wayfinding aids or

again provides an aid or aids that are not MUTCD compliant or do not serve the needs of pedestrian and bicycle users.

It is winter season now. I hope MassDOT can sort out its snow clearing issues soon. I also hope and am optimistic that MassDOT, with suitable help, can have pedestrian and bicycle wayfinding signs as helpful and pleasant as the wonderful paths they augment in place in time to be enjoyed by summer visitors to our beautiful Cape Cod.

Also, could you put in a word to the Cape Cod Canal Area Transportation Improvement Program, MassDOT project 608020, leadership team that your District 5 constituents would greatly appreciate if the leadership team would include a MassDOT bicycle and pedestrian planner or planners among the presenters for their upcoming (March or April?) Public Information Meeting. The promised March-April PIM is supposed to focus on roadway networks surrounding the bridge approaches. Pedestrian and bicycle facilities in the surrounding roadway networks are and will be essential to delivering the transportation improvements MassDOT has implied and promised as an outcome of the Canal Area Program. The promised March-April meeting is supposed to be a forum where the surrounding and connecting roadway network can be discussed in a meaningful and productive manner.

Thank you again for providing and maintaining the roads that allow us to function.

John York
[redacted]
P.O. Box 497
Cataumet, MA 02534
[redacted]

. . . .
On Feb 3, 2023, at 4:33 PM, Haznar, Pamela R. (DOT) <pamela.haznar@state.ma.us> wrote:
Mr York,
I am following up on your telephone request earlier today regarding information on public meetings for the Bourne Belmont Circle project.
Tom Currier is the MassDOT Project Manager and is the best contact for this project.
I included Tom on the cc's
Pam
. . . .
On Feb 3, 2023, at 6:38 PM, jyork@cataumet-arts.org wrote:

Pam,

Thank you for connecting me with Tom.

I looked at the project information webpage and found a design hearing held in at the Sagamore Fire Station in Bourne, August 15, 2018. I found the presentation pdf for that meeting online. The 25% design was complete at that time. I also found the presentation pdf for the February 4, 2020 Bourne Selectmen's meeting in the Selectmen's information packet for that meeting on the Town of Bourne website. The design was 75% or maybe draft 100% at that time.

Here are the links to the Design Hearing (25%), Bourne Selectmen's meeting 2/4/2020 agenda, presentation and minutes, and the Bourne Enterprise article of 2/7/2020:

Design Hearing, August 15, 2018
Meeting documents:
https://www.mass.gov/doc/handout-for-the-august-15-2018-design-public-hearing-in-bourne/download

Town of Bourne Selectmen's Meeting, February 4, 2020

meeting agenda:
https://www.townofbourne.com/sites/g/files/vyhlif7346/f/agendas/board_of_selectmen_agenda_02.04.2020.pdf
Belmont Rotary presentation:
https://www.townofbourne.com/sites/g/files/vyhlif7346/f/agendas/7_licenses.permits.appointments_2.pdf
meeting minutes:
https://www.townofbourne.com/sites/g/files/vyhlif7346/f/minutes/board_of_selectmen_minutes_02.04.2020.pdf

Bourne Enterprise Article, February 7, 2020
https://www.capenews.net/bourne/news/redesign-of-belmont-circle-moves-ahead/article_2aa4c516-6bc8-5dbd-8c2d-2d22ca89ec3e.html

The above, along with the construction plan provided by the records access office cover anything I was looking for.

My email yesterday, along with my initial email to Barbara on January 11, cover all of my concerns and suggestions.

I will extract the most relevant parts of those emails and send that to Tom. Perhaps Tom will have a sense of what might be easily accomplished to provide better wayfinding signage.

Thank you again for bearing with me.

John York
[redacted]
P.O. Box 497
Cataumet, MA 02534
[redacted]

Pamela Haznar, P.E. District Five Project Development Engineer
***MassDOT* – Highway Division**
1000 County Street, Taunton, MA 02780
857-368-5050 (office) | 508-809-0134 (cell)

This email has been scanned for spam and viruses by Proofpoint Essentials. Click here to report this email as spam.

BOURNE BD OF SELECTMEN
RCD 2023 FEB 6 AM 11:42

February 2,2023

Select Board Members

Hello Board Members: I am a town resident and one of the moderator's of our Bourne residents page on social media. As some of you are aware, there is major concern with our community center and the lack of activities for our children. I have spent hours talking with other parents, children and directors of local town recreation center on what we can do as a community to solve this ongoing issue.

I conducted a poll on our Bourne Residents Page, and have attached the results. In reality we know that not everying listed is feasible, but we need to act soon. We have parents driving their children to local towns to use their facilites, when we have spent millions to have a beautifil recreation department for our children to use.

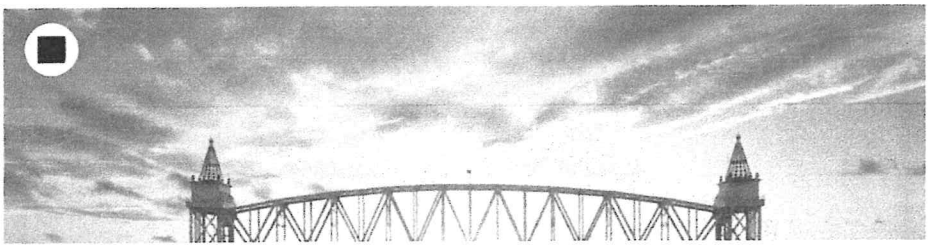
Sincerely

Regina A Hapgood

cc: Bourne Committee Members

Recreation Director

facebook



Edit

Bourne Residents

Write something...

Feeling/activity Photo/video Check in

Featured Add

Paula Gordon Coulombe
October 24, 2022 ·

Update. 6 people needed
Update. 15 more needed

96 voters here we need 125. If you have nothing to do please come now.

4 11 comments

Like Comment

Events
6 events are coming up.

FRI, FEB 3 AT 12 PM
Daily Lunch Specials

THIS SUNDAY AT 11 AM
Oplaysis Designs Sca...

MON, FEB 6 - FEB 10
Daily Lunch Specials

SUN, FEB 12 AT 11 AM
Arctic Seal Plunge

See all

From notifications

Discussion Featured Reels Members Media More

Admin · February 1 at 6:53 PM ·

I have been asked to gather information on what parents want to have for activities at the Bourne Community Building. Exampleas, self defence for girls, zimba class, movies, etc

Weekly open gym till 7pm/Sat open gym till 5pm

Ping Pong/ Amazing Gaming Truck

facebook

Added by Charlene Puliti
Free or low cost activities for toddlers-kinder age 1-8

Added by Loretta K Snover
Arts and craft classes for every age and interest.

Added by Kristin S Hayes
We need teen programs for sure 13-18

Added by Lorry Howell Suffreti
Teen kick ball/ dodge ball

Added by Shannon Ethier
Flag Football

Added by Shannon Ethier
Dance Parties

Added by Shannon Ethier
Boat Licensing Class

Added by Meghan Burek-Elia
Nerf wars

Added by Meghan Burek-Elia
Caregiver/ kid Dances

Added by Meghan Burek-Elia
Karaoke nights

Added by Meghan Burek-Elia
Support groups

Added by Shannon Ethier
Every tradition in Hallmark Christmas movies...in town square. 🎄

Added by Shannon Ethier
Family picnics

Added by Mary Jane Mastrangelo
Holiday Events like Trunk or Treat and Flashlight Egg Hunt and Holiday Lighting with Santa

Added by Margaret Maloney
Homework help for youth

Added by Shannon Ethier
Swish

Added by Shannon Ethier
A Friendly Welcome

Added by Stella Sicina
swimming

facebook

Added by Shannon Ethier
CPR Course

Added by Shannon Ethier
Lifeguard Course

Added by Rachael Wheeler Peisel
Trivia/Bingo

Added by Rachael Wheeler Peisel
Book Club

Added by Jill Mallard
Gym open on Sundays as well, limited hours of course (12-5)

Add poll option...

View insights 2.6K post reach

30 948 Votes 22 comments

Like Comment Send

All comments

Featured

U.S. BOARD ON GEOGRAPHIC NAMES

GEOGRAPHIC NAME PROPOSAL RECOMMENDATION

Proposed name: Jaroslow Reef

Current official Federal name of feature: unnamed

This is to notify the U.S. Board on Geographic Names that the:

Barnstable County/Cape Cod Regional Government Board of Regional Commissioners]
(Name of government entity, organization, or individual)

recommend that the U. S. Board on Geographic Names:

_____**Approve the Proposed Name**

_____**Reject the Proposed Name**

_____**Other:**_____

Comments (the following factors contributed to this recommendation; attach supporting documentation if appropriate):

(Name)	(Title)
(Address)	(Telephone)
(City, State, ZIP Code)	(E-mail)
(Signature)	(Date)

Return to: U.S. Board on Geographic Names
BGNEXEC@usgs.gov
Telephone: (703) 648-4552
12201 Sunrise Valley Drive
Mailstop 523
Reston VA 20192-0523

U.S. BOARD ON GEOGRAPHIC NAMES

GEOGRAPHIC NAME PROPOSAL RECOMMENDATION

Proposed name: Jaroslow Reef

Current official Federal name of feature: unnamed

This is to notify the U.S. Board on Geographic Names that the:

Town of Bourne Selectmen
(Name of government entity, organization, or individual)

recommend that the U. S. Board on Geographic Names:

_____**Approve the Proposed Name**

_____**Reject the Proposed Name**

_____**Other:** _____

Comments (the following factors contributed to this recommendation; attach supporting documentation if appropriate):

(Name)	(Title)
(Address)	(Telephone)
(City, State, ZIP Code)	(E-mail)
(Signature)	(Date)

Return to: U.S. Board on Geographic Names
BGNEXEC@usgs.gov
Telephone: (703) 648-4552
12201 Sunrise Valley Drive
Mailstop 523
Reston VA 20192-0523

Jaroslow Reef

Proposal Information

Proposed name	**Jaroslow Reef**
Proposal type	new commemorative name for unnamed feature
Current official name	n/a
GNIS ID	n/a
Proponent	Rear Admiral Francis X. McDonald; Buzzards Bay, MA
Date proposed	10/13/22
Submitter	Dr. William A. Hubbard
Date submitted	same
BGN case number	5896
Quarterly Review List	449

Feature Details

Primary coordinates	41.7636979, -70.6125641
Secondary coordinates	n/a
Feature class	bar
Feature size	Approximately 2.5 acres, 0.25 miles long
Feature description	Between Gibbs Narrows and Little Buttermilk Bay
Name history	Named for Dr. Gary Jaroslow (1958-2017), a Massachusetts Maritime Academy oceanographer
USGS primary topo map	Sagamore 1:24,000
State(s)	Massachusetts
County(s)	Barnstable County
Local jurisdiction(s)	Town of Bourne
PLSS	n/a
Land ownership	n/a

BGN decisions

- None

Other Names

- Unpublished names:
  - Jaroslow Reef (Massachusetts Maritime Academy YouTube videos)
- Published names: None found

Case Summary

This proposal is to make official the name Jaroslow Reef for an approximately 2.5-acre reef of northern coral (*Astrangia poculata*) located between Gibbs Narrows and Little Buttermilk Bay in the Town of Bourne in Barnstable County.

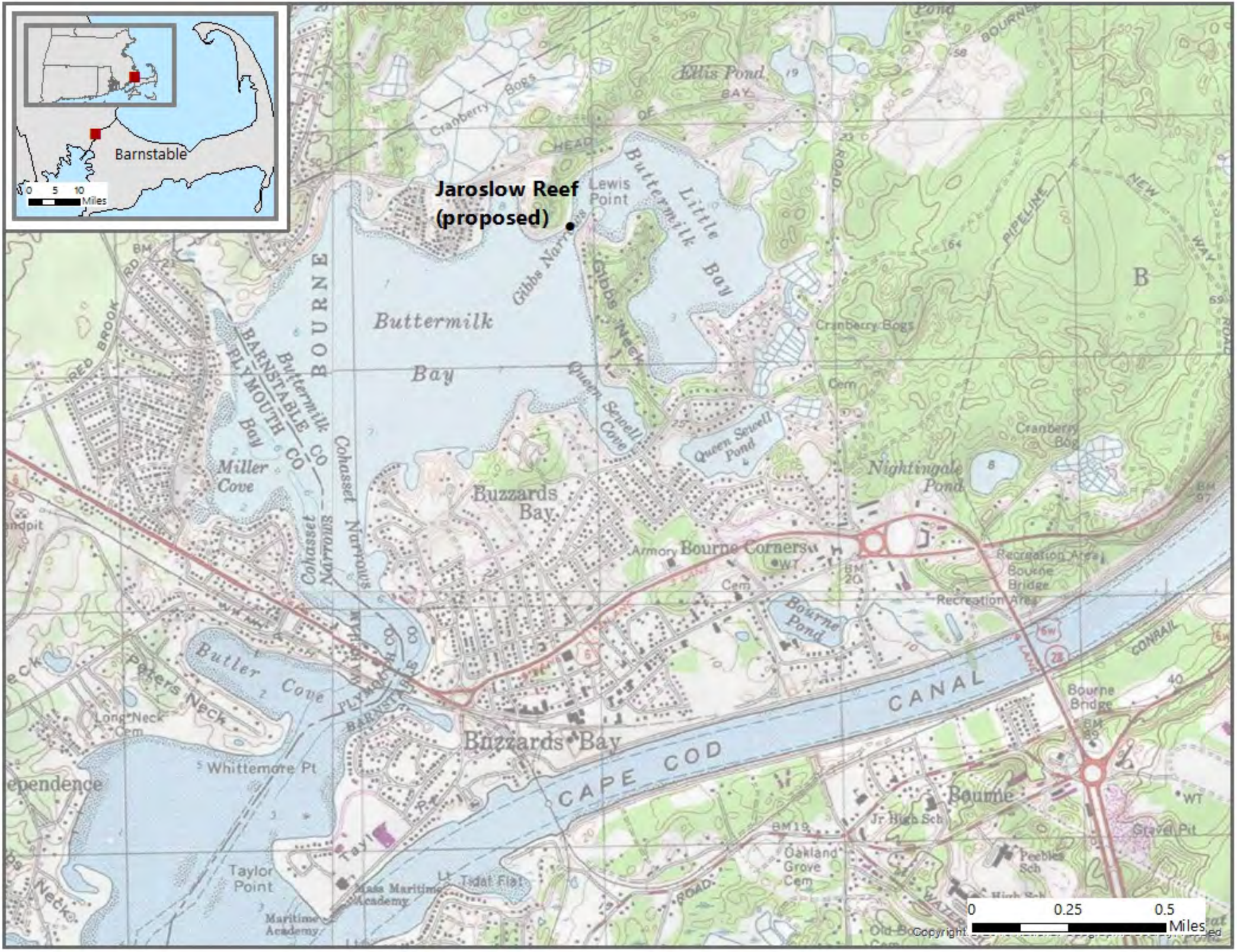
The name would commemorate Dr. Gary Jaroslow (1958-2017), a professor at the Massachusetts Maritime Academy (MMA) from 2012 to 2017. He earned a Ph.D. from the Massachusetts Institute of Technology/Woods Hole Oceanographic Institute joint program in Oceanography, and taught at Cornell University, Woods Hole, and the Sea Education Association. The proponent states that in the months before his death, Dr. Jaroslow and his students found this "unique reef structure seldom found in New England waters" and that they wish to name the feature after him "due to his impact as a teacher and researcher that he had on his students."

The proponent describes the reef as:

> the underwater 2.5 acres in Gibbs Narrows . . . . The reef impedes navigation as the bottom depth rises from 4 feet MLLW [mean lower low water] to as shallow as 0.5 feet MLLW in the reef's highest point. . . . There is no other shallow water concentration of this northern coral identified to date in Massachusetts. MMA marine biology faculty, Professor Bill Hubbard, has coordinated this extensively with MA state and academic sources, as well as the federal agencies [unconfirmed], and all agree this is a highly unique ecological feature. Most Northern Coral is found within rocky areas with individual coral "stones" distributed widely apart on the seafloor. The high flows in the narrows and optimal water quality parameters allow centuries of this coral to build into a reef. The underwater area is a dense covering of northern stone coral, impeding navigation, and meets the definition of a reef.

Stakeholder Input

Local government	Town of Bourne	
	Barnstable County	
State Names Authority	Massachusetts	
Federal Agency	NOAA	
Federally Recognized Tribes	All federally recognized Tribes contacted under Policy X	
Other	Massachusetts Maritime Academy [proponent]	Support


Barnstable
0 5 10
Miles
Jaroslow Reef
(proposed)
Lewis Point
Ellis Pond
Buttermilk Bay
Little Buttermilk Bay
Gibbs Narrows
Gibbs Neck
Queen Sewell Cove
Queen Sewell Pond
Cranberry Bogs
Nightingale Pond
Buzzards Bay
Bourne Corners
Bourne Pond
Miller Cove
Butler Cove
Peters Neck
Long Neck Cem
Whittemore Pt
Taylor Point
Mass Maritime Academy
Tidal Flat
Cohasset Narrows
BOURNE
BARNSTABLE CO
PLYMOUTH CO
CAPE COD CANAL
Bourne
Jr High Sch
Oakland Grove Cem
Peebles Sch
Gravel Pit
Bourne Bridge
Recreation Area
CONRAIL
0 0.25 0.5
Miles

Domestic Geographic Name Proposal Form

The U.S. Board on Geographic Names (BGN) is responsible for standardizing the names of geographic features within the 50 States and in other areas under the sovereignty of the United States. The BGN retains the legal authority to promulgate all official names and locations of natural features (e.g. mountains, rivers, valleys), as well as canals, channels, reservoirs, and other select feature types.

This form is to propose a new name or name, spelling, or application change for a geographic feature for Federal use. A proponent should carefully review the proposal prior to submission to ensure that it is consistent with the BGN policies. Please note all fields with a red outline are required prior to submitting this form.

The proponent should also be aware that the entire proposal—including personal identifying information and any associated correspondence—is in the public domain and may be made publicly available at any time.

Submit Proposal:

1. Email this form and supporting documentation to: BGNEXEC@usgs.gov
   i. Save PDF as 'ST_GeographicName' *for example 'CO_BearCreek'*
   ii. Email Subject: ST_GeographicName

OR

2. Send by mail to:
   U.S. BGN Executive Secretary, Domestic Names
   12201 Sunrise Valley Drive, MS-523
   Reston, VA 20192

Please note that anything submitted by mail will delayed.

Contact Us:
BGNEXEC@usgs.gov

Naming Basics

Proposed Name:
Jaroslow Reef

Is this name in current local use?
☐ Y ☒ N

What is the Feature Class?
Channel

Is this to change an existing name?
☐ Y ☒ N

If yes, please provide the official name and Feature ID as it appears in the Geographic Names Information System (GNIS).

GNIS Name:

Feature ID:

Location Basics

Where is the feature?

Latitude: 41.76370 *(38.94741)*
Longitude: -70.61256 *(-77.36839)*

For Linear Features (e.g. stream or valley):

Mouth/Confluence

Latitude: *(38.94741)*
Longitude: *(-77.36839)*

Source/Headwater

Latitude: *(38.94741)*
Longitude: *(-77.36839)*

General Location:

State: Massachusetts

County: Barnstable

City/Town/ Township/ Borough: Bourne/Buzzards Bay

Public Land Survey System:
Section(s), Township, Range, Meridian

Feature Description

Physical shape, length, width, etc. (Maps can be submitted separately by email)

We propose naming the underwater 2.5 acres in Gibbs Narrows "Jaroslow Reef" in honor of our late oceanographer, Dr. Gary Jaroslow. The underwater channel is not named. The land area is named Gibbs Narrows (616292) and the Feature Details information for the surrounding land is attached for your reference. Dr. Jaroslow had passed away 5 years ago in May of 2017.

The feature proposed woudl be 0.25 miles long and ranging from 0.03 to 0.06 miles wide. The reef impedes navigation as the bottom depth rises from 4 feet MLLW to as shallow as 0.5 feet MLLW in the reefs highest point. The map was developed by underwater video mapping of the area over the past 5 years. Video transects were georeferenced with a GPS/GNSS received with up to 0,3 meter accuracy. A YouTube video of the coral structure can be found at

https://www.youtube.com/watch?v=LzvGyOhtxX0

https://www.youtube.com/watch?v=ZMd1Swpj2Gk

A map will be submitted, but this rectangle would be through the channel and extend slighly seaward and shoreward of the narrows.

Name Details

Name information:

Please provide relevant information about the proposed name, such as origin, meaning, how long it has been in current use, as well as current or historical significance. Also include why you believe the feature requires a name or name change and why the proposed name is appropriate. Describe any documents that you will be submitting (separately by email) to support your proposal.

Massachusetts Maritime Academy proposes naming the underwater 2.5 acres in Gibbs Narrows (as "Jaroslow Reef" in honor of our late oceanographer; Dr. Gary Jaroslow. This underwater channel is not named. The surrounding land area is named Gibbs Narrows (Geographic Names Phase I data compilation - 616292) and the Feature Details information is attached for your reference. Dr. Jaroslow had passed away 5 years ago in May of 2017.

Massachusetts Maritime Academy students discovered this very unique concentration of Northern Coral (Astrangia poculata) in the months before Dr. Jaroslow passed away. There is no other shallow water concentration of this northern coral identified to date in Massachusetts. MMA marine biology faculty, Professor Bill Hubbard, has coordinated this extensively with MA state and academic sources, as well as the federal agencies, and all agree this is a highly unique ecological feature. Most Northern Coral is found within rocky areas with individual coral "stones" distributed widely apart on the seafloor. The high flows in the narrows and optimal water quality parameters allow centuries of this coral to build into a reef.

The underwater area is a dense covering of northern stone coral, impeding navigation, and meets the definition of a reef.

Please provide a list of supporting documentation, including any web links:
Examples: Published sources showing the proposed name or letters of support (local government, historical society, etc.).

https://www.youtube.com/watch?v=LzvGyOhtxX0

https://www.youtube.com/watch?v=ZMd1Swpj2Gk

Is the name commemorative? Does the name honor or refer to a person or persons? ■ Y ☐ N

Please note that the BGN will only accept proposals for names that are intended to honor a person or persons deceased at least five years. The BGN will disapprove names that could be construed to honor living persons. The person being honored should have had either (1) some direct or long-term association with the feature, or (2) have made a significant contribution to the area, community, or State in which it is located; or (3) have outstanding national or international recognition. The BGN discourages the use of an individual's full name except to avoid ambiguity.

If yes, please provide the following:

Honoree's Date of Birth: April 11, 1958 Honoree's Date of Death: May 7, 2017

Short biography and significance or association with the geographic feature: *(list any additional honorees here)*

Gary E. Jaroslow was a beloved professor at the Massachusetts Maritime Academy from 2012 until his untimely death in 2017. He achieved a Bachelor of Business Administration in Management and a Bachelor of Science in Geology and also a Masters of Business Administration in Finance from the University of Massachusetts. Gary received his PhD from the Massachusetts Institute of Technology/Woods Hole Oceanographic Institute joint program in Oceanography. His dissertaion was " The geological record of oceanic crustal accretion and tectonism at slow-spreading ridges".

Professionally, Dr. Jaroslow had taught at Cornell University and the Sea Education Association at Woods Hole. He served as Associate Dean at the Sea Education Association prior to coming to the Massachusetts Maritime Academy.

During his Environmental Monitoring research class, he and students discovered a unique reef structure seldom found in New England waters. Due to his impact as a teacher and researcher that he had on his students, it was felt only appropriate to name this discovery after him.

Is the feature in a Wilderness Area or Wilderness Study Area? ☐ Y ☒ N ☐ Unknown

If yes, please provide your justification for making an exception to the Wilderness Policy:

Please note that the BGN will not approve new names for unnamed features within wilderness areas or wilderness study areas, unless an overriding need can be demonstrated by the proponent.

Additional Information

Is there any local opposition or conflict with the proposed name? ☐ Y ☒ N

If yes, please explain and describe any opposition:

Additional notes:

The Environmental Monitoring course of the Marine Science, Safety and Environmental Protection Department will continue to perform ecological monitoring on Jaroslow reef in every semester. This will provide a long term ecological health assessment of the reef and further scientifica knowledge of this unique species.

Proponent Information

Please provide one form of contact (email preferred):

Proponent's Name: Rear Admiral Francis X. McDonald, USMS

Agency or Organization, if applicable: Massachusetts Maritime Academy

Email: fmcdonald@maritime.edu

Mailing Address: 101 Academy Drive Buzzards BAy, MA 02532

Phone: (508) 830-5000

Are you completing this form for someone else? ☒ Y ☐ N

If yes, please fill out the following:

Completed by:

Full Name: William A. Hubbard

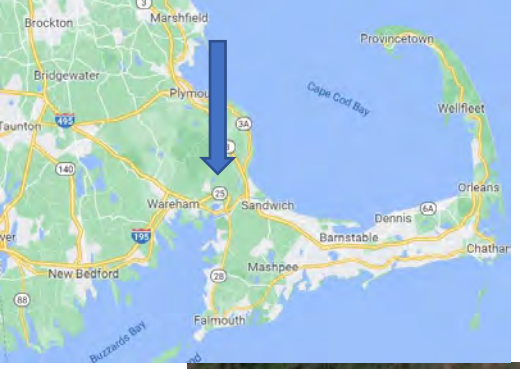
Email: whubbard@maritime.edu

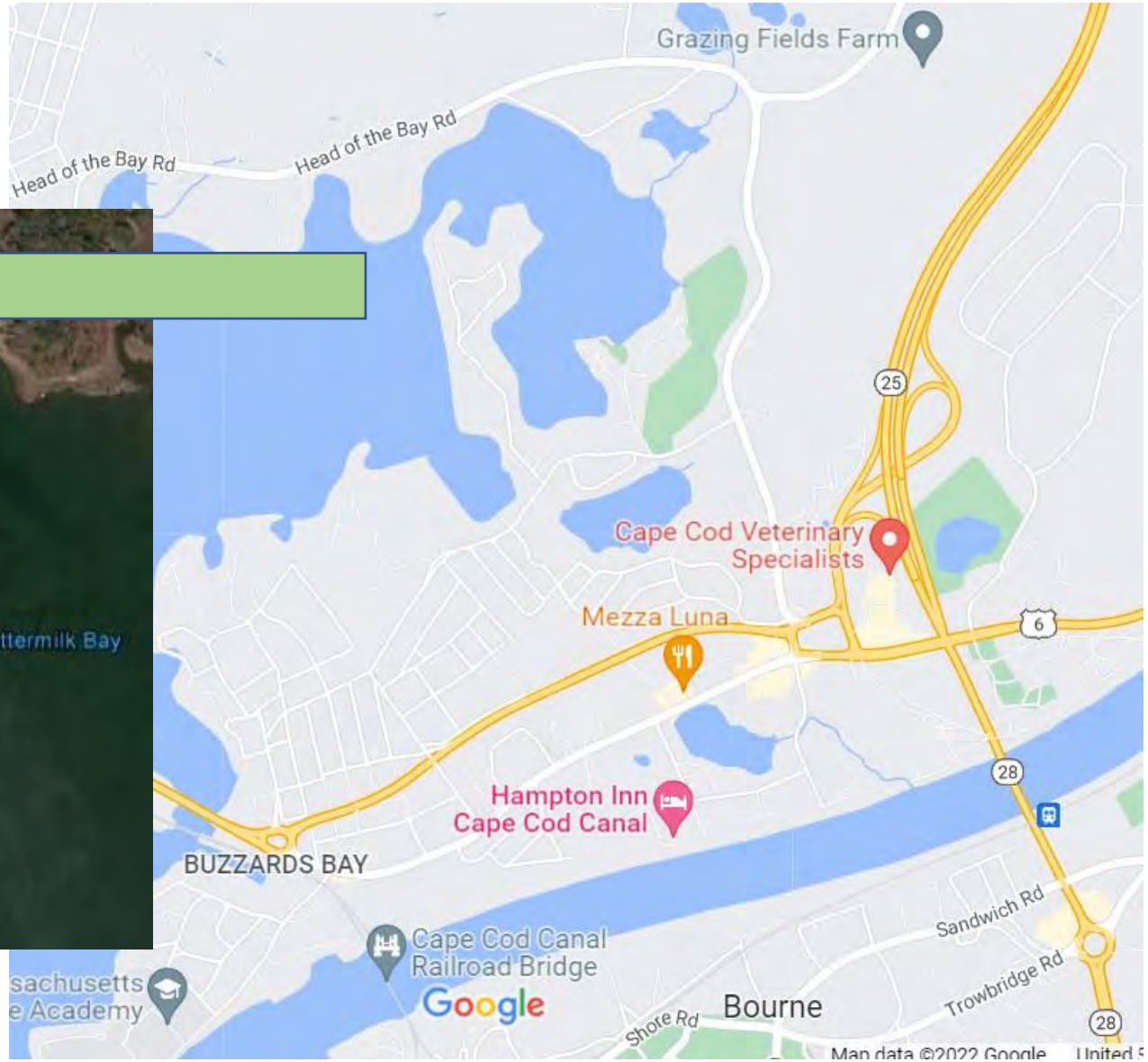
Mailing Address: 101 Academy Drive Buzzards BAy, MA 02532

Phone: (508) 292-0251

Please submit this form and supporting documentation to: 1. By email to BGNEXEC@usgs.gov 2. By mail to the address on page 2.

MA_Jaroslow Reef
Buzzards Bay, MA 02532





Maria Simone

From: Kelly, Emily D NFG NG MAARNG (USA) <emily.d.kelly2.nfg@army.mil>
Sent: Thursday, February 9, 2023 10:48 AM
Subject: Joint Base Cape Cod public meeting calendar for February 2023
Attachments: february calendar 2023.pdf

Good morning,

Below and attached is the public meeting calendar for Joint Base Cape Cod for February 2023.

Massachusetts National Guard
Environmental & Readiness Center
Joint Base Cape Cod Update
FEBRUARY PUBLIC MEETINGS

Joint Base Cape Cod Military Civilian Community Council

The Joint Base Cape Cod Military-Civilian Community Council (MCCC) meeting is scheduled for Wednesday, February 22, 2023, at 5:30 p.m. at the Welcome Center, Building 1805, West Outer Road, Camp Edwards, MA. The meeting will also be held virtually via Microsoft Teams Video Conferencing.

The MCCC is an advisory board formed to provide interaction between community representatives and base officials for timely and consistent notification regarding military mission projects, policies, and activities of mutual interest.

For more information or if you would like to attend the meeting via Microsoft Teams, please contact Paul Rendon at 774-327-0643 or paul.e.rendon2.nfg@army.mil.

Joint Base Cape Cod Access

The Joint Base Cape Cod Military Civilian Community Council meeting is open to the public. Entry to Joint Base Cape Cod is through the Main Gate in Bourne only. Meeting attendees will be asked to show valid ID at the security gate and may be asked the name and location of the meeting, for example: "Military Civilian Community Council meeting at Building 1805."

Best regards,

Emily Derbyshire Kelly
Program Coordinator
MANG Environmental & Readiness Center
3468 Beaman Street
Camp Edwards, MA 02542
339-202-9341

Maria Simone

From: jyork@cataumet-arts.org
Sent: Wednesday, February 8, 2023 10:05 AM
To: All Selectmen; Marlene McCollem
Cc: Timothy Lydon
Subject: MassDOT Project 608020 Cape Cod Canal Area Transportation Improvement Program - Value of Town Council

Selectboard and Marlene,

Thank you for discussing possible Town Council support of Bourne's interaction with MassDOT.

Here is some clarification of the purpose and value of Town Council participation:

There is a great deal of law, regulations and related material that the Town will need to understand in order to navigate issues that will arise during the planning, design and construction of this program. The legal knowledge required is related to transportation, Federal agencies, Federal code, Federal funding associated program requirements, Massachusetts statute, rules and agencies, MassDOT authority, directives and policies, transportation planning practices, and more.

Without support from Town Council, the Town and Town officers or representatives will be obliged to defer to MassDOT for guidance on all of the above described matters of law. MassDOT has demonstrated that is will not be forthcoming with the complete information the Town will need to participate in meaningful discussion of this project and will not be forthcoming with solutions to meet the needs or desires of our town.

Without the assistance of council, the town will have little or no chance of success at representing the interests of its citizens nor of steering the project toward solutions which are a win-win for both the Town of Bourne and through traffic dependent residents of other towns.

MassDOT has not delivered on many promises for providing infrastructure and infrastructure improvements in the Canal area. MassDOT has not delivered on its obligations for the Canal Area Improvement Program and has not been forthcoming of what its obligations are. Holding MassDOT to their obligations and promises or even to their own rules, policies and procedures, requires continuous attention and knowledge of information that MassDOT will attempt to withhold. The Town of Bourne will not be aware of MassDOT's obligations and shortcomings and will not be able to hold MassDOT to its obligations without the participation of Town Council.

The obligations that MassDOT chronically fails to meet and currently is trying to deny were put in place to ensure positive outcomes of large transportation projects in the public space. It is an immediate and permanent interest of the Town of Bourne that this project meet those obligations and produce a truly wonderful result.

To perform due diligence, the Town should enlist the assistance of council. The bridges and more importantly the surrounding infrastructure will be a major determining factor of viability and quality of life in our town for the next 100 years.

That is what I see.

I also see the problem of cost of engaging council on this matter. That is a factor the Town must consider. The cost of council could be large if the Selectboard or other town office assigning council tasks is not careful and smart about what

the Town requests. The cost of council might be less and the result more helpful if the Selectboard or other tasking office is aware of the Town's interests and careful about engaging council to best serve those interest.

That is what I meant in the January 23 email when I suggested that the Selectboard should determine the Town's interest and provide its appointed liaisons with the support they need and deserve.

It may be that there is only one or maybe two items that truly require Town Council's participation. I offer the above as broad brush input for your consideration as you determine any compelling need.

Janie Norton has spoken clearly about the significance and impact of this program for Bourne Schools. John Doble has spoken clearly as a potentially displaced home owner. Members of the Selectboard have expressed desires for great outcomes and frustration with lack of information from MassDOT. I am sure I have left out many who have attempted to have their concerns addressed and many more who have not spoken but are concerned.

High on my list of impacted groups are school students too young to drive, who should be able to safely walk or ride from their schools to other destinations in the immediate area. Select Chair Meier mentioned those who live in Buzzard's Bay but ride the bus which stops at Tedeshi's and so must walk over the bridge.

Left to their own devices MassDOT will design a Sagamore Flyover style interchange to replace the Bourne Rotary, with bridge approaches much longer than present approaches. The new interchange might be less safe for pedestrians and bicycles than our already deadly Bourne Rotary, and bridge sidewalk length would be close to one mile. But that solution will make it much easier for roadway designers to produce a design that meets the needs of through traffic.

An important point is that it might take more engineering effort to design more compact, pedestrian and local traffic friendly approaches and interchanges, but it is not likely to cost more to build the compact alternative once it is designed. Thus, project managers who want the project to get off to a quick start, and engineers who don't want difficult problems will reject the more compact option, even though it might serve both local and through users better.

How are we going to present that case? Will MassDOT be willing to let a foot in the door of their behind the scenes decision making?

As a designer and engineer, as a public participant in the 1.2 billion dollar groundwater cleanup program at Joint Base Cape Cod, and as a user of all modes of transportation in the Canal area, I believe a great result can be achieved with sufficient public engagement and I want to see a great result.

While you are managing our town, preparing for town meeting, and bringing yourselves up to speed on transportation planning, I hope you will take time to gage the interest and concerns of residents, various impacted Town departments (that would be all Town departments), businesses and other entities in our town (Bourne Recreation Authority, National Marine Life Center, Upper Cape Regional Technical School, …). I hope you will take time to continue to enquire of and comment on the Canal Area Program as you have already.

That is an lot of time and attention I hope you will take. Can you do all that without help from Town Council? Do you have time in all that to figure out how to task Town Council?

You might have to draw expertise from engineering and planning staff, police, fire and rescue, DPW, BPS and other department heads, but do that without too much demand on their time. Who will coordinate that smart, lean effort?

Just to remind you again, we are talking about 4 billion dollars and a large part of the future of our town.

Perhaps swaying MassDOT towards better regulatory compliance and better public engagement is too ambitious. In any case it will be important to bring an educated and coherent voice to whatever process MassDOT allows. It is not about the residents signing on to the Town's plan. It is about the Town determining what Town departments and residents

need and want … low construction impact? local mobility? less roadway complexity?easier cross bridge travel? low environmental impact? strong community? aesthetics? flexibility? long term solutions?

In MassDOT's mind and in reality the concept design phase might be over very soon. The next Public information meetings, circa April this year, are supposed to focus on surrounding roadway network. What is left for concept design after that. Not much. Maybe a few more months for MassDOT and HNTB to mull over public input and finalize the concept design. Concept design complete circa August? Six months from now.

Then it is for the engineers to fill in the details, the real estate folks to close on eminent domain properties, and construction starts in 2025.

If we want livable interchanges that don't swallow our Town, we might have only a few months to speak until all is decided.

First communication to MassDOT: Send them our Town Meeting and election dates and request no meetings too close to either. They are likely to set the schedule for the spring meetings soon.

Sorry to run on so long. The sooner I see a coordinated effort the sooner I won't feel compelled to touch all the topics.

Thank you again for your continued service to our beautiful Town.

John York
[redacted]
P.O. Box 497
Cataumet, MA 02534
[redacted]

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CORRES?

John Carroll
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POCASSET MA 02559-0246
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BOURNE BD OF SELECTMEN
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6 February 2023

Peter Meier, Select Board Chair

Marlene McCollem, Town Administrator ✓

Resignation from the Planning Board

Dear Peter and Marlene,

Prior to taking a seat in 2018, I watched the performance of the Board and felt I could help underwrite and further the goals of the Zoning Bylaw, the Local Comprehensive Plan, and Bourne citizens.

Recent Board practices and thoughts from citizens have led me to a different opinion. The Planning Board is not functioning on behalf of Bourne.

We have serious planning issues facing Bourne. Distribution of plans to members and citizens to see and deliberate, to consider the exceptions being requested, to exposing the resulting side effects, all are necessary.

An absence of opportunities for members and citizen to see the details restricts the decision making. Time between final plan review and vote is short. Paths to bring up internal process issues or to propose planning oriented discussion are absent. Suggestions for board discussion on any issue outside of agenda project items is stifled. For Bourne citizen participation, the posted agenda is brief on describing a topic. A public comment period is absent. The public is not offered a path to participate via media.

I look forward to continued work for and in support of Bourne. I respectfully submit my resignation from the Planning Board.

John Carroll

John Carroll