

Select Board Meeting Notice AGENDA



Date

June 6, 2023

Time

7:00 PM

Location

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

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

Zoom Meeting ID: 869 5775 5505

Password: BOURNE

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

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

7:00 P.M. 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. Reading of the Vision and Mission Statements
4. Public comment on non-agenda items: Public comments are allowed for up to a total of 12 minutes at the beginning of each meeting. Each speaker is limited to 3 minutes for comment. Based on past practice, members of the Board are not allowed to comment or respond.
5. Select Board's Business
 - a. Presentation of gift – 1857 Walling Map by Mr. Dimmick
 - b. Presentation of gift – construction of rain gardens (green infrastructure) off Circuit Avenue by Mr. Barber
 - c. Discussion and possible vote to approve Monument Beach Civic Association's request to hold an Ice Cream Social on July 11, 2023 at Fire Station 4. No insurance provided, will require waiver from Board.
 - d. Discussion and possible vote to approve the request of the Gray Gables Association to hold Grover Cleveland Day on June 24, 2023 at Stackpole Park. No insurance provided, will require waiver from Board.
 - e. Discussion and possible vote to approve the request of Cape Cod Baby, LLC to hold a Diaper Drive at Fire Station 3 from June 10 to June 16, 2023.
 - f. Discussion and possible vote to approve the request of St. Margaret of Scotland Parish to hold a Corpus Christi procession on June 11, 2023.
 - g. Discussion and possible vote to approve the parking waiver request of Maura and John Sullivan for Monument Beach parking lot on the evening of June 17, 2023.
 - h. Discussion and possible vote to approve the request of Support Local Babes, LLC to hold a networking event at the Buzzards Bay Park pavilion on June 27, 2023.
 - i. Consent Agenda
 - i. St. Margaret of Scotland Parish- One Day Liquor License for choral concert on June 10, 2023

TOWN CLERK BOURNE
2023 JUN -2 PM 12:52
RECEIVED

- ii. St. Margaret of Scotland Parish- One Day Liquor License for a fundraising dinner on June 17, 2023
 - iii. Bourne on the 4th of July Parade on July 4, 2023
 - iv. Wastewater Advisory Committee charge and membership
 - v. Naming of Jaroslow Reef
 - vi. Police Department raffle win/donation of a handheld radar unit (~\$2000)
 - vii. Appoint Linda Sharp to the Bourne Cultural Council
 - viii. Appoint Rick Sharp to the Bourne Cultural Council
 - ix. Appoint William Doherty as the Bourne Representative (alternate) on the Cape Light Compact
 - j. Continued Discussion – Rules of Procedures (last updated Sept. 25, 2018)
- 6. Town Administrator report
 - 7. Minutes: 5/9/23 and 5/23/23
 - 8. Correspondence
 - 9. Committee reports
 - 10. Future agenda items
 - 11. Upcoming meetings: June 13
 - 12. Adjourn

RECEIVED

**Select Board
Minutes of Tuesday, June 6, 2023
Bourne Veterans' Community Center
Buzzards Bay, MA
Or Virtually**

2023 JUL 26 PM 1:15

TOWN CLERK BOURNE

**TA Marlene McCollem
ATA Liz Hartsgrove**

Select Board

Mary Jane Mastrangelo, Chair
Melissa Ferretti, Vice Chair
Anne-Marie Siroonian, Clerk
Peter Meier
Jared MacDonald

Others: Barry Johnson, Town Clerk, David Dimmick, Todd Dimmick, Michael Rausch, John Sullivan (virtual), Keith Barber, Ken Pearson, Barbara O'Donnell (virtual), John York (virtual), Tim Lydon, Stevie Fitch, Conservation Agent, Kathy Fox Alfano, and Beth Russell.

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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.

Chair Mastrangelo asked all to add James Newell, a firefighter, and George Sala, a former DPW employee, to their thoughts.

2. Salute to the Flag.

3. Reading of the Vision and Mission Statements:

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 its citizens a healthy, active lifestyle.

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.

4. **Public Comment on Non-Agenda Items** – Public Comments are allowed for up to a total of 12 minutes at the beginning of each meeting. Each speaker is limited to 3 minutes for comment. Based on past practice, members of the Board are not allowed to comment or respond.
5. **Select Board's Business**
 - a. **Presentation of gift – 1857 Walling Map by Mr. Dimmick.**
 - b. **Presentation of gift – construction of rain gardens (green infrastructure) off Circuit Avenue by Mr. Barber.**
 - c. **Discussion and possible vote to approve Monument Beach Civic Association's request to hold an Ice Cream Social on July 11, 2023, at Fire Station 4. No insurance provided will require a waiver from the Board.**
 - d. **Discussion and possible vote to approve the request of the Gray Gables Association to hold Grover Cleveland Day on June 24, 2023, at Stackpole Park. No insurance provided will require a waiver from the Board.**
 - e. **Discussion and possible vote to approve the request of Cape Cod Baby, LLC to hold a Diaper Drive at Fire Station 3 from June 10 to June 16, 2023.**
 - f. **Discussion and possible vote to approve the request of St. Margaret of Scotland Parish to hold a Corpus Christi procession on June 11, 2023.**
 - g. **Discussion and possible vote to approve the parking waiver request of Maura and John Sullivan for Monument Beach parking lot on the evening of June 17, 2023.**
 - h. **Discussion and possible vote to approve the request of Support Local Babes, LLC to hold a networking event at the Buzzards Bay Park pavilion on June 27, 2023.**
 - i. **Consent Agenda**
 - i. **St. Margaret of Scotland Parish – One Day Liquor License for choral concert on June 10, 2023.**
 - ii. **St. Margaret of Scotland Parish – One Day Liquor License for a fundraising dinner on June 14, 2023.**
 - iii. **Bourne on the 4th of July Parade on July 4, 2023.**
 - iv. **Wastewater Advisory Committee charge and membership.**
 - v. **Naming of Jaroslow Reef.**
 - vi. **Police Department raffle win/donation of a handheld unit (~\$2000).**
 - vii. **Appoint Linda Sharp to the Bourne Cultural Council.**
 - viii. **Appoint Rick Sharp to the Bourne Cultural Council.**
 - ix. **Appoint William Doherty as the Bourne Representative (alternate) on the Cape Light Compact.**
 - j. **Continued Discussion – Rules of Procedures (last updated Sept. 25, 2018).**

5.a. Presentation of gift – 1857 Walling Map by Mr. Dimmick.

Barry Johnson introduced David Dimmick as the donor of the 1857 Walling Map. Mr. Johnson gave a history of the map. He said that it is a replica of the one drawn by Henry Francis Walling, 1825-1888. The map is dated 1857, and the lineated colored sections represent school districts. With CPA funds the map was restored, and it was formally presented to the Select Board at this meeting, as a donation to the Town of Bourne.

David Dimmick said that he and his family all felt that this map belonged to the Town of Bourne. He said that there is an incredible amount of detail in this map, and he hopes that it will bring enjoyment to the people of Bourne. Mr. Dimmick said that he has not seen the finished map yet, and he will see it now along with all the meeting attendees. Once the map was unveiled, Mr. Dimmick gave a brief overview of the map.

Chair Mastrangelo presented Mr. Dimmick with a Citation from the Town of Bourne. Melissa Ferretti said that she recognized many of the family names on the map and she said that the map is a treasure. Peter Meier said it is nice to preserve history and to receive a gift such as this.

Voted: Peter Meier moved, and Melissa Ferretti seconded to accept this gift on behalf of Mr. Dimmick

Vote: 5-0-0.

5.b. Presentation of gift – construction of rain gardens (green infrastructure) off Circuit Avenue by Mr. Barber.

Keith Barber of the Pocasset Water Quality Coalition, said that they have been working on a SNAP grant that is in the second stage, and they are optimistic that they will be awarded the grant. He said that their objective is to try to control the stormwater that goes into Hen's Cove by building rain gardens. He said that Ken Pearson, who was a biology teacher at Montachusett Regional, is an advisor on this rain garden project. Mr. Barber showed a slideshow on building a rain garden and showed some examples of rain gardens in the area. He also showed the proposed locations in Bourne for the rain gardens. Mr. Barber talked about all the non-town employees that will be working on the gardens and about the funding.

Voted: Peter Meier moved, and Jared MacDonald seconded to authorize the Pocasset Water Quality Coalition to do this work on town property once they receive the SNAP grant.

Tim Lydon added that there also could be some drainage improvements around Hen Cove through a commitment that has been made with NRCS and the Cape Cod Conservation District.

Vote: 5-0-0.

5.c. Discussion and possible vote to approve Monument Beach Civic Association's request to hold an Ice Cream Social on July 11, 2023, at Fire Station 4. No insurance provided, will require a waiver from the Board.

Voted: Jared MacDonald moved, and Anne-Marie Siroonian seconded to approve the use of town property for the application filed by the Monument Beach Civic Association to hold an Ice Cream Social on July 11th, 2023, at Fire Station 4 and to waive the insurance requirement as submitted.

Vote: 4-0-0.

5.d. Discussion and possible vote to approve the request of the Gray Gables Association to hold Grover Cleveland Day on June 24, 2023, at Stackpole Park. No insurance provided, will require a waiver from the Board.

Kathy Fox Alfano, past President of the Gray Gables Association, and Beth Russell, current President of the Gray Gables Association, talked about Grover Cleveland Day. Ms. Fox Alfano said that 100 years ago the Grover Cleveland family sold the land that is now known as Gray Gables to a developer named Stackpole, and he broke up the land into housing lots and called it Gray Gables. They have a lot of fun events scheduled for this year to celebrate their 100th anniversary, with a kickoff called Grover Cleveland Day. This event is sponsored by the Bourne Community Engagement Committee and will run from 10 AM to 3 PM.

Voted: Jared MacDonald moved, and Anne-Marie Siroonian seconded to approve the use of town property for the application filed by the Gray Gables Association to hold Grover Cleveland Day event on June 24th, 2023, at Stackpole Park and to waive the insurance requirement as submitted.

Vote: 5-0-0.

5.e. Discussion and possible vote to approve the request of Cape Cod Baby, LLC to hold a Diaper Drive at Fire Station 3 from June 10 to June 16, 2023.

Voted: Melissa Ferretti moved, and Peter Meier seconded to approve the use of town property for the application filed by Cape Cod Baby, LLC to hold a Diaper Drive from June 10th to June 16th, 2023, at Fire Station 3 as submitted.

Vote: 5-0-0.

5.f. Discussion and possible vote to approve the request of St. Margaret of Scotland Parish to hold a Corpus Christi procession on June 11, 2023.

Voted: Melissa Ferretti moved, and Peter Meier seconded to approve the use of town property for the application filed by St. Margaret of Scotland Parish to hold a Corpus Christi procession on June 11th, 2023, as submitted.

Vote: 5-0-0.

5.g. Discussion and possible vote to approve the parking waiver request of Maura and John Sullivan for Monument Beach parking lot on the evening of June 17, 2023.

John Sullivan said that they are holding a private event at a home on Shore Road and would like to use the Monument Beach parking lot for overflow parking. Mr. MacDonald asked how many cars would be using the parking lot and Mr. Sullivan said that it is hard to tell, and it may not be very many. Mr. Sullivan was also told that this would not be a reservation for only their function, and the public would still be allowed to use the parking lot.

Voted: Peter Meier moved, and Melissa Ferretti seconded to approve the parking waiver request of Maura and John Sullivan for the evening of June 17th, 2023, from 5PM to 10 PM, at the Monument Beach parking lot, as submitted.

Vote: 5-0-0.

5.h. Discussion and possible vote to approve the request of Support Local Babes, LLC to hold a networking event at the Buzzards Bay Park pavilion on June 27, 2023.

Voted: Melissa Ferretti moved, and Anne-Marie Siroonian seconded to approve the use of town property for the application filed by Support Local Babes, LLC, to hold a networking event at the Buzzards Bay Park pavilion on June 27th, 2023, as submitted.

Vote: 5-0-0.

5.i. Consent Agenda

- i. **St. Margaret of Scotland Parish – One Day Liquor License for choral concert on June 10, 2023.**
- ii. **St. Margaret of Scotland Parish – One Day Liquor License for a fundraising dinner on June 14, 2023.**
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- vii. **Appoint Linda Sharp to the Bourne Cultural Council.**
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- ix. **Appoint William Doherty as the Bourne Representative (alternate) on the Cape Light Compact.**

Chair Mastrangelo said that they are holding item iii because the application is not complete, and it will be on next week's agenda.

Voted: Peter Meier moved, and Melissa Ferretti seconded that the Select Board table item iii, 4th of July application to a future agenda which they have been told is next week, 6/13, and to approve the remaining items as printed on the Consent Agenda.

Chair Mastrangelo asked for a letter to go to the ex-officio members who served on the Wastewater Advisory Committee thanking them for their service and letting them know that they will be invited to participate as needed.

Vote: 5-0-0.

5.j. Continued Discussion – Rules of Procedure (last updated Sept. 25, 2018).

Ms. Siroonian said that she was confused as to whether correspondence is a policy or just an administrative function of the Select Board. She talked about the differences between policy and functions, and she believes that correspondence is an administrative function and not a policy and

should be in the Rules of Procedure. There was discussion about the differences of policy and procedures and the words used.

Town Administrator Marlene McCollem said she is not looking for a policy and that the Select Board is going to get correspondence. She said that she needs the Select Board to agree on the procedures of how that correspondence is to be handled because they have the staff at Town Hall doing it for them, and they need very clear instructions on what the expectations are. She also said that if they include every email that the Select Board is cc'd on, then the list will be very long.

Chair Mastrangelo said it is important for the Select Board to have procedures on correspondence that are nailed down that they all agree on. She said that there are other procedures that need to be clearer for Select Board members. John York made some suggestions for correspondence for the Select Board. Chair Mastrangelo said that she would give this item to the Policy Subcommittee if the rest of the Board agrees. There was some discussion about whether an item of correspondence is personal for an individual on the Select Board and what to do with personal pieces of correspondence. It was decided that if a letter is addressed to an individual member of the Select Board, other than the Chair, then Ms. McCollem will bring it unopened to the next Select Board meeting and give it to that individual. There was more discussion about using the words will and must and about substituting them with may or shall.

Chair Mastrangelo concluded the discussion by saying that this was a first reading and it will now go to the Policy Subcommittee and will come back as a second reading. She said that any comments can be sent to Ms. McCollem and Assistant Town Administrator Liz Hartsgrrove, and then they can give them to the Policy Subcommittee.

The Board next discussed the procedure for creating policy and policy development. The Select Board decided on some changes that they would like made that will go back to the Policy Subcommittee. Peter Meier said that the executive session minutes procedure needs to be looked at. There was some discussion about distinguishing between establishing a committee and creating a charge for a committee. There was also discussion about the procedure for certificates of vote and the Board said that this was the first reading.

6. Town Administrator's Report –

Ms. McCollem said that she attended a virtual briefing with Enbridge and Algonquin Gas regarding the natural gas infrastructure relocation necessary for the bridge replacements. The companies will be conducting outreach to the impacted and abutting landowners to obtain survey permissions. The field surveys will begin in the fall. The anticipated start of any relocation construction is in 2026.

Ms. McCollem said that the swim floats are in place at Electric Ave, Gray Gables, and Monument Beach for the season.

Ms. McCollem said that the chemical oxidation clean-up at the Community Building began Monday, June 5th, and traffic will be impacted this week.

Ms. McCollem said that the Cape Light Compact has been a huge help to the town in applying for a \$171,000. Green Communities grant to help offset some of the costs associated with the Trane ESCO project.

Ms. McCollem also said that the Recreation Department is ready for the season, and she listed some of the activities that are scheduled.

Ms. McCollem also reported that ISWM has diverted 1.64 tons of food waste since beginning their partnership with Black Earth.

7. Minutes: 5/9/23 and 5/23/23

Chair Mastrangelo said that she wanted two sentences that she had said during the meeting on May 9th added to the minutes.

Voted: Peter Meier moved, and Jared MacDonald seconded to approve the minutes of May 9th, 2023, as amended.

Vote: 4-0-1. Anne-Marie Siroonian abstained.

Voted: Peter Meier moved, and Anne-Marie Siroonian seconded to approve the minutes of 5/23/23.

Vote: 5-0-0.

8. Correspondence

Anne-Marie Siroonian read aloud the correspondence:

- 1 DEP Letter.
- Email from B. Cromer regarding bridge replacement alternatives.
- Email from J. York regarding Pedestrian/Bicycle Routes Info from May 17th, 2023, Bridges Open House.
- Email from J. York regarding the Senators and Congressman's letters to the Federal Highway Administration.
- FEMA's violation letter – 2nd notice, returned to sender.
- Bourne Recreation Authority letter - notice of vacancy.

These are all on the Town's website.

9. Committee Reports

There was some discussion about the Select Board committee appointments.

10. Future agenda items

11. Upcoming meetings: June 13

Chair Mastrangelo said after the June 13th meeting the Select Board may be off until July 11th unless something comes up.

12. Adjourn

Voted: Melissa Ferretti moved, and Jared MacDonald seconded to adjourn.

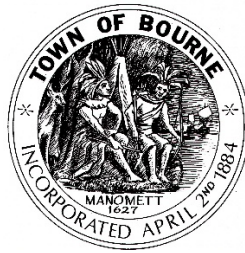
Vote: 5-0-0.

This meeting of the Bourne Select Board was adjourned at 9:11 PM.

Respectfully Submitted,

Kim Johnson, Recording Secretary

TOWN OF BOURNE



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.

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May 29, 2023

Bourne Select Board:

The Pocasset Water Quality Coalition (PWQC) is proposing building 3 rain gardens off Circuit Avenue in Pocasset. These rain gardens will help mitigate the storm water runoff into Hen Cove. We are asking your permission to use the Town of Bourne land for these 3 gardens.

Our group has applied for a SNEP Grant to cover 67% of the cost. Our letter of intent to SNEP was accepted, we are now in the process of completing the final application. Because our requested amount is much lower than many applicants, we are cautiously optimistic about winning the grant. Grant approval will come in late summer. Based on that timing we anticipate work on the gardens to begin in the spring of 2024.

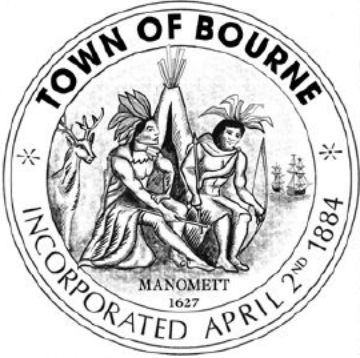
Because the grant requires a minimum of 33% of the project cost to be in kind donations, we have reached out to several organizations for volunteer help. So far, the Aptucxet Garden Club has offered volunteers, as well as the Upper Cape Tech Landscaping Department. We are in the process of contacting other groups too. Our PWQC members have also graciously offered to volunteer. Several businesses have offered products or services to build rain gardens. Part of our mission is to educate PWQC members and anyone in Bourne to the benefit of rain gardens. Hoping that people will build a garden on their property to help reduce storm water runoff. Sue Barlow and BourneTV will be filming the building process to help spread the word.

In meetings with Bourne Town Government officials, we have received support from: Marlene McCollem, Chris Southwood, Stephanie Fitch and Tim Lydon. All have pointed out the need for this type of community involvement to help solve our storm water runoff problems. No Town of Bourne employees will be used in this work.

We are expecting that our project will be completed by sometime in 2024. At that time, we will donate these rain gardens back to the Town. Our volunteers will continue to work and maintain the gardens, as long as they are in place. We do understand the raising of Circuit Avenue at some point may jeopardize these gardens. Our feeling is by that time they will have served good community service.

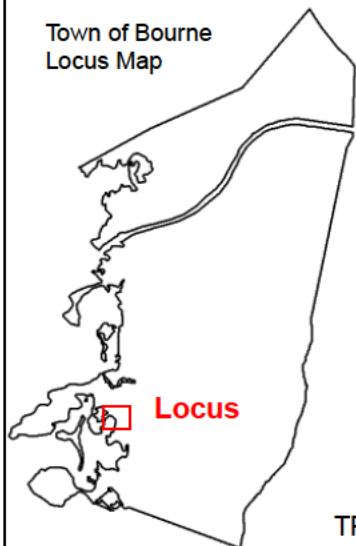
Thank you for your consideration of this proposal.

Pocasset Water Quality Board of Directors.

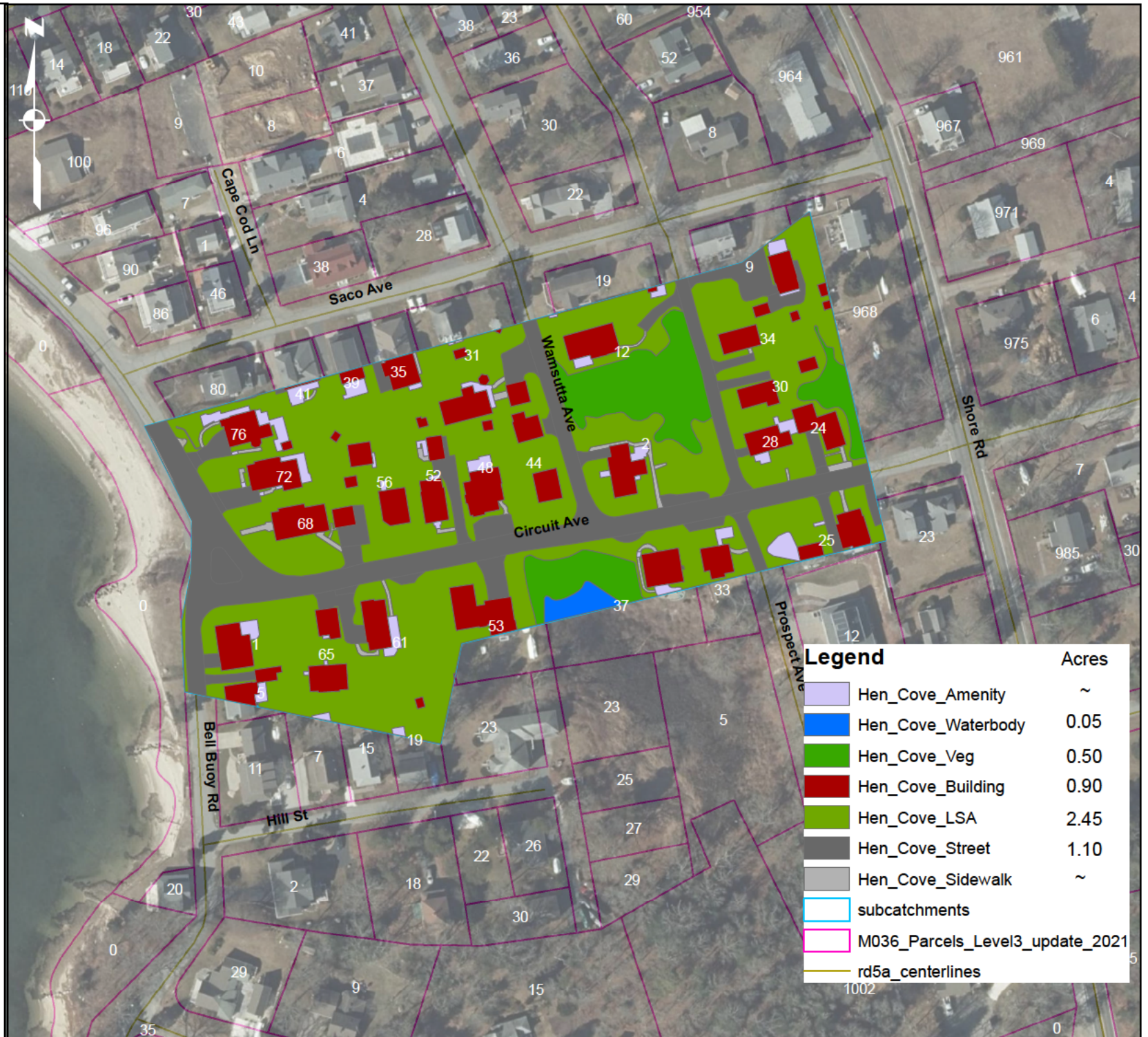


**Town of Bourne
Hen Cove - Circuit Ave
5 Acre Subcatchment Area
PWQA GSI Project
May 2023**

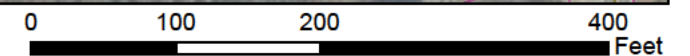
Town of Bourne
Locus Map

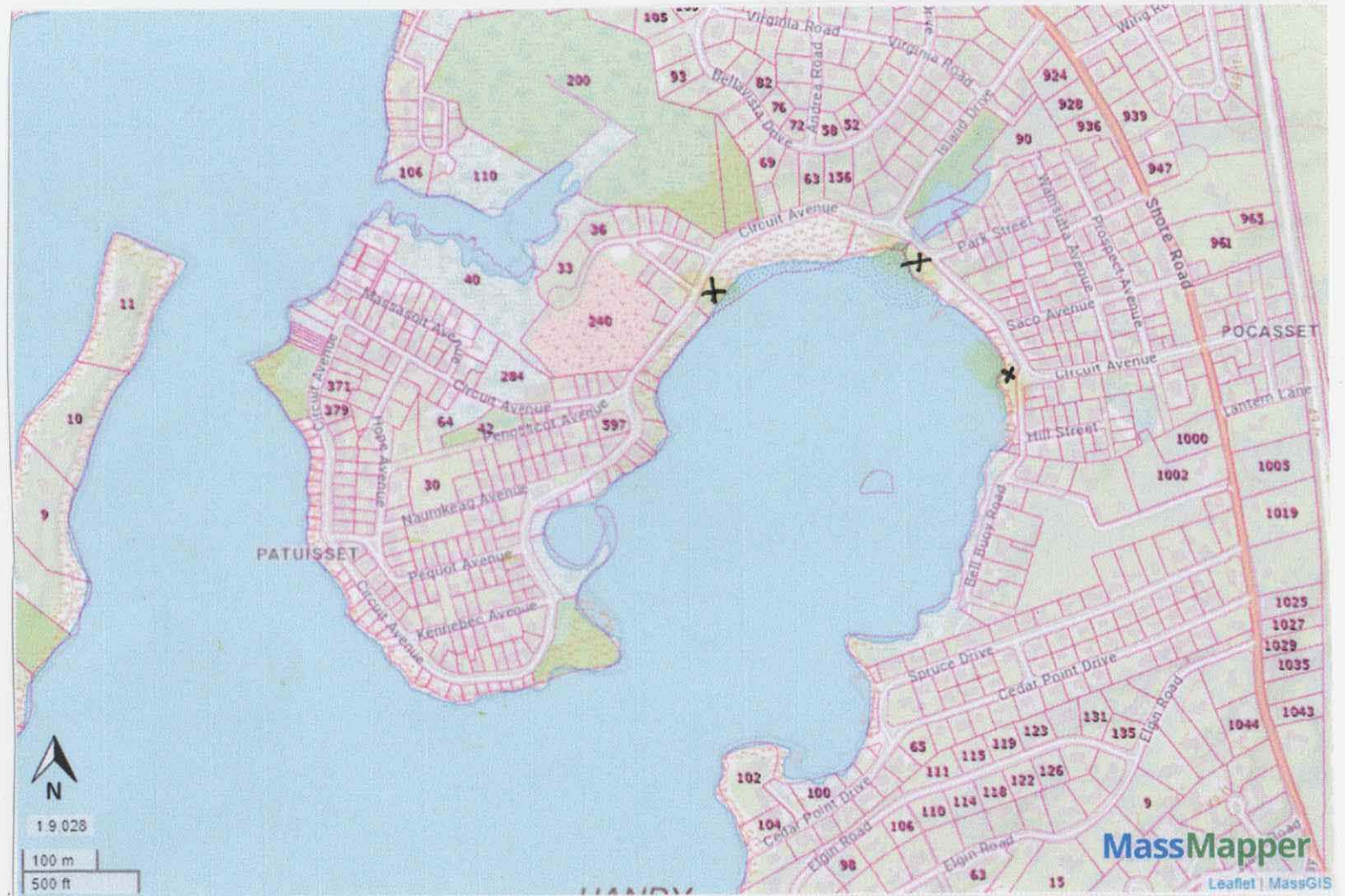


TPL



Legend		Acres
	Hen_Cove_Amenity	~
	Hen_Cove_Waterbody	0.05
	Hen_Cove_Veg	0.50
	Hen_Cove_Building	0.90
	Hen_Cove_LSA	2.45
	Hen_Cove_Street	1.10
	Hen_Cove_Sidewalk	~
	subcatchments	
	M036_Parcels_Level3_update_2021	
	rd5a_centerlines	







Areas where The Pocasset Water Quality Coalition is requesting to use Town of Bourne land to build Rain Gardens



Across the street from the corner of Park Street and Circuit Avenue. Using the grassy areas, not the sand.



Across from the corner of Circuit Avenue and Bell Buoy Road. Using the grassy area,






Across the street from 214
Circuit Avenue in the grassy
area.

**Use of Town Property Event
Application**

EA-23-20

Submitted On: Apr 13, 2023

Applicant

 Beth Agrillo





Primary Contact Information

Name

Beth Agrillo

Mailing Address

PO Box 501

Email

Business/Organization Name (if applicable)

Monument Beach Civic Associates

Cell Phone No.

Event Information

Organization/Individual Hosting the event

Monument Beach Civic Associates

Type of Event (i.e. banquet/concert/fundraiser/party)

Icecream social

Other

Monument Beach fire station. 14 Thomas Philbrick rd

Set up/Clean up Dates

7/11/2023

Total Attendance Expected

50

Description of Event

Yearly event serving icecream & social gathering of community.

Will your event impact parking?

No

Is event open to the public?

Yes

Will there be alcohol service/ on-premise consumption?

No

Describe type of food

Icecream only

Will a tent be used?

No

Type of Organization (LLC, non-profit)

Non-profit

Location of Event

Other

Date(s) of Event

7/11/2023

Hours (start and end times)

4pm-8pm

Will your event impact traffic?

No

Will admission be charged?

No

Will there be food?

Yes

Will there be vendors?

No

Will you be holding a raffle?

No

Use of Electricity/generators?

No

Are you providing portable toilets?

No

Please Note:

Copy of Liability Insurance with the Town named as additional insured

Hold Harmless Agreement

Signature

true

Signature

Signature

true

**EA-23-20****Use of Town Property Event Application****Status:** Active**Date Created:** Apr 13, 2023**Timeline**

Label	Status	Activated	Completed	Assignee	Due Date
✓ Application Content and Attachments	Complete	Apr 13, 2023 at 8:05 am	Apr 13, 2023 at 11:12 am	Maria Simone	-
✓ Health Agent Comments	Complete	Apr 13, 2023 at 11:12 am	Apr 13, 2023 at 11:35 am	Kaitlyn Shea	-
✓ DPW Comments	Complete	Apr 13, 2023 at 11:12 am	Apr 13, 2023 at 12:06 pm	Matthew Quinn	-
✓ Police Department Comments	Complete	Apr 13, 2023 at 11:12 am	Apr 13, 2023 at 12:45 pm	Theodore Economides	04/20/2023
✓ Fire Department Comments	Complete	Apr 13, 2023 at 11:12 am	Apr 13, 2023 at 3:19 pm	David Pelonzi	-
✓ Town Administrator's Comments	Active	Apr 13, 2023 at 3:19 pm	-	Maria Simone	-
✓ Select Board Vote	Inactive	-	-	-	-
📄 Temporary Event Permit Issued	Inactive	-	-	-	-



Town of Bourne, MA

May 4, 2023

EA-23-20

Health Agent Comments

Use of Town Property Event Application

Status: Complete

Became Active: Apr 13, 2023

Assignee: Kaitlyn Shea

Completed: Apr 13, 2023

Applicant

Beth Agrillo
baa136@gmail.com
PO Box 501
Monument Beach, MA 02553
5085640092

Comments

Kaitlyn Shea, Apr 13, 2023


Please be sure to have any allergens posted and use gloves when handling ready to eat foods.

**Use of Town Property Event
Application**

EA-23-27

Submitted On: May 2, 2023

Applicant

 Barbara O'Donnell





Primary Contact Information

Name

Barbara O'Donnell

Business/Organization Name (if applicable)

--

Mailing Address

Cell Phone No.

Email

Event Information

Organization/Individual Hosting the event

Gray Gables Association/ Barbara O'Donnell

Type of Organization (LLC, non-profit)

Non-profit

Type of Event (i.e. banquet/concert/fundraiser/party)

Grover Cleveland Day/ 100 year gray Gables Celebration

Location of Event

Other

Other

Museum at Aptucxut

Date(s) of Event

June 24 2023

Set up/Clean up Dates

June 24 2023

Hours (start and end times)

11:00am-3:00

Estimated overall attendance

200

of Staff/Volunteers

10

Description of Event

Historic celebration of Gray Gables, the first summer White House of Grover Cleveland.

1. Tour of Rail Road Station with Bourne Historical member
2. Games and refreshments
3. Trolley ride thru Gray Gables
4. VFW after the event for food and drink

Will your event impact traffic?

No

Will you event impact parking?

No

Is event open to the public?

Yes

Will admission be charged?

No

Will there be alcohol service/ on-premise consumption?

No

Will there be food?

Yes

Describe type of food

Will there be vendors?

Baby Ruth candy bars, lemonade, windmill cookies, gray gables market TBA, old fashion pop corn

No

Will a tent be used?

No

Will you be holding a raffle?

No

Use of Electricity/generators?

No

Are you providing portable toilets?

No

Will you be placing a banner across Main Street?

No

Please Note:

Copy of Liability Insurance with the Town named as additional insured

Hold Harmless Agreement

Signature

true

Signature

Signature

true

**EA-23-27**

Use of Town Property Event Application

Status: Active**Date Created:** May 2, 2023**Applicant**

Barbara O'Donnell

Bourne, MA 02532

Timeline


Label	Status	Activated	Completed	Assignee	Due Date
✓ Application Content and Attachments	Complete	May 2, 2023 at 7:02 pm	May 3, 2023 at 9:20 am	Maria Simone	-
✓ Health Agent Comments	Complete	May 3, 2023 at 9:20 am	May 3, 2023 at 9:24 am	Kaitlyn Shea	-
✓ DPW Comments	Complete	May 3, 2023 at 9:20 am	May 3, 2023 at 9:40 am	Matthew Quinn	-
✓ Fire Department Comments	Complete	May 3, 2023 at 9:20 am	May 3, 2023 at 1:31 pm	David Pelonzi	-
✓ Police Department Comments	Complete	May 3, 2023 at 9:20 am	May 5, 2023 at 10:21 am	Theodore Economides	05/10/2023
✓ Town Administrator's Comments	Complete	May 5, 2023 at 10:22 am	May 5, 2023 at 10:26 am	Mary Rebello	-
✓ Select Board Vote	Active	May 5, 2023 at 10:26 am	-	Maria Simone	06/07/2023
📄 Temporary Event Permit Issued	Inactive	-	-	-	-

**Use of Town Property Event
Application**

EA-23-31

Submitted On: May 17, 2023

Applicant

 Shannon Outchcunis





Primary Contact Information

Name

Shannon Outchcunis

Business/Organization Name (if applicable)

Cape Cod Baby, LLC

Mailing Address

Cell Phone No.

Email

Event Information

Organization/Individual Hosting the event

Cape Cod Baby

Type of Organization (LLC, non-profit)

LLC

Type of Event (i.e. banquet/concert/fundraiser/party)

Diaper Drive to benefit Cape Cod Military families

Location of Event

Sagamore Beach Fire Station

Date(s) of Event

6/4 - 6/10

Set up/Clean up Dates

6/4 & 6/10

Hours (start and end times)

9a -4p

Estimated overall attendance

10

of Staff/Volunteers

--

Description of Event

We are hoping to get diaper donations from the community to support our military here on the Cape. All donations will go to local families who are currently serving in the military.

Will your event impact traffic?

No

Will you event impact parking?

No

Is event open to the public?

Yes

Will admission be charged?

No

Will there be alcohol service/ on-premise consumption?

No

Will there be food?

No

Will there be vendors?

No

Will a tent be used?

No

Will you be holding a raffle?

No

Use of Electricity/generators?

No

Are you providing portable toilets?

No

Will you be placing a banner across Main Street?

No

Please Note:

Copy of Liability Insurance with the Town named as additional insured

Hold Harmless Agreement

Signature

true

Signature

Signature

true



EA-23-31

Use of Town Property Event Application

Status: Active

Date Created: May 17, 2023

Applicant

Shannon Outchcunis

Bourne, MA 02532

Timeline

Label	Status	Activated	Completed	Assignee	Due Date
✓ Application Content and Attachments	Complete	May 17, 2023 at 1:51 pm	May 17, 2023 at 3:23 pm	Maria Simone	-
✓ Fire Department Comments	Complete	May 17, 2023 at 3:23 pm	May 17, 2023 at 3:31 pm	David Pelonzi	-
✓ DPW Comments	Complete	May 17, 2023 at 3:23 pm	May 18, 2023 at 6:29 am	Matthew Quinn	-
✓ Police Department Comments	Complete	May 17, 2023 at 3:23 pm	May 23, 2023 at 3:14 pm	Theodore Economides	05/24/2023
✓ Town Administrator's Comments	Complete	May 23, 2023 at 3:14 pm	May 24, 2023 at 3:52 pm	Maria Simone	-
✓ Select Board Vote	Active	May 24, 2023 at 3:52 pm	-	Maria Simone	06/07/2023
📄 Temporary Event Permit Issued	Inactive	-	-	-	-



Town of Bourne, MA

Jun 1, 2023

EA-23-31

Fire Department Comments

Use of Town Property Event Application

Status: Complete

Became Active: May 17, 2023

Assignee: David Pelonzi

Completed: May 17, 2023

Applicant

Shannon Outchcunis

[REDACTED]
Bourne, MA 02532
[REDACTED]

Comments

David Pelonzi, May 17, 2023

You can coordinate with me for the placement and other details.

**Use of Town Property Event
Application**

EA-23-28

Submitted On: May 15, 2023

Primary Contact Information

Name

Mary Dudley

Mailing Address

141 Main Street

Email

sacristy1@comcast.net

Business/Organization Name (if applicable)

St Margaret of Scotland Parish

Cell Phone No.



Event Information

Organization/Individual Hosting the event

St Margaret of Scotland Parish

Type of Event (i.e. banquet/concert/fundraiser/party)

Parade/Procession

Date(s) of Event

6/11

Hours (start and end times)

11:45am-12:20pm

of Staff/Volunteers

0

Description of Event

procession to celebrate feast of Corpus Christi. Parishioners will walk from St Margaret church, right on Main, right on Wallace, right on Cohasset, right into Church parking lot

Will your event require road closures?

Yes

Will you event impact parking?

No

Is event open to the public?

Yes

Will there be alcohol service/ on-premise consumption?

No

Will there be vendors?

No

Type of Organization (LLC, non-profit)

--

Location of Event

Town Roads

Set up/Clean up Dates

--

Estimated overall attendance

50

Will your event impact traffic?

Yes

Any event that will impact parking or traffic must reach out to the Police Department four weeks prior to event.

Will admission be charged?

No

Will there be food?

No

Will a tent be used?

No

Will you be holding a raffle?

No

Are you providing portable toilets?

No

Use of Electricity/generators?

No

Will you be placing a banner across Main Street?

No

Please Note:

Copy of Liability Insurance with the Town named as additional insured

Hold Harmless Agreement

Signature

true

Signature

Signature

true



EA-23-28

Use of Town Property Event Application

Status: Active

Date Created: May 15, 2023

Timeline

Label	Status	Activated	Completed	Assignee	Due Date
✓ Application Content and Attachments	Complete	May 15, 2023 at 11:30 am	May 15, 2023 at 11:31 am	Maria Simone	-
✓ Fire Department Comments	Complete	May 15, 2023 at 11:31 am	May 15, 2023 at 2:38 pm	David Pelonzi	-
✓ DPW Comments	Complete	May 15, 2023 at 11:31 am	May 16, 2023 at 8:28 am	Matthew Quinn	-
✓ Police Department Comments	Complete	May 15, 2023 at 11:31 am	May 19, 2023 at 8:09 pm	Theodore Economides	05/22/2023
✓ Town Administrator's Comments	Complete	May 19, 2023 at 8:09 pm	May 24, 2023 at 3:58 pm	Maria Simone	-
✓ Select Board Vote	Active	May 24, 2023 at 3:58 pm	-	Maria Simone	06/07/2023
📄 Temporary Event Permit Issued	Inactive	-	-	-	-



EA-23-28

Police Department Comments

Use of Town Property Event Application

Status: Complete

Became Active: May 15, 2023

Assignee: Theodore Economides

Completed: May 19, 2023

Comments

Theodore Economides, May 16, 2023

PD does not believe road closures are needed and would not recommend them. Otherwise no concerns. Will attempt to get clarification from event organizer.

Theodore Economides, May 19, 2023


Spoke to organizer, PD will assist to allow procession to briefly allow participants to walk in roadway.

**Use of Town Property Event
Application**

EA-23-33

Submitted On: May 22, 2023

Applicant

 Maura Sullivan





Primary Contact Information

Name

Maura Sullivan

Business/Organization Name (if applicable)

--

Event Information

Organization/Individual Hosting the event

John Sullivan

Type of Organization (LLC, non-profit)

--

Type of Event (i.e. banquet/concert/fundraiser/party)

Wedding

Location of Event

Other

Other

489 Shore Rd., Monument Beach

Date(s) of Event

06/17/2023

Set up/Clean up Dates

--

Hours (start and end times)

5-10 pm

Estimated overall attendance

65

of Staff/Volunteers

0

Description of Event

Wedding at private house. We are asking if guests without a beach sticker can park in the town's Monument Beach parking lot after 5 pm if overflow parking is needed, but we're not sure it will even be needed. The event will not otherwise make use of town property, except for possible pictures of the couple at the beach. Answers to questions below are answered in regards to our requested use of the parking lot. There will be no food or tents, etc. in the parking lot.

Will your event impact traffic?

No

Will you event impact parking?

No

Is event open to the public?

No

Will admission be charged?

No

Will there be alcohol service/ on-premise consumption?

No

Will there be food?

No

Will there be vendors?

No

Will a tent be used?

No

Will you be holding a raffle?

No

Use of Electricity/generators?

No

Are you providing portable toilets?

No

Will you be placing a banner across Main Street?

No

Please Note:

Copy of Liability Insurance with the Town named as additional insured

Hold Harmless Agreement

Signature

true

Signature

Signature

true

**EA-23-33**

Use of Town Property Event Application

Status: Active**Date Created:** May 22, 2023**Applicant**

Maura Sullivan

[REDACTED] t

Bourne, MA 02553

[REDACTED]

Timeline

Label	Status	Activated	Completed	Assignee	Due Date
✓ Application Content and Attachments	Complete	May 22, 2023 at 1:46 pm	May 22, 2023 at 2:12 pm	Maria Simone	-
✓ Department of Natural Resources	Complete	May 22, 2023 at 2:13 pm	May 22, 2023 at 2:26 pm	Christopher Southwood	-
✓ DPW Comments	Complete	May 22, 2023 at 2:12 pm	May 22, 2023 at 2:29 pm	Matthew Quinn	-
✓ Fire Department Comments	Complete	May 22, 2023 at 2:12 pm	May 22, 2023 at 4:04 pm	David Pelonzi	-
✓ Police Department Comments	Complete	May 22, 2023 at 2:12 pm	May 23, 2023 at 3:22 pm	Theodore Economides	05/29/2023
✓ Town Administrator's Comments	Complete	May 23, 2023 at 3:22 pm	May 24, 2023 at 3:51 pm	Maria Simone	-
✓ Select Board Vote	Active	May 24, 2023 at 3:51 pm	-	Maria Simone	06/07/2023
📄 Temporary Event Permit Issued	Inactive	-	-	-	-



Town of Bourne, MA

Jun 1, 2023

EA-23-33

Department of Natural Resources

Use of Town Property Event Application

Status: Complete

Became Active: May 22, 2023

Assignee: Christopher Southwood

Completed: May 22, 2023

Applicant

Maura Sullivan

[REDACTED]
Bourne, MA 02553
[REDACTED]

Comments

Christopher Southwood, May 22, 2023

DNR does not have the authority to waive or enforce parking. Otherwise there are no concerns.



Town of Bourne, MA

Jun 1, 2023

EA-23-33

Police Department Comments

Use of Town Property Event Application

Status: Complete

Became Active: May 22, 2023

Assignee: Theodore Economides

Completed: May 23, 2023

Applicant

Maura Sullivan

[REDACTED]
Bourne, MA 02553
[REDACTED]

Comments

Brandon Esip, May 23, 2023

No PD concerns. If approved, PD will not enforce ANY beach parking in Monument Beach Parking Lot after 5PM on 6/17/2023.

**Use of Town Property Event
Application**

EA-23-34

Submitted On: May 25, 2023

Applicant

 Jessica Parks



@ jess@supportlocalbabes.com

Primary Contact Information

Name

Jessica Parks

Business/Organization Name (if applicable)

Support Local Babes LLC

Event Information

Organization/Individual Hosting the event

Support Local Babes

Type of Organization (LLC, non-profit)

LLC

Type of Event (i.e. banquet/concert/fundraiser/party)

Networking event

Location of Event

Buzzards Bay Park -Gazebo Only

Certain events taking place at Buzzards Bay Park may also require an additional permit from the U.S. Army Corps of Engineers. Based on your responses, you will be notified if you are required to apply.

Date(s) of Event

6/27/23

Set up/Clean up Dates

6/27/23

Events held at Buzzards Bay Park are required to upload a site plan detailing where things will be set up. You will be able to upload this later in the application.

Hours (start and end times)

6:30-8:00

Estimated overall attendance

50

of Staff/Volunteers

3

Description of Event

Support Local Babes is teaming up with Studio 721 for a dance fitness class and networking event in the park. The owner of Studio 721 will use the gazebo and lead the group in a fitness class from 6:30-7:15. After the class, participants will socialize and enjoy smoothies from a local business.

Will your event impact traffic?

No

Will your event impact parking?

No

Is event open to the public?

No

Will admission be charged?

Yes

Will there be alcohol service/ on-premise consumption?

No

Will there be food?

Yes

Describe type of food

Smoothies from a local business

Will there be vendors?

No

Will a tent be used?

Will you be holding a raffle?

No

Use of Electricity/generators?

No

Will you be placing a banner across Main Street?

No

No

Are you providing portable toilets?

No

Please Note:

Buzzards Bay Park Rules and Regulations

Copy of Liability Insurance with the Town named as additional insured

Hold Harmless Agreement

Signature

true

Signature

Signature

true



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/01/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Verify Insurance Services, Inc. DBA Thimble Insurance Services 174 West 4th Street, Suite 204 New York, NY 10014 https://support.thimble.com/	CONTACT NAME: THIMBLE https://support.thimble.com/
	PHONE (A/C, No, Ext): FAX (A/C, No):
	E-MAIL ADDRESS: support@thimble.com
	INSURER(S) AFFORDING COVERAGE NAIC #
	INSURER A: National Specialty Insurance Company 22608
	INSURER B:
	INSURER C:
	INSURER D:
	INSURER E:
	INSURER F: https://www.thimble.com/check-policy-status/


COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE			ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS				
A	<input checked="" type="checkbox"/>	COMMERCIAL GENERAL LIABILITY			Y	Y	IBL-PK88SSM69	06/26/2023 12:00 AM EDT	06/26/2024 12:00 AM EDT	EACH OCCURRENCE	\$ 1,000,000		
	<input type="checkbox"/>	CLAIMS-MADE	<input checked="" type="checkbox"/>	OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000		
	<input type="checkbox"/>									MED EXP (Any one person)	\$ 5,000		
	<input type="checkbox"/>									PERSONAL & ADV INJURY	\$ 1,000,000		
	GEN'L AGGREGATE LIMIT APPLIES PER:			GENERAL AGGREGATE						\$ 1,000,000			
	<input checked="" type="checkbox"/>	POLICY	<input type="checkbox"/>	PRO-JECT						<input type="checkbox"/>	LOC	PRODUCTS - COMP/OP AGG	\$ 1,000,000
	<input type="checkbox"/>	OTHER:									\$		
	<input type="checkbox"/>										\$		
	AUTOMOBILE LIABILITY								COMBINED SINGLE LIMIT (Ea accident)	\$			
	<input type="checkbox"/>	ANY AUTO								BODILY INJURY (Per person)	\$		
	<input type="checkbox"/>	OWNED AUTOS ONLY	<input type="checkbox"/>						SCHEDULED AUTOS	BODILY INJURY (Per accident)	\$		
	<input type="checkbox"/>	HIRED AUTOS ONLY	<input type="checkbox"/>						NON-OWNED AUTOS ONLY	PROPERTY DAMAGE (Per accident)	\$		
	<input type="checkbox"/>										\$		
	UMBRELLA LIAB								EACH OCCURRENCE	\$			
	EXCESS LIAB								OCCUR	AGGREGATE	\$		
	<input type="checkbox"/>	DED							<input type="checkbox"/>	RETENTION \$		\$	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			N/A					<input type="checkbox"/>	PER STATUTE	<input type="checkbox"/>	OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)								<input type="checkbox"/>	E.L. EACH ACCIDENT	\$		
	If yes, describe under DESCRIPTION OF OPERATIONS below									E.L. DISEASE - EA EMPLOYEE	\$		
										E.L. DISEASE - POLICY LIMIT	\$		
												\$	
											\$		
											\$		
											\$		

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

(con't on form Acord 101)

CERTIFICATE HOLDER Town of Bourne msimone@townofbourne.com	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
---	---

EA-23-34

Use of Town Property Event Application

Status: Active**Date Created:** May 25, 2023**Applicant**

Jessica Parks
jess@supportlocalbabes.com
[REDACTED]
Plymouth, Ma 02360
[REDACTED]

Timeline

Label	Status	Activated	Completed	Assignee	Due Date
✓ Application Content and Attachments	Complete	May 25, 2023 at 5:03 pm	May 26, 2023 at 9:36 am	Maria Simone	-
✓ Fire Department Comments	Complete	May 26, 2023 at 9:36 am	May 26, 2023 at 10:00 am	David Pelonzi	-
✓ DPW Comments	Complete	May 26, 2023 at 9:36 am	May 26, 2023 at 10:38 am	Matthew Quinn	-
✓ Police Department Comments	Complete	May 26, 2023 at 9:36 am	May 26, 2023 at 10:26 pm	Theodore Economides	06/02/2023
✓ Health Agent Comments	Complete	May 26, 2023 at 9:36 am	Jun 2, 2023 at 1:42 pm	Terri Guarino	06/02/2023
✓ Town Administrator's Comments	Complete	Jun 2, 2023 at 1:42 pm	Jun 2, 2023 at 1:44 pm	Maria Simone	-
✓ Select Board Vote	Active	Jun 2, 2023 at 1:44 pm	-	-	-
 Temporary Event Permit Issued	Inactive	-	-	-	-

Wastewater Advisory Committee Composition and Charge

Overview of Purpose

The Wastewater Advisory Committee is appointed by and generally reports to the Select Board. The Committee may also provide reports to the Board of Sewer Commissioners when making recommendations on expanding the municipal sewer system. The purpose of the Wastewater Advisory Committee is to assist with the Comprehensive Wastewater Management Plan (CWMP) and to advise the Select Board during the CWMP process. The goal is for the Committee to provide feedback during the vetting of the CWMP, assess options and recommendations, and facilitate communication with the public, community groups and various boards, committees and departments that will be involved in the approval and/or implementation of the CWMP. Since the CWMP will be a town-wide plan it is imperative that the community understand the goals and are kept up to date on the process. Communication and participation are important to gain consensus for the Recommended Plan as it moves forward ultimately to Town Meeting for acceptance and funding. The Wastewater Advisory Committee will make recommendations to the Select Board and the Board of Health on the CWMP before it goes to Town Meeting and on the implementation of the CWMP Plan of Study as approved by the Town Meeting and MassDEP.

Creation of Committee

The Select Board will appoint ten members to the Wastewater Advisory Committee with terms expiring June 30th of each year. The committee will vote to appoint a Chair, a Vice-Chair and a Clerk. The Clerk will prepare meeting minutes if a recording secretary cannot be provided.

Committee Membership

Members must be residents of the Town of Bourne (except for the Town Administrator) and be duly sworn by the Town Clerk and adhere to regulations of the Open Meeting Laws of the Attorney General's Office.

Members:

1. BOSC Representative
2. Finance Committee/Capital Outlay Committee Representative
3. Planning Board Representative
4. Conservation Commission Representative
5. Board of Health Representative
6. Two At Large Member(s) of North of the Canal
7. Two At Large Member(s) of South of the Canal
8. Town Administrator

Committee Charge

The Committee will have responsibility for advising the Select Board and BOSC in the areas of public policy and long-range planning as it relates to the implementation of the CWMP.

- The Committee will advise and facilitate the development of a Comprehensive Wastewater Management Plan by:

- Providing comments on the Needs Assessment
 - Providing input on the evaluation criteria to be used in the analysis of alternatives phase of the CWMP
 - Providing input on alternatives for town-wide wastewater management which will be further refined into a recommended plan
 - Providing input on the final recommendations
 - Providing input on storm water management recommendations to protect and improve water quality in Buzzards Bay
- The Committee shall work diligently to protect the Town's Water Resources, both groundwater and surface waters.
- The Committee shall review proposals for enhanced wastewater systems that mitigate or eliminate nitrogen loading and other contaminants from entering groundwater and surface water resources.
- The Committee shall facilitate the coordination of efforts with Town officials and the public.
- The Committee may identify and pursue grand opportunities.
- The Committee shall receive comments and suggestions from the public, hold public meetings/hearings as appropriate, post agendas and publish minutes of their proceedings and file an Annual Report.
- To facilitate effective stakeholder engagement during the CWMP the Committee may hold meetings at the locations where the local stakeholder meetings are held.

From: [O'Donnell, Matthew J](#)
To: [Beth Albert](#); [Peter Meier](#)
Cc: [Melissa Ferretti](#); [Marlene McCollem](#); whubbard@maritime.edu; [Robin Young](#)
Subject: Re: [EXTERNAL] RE: request for recommendations about a proposal to name a reef in the Town of Bourne
Date: Wednesday, May 31, 2023 10:20:19 AM

Thank you, Ms. Albert. I'll look forward to the county's recommendation if they wish to provide one.

Matt O'Donnell
BGN research staff
Phone: 703-648-4553
Email: mjodonnell@usgs.gov

From: Beth Albert <balbert@capecod.gov>
Sent: Wednesday, May 17, 2023 1:51 PM
To: O'Donnell, Matthew J <mjodonnell@usgs.gov>; pmeier@townofbourne.com <pmeier@townofbourne.com>
Cc: mferretti@townofbourne.com <mferretti@townofbourne.com>; mmccollem@townofbourne.com <mmccollem@townofbourne.com>; whubbard@maritime.edu <whubbard@maritime.edu>; Robin Young <robin.young@capecod.gov>
Subject: [EXTERNAL] RE: request for recommendations about a proposal to name a reef in the Town of Bourne

This email has been received from outside of DOI - Use caution before clicking on links, opening attachments, or responding.

Greetings,

I sent your request to our Board of Commissioners when it was originally sent, I will follow up with them again on this matter and get back to you before July 27, 2023 . Thank you.



Beth Albert

County Administrator

☐ Email balbert@capecod.gov | ☐ Office (508) 375-6626

☐ www.capecod.gov

From: O'Donnell, Matthew J <mjodonnell@usgs.gov>
Sent: Tuesday, May 16, 2023 4:08 PM
To: pmeier@townofbourne.com; Beth Albert <balbert@capecod.gov>
Cc: mferretti@townofbourne.com; mmccollem@townofbourne.com; whubbard@maritime.edu

Subject: RE: request for recommendations about a proposal to name a reef in the Town of Bourne

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

The Honorable Peter J. Meier, Chair
Town of Bourne Selectmen
pmeier@townofbourne.com

Elizabeth Albert, County Administrator
Barnstable County
balbert@capecod.gov

Issue: request for recommendations from Town of Bourne and Barnstable County about a proposal to officially name a reef of northern coral located between Gibbs Narrows and Little Buttermilk Bay as **Jaroslow Reef**

Dear Chair Meier and Ms. Albert,

On February 6, 2023, I wrote to you asking for a recommendation from the Town of Bourne and Barnstable County about naming **Jaroslow Reef**, a unique northern coral reef located between Gibbs Narrows and Little Buttermilk Bay at [41.7636979, -70.6125641](#) (this link may take up to 10-20 seconds to load to the coordinates).

A Massachusetts Maritime Academy faculty submitted this proposal to the [U.S. Board on Geographic Names](#) (BGN) to have the new name be made official for Federal use. The BGN is responsible by law for standardizing geographic names for use by the Federal Government and votes on proposals after getting recommendations from appropriate local, State, Federal, and Tribal stakeholders.

The name would commemorate Dr. Gary Jaroslow (1958-2017), a professor at the Massachusetts Maritime Academy (MMA) from 2012 to 2017. 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 reef is an area about 2.5 acres of northern coral (*Astrangia poculata*).

Please see my original email and the attached proposal packet for more details.

The BGN has not received any responses from your offices yet, but an email may have been

missed or responses mailed to the office may have been delayed.

A recommendation either in support or in opposition from your offices would help the BGN evaluate the local opinion about the name. The BGN does not require a formal resolution if the town or county does not feel it is necessary; an email reply from you with the recommendations would be considered official. The BGN does not have the resources or the mandate to get public input from all local landowners for each proposal it receives and instead contacts local elected authorities for a recommendation, trusting that they represent the views of those who elected them.

In order for the BGN to review all responses and vote on the issue in a timely manner, we ask that, if possible, you respond by email with an opinion by July 27, 2023. If you need more time to review, please let us know. Also, please note that if no response is received, the BGN will consider your opinion to be "no opinion" and will make a decision that might affect the use of names in the Town of Bourne and Barnstable County.

Please feel free to contact me if you have any questions. Thank you for taking the time to consider this request.

Sincerely,

Matt O'Donnell, research assistant
For Jennifer Runyon, research staff
U.S. Board on Geographic Names
12201 Sunrise Valley Drive, MS-523
Reston, VA 20192

cc:

The Honorable Melissa Ferretti, Clerk, mferretti@townofbourne.com
Marlene McCollem, Town Administrator, mmccollem@townofbourne.com
Dr. William A. Hubbard, proponent, whubbard@maritime.edu

Matt O'Donnell
BGN research staff
Phone: 703-648-4553
Email: mjodonnell@usgs.gov

From: O'Donnell, Matthew J

Sent: Monday, February 6, 2023 4:31 PM

To: pmeier@townofbourne.com; balbert@capecod.gov

Cc: mferretti@townofbourne.com; mmccollem@townofbourne.com; whubbard@maritime.edu

Subject: request for recommendations about a proposal to name a reef in the Town of Bourne

The Honorable Peter J. Meier, Chair

Town of Bourne Selectmen

pmeier@townofbourne.com

Elizabeth Albert, County Administrator

Barnstable County

balbert@capecod.gov

Issue: request for recommendations from Town of Bourne and Barnstable County about a proposal to officially name a reef of northern coral located between Gibbs Narrows and Little Buttermilk Bay as **Jaroslow Reef**

Dear Chair Meier and Ms. Albert,

I work on the staff of the [U.S. Board on Geographic Names](#) (BGN), which is responsible by law for standardizing geographic names for use by the Federal Government. The BGN accepts proposals to name or rename geographic features and makes decisions on proposals based on local opinion and recommendations. As a first step, the BGN asks staff to reach out to local governments who have been elected to represent their citizens and other entities that might have an interest in the proposal.

The name was submitted to the BGN by a Massachusetts Maritime Academy faculty member and would commemorate Dr. Gary Jaroslow (1958-2017), a professor at the Massachusetts Maritime Academy (MMA) from 2012 to 2017. 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 reef is an area about 2.5 acres of northern coral (*Astrangia poculata*).

The proponent notes that the reef is shallow and presents a navigation hazard and should be named.

Please see the attached proposal packet for more details. NOAA has no objections to the new name.

To make an informed decision on the proposal, the BGN would like to know if your offices either support or oppose this proposal and if there is opposition, the reason for your decision.

We will also ask for a recommendation from the Michigan State Names Authority.

The BGN is not proposing this name, but is asking for local feedback before voting to either approve or not approve the name for official Federal use.

Please note that:

- The BGN accepts and votes on proposals as long as those proposals meet the BGN's [Principles and Policies](#).
- A proposal may be to apply a new name to a currently unnamed geographic feature, or to change an existing name, spelling, or location.
- The BGN is not part of the U.S. Geological Survey; the USGS is just one of many member agencies that have a vote on the BGN.
- The BGN is reactive; it does not initiate these proposals except in rare cases of obvious map labeling errors.
- The BGN places importance on local opinion when it votes on any proposal. The BGN has no requirement on how a local government develops its recommendation, as long as it is provided to the BGN by the elected leaders or an office designated to speak for them.
- The BGN does not have the resources to contact every landowner that may be impacted by the proposal.

Please feel free to share this proposal with any other groups that may have an interest such as a local historical society.

The proposal is listed on the BGN's [Quarterly Review List 449](#). Attached is a summary of the proposal with a map, and the original proposal. To facilitate a response from your office, a recommendation form is also attached, but your response may also just be sent in a reply to this email.

Thank you for your consideration of this request and I look forward to hearing from you. Meanwhile, if you have any questions, please don't hesitate to contact us. We may be contacted by e-mail at BGNEXEC@usgs.gov or mjodonnell@usgs.gov, or by telephone at (703) 648-4553.

Sincerely,

Matt O'Donnell, research assistant
For Jennifer Runyon, research staff
U.S. Board on Geographic Names
12201 Sunrise Valley Drive, MS-523
Reston, VA 20192

cc:

The Honorable Melissa Ferretti, Clerk, mferretti@townofbourne.com

Marlene McCollem, Town Administrator, mmccollem@townofbourne.com

Dr. William A. Hubbard, proponent, whubbard@maritime.edu

Matt O'Donnell


BGN research staff

Phone: 703-648-4553

Email: mjodonnell@usgs.gov

This email has been scanned for spam and viruses by Proofpoint Essentials. Click [here](#) to report this email as spam.

From: [Marlene McCollem](#)
To: [Kathleen Thut](#); [Maria Simone](#)
Subject: Fwd: Raffle Win
Date: Thursday, June 1, 2023 2:35:49 PM


Can you please add this gift to the consent agenda for next Tuesday for acceptance?

Thank you!

Sent from my iPhone

Begin forwarded message:

From: "Brandon M. Esip" <BEsip@townofbourne.com>
Date: June 1, 2023 at 1:50:42 PM EDT
To: Marlene McCollem <mmccollem@townofbourne.com>
Subject: Raffle Win

Marlene,

Several members of our department recently attended the Massachusetts Chiefs of Police Trade Show. At the show, various vendors were holding raffles that were open to anyone in attendance regardless of if they were customers of the vendor or not.

After the show was over, Lt. Stowe was contacted by one of those vendors, Stalker, INC, and informed that he was the winner of their raffle. The prize was a handheld radar unit (Stalker II SDS – S/N AS020563). The device is similar to other handheld radar devices used by our officers for mobile speed enforcement. The value of the device and its accessories is approximately \$2,000.

I am respectfully requesting to have the Selectboard accept this device as a donation to the department. The winning of the raffle has no impact on our future business with this vendor.

Please let me know if you need any more details.

Thank-you,

Brandon

TALENT BANK FORM

ACT NOW- SERVE YOUR COMMUNITY

Town government needs citizens who are willing to give time in the service of their community. The Talent Bank was adopted by the Selectmen, Moderator and Town Administrator as a means of compiling names of interested citizens to serve on a voluntary basis, on boards and committees and working groups. This file is available for use by the public as well as the Moderator, Selectmen and Town Administrator. Talent bank forms are being updated to include categories consistent with the changing needs of the Town. Please fill out this page and return it to:

TOWN GOVERNMENT TALENT BANK
c/o Town Administrator,
24 Perry Avenue
Buzzards Bay, MA 02532

NAME: Linda Sharp

DATE: 5-21-2023

ADDRESS: [REDACTED]

VILLAGE: Sagamore Beach

OCCUPATION: Photographer, Entrepreneur

TELEPHONE # [REDACTED]

EMAIL: [REDACTED]

Please list in order of preference which committee(s) you are interested in:

Bourne Cultural Council

Briefly describe why you would be an asset to this committee(s). Include any special training and qualifications:

Attached is my Photography Bio. My prior career as a Compliance Mgr. at Boston University prepared me to review grants (NIH etc) and to ensure grant execution was properly conducted. During my time at Front St. Art Gallery, I was on the development team to acquire grants (M.C.R. + Scituate Education Foundation) to provide education to children & adults using iPhones or iPads. These skills will allow me to be an asset to the Bourne Cultural Council.

Thank you!

Linda Sharp

Photographer/ Fine Art Image Maker

"You Walked Right By It!"

Artist Statement / Bio

Linda Sharp is a Fine Art Image Maker. "I enjoy using my photographic skills to tell stories that capture the ever-changing beauty of coastal and nautical subjects. Capturing photographic "snippets" of subjects that others may not observe stirs my passion. Such snippets may be a sun-drenched sky illuminating a shell or a shell sculpted into a well-worn concrete pathway. When a particular subject captures my attention, I just stop, look at it from every angle, search for just the right light, "frame with my feet" and "click"! Often people may say oh, that's different, where was it? I murmur with a smile: *"You walked right by it!"* Linda's images have been shown at juried shows and member/juried art galleries on the South Shore and Cape Cod. She is the principal of Rotating-Images, a unique art gallery and photography studio in Bourne, MA.

My journey: Photography has been part of my life from an early age. My Dad had a darkroom when I was a child; I followed in Dad's footsteps...or was it photosteps? My high school years were spent working for a photographer. Years later, my daughter's friend saw a family portrait and loved it so much she convinced me to shoot her wedding (my first, of course!). Gulping, I knew I needed guidance...quickly. Gathering up courage, I walked into a photography studio in Philadelphia seeking help and left having met my first mentor, the late Sidney Yoblick. Sid brought me on as an assistant at weddings and mitzvahs, advising me to get a "real" camera. He continued to mentor me for several years. Eventually, my artistic interests shifted to fine art, leading me to my second mentor, Alison Shaw of Martha's Vineyard. Currently, I am paying it forward serving as a mentor to Cape Cod high school students through the MassHire Cape and the Islands Workforce Board's Art Works Program.

Memberships

- Cape Cod Museum of Art, *member*
- Cahoon Museum, *member*
- Cotuit Center for the Arts, *member*
- Front Street Art Gallery, *past juried gallery artist*
- Duxbury Art Association, Duxbury campus *The Ellison Center for the Arts*, *past member*
- Hull Artists, *past member*
- North River Arts Society, *past member*
- Professional Photographers Association, *member*
- Plymouth Art Guild/Center for the Arts, *member, past instructor*
- Reverdy Art Gallery, Everleigh Cape Cod, Hyannis, MA, *past member*
- Sandwich Arts Alliance, *member*
- South Shore Art Center, *past member*

Awards

- **"Above and Beyond Award"** Plymouth Center for the Arts, December 17, 2019
- **"Morning Glow"**, Scituate Arts Association, Annual Member Show, First Place, 2018
- **"Time for a Drink"**, Plymouth Art Guild, Honorable Mention, 2017
- **"Downtown Drinks"**, Scituate Arts Association, Annual Juried Show, Third Place, 2013

Juried Shows

- Cape Cod Art Center, 2018
- Cotuit Center for the Arts, *"Jimmy Fund"*
- Hull Lifesaving Museum, *"Sea and Sky Art Show"*, 2015, 2016, 2018
- North River Arts Society, *(Into the Fog)* 2017
- Plymouth Center for the Arts, 2016, 2017, 2022, 2023
- Reverdy Art Gallery, Everleigh Cape Cod, Hyannis, MA, 2019
- Sandwich Arts Alliance, 2022
- Scituate Arts Association, 2013, 2016, 2018
- South Shore Art Center, "National Juried Show", 2016

Linda Sharp

Judging

- Quincy Art Center, "*Spring into Art*", 2016
- Plymouth Center for the Arts, 2018

Collections

- "*Yawning Hippopotamus*" Education Center, America's First Zoo, Philadelphia, PA, ~2009

Publications

- "The Sandwich Boardwalk" (A Sandwich Arts Alliance Book) 2023, 2 photographs on pages 42&43
- South Shore Living, January 2018; Section: Last Scene; "Frosty Beach Path"
- America's First Zoo, Philadelphia, PA, zoo's print materials and social media,
- Boston Globe, Sunday Food Section, color, top of mast, Food Editor: June Wilder, 2017, article: Simply Smith's at One Pleasant; "Lobster Scampi"
- Hull Times, front page, color, top of mast, November 2015; "Thanksgiving Bonfire"; contributing photographer
- National Psoriasis Foundation Journal, 2012, Portrait and photographs of Lasker Award winner Nehal Mehta, M.D. for a cover and feature article.

Book Cover, Author Portrait

"*Single, Again*", Ellen Hildebrand (now Wood), published December, 2018, Amazon

Grants

- Mass Cultural Council's Cultural Sector Recovery Grants for Individuals, recipient of one of the unrestricted \$5,000 grants awarded "to creatives and gig workers to support recovery from the COVID-19 pandemic and set a path for growth."
- Massachusetts Cultural Council Grant, Scituate Cultural Council, Front Street Art Gallery, Scituate, MA, 2016, photography instructor for school-age children and adults in newly established cultural district
- Scituate Education Foundation, 2017, photography instructor for school-age children in newly established cultural district

Solo/Featured Artist Exhibits

- "Sanctuary" May-July 2023, Plymouth Public Library Gallery, 3-artist show, Plymouth, MA
- "Coastal" 2017, Be Well Studios, Scituate, MA
- "Coastal" 2016, 2017, Hingham Art Walk, AZ Studio, Hingham Square, MA
- "SandScapes and Waves", 2016-2017, Rudolph Adamo Salon and Spa, Scituate, MA
- "Coastal" 2017-2018, Exhibited throughout The Fairview Inn and Restaurant, Marshfield, MA
- "Fenway Park Snippets", February 2016; "Coastal" 2017-2018, Harbor Fire Bar and Grill, 239 Dyke Road, Marshfield, MA
- "Fenway Park Snippets", February 2016- 2017, "Coastal" 2017, AZ Studio, Hingham Square, MA, Christina Jans, Owner

Curator

- "Beach Inspired Art, Food and Wine" January 18, 2018, Fairview Inn and Restaurant, Marshfield, MA.
- Various business establishments in Hull and Cohasset (on behalf of Hull Artists)

Linda Sharp

Teaching

- **Private Smart Device Classes and Workshops**, by appointment in my studio and on location
- **MassHire Cape and Islands Workforce Board, YouthWorks, selected to teach a 4-day pilot photography workshop** for high school photography students during their school vacation. Hyannis, MA, February 2023

Linda Sharp

- **"Image Making with Your Smartphone"** Plymouth Center for the Arts, Photography/Adult Classes, Plymouth, MA, Fall Session 2022 and Winter Sessions 2023
- **"Workshop: Image Making with your Smart Device"** "Arts on the Beach" Digital Art Photography (Program #1), Sagamore Beach Colony Club, Clark Hall, Sagamore Beach, MA, July 2021
- **"Insight Seminars: Making Art with Smart Devices"**, Reverdy Art Gallery, Everleigh Cape Cod, Hyannis, MA, February, 2020
- **"Making Photographs with Your Smart Device"**, Gates Middle School Workshop, Annmarie Galvin, Scituate, MA, *Aware Project with Photography*, seventh grade students, 2018
- **"Photography Demonstration"**, Lillian Jacobs School in Hull, MA, *"Arts Alive Day, Artists-In-The-Classroom"* May 2017 and 2018
- **"Photography as Art"**, Scituate Art Association's Front Street Art Gallery, Scituate, MA, April 17-22, four-day workshop with students 8-15 years of age, 2017
- **"iPhone Photography as Art"**, Scituate Art Association's Front Street Art Gallery, Scituate, MA, workshop (adults), 2017

Mentoring

- **MassHire Cape and Islands Workforce Board, ArtWorks** program paired high school seniors who are art students with a specific interest in photography with professionals such as myself. I served as a mentor, providing them with an intensive insight into professional photography with real-time use of camera gear. Students were also provided the opportunity to explore future academic and career paths in the arts. Academic year 2023, Hyannis, MA

Volunteer Photography

- **USS Massachusetts Christening Ceremony**, 2023, Newport News, VA, *USSM Commissioning Committee*
- **USS Massachusetts Commissioning Committee**, 2022, Boston 4th of July celebrations for group of U.S. Navy sailors
- **Rotary International**: Nantasket Beach Car Show 2018, Cops for Kids with Cancer, 2018
- **Help-Portrait**, Kristin Hughes-Craig, Plymouth, MA, December 2016
- **National Psoriasis Foundation's Inaugural Fundraiser**, Park Plaza, New York City, 2012
- **Philadelphia Zoo**: Echoes of Africa 2009+2010; Global Conversation Gala; Robert Irvine "Food Network" show taped at Zoo

Linda Sharp resides with her husband Rick in Sagamore Beach, Massachusetts. She is focused on her fine art nautical and coastal work along with client photography and private teaching in her studio, Rotating-Images.

Web: Rotating-Images.com

Facebook: [@rotating-images](https://www.facebook.com/rotating-images)

Email: [REDACTED]

Mobile: [REDACTED]



TALENT BANK FORM

ACT NOW- SERVE YOUR COMMUNITY

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TOWN GOVERNMENT TALENT BANK
c/o Town Administrator,
24 Perry Avenue
Buzzards Bay, MA 02532

NAME:

Rick SHARP

DATE:

5-22-23

ADDRESS:

[REDACTED]

VILLAGE:

SAGAMORE

OCCUPATION:

ARTIST - RETIRED

TELEPHONE #

[REDACTED]

EMAIL:

[REDACTED]

Please list in order of preference which committee(s) you are interested in:

BOYARNE CULTURAL
Council

Briefly describe why you would be an asset to this committee(s). Include any special training and qualifications:

ALREADY MEMBER BCEC

WANT TO DO MORE.

fill 5-22-23

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TOWN GOVERNMENT TALENT BANK
c/o Town Administrator,
24 Perry Avenue
Buzzards Bay, MA 02532

NAME: William J Doherty DATE: 5/18/23
ADDRESS: [REDACTED] VILLAGE: CATACUMET
OCCUPATION: RETIRED TELEPHONE: [REDACTED]
EMAIL: [REDACTED]

Please list in order of preference which committee(s) you are interested in:

INTERIM REPRESENTATIVE CAPE LIGHT COMMACT

Briefly describe why you would be an asset to this committee(s). Include any special training and qualifications:

FORMER CHAIR OF COMMACT
SERVED 10 YEARS AS COUNTY REPRESENTATIVE
SEE ATTACHED FOR BACKGROUND

From: Bill Doherty
Sent: Wednesday, May 17, 2023 4:49 PM
To: Bill Doherty
Subject: Background for appointments to boards

Background for appointments to boards

I'm interested in an appointment to: *ALTERNATE REPRESENTATIVE Cape Light Compact*

I've been elected and appointed to several boards, Commissions, authorities and committees as follows:

Harwich Cemetery commission 3 years
Harwich Housing Authority 25 years
Assembly of Delegates 4 years
Barnstable County Commissioners 12 years
Cape Cod RTA 12 years
Cape Cod Commission 7 years
Cape Cod Compact 10 years
and several work groups and ad hoc committees

My 40 + years work experience was in Electric power and energy management.
I've traveled to 49 states, Canada, Europe, Australia, Asia, Africa and South America.

I taught at the Boston Architecture College.
I was a Substitute Teacher 4 thru 12 in Barnstable, Harwich, D-Y and Cape Tech for 12 years

I served as a board member of Cape Cod Community TV and had a program for 8 years
I have an interview program on Bourne TV for 4 years

I have a BS Physics from Boston College and a MBA from Babson College. Also graduate work at Boston State, UMASS-Boston, Boston Architecture College and several other schools.

I am an veteran 6 years regular army , 7 in the NG and reserves.

Although I never was endorsed by the Cape Cod Times for commissioner they called me the king of showing up.

If appointed you could count on me to attend and try to make a serious contribution and do the best I can

BILL DOHERTY
Life is not a rehearsal!

II. Procedure for ~~Establishing~~ Policies and Procedures Adoption, Revision and Review

Policy Adoption Procedure

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Adoption of new policies or changing existing policies regarding general town government is a responsibility of the ~~Board of Selectmen~~ Select Board ("the Board). Policies will be adopted/amended only by the affirmative vote of a majority of members of the Board and 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. The policy subcommittee will prepare questions on the major points of the policy for the Board to deliberate on for this step. This step may occur in a Select Board workshop.
2. First Reading Discussion item – a draft first reading of the proposed policy or policies based on the direction of the Board. Depending on the policy area the draft policy will be developed by the Town Administrator and staff or the Policy Subcommittee with input from various stakeholders.
3. Second Reading: 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 redrafting or adoption, or rejection, may be taken at the at the second reading.
4. Third Reading: Action, which may include further discussion at a subsequent meeting, adoption, or rejection, may be taken at the discussion at the at the second reading, or at a subsequent meeting.
5. Town counsel review is required prior to final reading or policy adoption.

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

The ~~Board of Selectmen~~ Select Board 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.

Policy Review Procedure

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

VIII. Correspondence

The purpose of this policy is to clarify how the Select Board receives Correspondence, how correspondence is handled by the Select Board once received and what correspondence is included in the public record at a Select Board meeting.

Correspondence to the Select Board falls in three categories:

- 1) Writing to or emailing the full Select Board to notify the Board of an event or opinion on an issue.
- 2) Writing to or emailing the full Select Board on an issue you want the Select Board to address publicly.
- 3) Writing to or emailing an individual member or the Chair asking for assistance with an issue or concern.

There will be a Correspondence agenda item at each Select Board meeting to notify the public of correspondence received by the full Select Board.

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 from the public addressed to the Select Board or emails directed to the Select Board at Selectmen@townofbourne.com
- E. Communications to the Select Board as cc will not be included in correspondence but will be provided to Select Board members.

Correspondence to the Select Board can be mailed to:

Select Board
Town of Bourne
24 Perry Avenue
Buzzards Bay, Ma 02532

Individual Select Board members can be contacted from the Select Board page by clicking on the member's name. The full Select Board can be contacted by using Contact Us or emailing Selectmen@townofbourne.com.

Citizen Emails to individual Select Board members will not be included in correspondence and citizen emails to the Select Board Chair or the Town Administrator may or may not be distributed to all members of the Board or included in the correspondence agenda item. Any communication that is intended to go to the full board should be sent to either by mail to the Select Board or to the Select Board email address Selectmen@townofbourne.com.

Correspondence received by the Select Board before noon on the Thursday prior to the next Tuesday Select Board business meeting will be included as correspondence on the agenda unless there is an exception to public records applicability.

Correspondence to the Select Board should include the name and address of the writer. Anonymous correspondence with no name and address will not be responded to or included in the correspondence agenda item. The Clerk of the Select Board is responsible for replying to acknowledge receipt of correspondence and for forwarding the correspondence to the Town Administrator.

Individual Select Board members may reply to correspondence received, but to avoid an open meeting law violation Reply All should not be used when an email is received by the All Select Board members and an individual member does reply.

Correspondence deemed to be public record will be available in hard copy form and on the town website in the applicable agenda packet.

Correspondence that requires immediate action of the Board will be taken up at the next scheduled meeting.

Correspondence that requires further discussion and deliberation will be placed as a regular item on the next available meeting agenda at the request of the proponent or a member of the Board. Board Members who would like an agenda item related to correspondence should make the request during the correspondence item.

PUBLIC RECORDS APPLICABILITY

It must be understood that written or email correspondence related to the activity of a public body or municipal employee is deemed a public record under the law and is subject to disclosure to the press and to private individuals upon request. The term "public records" is defined by statute to include all documentary materials or data, regardless of physical form or characteristics, made or received by an officer or employee of any agency or municipality of the Commonwealth, unless falling within a statutory exemption (M.G.L. C.4, S.7). Therefore, the Secretary of the Commonwealth advises that the Public Records Law clearly applies to government records generated or received electronically. All electronic mail sent, and all electronic mail received by principal addressees (not received as a "cc") at a Town-issued address, or any address when in an official capacity, should be considered a public record subject to inspection and disclosure and scheduled retention and disposition. Employees, committee members acting in their official capacity and the public emailing to employees or committee members should have no expectation of privacy in their use of electronic mail.

EXCEPTIONS TO PUBLIC RECORD APPLICABILITY

Items of correspondence to the Select Board 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 "Confidential Correspondence" and will not be subject to review in public session, unless it coincides with an agenda item.

XII. Certificates of Vote (new section)

Certificates of vote shall be prepared for filing with the Town Clerk in the following cases:

1. When formal action of the Board needs to be communicated to an agency and there is no other documentation generated as part of the proceedings (i.e. if the Town Administrator has been authorized to sign a contract or document on behalf of the Select Board).
2. The recession/removal of any policy.
3. To set the dates on which to open and close Town Meeting Warrants.
4. To reduce or increase the number of members on a committee.
5. To declare Town property or equipment as surplus.
- 4-6. To establish, dissolve or establish a charge for a standing or ad hoc committee.
- 5-7. To revoke the authority of an Acting Town Administrator.
- 6-8. Upon request of the Town Clerk.

Furthermore, unless specifically limited by the Select Board, the Town Administrator is authorized to use the Board Member's signature stamps when preparing Certificates of Votes.

I. Procedural Matters

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

II. Procedures for Establishing Policies and Procedures

Adoption of new policies or changing existing policies regarding general town government is a responsibility of the Select Board ("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. Informational 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 Select Board 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 majority¹ vote of the members present.

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 meeting agendas with the Town Administrator;

¹ A "super majority" of a five member board is 4 of 5 people; 4 of 4 people; 3 of 3 people.

- 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 the 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 meetings² 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 of 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).

V. Meeting Procedures

Board meetings shall be conducted in accordance with generally accepted rules note in Section 1, Procedural Matters. It is the practice that application of said procedure may be on a relatively informal basis.

² Tuesdays

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 Session

Where practicable, executive sessions shall be scheduled prior to the regularly scheduled meeting time of 7:00 PM. 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)³ files entitled "Withheld from Disclosure Select Board Executive Minutes."

³ In Bourne, the Town Clerk is the RAO

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 the 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 returned to the file.

VII. Agenda Procedures

The Board's business meetings generally shall be the first and third Tuesdays of the month.⁴ 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 comment⁵
- 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 Select Board 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 material 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

⁴ Due to holidays, election days, town meetings, the Board may alter the first and third Tuesday schedule.

⁵ Public comment shall be limited to non-agenda items and be no longer than 3 minutes.

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.

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.⁶

Correspondences may be submitted to the Select Board/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 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.

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

⁶ Correspondences may be submitted via hard copy letter to the Select Board/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.

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 Select Board shall take action of the recommendations(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 Select Board/Town Administrator's Office for their records. Once the 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 Select Board 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 meetings 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 Permit 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 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, Select Board, Town Clerk or Engineering, as applicable.

Said form shall be filed in quadruplicate with the Board and 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:

- a. Date decision rendered
- b. Number of Special Permit
- c. Name and address of applicant
- d. The place, time and date of the public hearing
- e. Findings of facts
- f. Statement of applicable law
- g. Decision of the Board
- h. Roll-call vote setting forth the vote of each member of the Board
- i. As 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 of 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.

SELECT BOARD

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 & Procedures 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

**Select Board
Minutes of Tuesday, May 9, 2023
Bourne Veterans' Community Center
Buzzards Bay, MA
Or Virtually**

**TA Marlene McCollem
ATA Liz Hartsgrove**

Select Board

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

Others: Town Administrator Marlene McCollem (virtual), Erica Flemming, Finance Director (virtual), Mike Ellis, Town Accountant (virtual), Elmer Clegg, Stephen Mealy, John York (virtual), Sarah Hannon (virtual), Mike Galla (virtual), John Carroll (virtual), Bobby Williams (virtual), James Kraniotakis, Connie Merigo, Susie Holmes, Scott Froman, Pat Nemeth, Laurie York (virtual), Marilyn Crane, Paule O'Neil, Sally Curtin, Laura Bergeron, and Krissanne Caron.

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

Michael Rausch, Bourne Enterprise, acknowledged that he is recording this meeting.

Zoom Meeting ID: 869 5775 5505 Password : BOURNE

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

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 its 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.

Chair Meier said that the Bourne Vision and Mission that is read at the start of all Select Board meetings came about after Judith Froman brought it forward. He said that she may not be on the Select Board in the next few weeks, and he thanked her on behalf of the Board for all the work that she has done with the Town of Bourne.

Judith Froman requested a point of personal privilege. Ms. Froman said this is the last Select Board meeting in which she will be a member of. She said that in preparation for this meeting she reviewed all the accomplishments that the Select Board has made in the years that she has served on the Select Board. She said that she hopes that much of what has been done has affected all in a positive way. She said that it is bittersweet to be leaving the Board, but it is important. She talked about how professional the staff for the town and the schools are and how they have been able to adapt to the many changes in the town. She thanked all the volunteers in the community, the business owners, and the citizens of Bourne.

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

Elmer Clegg of Pocasset said that when the next citizen petition seeks to overturn the marijuana ban, it is essential that the residents of the town have reasonable protections built into the bylaws that will govern and control marijuana if it becomes legal in the Town of Bourne. He read aloud the opening paragraph of zoning bylaw, article 8. He said that the rest of article 8 offers no safeguards except for the state mandated school buffer. He said that buffers have been taken out of state regulations in the past few years.

Mr. Clegg said that the only way to guard against another developer tilted bylaw is for the town to have a bylaw of its' own ready to put on a Town Meeting warrant. He also said that he thinks that the Select Board and the Town Administrator should get the town prepared for the next petition. Mr. Clegg closed by thanking Ms. Froman for all she has done for the Town.

Stephen Mealy said that he feels that Bourne should address how to deal with marijuana zoning bylaws should the repeal on the marijuana ban happen. He said that he is asking that the elected and appointed town officials to undertake the exercise of coming up with a more moderate approach to zoning and address the use of medical and recreational marijuana, so they can be debated on the town floor. He said he is asking the Town Administrator to appoint a 5-member task force that would include the Town Planner, members of the Planning Board, 1 member of the Select Board and 2 members of the public, with membership being determined by the Town Administrator.

Mr. Mealy said he would also like to address the conversation about the role of the Chairman for both the Select Board and Sewer Commissioners. He said that the Town Charter addresses the composition of the Select Board and the Sewer Commissioners and during the 2020 Charter Review, the committee discussed the role of the Select Board serving as Sewer Commissioners. The committee decided that the current arrangement was in the best interest of the Town of Bourne. He said that he strongly recommends that at this time that the committees do not combine the Chairman of the Select Board with the Chairmen of Sewer Commissioners. He said that both boards have heavy and different agendas.

John York thanked Judith Froman for her service to the Town. Mr. York also said that he wanted to remind everyone that there is an open house coming up for the Bourne Bridge and Sagamore Bridge replacement project. The open house is Wednesday, May 17th, from noon to 3 PM and from 5 PM to 8 PM at the community building. He strongly encourages everyone in the town to attend. He also suggested that the Select Board add the bridge replacement project as a monthly agenda item.

6. Public summary – Annual Performance review of the Town Administrator

Chair Meier said that each year the Select Board shall conduct a performance review of the Town Administrator as outlined in the contract. He said that this is Town Administrator Marlene McCollem's first year performance review. He said that Town Administrator Marlene McCollem scored a 3.06 out of a possible 4.0, which falls in the category of "Exceeds Job Standards". Chair Meier read aloud the whole review.

Ms. McCollem said that she remains honored and humbled to serve in the role of Town Administrator. She said that together they have done a lot of work and she looks forward to doing a lot more. John York added that Ms. McCollem does a lot and makes it look easy.

a. Possible vote to authorize merit bonus per Town Administrator's employment agreement.

6.a. Possible vote to authorize merit bonus per Town Administrator's employment agreement.

Mary Jane Mastrangelo said that in the contract it is called an incentive bonus. Ms. Mastrangelo said that they received this yesterday and she would like to defer this vote until June. Ms. Froman said that she would like to hold the vote now because it is for the annual year of being appointed because it technically goes from February 28th to February 28th. Jared MacDonald said that he would rather have the vote this evening as he does not have a reason to delay the vote. Melissa Ferretti said that she was in favor of moving it forward. There was some discussion about the dollar amount of the incentive bonus.

Voted: Judith Froman moved, and Jared MacDonald seconded for discussion purposes, to put forth \$2,500. as an incentive bonus for Town Administrator Marleen McCollem.

Mr. MacDonald agreed that there has been some good work done, and based on Ms. McCollem's performance and goals, he is interested in \$2,000. rather than \$2,500.

Vote: Mary Jane Mastrangelo – abstain, Melissa Ferretti – yes, Jared MacDonald – yes, Judith Froman – yes, and Chair Meier – abstain. 3-0-2.

7. Appointments and Licenses:

- a. Common Victualler's License for The Stand on Beach Street at 18 Beach St., Monument Beach.**
- b. Common Victualler's License for JD Prime Pizza (transfer license) at 590 MacArthur Blvd., Pocasset – new application.**

7.a. Common Victualler's License for The Stand on Beach Street at 18 Beach St., Monument Beach.

Sarah Hannon said she was there with Bobby Williams, and they would like to open The Stand, which is located where Monument Beach Pizza was. She said that they have other businesses in Bourne, and they are looking forward to opening in June. Ms. McCollem said that they are all set.

Voted: Judith Froman moved, and Jared MacDonald seconded to approve the Common Victualler's License application for HLW 22 Inc., for The Stand on Beach Street at 18 Beach St., Monument Beach, Sarah Hannon, Manager, as conditioned by comments provided by the Health Department.

Vote: 5-0-0.

7.b. Common Victualler's License for JD Prime Pizza (transfer license) at 590 MacArthur Blvd., Pocasset – new application.

James Kraniotakis said he is the new owner of JD Prime Pizza. He said that they will be offering a few more menu items that are more traditional Greek food items.

Voted: Jared MacDonald moved, and Mary Jane Mastrangelo seconded to approve the Common Victualler's License application of JDML, Inc, for JD Prime Pizza at 590 MacArthur Blvd., Pocasset, James Kraniotakis, Manager, as conditioned by comments provided by the Health Department.

Vote: 5-0-0.

8. Select Board's Business

- a. Joseph Carrara, Jr. – Financial interest disclosure form.**
- b. Discussion and possible vote to allow the American Lung Association to use town road for the Autumn Escape Trek (bike ride) on Sept. 23, 2023.**
- c. Discussion and possible vote to allow the National Marine Life Center to hold a food truck festival for fundraising purposes on June 10, 2023, Including:**
 - i. Food truck festival**
 - ii. Banner**
 - iii. One Day liquor**

- d. **Barnstable County Retirement Board – request for 5% local COLA option.**
- e. **U.S. Census correction.**
- f. **Committee name change request – Special Works Opportunity Program (SWOP).**
- g. **Comcast representative Mike Galla – update on services.**
- h. **Garden Club update and Main St. planters.**
- i. **Beach rules and lifeguard update.**

8.a. Joseph Carrara, Jr. – Financial interest disclosure form.

Chair Meier said that this is being brought forward because Joseph Carrara, Jr. is a Deputy Fire Chief and in his off-duty time he is a substitute teacher with Bourne Public Schools, so he must make a public disclosure of that.

Voted: Jared MacDonald moved, and Mary Jane Mastrangelo seconded to authorize the Chair to sign the Financial Interest Disclosure form submitted on the request of Mr. Joseph Carrara, Jr. as presented.

Vote: 5-0-0.

Ms. Froman said that it is wonderful that Mr. Carrara is stepping forward to substitute.

8.b. Discussion and possible vote to allow the American Lung Association to use town roads for the Autumn Escape Trek (bike ride) on Sept. 23, 2023.

Ms. McCollem said that everything is in order.

Voted: Melissa Ferretti moved, and Judith Froman seconded to approve the request of the American Lung Association, Paul Curley, Organize, to host the 39th Annual Autumn Escape Bike Trek on various town roads on September 23rd, 2023, from 9 to 10:30 AM as conditioned by the comments received by the Police Department.

Vote: 5-0-0.

8.c. Discussion and possible vote to allow the National Marine Life Center to hold a food truck festival for fundraising purposes on June 10, 2023, Including:

- i. **Food truck festival**
- ii. **Banner**
- iii. **One day liquor**

Connie Merigo, Executive Director of the National Marine Life Center, said that they held a food truck festival last year, and this year they hope for bigger and better. They would like permission to put a street banner up and would like a one-day liquor license. They would like to block off the right of way for craft vendor space and petting zoo.

Voted: Jared MacDonald moved, and Judith Froman seconded to approve the request of the National Marine Life Center, Connie Merigo, Organizer, to host a food truck festival on June 10th, 2023 from 11 AM to 4 PM on Town owned property along with approval of a banner to be placed across Main Street and the granting of a one-day liquor license as conditioned by the comments received by the Town Administrator's office, the Building Department, Health Department and the Police and Fire Departments.

Vote: 5-0-0.

8.d. Barnstable County Retirement Board – request for 5% local COLA option.

Chair Meier said that he will not be voting on this because his mother is a retiree of the system. Mr. MacDonald said he also will not be voting.

Susy Holmes, Executive Director of the Barnstable County Retirement Association, said that they are requesting that the town allow the retirees to have an increase in their cost-of-living adjustment. She said that the governor signed into legislation the ability to go from a 3% cap to a 5% cap. There was some discussion on how other towns voted on this, and all so far have voted for 5%. Ms. Holmes said that 10 of the 15 towns must vote yes for the 5% COLA option to pass, and so far, 7 have voted yes.

Ms. Mastrangelo said that the current employees are only getting COLAs of 2 to 2.5% and the retirees are already getting higher COLAs than the current employees, so it is a difficult question for her. She asked Finance Director Erica Flemming about the financial differences for the Town of Bourne. Ms. Flemming said that in each of those 2 years that an additional \$61,000. and 64,000. will be assessed to cover this 2% additional COLA, in addition to the regular costs. This would be amortized and would be through 2037. There was more discussion about the liability for the future, and about how it affects the bond rating.

Voted: Mary Jane Mastrangelo moved, and Judith Froman seconded to deny the request for the 5% local COLA option.

Vote: Judith Froman – yes, Melisaa Ferretti – no, Mary Jane Mastrangelo – yes. 2-1-0.

8.e. U.S. Census correction.

Ms. McCollem said that it has been brought to her attention that there was an under count in the 2020 census due to the dorms at Mass Maritime. She said that all the backup documentation to correct it is in place. She encourages the Select Board to correct the undercounting. She said the census numbers are used for almost anything that is calculated, and it should help in almost any sort of grant application and other business, that the students should be counted in the population.

Voted: Mary Jane Mastrangelo moved, and Judith Froman seconded to authorize the Chair to sign the letter requesting a correction to the 2020 U.S. Census count to account for additional students housed in group quarters within the Town of Bourne census blocks at the Mass Maritime Academy.

Vote: 5-0-0.

8.f. Committee name change request – Special Works Opportunity Program (SWOP).

Chair Meier said that the Special Works Opportunity Program would like to change their name to Socializing with our Peers.

Voted: Jared MacDonald moved, and Judith Froman seconded to authorize a name change for SWOP from Special Works Opportunity Program to Socializing with our Peers

Vote: 5-0-0.

8.g. Comcast representative Mike Galla – update on services.

Chair Meier said that he asked Ms. McCollem to put this on the agenda because over the past few months, there has been a lot of chatter about issues with Comcast cable and internet.

Mike Galla of Comcast said that without knowing the specifics of the problems he can't identify or talk about them. He said that he should be contacted with the area of the problem and sometimes they can be fixed with equipment changes, and sometimes he can have an area looked at. He said that with more specifics he can start looking at the issues right away.

Mr. Galla said that as a company they have their road to 10g that they are working on and increasing their capability.

Scott Froman of Sagamore Beach said he has been a victim of these circumstances regarding Comcast, as well as his neighbors and the Bourne community on Facebook. He said that suddenly while watching TV, the volume sometimes goes out for an extended period. He said that this has gone on for weeks at a time and seemed to improve a little. He said that he sees many complaints about Comcast on Facebook, and they need to take that into account. He said that they are the only choice for most people, and they are not cheap.

Mr. MacDonald said that as an electrician he has worked in all the villages of Bourne, and there recently was a Comcast outage for about 3 to 4 hours in Buzzards Bay and Sagamore which was a big problem. He said that there is a lot of old infrastructure in Buzzards Bay that has had a lot of dropped internet and lags in the television side and it really needs to be looked at by Comcast. Mr. Galla said he will have someone start looking at the areas that Mr. MacDonald talked about tomorrow.

Ms. Mastrangelo said that there have been Comcast issues in Pocasset and Monument Beach also. She said that people have been expressing frustration through all of the town of Bourne. Ms. Froman said that something needs to be done because when you call about the issues, you get passed around and it gets frustrating. Chair Meier said that communication is key and for the money that people are paying, they want satisfaction, and they are not getting it. Ms. Mastrangelo also stated that Bourne Community TV relies on Comcast.

Chair Meier said that he would send the names and emails of the people that have reached out to him to Mr. Galla.

8.h. Garden Club update and Main St. planters.

Pat Nemeth, President of the Aptuxet Garden Club, presented a slideshow of the history of the Aptuxet Garden Club, and she was joined by many members of the club at the meeting. She said that 85 years ago there was a great hurricane in Bourne and there was a woman that was outraged at the damage, and it pushed her to start the garden club in Bourne. Ms. Nemeth said that the Aptuxet Garden Club is Community Service, Education and Friendship & Partnerships.

Ms. Nemeth recognized Paula O'Neil, Laura Bergeron, Marilyn Crane, and Sally Curtin for all that they do with Garden Therapy. She talked about what the club does for the beautification of the Town of Bourne. She also talked about what they do with the schools and their partnerships.

Chair Meier said that Assistant Town Administrator Liz Hartsgrrove spoke to him about this being on the agenda. He said that the community needs to recognize how much the Aptucxet Garden Club has done over the years, and what they are doing now.

Ms. Nemeth also recognized Laurie York for the work that she had done in a seaside garden and on the way to get from the Canal to Main Street. Laurie York talked about how she started this work with getting grant money and working with DPW.

Marilyn Crane, a member of the Aptucxet Garden Club, said that one of their big fundraisers is a plant and bake sale this Saturday at the Pocasset Community Center starting at 9 AM.

8.i. Beach rules and lifeguard update.

Krissanne Caron, Recreation Director, started by thanking Ms. Froman for all her time that she has been on the Board, and that it has been appreciated by the Recreation Department and for her professionally, and that they will all miss her.

Ms. Caron said that presently they have enough lifeguards (7) confirmed to appropriately staff Monument Beach. The season will run from July 1st through August 13th. She said that they continue to look for a Water Safety Instructor so they can offer group swimming lessons.

Ms. Caron also said that they have updated the Beach Rules, and she has given the Board the draft of the current rules. She said they are separate from the Town Beach Bylaws. She said this is what they have chosen to put on the signage at Monument Beach only, for when there are lifeguards there. She said that they added one section of additional language which is in hopes of creating a welcoming environment for everyone on the beach. She said that while interviewing the lifeguard candidates, most candidates indicated that the biggest challenge that they encountered while lifeguarding at other beaches, was the lifeguard/beach patron relationship, and a lack of respect show to them as first responders.

Voted: Jared MacDonald moved, and Judith Froman seconded that the Select Board reconfirms the approval of Beach Rules as presented by Recreation Director with the addition of the following new rule for 2023 summer season: "Any beachgoer who engages in obscene or threatening language, physical threats, or other unwelcome behavior with other beachgoers and/or staff, will be asked to leave", as well as an addition of no diving from floats.

Vote: 5-0-0.

9. Town Administrator's Report –

Ms. McCollem said that MassDOT has submitted the Environmental Notification form for the Bridge Replacement project to MEPA, and the NEF will be published in the May 10th

Environmental Monitor. She said there will be an extended public comment period until June 27th.

Ms. McCollem said that ISWM so far has diverted 1.37 tons of food waste as of April 28th, through their partnership with Black Earth. She said that water quality testing at the public bathing beaches will begin the first week of June. Ms. McCollem also said that she and Ms. Hartsgrove attended an Upper Cape Stakeholder meeting organized by the Cape Cod Commission to discuss their next update for the regional Housing Policy Plan and Ms. McCollem attended a portion of the Big Blue Conference that was sponsored by the Cape Cod Chamber of Commerce.

Ms. McCollem also said that the Town of Bourne has received \$183,500. in grant funding through the Buzzards Bay National Estuary Program to conduct a watershed assessment around the Queen Sewall Pond. She said she would like to commend Stevie Fitch and Tim Lydon for their work on this application.

Ms. McCollem said she also was able to attend a virtual panel on May 4th hosted by the Massachusetts Sierra Club regarding the Municipal Climate Action plans to learn about what other cities and towns are doing. Also, on this day she and department heads participated in the first session of a learning lab produced by ICMA about Effective Supervisory Practices, which is the first part of a 6-part training.

Ms. McCollem also said that the Pocasset Broadband Group was successful in obtaining a digital equity planning grant in which the Cape Cod Commission will be assessing the digital divide in the Town of Bourne including the lack of affordable internet access, affordable devices appropriate for individual civic, social, and employment needs, and the skills necessary to engage digitally as well as proposing solutions.

Ms. McCollem said that she and others are also working on an RFP on strategic planning services. She also said that the Health Department has mobilized to begin work on utilizing the opioid settlement funds.

Ms. McCollem said that the Calamar Project has received their permanent certificate of occupancies and they are working on a phased move in schedule that they have agreed upon in order to not have everybody move in at the same time. She also said that the Council on Aging has received a grant of \$57,000. from the Executive Office of Health and Human Services. She also said that they are working with the VNA for a cholesterol screening at the library on Tuesday May 23rd from 10 AM to 11:30 AM.

Ms. Froman asked if Ms. McCollem's report could be put on the website so that the people in Bourne can see all of what is going on in the town, and Ms. McCollem said that she would post it.

10. Minutes: 3/21/23; 4/4/23

The minutes of 3/21/23 were deferred.

Voted: Mary Jane Mastrangelo moved, and Judith Froman seconded to approve the minutes of April 4th, 2023.

Vote: 5-0-0.

11. Correspondence

Melissa Ferretti read aloud the correspondence:

- 3 DEP Letters
- Install Hearing Notice
- Sugarman/Rogers letter re: Decommissioning of Pilgrim
- APCC letter re: Ocean Sanctuaries Act and Pilgrim wastewater discharge.
- APCC letter re: leased channel changes.
- Janice Marks Resignation Letter
- Request for donation to Alzheimer's Family Support Center
- Upper Cape Tech meeting minutes, 3/9/23.

These are all on the Town's website.

12. Committee Reports

Ms. Mastrangelo said that she attended the senior internship showcase at Bourne High School and it was phenomenal and impressive. Ms. Ferretti said that she attended the DEI event at Bournedale Elementary School, and it was phenomenal as well.

13. Other Business and future agenda items

Ms. Mastrangelo said that she would like to say as a follow up to the comments made earlier in the public comments section of the meeting, that she would like to have an agenda item at the next Select Board meeting to discuss the town preparing zoning for marijuana establishments in case there is a consideration for an appeal of the ban.

14. Upcoming meetings

- a. May 23 – Curbside Trash & Recycling Policy Workshop & Select Board reorganization.
- b. May 30 – BOSOC, if necessary.

15. Adjourn

Voted: Jared MacDonald moved, and Judith Froman seconded to adjourn.

Vote: 5-0-0.

This meeting of the Bourne Select Board was adjourned at 9:12 PM.

Respectfully Submitted,

Kim Johnson, Recording Secretary

**Select Board
Minutes of Tuesday, May 23, 2023
Bourne Veterans' Community Center
Buzzards Bay, MA
Or Virtually**

**TA Marlene McCollem
ATA Liz Hartsgrove**

Select Board (7:00 – 7:13)

Peter Meier, Chair
Jared MacDonald, Vice Chair
Melissa Ferretti, Clerk
Mary Jane Mastrangelo
Anne-Marie Siroonian

Select Board (7:14 – 9:12)

Mary Jane Mastrangelo, Chair
Melissa Ferretti, Vice Chair
Anne-Marie Siroonian, Clerk
Peter Meier
Jared MacDonald

Others: Rusty Scupper (virtual), Elmer Clegg (virtual), Jennifer Copeland (virtual), Christopher Farrell, Steve Strojny, Stephen Mealy, Kevin Hough, Shawn Patterson, DPW Director, Jimmy Boyle, Kelly Collins, and John York (virtual).

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.

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 : BOURNE

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

Chair Meier took a point of personal privilege to recognize Ann- Marie Siroonian as being at her first regular session as a Select Board member. He said that Ms. Siroonian brings a lot of experience to the board.

Chair Meier also said that the Select Board just had an executive session and he read aloud a statement that came from that meeting. Chair Meier said that the Select Board received a complaint concerning a personnel matter in the Town. The Select Board diligently reviewed

the facts of the complaint, discussed those facts, and resolved the matter to satisfaction. He said that the Select Board treats such matters confidentially as authorized by the Open Meeting Law. He said that the Select Board will not comment any further on the matter and they encourage all members of the community to avoid speculation or discussion about the matter.

1. **Moment of Silence to recognize our Troops and our public safety personnel.**
2. **Salute to the Flag.**

Chair Meier said that they would not read the vision or the mission because this meeting is a workshop.

3. **Reorganization of Select Board Officers after annual Town Election.**

Mary Jane Mastrangelo expressed her interest in becoming Chair of the Select Board, and she read aloud a statement of the reasons for her interest.

Voted: Jared MacDonald moved, and Anne-Marie Siroonian seconded to nominate Mary Jane Mastrangelo for the Chair of the Select Board.

Vote: 5-0-0.

Melissa Ferretti said that she would be interested in becoming Vice Chair of the Select Board.

Ms. Mastrangelo said that at the next meeting she would like to talk about changing the format of the meetings so that they can talk about sewer commissioner business.

Voted: Mary Jane Mastrangelo moved, and Jared MacDonald seconded to appoint Melissa Ferretti as Vice Chair of the Select Board

Vote: 5-0-0.

Anne-Marie Siroonian said that she would accept the challenge of being Clerk.

Voted: Melissa Ferretti moved, and Jared MacDonald seconded to nominate Anne-Marie Siroonian as the next Clerk.

Vote: 5-0-0.

Peter Meier thanked the rest of the Select Board for allowing him to be Chair for the past two years. He said he was excited to have Ms. Mastrangelo as the next Chair as she brings a lot of experience, and she has earned the position.

At 7:14 PM, the new Chair, Vice Chair and Clerk took their new positions for the remainder of the meeting.

4. **Discussion – Request for the creation of a “Town Administrator Task Force” to propose a zoning bylaw governing marijuana sales in Bourne in advance of the next Town Meeting.**

Chair Mastrangelo said that this agenda item was brought to the Select Board as the result of a public comment and she thinks it is appropriate for the Board to discuss this option, as well as how the Board can coordinate with the Planning Board in this discussion. She said that on May 25th, the Planning Board has an agenda item for a marijuana discussion.

Town Administrator Marlene McCollem said she would be happy to lead the effort and create the working group if that is how the Select Board wants her to proceed, and she would like to understand what the Select Board is expecting and what they would like to see as a result.

Jared MacDonald said that he wants to see some changes made and what they currently have is too vague. He said that he feels that this is a priority.

Melissa Ferretti said that she feels that some locations need to be addressed, although she is not sure that a task force is what is needed. She said that these marijuana establishments are businesses and if marijuana is approved in Bourne, then the town should make it so they can succeed as they do for other businesses.

Anne-Marie Siroonian said that there is value in having input from all constituents on both sides so the town can have a zoning bylaw that is equitable for all. Peter Meier said that a lot of this information already exists, and he would like to have the Planning Board bring their recommendation back to the Select Board.

Chair Mastrangelo said that the idea of this was to have the Select Board say to the Town Administrator that they think that it is a good idea for Town staff, the Town Planner and the Planning Board, and the Town Administrator to really put some time into this discussion because that is the direction that she needs. She said that she thinks a town sponsored bylaw is important. She also said that the question of site plan approval versus special permit is one that needs to be decided.

Ms. McCollem asked the Select Board if they wanted her and the Town Planner to work directly with the Planning Board, or if they want a separate group set up. Chair Mastrangelo said that she did not know yet, and that this would be a working group that would advise Ms. McCollem on making a recommendation, and to facilitate communication.

Christopher Farrell, who is on the Planning Board, said he was speaking as an individual at this time because the Planning Board just heard about this, and they have not had a chance to have a meeting. He said that he opposes creating another board to review this as it is the charge of the Planning Board to cover it. Mr. Farrell talked about some concerns that some of the members of the Planning Board had regarding manufacturing, and he thinks that the upcoming hearing will cover those concerns. He said that for the Town of Bourne to have transparency and to be above board, then they should let the Planning Board take charge of this.

Steve Strojny said that he was one of the proponents of the private petition last time and he said that they got boxed in on the zoning bylaws, and they had to go with what they had. He said that after various hearings, and Town Meeting, there were some objections to certain parts of

the zoning bylaws. He said that they do intend to bring this back and they want to work with the Planning Board on the zoning bylaws.

Stephen Mealy said that he had brought this suggestion to the Select Board two weeks ago. He said that his concern is that the town hasn't taken any positive steps to address zoning for marijuana sales.

Kevin Hough of Monument Beach, said that in all the towns that he has dealt with, they all rely on the Planning Board to work on the zoning bylaws.

Mr. Meier said that he wants to hear what the Planning Board wants to do before any decisions are made, and he wants the town to go through the correct process. There was discussion about what the Planning Board has done with this bylaw in the past, and that they are working on it currently.

Elmer Clegg asked to have the Town Planner speak at tonight's meeting about what she understands from the discussions that she has had with everyone over the last couple of weeks, and where she thinks the town stands in agreement between the town and the previous petitioners about their willingness to work with the town to come up with a mutually acceptable set of bylaws. Ms. McCollem said that at this time, before any of the staff weigh in, she would rather hear from the Select Board and the public about how to proceed. She said that the Planning Board is meeting on Thursday, and the Town Planner needs to discuss it with the Planning Board at that meeting. Ms. McCollem said that she is not comfortable putting the Town Planner in a position in which she would have to disclose anything at this point.

Voted: Peter Meier moved, and Jared MacDonald seconded that the Select Board feels it is important for the Planning Board to work on the zoning bylaws for marijuana establishments and it is also important for the Town Administrator and the Town Planner to work with the Planning Board on those zoning bylaws for marijuana establishments.

There was some more discussion about proposed bylaws for the Planning Board. There also was some discussion about another private petition versus the Town bringing it to Town Meeting.

Vote: 5-0-0.

5. Select Board Workshop

Policy discussion – expanding municipal snow/ice removal services and curbside trash and recycling services to additional properties in Bourne, specifically condominium developments.

Chair Mastrangelo let all attendees know that a workshop format is an informal format for the Board to have discussion on policy. She said that public comment will be allowed at this meeting, although it will be somewhat limited.

DPW Director Shawn Patterson said that they have done a lot of research on the topic at hand. He said that they do not have the manpower, the vehicles, or the funding at the present time to

take on more area. He said that snowplowing was a challenge this past year because they did not get enough contractors to sign up, even though the rates were raised. He said that right now they plow almost every street in town that is open to the public, and they do not go into private developments.

Jimmy Boyle said that currently in Sanitation and Recycling, they service over 8000 homes. He said that they have 8 trucks. He said that one of them is a dual truck that picks up both trash and recycling. He said that the fleet of trucks is old, and there is usually one truck being worked on every week. Mr. Boyle said that there are over 2500 condominiums in Bourne, and after looking at them all, he determined that the only condominiums that they could pick up would be the ones with individual driveways.

Chair Mastrangelo said that right now the curbside collection program by DPW is only offered to residential properties found to have 4 or fewer units per property as determined by the Town of Bourne's Assessor's Office. She said that the question that has been raised is whether a condominium development that has 4 or fewer units per parcel or property should be considered for residential curbside trash and recycling. She said that aside from the ownership, they meet the standard that has been set for properties that have 4 or fewer units per property.

Mr. Boyle said that Tradewinds is one of those type of properties that Chair Mastrangelo mentioned, and to have curbside pickup, more containers are needed and would need to be delivered. This could happen after this summer. The additional cost would be the containers and fuel.

There was discussion about the different types of properties and the amounts of barrels that units are allotted for pickup and about the policing of what is put into the barrels.

Ms. McCollem said that removal of snow and ice is very different legally and statutorily than providing curbside pickup. She said that there is very specific language in Mass General Laws that talk about the local option for the removal of snow and ice. She said that the Town of Bourne only has the local option to appropriate money for snow and ice removal, and they don't have the local option to appropriate money for things like catch basin cleaning, street sweeping or repairs on private way.

Ms. McCollem said that she has some thoughts about a draft for a policy, and she read her draft aloud: Until further notice, the Select Board hereby authorizes the Department of Public Works to provide winter maintenance consisting of snow plowing and ice removal/sanding only in accordance with M.G.L. Ch 40, sec. 6C for private roads which have not been accepted by the town as public ways. This authorization is granted provided said roads meet the following criteria:

- i. The road must be open to the traveling public with no restrictive gates, signs, speed bumps, or other hindrances. The road must be free of ruts and potholes and must have adequate turn around space for winter maintenance equipment as determined by the Department of Public Works.

- ii. The road must have at least 14 feet of vertical clearance in all areas without overhanging limbs or other obstacles. The road must be at least 12 feet wide plus have 2-foot drivable shoulders on each side.
- iii. A street sign properly identifying the road must be installed and properly maintained in accordance with the specifications set forth in the manual on Uniform Traffic Control Devices published by the Federal Highway Administration.
- iv. The road must be properly marked along the edge of the right of way to provide direction to those providing winter maintenance services. The exact location and type of markers shall be under the jurisdiction of the Department of Public Works. The Town of Bourne shall not be responsible for damage to lawns, plantings, fences, walls, mailboxes, irrigation systems, or other objects located within the road right of way.
- v. Residents of a private road who desire winter maintenance must submit a notice requesting the Department of Public Works to consider plowing their street along with a waiver of liability holding the Town of Bourne harmless for any damage caused to the road surrounding property by November 1st of X year. The petition must be signed by 51% of the abutters/owners of the private road unless an association exists within the neighborhood, in which case a representative can sign for the abutters/owners. The association must submit documentation demonstrating that it is an official association with the power to make decisions for all property owners. Once the petition is submitted and the road is approved for winter maintenance, no further petitions will be required as long as the road meets the requirements of the policy herein. If a sufficient number of residents of a street submit a letter requesting discontinuance of winter maintenance to bring the road below the 51% requirement, the Department of Public Works will notify the association representatives and/or residents that these services will no longer be provided on this road for future winter seasons.
- vi. The Department of Public Works will regularly inspect each road to ensure it is plowable and in sufficient condition to avoid damage to town equipment or injury to the town's employees or agents. The petitioned road must be accessible by a road that also meets the requirements of the policy herein. The association or representative and/or residents will be notified by the Department of Public Works of any measures that need to be taken to remain on the private road plow list. The Department may notify residents by letter, phone, and /or door hangers, at its' discretion. If the Department of Public Works deems the road unsuitable for winter maintenance, the residents may appeal the decision to the Select Board. The decision of the Select Board shall be final and may not be appealed further.

Chair Mastrangelo said that this is a stringent proposal that the Select Board will look at and discuss. Mr. MacDonald said that as Ms. McCollem just laid out for snow and ice removal, that there needs to be a specific policy for trash removal. He said that also the standard to accept roads needs to be set in a policy.

Ms. McCollem said that regarding curbside pickup she suggests that it must be a public or private way, but not private property. She also said that the policy should be set by limiting by density, by use, which is residential, and by having a road layout. She said that once the road layout is established then they can create the same sort of criteria as far as turnaround space, potholes, etc.

There was some more discussion about how stringent or specific the winter maintenance policy should be. There was also more discussion about curbside pickup for condominiums. There was also some discussion about the difference between a lot and a parcel. Ms. McCollem said that technically a lot is a piece of land that is eligible for a building permit, and a parcel may or may not be eligible for a building permit. She said that there are many types of lots, and that is why it is important that it is the density of the piece of property.

6. Appointments and Licenses:

- a. Discussion and possible vote to appoint Community Service Officers for Police Department.**
- b. Discussion and possible vote to appoint 2 representatives to the Financial Policy Working group.**

6.a. Discussion and possible vote to appoint Community Service Officers for Police Department.

Ms. McCollem said that she recommends that the Board appoint Matthew St. John and Rebecca Lossi as two Community Service Officers for the upcoming summer.

Voted: Peter Meier moved, and Jared MacDonald seconded to appoint Matthew St. John and Rebecca Lossi as the two Community Service Officers for the upcoming summer.

Vote: 5-0-0.

Ms. McCollem said that she gives a lot of credit to the Police Department for their recruitment efforts.

6.b. Discussion and possible vote to appoint 2 representatives to the Financial Policy Working group.

Ms. McCollem said that she received a Community Compact Grant from the State to do a complete overhaul of the town's financial policies and the HR policies. She said she has contracted with Collins Center for both initiatives, under two separate contracts. She said that for the Financial Policy Working group she would like to proceed with a larger steering committee and have it be a very open and public process. She has requested two representatives from the Finance Committee, two representatives from the School Committee, and two representatives from the Select Board to work with the Town Administrator, the Finance Director, and the Superintendent of Bourne Public Schools.

Voted: Peter Meier moved, and Jared MacDonald seconded to recommend appointment of Mary Jane Mastrangelo and Anne-Marie Siroonian as the two Select Board representatives of the Financial Policy Working Group.

Vote: 5-0-0.

7. Discussion – determine schedule for Select Board Annual Retreat, and a meeting in June to establish annual goals for the Town Administrator.

The meeting to establish annual goals for the Town Administrator will be held on June 5th at 5 PM.

The Select Board Annual Retreat will be held on August 8th starting at 9 AM.

8. Upcoming meetings

May 30 – BOSC
June 6 – Select Board
June 13 – Select Board
June 27 - BOSC, if necessary.

Peter Meier said that this upcoming Monday, May 26th, at 10 AM at the Community Building, there will be a Memorial Day Event with the VFW and the American Legion.

Chair Mastrangelo said that there is an EPA Public Hearing on the proposed gun range on May 24th at the Sandwich Center for Active Living and it will also be on Zoom, starting at 6:30 PM. She also said that on June 8th, MassDOT will be having a meeting on the Scenic Highway Median project.

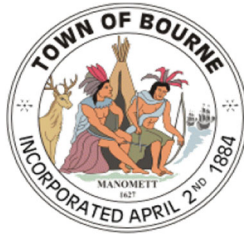
Chair Mastrangelo also said that at the MPO meeting on Monday that Judith Froman requested that the Bourne Select Board be updated on the Bourne South Rotary final plans and logistics, and that they be kept in the loop on that project.

9. Adjourn

Voted: Jared MacDonald moved, and Melissa Ferretti seconded to adjourn.
Vote: 5-0-0.

This meeting of the Bourne Select Board was adjourned at 9:18 PM.

Respectfully Submitted,
Kim Johnson, Recording Secretary



Select Board's Correspondence

June 6, 2023

- A. DEP letter - Federal Policy Quality Assurance Project Plan 2023
- B. Email from B. Kromer re bridge replacement alternatives
- C. Email from J. York re pedestrian/bicycle routes info from 5/17/23 bridges open house
- D. Email from J. York re the Senators' & Congressmans' letter to the Federal Highway Administration.
- E. FEMA violations letter – 2nd notices “returned to sender”
- F. Bourne Recreation Authority Letter – Notice of Vacancy



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

Bonnie Heiple
Commissioner

May 24, 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 Uniform Federal Policy – Quality Assurance Project Plan – 2023 Update for Source Response for Unexploded Ordnance at the Central Impact Area - RTC, Comments

Dear Mr. Cody:

The Massachusetts Department of Environmental Protection (MassDEP) has received the Impact Area Groundwater Study Program (IAGWSP) responses to comments (the RTC) dated May 4, 2023, issued in response to MassDEP comments dated April 14, 2023, for the document **“Draft Uniform Federal Policy – Quality Assurance Project Plan – 2023 Update for Source Response for Unexploded Ordnance at the Central Impact Area”** (UFP-QAPP) dated March 2023. The UFP-QAPP describes the methods, procedures, and technical approach to perform a Source Response for munitions and explosives of concern that are a threat to groundwater at the Central Impact Area. The RTC included a Draft Final UFP-QAPP.

MassDEP has no comments on the RTC and no comments on the Draft Final UFP-QAPP.

Please incorporate this letter into the Administrative Record for the Central Impact Area operable unit. If you have any questions regarding this letter, please contact me at (508) 946-2871 or Kendall Walker at (508) 946-2846.

Sincerely,

Leonard J. Pinaud, Chief
Federal Site Management
Bureau of Waste Site Cleanup

P/kw

Ec: Upper Cape Select Boards
Upper Cape Boards of Health
JBCC Cleanup Team
MassDEP Boston/Southeast Region

Maria Simone

From: Anne-Marie Siroonian
Sent: Monday, May 29, 2023 1:47 PM
To: Marlene McCollem
Subject: FW: Form submission from: Contact Us

From: Anne-Marie Siroonian
Sent: Monday, May 29, 2023 1:46 PM
To: Marlene McCollem
Subject: FW: Form submission from: Contact Us

Hi Marlene,
Most recent response to my email from Barry to add to correspondence
Thank you!
Anne-Marie

From: Barry Kromer [REDACTED]
Sent: Friday, May 26, 2023 9:47 AM
To: Anne-Marie Siroonian
Subject: Re: Form submission from: Contact Us

Good morning, Anne-Marie,
Thank you very much for the reply. I have tried to show the facts and evidence to Senator Cyr and Moran, and Rep Diggs, plus, Rep. Keating, Governor Healey, and I have talked with the USACE rep at the open house 2 weeks ago. It appears that both Keating and Healey won't respond(although I have another call in to the governor) and the MassDOT and USACE just overlooked both the tunnel and "fill in the canal" options point blank and just went ahead with "bridges". Maybe they thought no one would look at that 600 page report. I urge anyone who agrees with me to do their own research and not just take the facts I have found, they are facts, but maybe there is something else out there that would make the bridges actually a good option. I personally think they are the worse(if not most expensive and disruptive) option at this point. If anyone has any questions, I would be happy to answer them.
Have a good Memorial Day weekend.
Best regards,
Barry

On Friday, May 26, 2023 at 09:40:37 AM EDT, Anne-Marie Siroonian <asiroonian@townofbourne.com> wrote:

Thank you Barry for expressing your concerns to us in regards to the Bourne bridges project. We will ensure your email will become part of the correspondence at our next public meeting.

Regards,
Anne-Marie Siroonian
Selectboard member - Clerk

From: Barry L Kromer via VTH-RC1 [cmsmailer@civicplus.com]
Sent: Thursday, May 25, 2023 10:25 AM
To: Anne-Marie Siroonian
Subject: Form submission from: Contact Us

Submitted on Thursday, May 25, 2023 - 10:25am
Submitted by anonymous user: 2601:19d:403:5100:89f7:bfb6:7ac7:4187
Submitted values are:

Name: Barry L Kromer

Email: [REDACTED]

Subject: Bourne/Sagamore bridge replacement?

Message:

Good day! I recently sent a contact response regarding the bridge "replacement". I attended the recent open house and spoke with many of the current principals of this ongoing planning. I have some additional information that no one seems to want to hear. I read that bridge report that has started this whole project. I don't think that enough people read that report nor did they see what the MassDOT/USACE did with the information in that report, since the information in that report would NOT support replacing the bridge, but would, in fact, support either building tunnels or actually the best option, which is fill in the canal and construct a land roadway. In a nutshell, the report says the tunnel would be \$1.2 BILLION dollars. In my world of math, that's \$2.8 BILLION LESS than the current \$4 BILLION for a bridge replacement. The least expensive...BY 100 TIMES...would be to fill in the canal and put land roadways in. That cost(and the data is readily available) is \$40 MILLION..MILLION NOT BILLION. That does not even address the added safety of an evacuation route off Cape. I called Rep Keating. No response, he's still trying to get money for the replacement. Governor Healey, no response, trying to give \$700 MILLION for the replacement. She could just take some of that \$700 MILLION and just complete the roadway. If you have any questions, please let me know. Someone has to use some common sense and not replace these bridges.

Best regards,
Barry L Kromer

The results of this submission may be viewed at:
<https://www.townofbourne.com/node/189686/submission/9651>

Maria Simone

From: jyork@cataumet-arts.org
Sent: Monday, May 22, 2023 5:17 PM
To: All Select Board; Marlene McCollem
Cc: Timothy Lydon
Subject: MassDOT Project 608020, Questions from May 17, 2023, Open House
Attachments: mime-attachment.ics

Dear Select Board,

Below are comments and question from conversations at the Canal Bridges Open House on May 17. I have submitted these comments to MassDOT Major Projects and to Bryan Cordeiro, MassDOT Project 608020 Program Manager.

The first topic of these comments, concerning the project area and Gallo Arena, and the example of walking or cycling from the High School to Gallo Arena discussed in the third topic are perhaps the most important of these comments. The Bourne South interchange portion of the Canal Area Program will determine for many years to come the arrangement of roadways, sidewalks and paved paths in what is now the area of the Bourne Rotary. It would be a shame and foolish for that arrangement not to include a truly safe and convenient pedestrian and bicycle route from Bourne High School and from Upper Cape Tech to the Gallo Arena, as well as safe and convenient access from the Canal path to the Arena.

I hope the Select Board, other Town officials, and the Bourne Recreation Authority will join me in requesting that the project study area include the Gallo Arena and that a safe and convenient pedestrian and bicycle route from the Bourne Schools to the Gallo Arena be a non-negotiable requirement for Project 608020.

Thank you for your attention to transportation issues and for your support of Bourne Public Schools, Upper Cape Cod Regional Technical High School, and the Gallo Ice Arena.

John York

[REDACTED]
P.O. Box 497
Cataumet, MA 02534
[REDACTED]

....

From: [REDACTED]
Date: May 22, 2023 at 1:57:02 PM EDT
To: bryan.cordeiro@state.ma.us, MassDOTMajorProjects@dot.state.ma.us
Cc: Cassandra Ostrander <cassandra.ostrander@dot.gov>, Massachusetts.fhwa@dot.gov
Subject: MassDOT Project 608020, Questions from May 17, 2023, Open House

Bryan,

Thank you to you and the Project 608020 team for a well run Open House on May 17 at the Bourne Veteran's Memorial Community Building.

There were several questions that came up at the Open House that were left for follow-up answers. Could you

provide answer to those I include here:

1. Change of project scope and project area

The project area changed significantly between the November 2021 Public Information Meeting and the publication of the March 2023 Public Involvement Plan. Can you tell me the date of that change? Is there a document or correspondence which officially established that change? Can you provide me a copy of such document(s) or correspondence?

When and how were Stakeholders notified of the change of project area?

Proposed mainline alignment for the Bourne Bridge replacement includes considerable disruption of the Bourne Recreation Authority's Scenic Park Campground. It is reasonable to assume that mitigation for disruptions or takings of Recreation Authority leased land at Scenic Park might be provided at or near any of the Recreation Authority's facilities or leased land. It would make sense to include all Bourne Recreation Authority leased property in the project area.

It is also reasonable to assume that beneficial solutions or mitigation for less than beneficial solutions of Bourne South interchange design might include improvements along Sandwich Road to the Gallo Ice Arena and/or access from the Canal path to the Gallo Arena.

The recently published downsized project area does not include the Gallo Arena or Sandwich Road near the Arena. The Gallo Arena is a practice and competition venue for both Bourne High School and Upper Cape Tech hockey teams (boys and girls) as well as Sandwich High School Hockey teams and other Bourne students who participate in the Bourne Skating Club. A safe, convenient pedestrian and bicycle routes connecting Bourne High School and Upper Cape Technical School to the Gallo Arena are essential to local area mobility.

In January 2023 I submitted comments recommending that project 608020 include improvements for pedestrian and bicycle access to the Gallo Arena and along Sandwich Road between the Gallo arena and the Upper Cape Cod Regional school entrance. Did the project team receive other more compelling public input requesting that the Gallo Arena be excluded from the project area?

2. Depiction of designated bicycle routes and greenways in project documents

I submitted a comment on January 24, 2023, stating that Project 608020 documents should contain specific descriptions of Bay State Greenways and other Greenways as required by MassDOT Policy directive P-13-0001, Sections III.2.A and III.2.B. In a March 21, 2023, email response the project team indicated that I could find descriptions of existing pedestrian and bicycle transportation facilities in Section 2.6 of the Cape Cod Canal Transportation Study final report, October 2019.

My comment of January 24, 2023, specifically identified three greenways that I believe should have been represented in Project 608020 documents. Those are the Bay State Greenway Boston to Cape Cod Corridor (also known as the Claire Saltonstall Memorial Bikeway and as Massachusetts Bicycle Route One), the Bay State Greenway Nashua River to Buzzard's Bay Corridor and the East Coast Greenway. I am unable to find a description or depiction in section 2.6 of the Cape Cod Canal Transportation Study, nor anywhere else in the Study's final report, of any of the Greenways I mentioned in my comments.

Can the project team inform me where in Project 608020 documents I may find a depiction or description of any of these greenways within the project area?

I am unable to find a depiction of any of these Greenways in any document associated with Project 608020, other than the recently published Project 608020 Environmental Notification Form (ENF). Figures 6.2 and 6.3 on pages 93 and 94 of ENF Attachment 1, Project Narrative, show existing transportation facilities in the 608020 Project area. These maps include a depiction of the route of the Claire Saltonstall Memorial Bikeway through the project area. However, the Claire Saltonstall Bikeway Route presented in the ENF attachment differs from the route depiction provided on March 10, 2023, by MassDOT GIS staff and verified by the MassDOT Bicycle and Pedestrian Coordinator on March 14, 2023, as the route officially approved by MassDOT.

Project 608020 ENF:

https://www.dropbox.com/s/kh518y5jqb9a2dd/CAPE%20COD%20BRIDGES%20PROGRAM_ENVIRONME%20NOTIFICATION%20FORM_4-28-23.pdf?dl=0

MassDOT GIS map of the Clair Saltonstall Memorial Bikeway, March 10, 2023:

<https://massdot.maps.arcgis.com/home/webmap/viewer.html?webmap=aae7d2a012ad49e9a0b191a129f1674b>.

The Bay State Greenway Nashua River to Buzzard's Bay corridor and the East Coast Greenway are not depicted in the ENF or its attachments.

The East Coast Greenway route is available online:

<https://map.greenway.org/?loc=13,41.76491,-70.55609>

Additional information about the East Coast Greenway is available on the ECG website or by contacting the Greenway's Northern New England manager via the contact link on the "our team" email page of the website.

East Coast Greenway: <https://www.greenway.org/>

"our team" page with contact links: <https://www.greenway.org/about/our-team>

A route map of the Bay State Greenway corridors including the Nashua River to Buzzard's Bay Corridor may be found on page 7 of MassDOT's 2011 Bay State Greenway presentation:

https://www.ctps.org/data/calendar/pdfs/2011/9.14_BSG_Presentation.pdf

Please relate the above sources to Jill McLaughlin of Stantec who asked for references for Greenway routes in the Sagamore study area and to whomever is developing maps of the study areas or alternatives for the Bourne North interchange.

3. Lack of depiction of proposed pedestrian and bicycle facilities, lack of opportunity for pedestrians and cyclists to participate in evaluation of alternatives and lack of opportunity for ENF reviewers to understand proposed healthy transportation facilities or estimate overall emissions for proposed alternatives

Project 608020 presentations of design alternatives for connecting roadways have provided opportunities for motorists to understand various interchange alternatives, imagine their driving experience negotiating those interchanges, and make informed assessments of the relative merit of each alternative. The presentations have not provided that same information or opportunity for pedestrians or cyclists.

Project 608020 presentations of design alternatives for bridge approach interchanges at the Town of Bourne Select Board meeting of March 21, 2023, during virtual public information meetings of March 22, 2023, and March 29, 2023, at the Open House of May 17, 2023, and in the draft ENF contain descriptions and depictions

of motor vehicle facilities sufficient to understand and discuss at a conceptual level how a motorist would proceed through the interchanges from any point of origin to any destination. The presentations include conceptual level depictions sufficient to understand of the number and potential type of intersections, merges, lane changes, roadway segment lengths, roadway width and roadway grades a motorist might encounter transiting the interchange. The presentations do not include similar information for pedestrian and bicycle users, were not sufficient to understand and discuss at a conceptual level how a pedestrian or cyclist would proceed through the interchanges and were not sufficient to understand the number and length of on-road travel segments, the number and length of off-road facilities (dedicated or shared-use paths), number and type of intersections, roadway crossings or roadway to path transitions a pedestrian or cyclist would encounter when transiting the interchanges. For many or most origin destination pairs it is not be possible to determine even the general route a pedestrian or cyclist would follow or trip distance to transit the interchange. In no case would it be possible from the presentations to make a conceptual level comparison of safety, convenience or comfort for a pedestrian or bicycle transiting one of the roadway interchange options versus another.

When asked at the Open House how a high school teacher/hockey coach who walked or cycled to work at the Bourne High School would get to the Gallo Ice Arena for after school practice, a trip which would require transiting the Bourne South interchange, the Project Manager was unable to answer the question for any of the Bourne South Interchange alternatives, and stated that was not a problem the project is addressing at the present time. If the question had been driving a car from the High School to the Arena, the answer would have been available for each alternative.

USDOT rules requires all transportation projects to provide for participation of all roadway users to participate throughout the planning process. USDOT and FHWA policy states that all federally funded projects should encourage the use of Healthy Transportation alternatives. MEPA and NEPA environmental reviews require the project proponents to provide information sufficient to assess overall emission impacts of any project.

USDOT Policy Statement on Bicycle and Pedestrian Accommodation Regulations and Recommendations:
https://www.fhwa.dot.gov/environment/bicycle_pedestrian/guidance/policy_accom.cfm

Interchange alternatives depicted in the draft ENF do not provide sufficient information on healthy transportation facilities to determine level of service provided to healthy transportation users or to estimate likely healthy transportation utilization or resulting emissions impacts of any of the alternatives. Without depictions of proposed pedestrian and bicycle facilities throughout each interchange, the ENF is not complete.

Thank you again for a well run Open House and for continuing to make improvements to public involvement in this important project.

John York

[REDACTED]
P.O. Box 497
Cataumet, MA 02534
[REDACTED]

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From: Erica Blonde <eblonde@hntb.com>

Date: March 21, 2023 at 9:39:33 AM EDT

To: jyork@cataumet-arts.org

Subject: Responses to Questions

Dear Mr. York,

Thank you for your recent comments. Please see a combined response below.

The Public Involvement Plan has been posted to the MassDOT Cape Cod Bridges website. Comments on the Plan are welcome through the online comment tool or an email/letter to MassDOT Major Projects. Relatedly, as committed to in the Public Involvement Plan, MassDOT is currently working on the formation of an Advisory Group with the first meeting planned to occur in Spring 2023. MassDOT will continue to post the topics to be discussed at scheduled public meetings in advance. Following public meetings, materials will continue to be posted in the program documents section of the website, available at <https://www.mass.gov/lists/documents-cape-cod-bridges-program>. Also regarding the website, MassDOT will post a list of other MassDOT projects in the study area with links as available. MassDOT is also committed to posting updates on program activities to the website as they become available. Questions regarding ongoing maintenance activities should be directed to the US Army Corp of Engineers (USACE).

Regarding the grant opportunities, MassDOT has received a letter of support from the Cape Cod Commission for the past BIP application. MassDOT will continue coordination with the Cape Cod Commission and also include Town of Bourne.

With regards to the email list and public comments. We maintain an active list of nearly 4,000 individuals who receive program updates including when new information is posted to the program website and when meetings are scheduled. Due to privacy concerns, comments received from members of the public are not posted on the website. We have developed a living FAQ sheet to respond to the most asked questions that was sent to the stakeholder list on Friday, March 17th.

Finally, MassDOT is committed to meeting its Healthy Transportation Policy for the Cape Cod Bridges Program. Prior to the start of the program, MassDOT completed the Cape Cod Transportation Study. The study is also posted on MassDOT's website. This study included close coordination with the USACE as they prepared the Cape Cod Canal Bridges Major Rehabilitation Study.

The purpose of the Cape Cod Transportation Study was to better understand the transportation issues in the canal area with a goal to improve transportation mobility and accessibility in the Cape Cod Canal area and provide reliable year-round connectivity over the Canal and between the Sagamore and Bourne Bridges. Section 2.6 of the study report describes existing conditions and mapping related to existing and proposed multi-modal transportation in the project area including: Pedestrian, Bicycle, Transit, Bus, Rail, Ferry, Airline, Intelligent Transportation Systems, Park and Ride Lots, and Rest Areas.

The project was approved for design by MassDOT's Project Review Committee on December 19, 2019.

Erica

Erica Blonde, AICP (she/her)

Associate Vice President

Equity and Engagement Practice Manager

Tel (617) 532-2241

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From: Major, Charles (DOT)
Date: March 10, 2023 at 10:26:38 AM EST
To: jyork [REDACTED]
Cc: Sutton, Peter (DOT)
Subject: Re: MassDOT GIS route data layer(s) - Stand Alone map of Claire Saltonstall Bike Route 1

Hi John,

Our team created an updated web map of the Claire Saltonstall Bikeway for you. You can view it here:
<https://massdot.maps.arcgis.com/home/webmap/viewer.html?webmap=aae7d2a012ad49e9a0b191a129f1674b>.

This map is the 2023 updated version currently being used by MassDOT and the Cape Cod Commission in its ongoing Bike Wayfinding signage project. Please let me know if you have any additional questions about the map.

Pete Sutton, MassDOT's Bicycle and Pedestrian Coordinator who I've cc'ed on this email, should be reaching out to connect with you about your other concerns.

Best,
Charles

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From: "Sutton, Peter (DOT)" <peter.sutton@state.ma.us>
Date: March 14, 2023 at 12:51:27 PM EDT
To: jyork@cataumet-arts.org
Subject: MassDOT GIS route data layer(s) - Stand Alone map of Claire Saltonstall Bike Route 1

Maria Simone

From: jyork@cataumet-arts.org
Sent: Monday, May 22, 2023 8:08 AM
To: All Select Board; Marlene McCollem
Cc: Timothy Lydon
Subject: MassDOT Project 608020 - Senators' and Congressman's letter to FHWA
Attachments: 2023.05.16 Letter to Federal Highway Administration re Cape Bridges Technical Review.pdf

Dear Select Board,

An article on MassDOT's Bridge Replacement Open House in the May 18 Cape Cod Times also describes a letter from Senators Warren and Markey and Congressman Keating to the Federal Highway Administrator asking the Federal Highway Administration (FHWA) to expedite its review of the Canal Bridges program.

Cape Cod Times article, May 18, 2023:

<https://www.capecodtimes.com/story/news/local/2023/05/18/open-houses-bridges-rebuild-held-in-bourne-lawmakers-seek-urgency/70218251007/>

Letter from Senators and Congressman to Federal Highway Administrator:

<https://www.warren.senate.gov/imo/media/doc/2023.05.16%20Letter%20to%20Federal%20Highway%20Administration%20re%20Cape%20Bridges%20Technical%20Review.pdf>

There are several items in the letter that deserve attention.

First, the letter emphasizes the importance of making progress quickly, but does not mention concerns such as providing time and opportunity for public input or ensuring the project design is responsive to public needs.

Second, the letter refers to a current FHWA review of the bridges replacement project, describes the importance of that review to the future of the bridges project, and requests that the FHWA complete that review by June 2 and provide a draft report by June 16. The letter also describes four days of meetings between FHWA, the US Army Corps of Engineers (USACE) and MassDOT starting Monday, May 22 (today).

Third, the letter acknowledges that the Sagamore and Bourne Bridges are Federal assets and recognizes a Federal responsibility to ensure that the bridge replacement project is well positioned to compete for Federal funds, but does not recognize a Federal responsibility to provide means for persons to cross the Canal and does not recognize a Federal responsibility to provide funds for bridge replacement.

If the Town or Town officers, departments or residents desire to have input on the future and direction of this project, it would be wise to provide that input to the Federal Highway Administration immediately so that it may be considered during the current review and the review meetings in this week of May 22.

I recognize that my suggestion that the Select Board act immediately may not be possible at this time. I do not believe that is the fault of the Town or its officers. I believe MassDOT and the FHWA should have advised the Town of the current review and should have solicited Town input.

If the Town was not aware of this review in time to register its concerns with the reviewers, it would be wise to remind the FHWA, MassDOT and our Senators and Congressman that in order for the Town to participate in the planning process, the Town should be informed of relevant activities far enough in advance to follow required municipal procedures in preparing comments or response. Typically that would be at least three weeks to allow time for the Select Board to schedule an agenda item, receive input and deliberate the content of any correspondence representing the Town's interests or concerns.

Thank you for the attention Select Board members, other town officers and staff have devoted this project, and for any action Select Board might take to convey the Town's or its residents interests to the project proponents and reviewers.

John York

[REDACTED]

P.O. Box 497

Cataumet, MA 02534

[REDACTED]

Letter from Senators and Congressman to Federal Highway Administrator:

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Maria Simone

From: Elizabeth Hartsgrove
Sent: Friday, May 19, 2023 4:24 PM
To: All Select Board; Marlene McCollem; Timothy Lydon; Ken Murphy
Cc: Kathleen Thut
Subject: FEMA Violations - 2nd Notices
Attachments: 35 Starboard Rd - 2nd FEMA Violation Letter May 18, 2023.pdf; 40 Old Monument Rd - 2nd FEMA Violation Letter May 18, 2023.pdf; 43 Harbor Dr - 2nd FEMA Violation Letter May 18, 2023.pdf; 49 Jefferson Rd - 2nd FEMA Violation Letter May 18, 2023.pdf; 53 Wianno Rd - 2nd FEMA Violation Letter May 18, 2023.pdf; 61 Maryland Ave - 2nd FEMA Violation Letter May 18, 2023.pdf; 154 Philips Rd - 2nd FEMA Violation Letter May 18, 2023.pdf; 160 Main St - 2nd FEMA Violation Letter May 18, 2023.pdf; 310 Circuit Ave - 2nd FEMA Violation Letter May 18, 2023.pdf

Good afternoon,

Please find attached 2nd notices to properties within the Town who are in violation of flood zone construction regulation/code.

As you will see in these notifications, if these violations are not corrected by the September 11, 2023 final deadline, the Town of Bourne as a whole will be placed on probation resulting in any private property owner or the Town from being eligible to receive:

- FEMA aid during natural disasters such as hurricanes or Nor'easters; and
- Ability to participate in the National Flood Insurance Program (NFIP).

Further, when the community is put on probation FEMA concurrently makes the following notifications:

- to the affected Congressional delegation;
- to each flood insurance policyholder in the community that they will be surcharged \$50 because of actions by their community; and
- a press release to local media of said probation and reasoning.

I want to thank Tim, and Ken for their continued attention and efforts. These are the remaining 9 properties from an initial 72 found by FEMA; with our team approach we are optimistic compliance will be met.

FYI - These letters will be placed in the Select Board correspondence to be included in the record.

Thank you,
Liz

*Liz Hartsgrove, MPA
Assistant Town Administrator
Town of Bourne
508-759-0600 ext. 1355*

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DONALD J. PICKARD
Member

Bourne Town Hall
24 Perry Avenue
Buzzards Bay, MA 02532
ATTN: Select Board Chairperson Mary Jane Mastrangelo

June 2, 2023

Re: Notice of Vacancy of an Elected Member of the Bourne Recreation Authority (BRA)

Dear Ms. Mastrangelo:

Pursuant to the provisions of MGL Chapter 41-Section 11 and in accordance with Section 2 of the BRA's Enabling Act (Chapter 450 of the Acts of 2018), please consider this letter as our formal notice that due to the untimely death of Mr. George Sala there is now an approximate one-year vacancy on the governing board of the BRA. Mr. Sala's term ends on the date of the 2024 Annual Town Election and membership on the BRA's governing Board is restricted to residents of the Town of Bourne.

It is our understanding that upon receiving this notice, the Town Administrator's office will: undertake items necessary to advertise that said vacancy exists; receive responses from qualified individuals; provide the BRA with a list of persons who have indicated they want to serve in this capacity prior to holding a joint meeting between the Select Board & BRA to select an individual to serve for said remaining term; and appoint this position at said meeting where an individual must receive five(5) affirmative votes.

When ready, please forward suggested date(s) and time(s) for the joint meeting and we will respond back in a timely manner. You may contact us through our Administrative Coordinator, Diane M. Woodside, @ 508-759-8904 (x3) or admin@bournerecreationauthority.com. Thank you for your assistance with this matter.

Sincerely,


Gregory A. Folino, Vice Chairman
Bourne Recreation Authority

Cc: Marlene McCollem, Town Administrator
John A. Coughlin, Louis R. Gallo & Donald J. Pickard, BRA Members
Barry Johnson, BRA General Manager