

Select Board Meeting Notice AGENDA



Date

October 3, 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 televised, streamed or recorded by Bourne TV. If anyone in the audience is recording or videotaping, they need to acknowledge such 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: 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

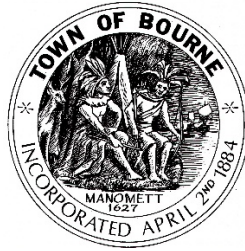
1. Moment of Silence to recognize our troops and our public safety personnel
2. Salute to the flag
3. Reading of the Vision and Mission Statements
4. Public comment on non-agenda items - Public comments are allowed for up to a total of 12 minutes at the beginning of each meeting. Each speaker is limited to 3 minutes for comment. (Board members are unable to respond due to posting requirements of the Open Meeting Law).
5. Public Hearing – Proposed Finance Department Reorganization
6. Use of Buzzards Bay Park on 10/14 for South Shore Action for Hope 1k run
7. Review of draft
8. Town Meeting warrant articles:
 - a. Article 7: Capital
 - b. Article 3: Operating Budget – supplemental funds
 - c. Article 4: Sewer Budget – supplemental funds
 - d. Article 6: Capital stabilization
 - e. Article 8: Community Preservation Committee
 - f. Article 10: Retro backpay – Fire Department
 - g. Article 14: Petitioner – zoning – marijuana
 - h. Article 15: Petitioner – repeal marijuana ban
9. Consent Agenda
 - a. Nealon Estate donation to Council on Aging
 - b. Nealon Estate donation to the Library
 - c. Appoint Jacob Gadbois to the Conservation Committee as Associate Member [2024]
 - d. Banner request from the Recreation Department to promote Trunk or Treat

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TOWN CLERK BOURNE

- e. Authorize the Select Board Chair to sign a letter to Comcast, as drafted by CITAC
- 10. Execute the Special Town Meeting Warrant for November 6, 2023
 - a. STM process – article assignments and handbook/town meeting comments
- 11. Discussion regarding FY25 budget
 - a. Schedule of budget review/preview and possible joint meeting on November 14 with Finance Committee, School Committee Upper Cape Tech
 - b. FY25 Budget Priorities and Process
- 12. Cape Bridges/Bourne Bridge Repairs/Bourne Bridge Rotary Project Updates
- 13. Town Administrator's Report
- 14. Trunk or Treat participation on 10/26/23 5-6 pm
- 15. Minutes: 9/5/23
- 16. Future Agenda Items
- 17. Committee Reports
- 18. Correspondence
- 19. Next Meeting Date: October 10 & 17
 October 24 (BOSC)
- 20. Adjourn

Reasonable accommodations for people with disabilities are available upon request. Please include a description of the accommodation you require, with as much detail as possible, and include a way we can contact you if we need more information. Please allow advance notice. Send an email to kthut@townofbourne.com or call the Town Administrator's Office at 508-759-0600 x1503

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.

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.

**Select Board
Minutes of Tuesday, October 3, 2023
Bourne Veterans' Community Center
Buzzards Bay, MA
Or Virtually**

**TA Marlene McCollem
ATA Liz Hartsgrove**

Select Board

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

Others: George Seaver, Jordan Geist, Bourne Public Schools, Business Manager (remote), Tim Lydon, Engineering, (remote), Erica Flemming, Finance Director (remote), and Michael Ellis, Town Accountant (remote), Debora Oliviere (remote), Dan Barrett, General Manager, Integrated Solid Waste Management (ISWM) (remote), Paul Forsberg (remote), Doug Osterhill, Steve Strojny, Kevin Howe, Janet Buckley and John York.

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Zoom Meeting ID: 869 5775 5505 Password : BOURNE

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

7:06 PM Call Public Session to Order in Open Session

Chair Mary Jane Mastrangelo said that the Select Board met in Executive Session prior to this meeting and there were no votes taken at the 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:**

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.

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2023 DEC -4 AM 11:24
TOWN CLERK BOURNE

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. (Board members are unable to respond due to posting requirements of the Open Meeting Law).

George Seaver of Cataumet said that the agenda item that he would like to speak on is near the end of the agenda and he will not be able to remain at the meeting, so he asked if he could say what he wants to say now. The Select Board collectively said that he could make his statement. Mr. Seaver said that his comment is regarding agenda item 8.g. Article 14 – zoning – marijuana. Mr. Seaver said that this is the fourth or fifth time that this has been voted on by the citizens in town and they have turned it down every time and he cannot understand why it comes up again and is supported by various town boards. He also said that there have been published reports regarding today's use of marijuana. Chair Mastrangelo clarified the difference between articles 14 and 15.

- 5. Public Hearing – Proposed Finance Department Reorganization.**

Town Administrator Marlene McCollem said that they posted in the newspaper for the hearing at this meeting to talk about the reorganization of the Finance Department. She said that they would like to move the funding from the Assistant Town Accountant position, which will remain on the books, though no longer will be funded, and they will create a new position for a payroll and benefits type coordinator. She said that she has not yet bargained any of this with the union, and it will be her next step if the Select Board is supportive of this change.

Chair Mastrangelo asked about the changes in hours when the hours increase from 35 hours to 37.5 hours. Ms. McCollem said that the hours will change, and she will bargain with the union for the set schedule.

Voted: Peter Meier moved, and Jared MacDonald seconded to approve the reorganization of the Finance Department as presented.

Vote: 5-0-0.

- 6. Use of Buzzards Bay Park on 10/14 for South Shore Action for Hope 1k run.**

Chair Mastrangelo said that this was proposed by Michelle Joy, who is not at the meeting. Assistant Town Administrator Liz Hartsgrrove said that the application is complete.

Voted: Anne-Marie Siroonian moved, and Jared MacDonald seconded to approve for the South Shore Action for Hope to hold a 1k run in Buzzards Bay Park on October 14th at 1 PM.

Vote: 5-0-0.

- 7. Review of Draft Town Meeting warrant articles:**

- a. Article 7: Capital.**

- Bourne Public Schools – Jordan Geist, Bourne Public Schools Business Manager, said that he is requesting \$35,000. for new radios for the School Department. He said that currently their radios operate on 3 different frequencies. He said the current radios are typical consumer type radios that can be bought anywhere, making the frequency unprotected. He said that new radios would allow them to communicate between the schools in the event of an emergency and they would use the already installed repeater to communicate with the Bournedale Campus as well.

Ms. Siroonian asked who would use the radios. Mr. Geist said that they are looking at purchasing 2 different styles of radio - one for Admin. and the other for staff. He added that the cost includes programming of all the radios, and there will be about 90 radios purchased.

- Ms. McCollem said that the next capital request is for Facilities for Access Control upgrades for 4 buildings for \$130,000. The buildings are the Town Hall, Community Building, DPW and Fire Station 3. She said that currently there is a mix of different access control types, and this would standardize access across the system. The system will be the same system that the Police Station has. Ms. Hartsgrove talked about the positive aspects of a uniform system.
- Ms. McCollem said that the next capital request is for Facilities for \$35,000. for additional funds to help with construction oversight with the library masonry stabilization project. She said they have funds for the construction, but more design was needed on the front end, and a more robust structural design is needed. Since more is needed in construction, Mr. McCollem said that construction oversight is highly recommended. She said that Gale Engineers would be onsite regularly during the time that the mason is there and during the time that the tie rods are being installed. She said that this is a contract amendment to add more funds.
- Ms. McCollem said that there is an Engineering request for Hen Cove drainage upgrades for \$182,000. Tim Lydon of Engineering explained the project for Hen Cove. He said that it is to mitigate water quality for shellfish. He said that Hen Cove had been targeted for a long time. He is asking for a 25% match for construction. Chair Mastrangelo asked if it is \$725,000. project and Mr. Lydon said that it is, and it is a huge plus for the town.
- Ms. McCollem said that the next request is also an Engineering project for intersection improvements at Academy and Main Street for \$125,000. Mr. Lydon said that this is a Shared Spaces grant. He said that the town has received a 1-year extension on the grant. He explained the safety improvements of the project. He said that it is a 10-week construction schedule and hopes to get it done in Spring of 2024.
- Ms. McCollem said that she is skipping the sewer request because it has already been talked about. The last request for capital is ISWM (Integrated Solid Waste Management) for \$30,000. for phase 1 of conceptual design and cost estimating for garage and office space. Dan Barrett, General Manager of ISWM explained the need for a new office building and garage. He said that this request is for the feasibility study and conceptual design plans.

Ms. McCollem asked to take article 8 out of order because there are 3 more capital projects that would be funded through the Community Preservation Committee.

b. Article 8: Community Preservation Committee.

- Ms. McCollem said that the first CPA project is for \$90,000. of Historic Preservation money for the Pocasset Community Building. Paul Forsberg, President of the Pocasset Village Foundation, said that they own and operate the Pocasset Community Building. He said they have been working at making the building look good and modernizing it, and they are working on getting it listed on the National Register of Historic Places. He said that this final project consists of replacing the asphalt roof with a historically correct red cedar roof.

Mr. Forsberg said that they have received two bids, and one was outrageous and the other was for \$48,000, and he added \$20,000. for contingency. At the CPC meeting he was asked to increase the request by adding \$22,000.

- Ms. McCollem said that the next CPC request is for \$20,000. from Open Space Funds for the Middle School soccer field pump. Mr. Geist said that this request is to replace the motor and one of the pumps that is located on one of the wells that irrigate the soccer fields behind the middle school. He said that this project was originally funded through CPC funds, and Barry Johnson reached out to the State to make sure that this project was an acceptable use of the CPA funding, and he was told that it was because it is a complete replacement and not considered maintenance. He said that he has two quotes right now, and they are both contingent of the depth being no more than 100 feet. If it is higher than 100 feet, then the cost will go up.
- Ms. McCollem said that the third CPC request is for \$363,300. from Open Space for a pollinator pathway project. Ms. Hartsgrove explained in detail the pollinator project. She said that it was presented to her by the Conservation Agent in which she had been working with many others to incorporate pollinator gardens in various areas throughout the town. There will be a north side trail and a south side trail. She also talked about many resources that are available for the project.

Melissa Ferretti said that this project is great, and it is important to recognize some of the cultural areas of this project and it's important to teach the young and to remember while being on land that originally was reservation land of the Herring Pond Wampanoag Tribe. Chair Mastrangelo said that before they implement the project, they need to be clear on sustainability and what the policy is on having volunteers do work, and how much staff management there would be.

c. Article 3: Operating Budget – supplemental funds.

Ms. McCollem said that this is still a placeholder and there is the potential that she will need to bring one supplemental budget request forward, and she is in the process of negotiations with LIUNA Unit A. She said last year while negotiating all collective bargaining units, there was point with dispatchers where there was an agreement where she and the union would sit down in year 2 of the contract (FY24) to take a comprehensive look at how dispatch works. She said that

the reason for the delay is because last summer the Chief of Police search was underway, and both sides agreed that it would be pointless to negotiate an overhaul of dispatch without a Police Chief.

Ms. McCollem said that shortly after July 1st she started talks with the union and there is not a finished MOA yet. She said that there will be a financial component. She said that she agrees that the dispatchers are underpaid. She said that they are still negotiating on how dispatch works as well. She said that her goal is to give the number to the Select Board before the books go to print. She said that if the agreement is not made by the print date, she would like to have an insert once the agreement has been made so that it can go to the Town Meeting.

d. Article 4: Sewer Budget – supplemental funds.

Ms. McCollem said that regarding Sewer, it was discussed at the last Sewer Commissioners Meeting.

e. Article 6: Capital stabilization.

Ms. McCollem said that they are still working on the motions, and it will be a transfer of \$386,000. to Capital Stabilization and it is based on the access host community fee.

f. Article 8: Community Preservation Committee.

Previously discussed.

g. Article 10: Retro backpay – Fire Department.

Ms. McCollem said that part of this is still in litigation and under executive session. She said that it stems from a firefighter that was terminated in 2018 and the lawsuit just finished going through its process. The courts have ruled in favor of the firefighter saying that it was an improper termination. That decision was remanded back to Civil Service for reinstatement. The Civil Service got the case back from the courts and they ordered the town to reinstate him and make him whole. She said that it is a complicated case because he filed for retirement with Barnstable County, and he has been retired since then. The town must reimburse the back wages to the date of termination, and he must make a pension repayment back to Barnstable County Retirement System to have his restored time. She said that any time after he returns to duty, will count on his creditable service. She said that they are trying to make this work and it will take some time to work out all the numbers, which will be before the books go to print.

h. Article 14: Petitioner - zoning-marijuana.

Doug Osterhill of Monument Beach said that the Bourne Alliance thanks the Select Board for the opportunity to represent Bourne Concerned Citizens Against Marijuana Commercialization to protect youth and community health. He talked about marijuana addiction and how there are articles published about the harms of marijuana. Chair Mastrangelo asked Mr. Osterhill about the wording of the article, and where the wording came from. Mr. Osterhill said that he did not write it himself and he could get back to her about it.

Steve Strojny of Monument Beach said that he is a former Planning Board member and he said that there are some inconsistencies to the wording of this article. He talked about the zoning

bylaws and how they work. He suggests that the Select Board request a legal opinion as to whether or not this is a valid zoning bylaw. He thinks that it is procedurally defective and should not be at Town Meeting.

Mr. Strojny also said the best way to keep marijuana away from kids is to regulate it, and not keep it on the black market. He said that if it is regulated, it is tested all the way from being a seed to the end of the process. He said that drug dealers do not care about what is in the product and who buys it.

Mr. Osterhill said that the purpose of the petition is to prohibit marijuana in Bourne, and he said that those who signed the petition knew what they were signing. Chair Mastrangelo said that her concern about the way the bylaw is written and if it is written procedurally correct. She said that she does want Town Counsel to advise on the validity of this bylaw. There was more discussion about whether this bylaw is valid or not.

Kevin Howe of Monument Beach said that he wanted to make sure that the Select Board is aware that Mr. Osterhill, the author, and sponsor of this article, misrepresented himself and admittedly misled other boards when it comes to this subject. He said that Mr. Osterhill, while chuckling, was quoted as saying that he has no problem causing confusion, and it was his intention. Mr. Howe said that those boards that he misled had to take time to make statements and address these mis truths. He asked the Select Board to be cautious of his claims, as he said they have been known to be false. Mr. Osterhill asked to speak again and Chair Mastrangelo said no, that they were done debating, although he continued to speak to his defense.

Janet Buckley of Pocasset said that she had a question about the language of the petition. Chair Mastrangelo said that the whole format is not in the format of a zoning bylaw that would fit into the town's zoning bylaw. She said that this does not instruct Town meeting where this would go in the zoning bylaw, and it's not properly set up in the way that a zoning bylaw is set up. There was some discussion about medically prescribed marijuana.

i. Article 15: Petitioner – repeal marijuana ban.

Mr. Strojny said that currently there are competing zoning bylaws that are in conflict. He said that there is the Planning Board's bylaw that says you can have 3 retail dispensaries and there is the other petition that says you can't have any marijuana establishments.

Mr. Strojny also said that in the Annual Town Meeting in May, the Select Board coupled the repeal of the ban with the zoning bylaw, with the idea that if the ban gets repealed then the zoning bylaws would be in place to protect the interest of the town. Chair Mastrangelo said that they will be having a discussion, later, on what contingent means, and if they will have a contingency or not. Mr. Strojny said that he thinks the Planning Board has done an amazing job with their zoning bylaws and he thinks that based on their good work he suggests that the Select Board considers endorsing the repeal of the ban.

Mr. MacDonald asked if they do implement the zoning from the Zoning Board, does it implicate the town in anyway with the actual ban itself. Ms. McCollem said that they have asked for an opinion from Town Counsel and have not received it yet. Chair Mastrangelo said that she has concerns regarding the new host community regulations.

8. Consent Agenda

- a. Nealon Estate donation to the Council on Aging.**
- b. Nealon Estate donation to the Library.**
- c. Appoint Jacob Gadbois to the Conservation Committee as Associate Member [2024].**
- d. Banner request from the Recreation Department to promote Trunk or Treat.**
- e. Authorize the Select Board Chair to sign a letter to Comcast, as drafted by CITAC.**

Voted: Peter Meier moved, and Jared MacDonald seconded to approve the Consent Agenda as presented.

Vote: 5-0-0.

9. Execute the Special Town Meeting Warrant for November 6, 2023.

Voted: Melissa Ferretti moved, and Peter Meier seconded to execute the Special Town Meeting Warrant for November 6, 2023, as presented .

Vote: 5-0-0.

- a. STM process – article assignments and handbook/town meeting comments.**

Chair Mastrangelo said that she wanted this on the agenda to discuss and evaluate how they want Town Meeting to flow and about article assignments. She said that they should think about it and discuss it possibly next week. She said that they also need to discuss contingent and essential articles next week.

10. Discussion regarding FY25 budget.

- a. Schedule of budget review/preview and possible joint meeting on November 14th with Finance Committee, School Committee Upper Cape Tech.**

Ms. McCollem said that this has been discussed at the Financial Policy Working Group and not in place as a policy. She said that it is about having a broader conversation earlier in the process of all the pieces of the budget for the town and schools. She asked if the Select Board was interested in doing this earlier. Peter Meier said that he is interested, and the rest of the Select Board agreed. They decided that they should hold the meeting at the high school.

- b. FY25 Budget Priorities and Process.**

Ms. McCollem said that this is for the Select Board to see her communication to the departments. Chair Mastrangelo said that she would like to have a conversation about Capital and what information should be presented for Capital to both the Capital Outlay Committee and the Select Board.

11. Cape Bridges/Bourne Bridge Repairs/Bourne Bridge Rotary Project Updates

Chair Mastrangelo said that she put this on the agenda as a placeholder. Ms. Siroonian asked if the public was aware that the project is being broken up into phases and she said that next year the Army

Corps is doing their bridge evaluation, and they have already started a 5-to-7-year capital plan for the Bourne Bridge for having a major overhaul if the town doesn't get the funding for replacement. She said that they said that the project could shut the bridge down for up to a year.

Mr. Meier said that he asked a representative from MassDOT about what it would take to add an ADA person to the Steering Committee and Senator Sue Moran is supporting this idea also, so it looks like this is moving in the direction in which that component will be represented.

Chair Mastrangelo asked about possibly requesting a MassDOT representative come before them with an update on the Bourne Rotary project. She said that she has concerns about the plans that they received earlier in the day. There was some discussion about the plans for the lanes in the rotary, and what plans were submitted. John York spoke about some of the issues with bikes and the rotary and what he has heard about what MassDOT may do to get bikes over the canal.

12. Town Administrator's Report

Ms. McCollem said that Eversource has alerted her that tree pruning will be happening over the next 4 weeks. She also said that Sagamore residents on Tecumseh and Brady Roads have received notice from the North Sagamore Water District that construction has begun on the installation of the Norris Road tank transmission water main. The roadwork is expected to last 4 to 6 weeks. She said the Phillips Road water main is also due to be replaced this fall with temporary paving installed throughout the winter with final paving to be done next Spring.

Ms. McCollem said she would like to acknowledge and thank Chief Esip and the Police Department for doing the necessary work to apply for grants for the body worn camera program. She said that they have been awarded \$61,482 for this initiative for FY24.

Ms. McCollem said that the Conservation Department has been awarded a Water Quality Management Planning grant from DEP for monitoring in Red Brook Harbor. She said that ISWM and the Recycling Committee have also helped procure \$23,400 in funds from DEP through the sustainable materials recovery program for continuing to divert waste for recycling.

13. Trunk or Treat participation on 10/26/23 5-6 PM.

Peter Meier and Anne-Marie Siroonian will be participating at the Trunk or Treat event.

14. Minutes: 9/5/23

Voted: Peter Meier moved, and Anne-Marie Siroonian seconded to approve the minutes of September 5th, 2023.

Vote: 4-0-1. Jared MacDonald abstained.

15. Future Agenda items

Chair Mastrangelo said MassDOT and CITAC letter. She also said watershed permits and Environmental Partners should come in for a quarterly report.

16. Committee reports

None.

17. Correspondence

Anne-Marie Siroonian read aloud the correspondence:

- DEP Draft Land Use Control Implementation Plan Update
- 7-day Warning Letter – Eastern Inn
- Letter from Atty Boudreau in response to Eastern Inn letter (B)
- Letter from State of MA to Board of Health re Eastern Inn
- DEP letter re watershed and revised Title 5 regs
- Email from E. Fletcher re feasibility study money
- Email from S. Baracchini feasibility study money
- CC Regional Transit Authority Report
- J. Kostka talent bank – Recycling Committee
- Cape Cod Commissioner develops flood area design guidelines.
- R. Bottaro registration – Recycling Committee
- Xfinity letter re channel lineup change delay,

These are all on the Town's website.

18. Next meeting date: **October 10 & 17, 2023** **October 24 (BOSC)**

19. Adjourn

Voted: Jared MacDonald moved, and Peter Meier seconded to adjourn.

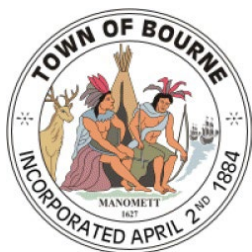
Vote: 5-0-0.

This meeting of the Bourne Select Board was adjourned at 9:29 PM.

Respectfully Submitted,

Kim Johnson, Recording Secretary

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TOWN OF BOURNE

Town Administrator

24 Perry Avenue – Room 101
Buzzards Bay, MA 02532
www.townofbourne.com
508.759.0600, Ext. 1308



Marlene McCollem, Town Administrator
Email: mmccollem@townofbourne.com

PUBLIC HEARING NOTICE

Notice is hereby given in accordance with the Town Charter, Sections 5-2 and 5-3, the Select Board will hold a public hearing on the proposed reorganization of the Town of Bourne Finance Department. The public hearing will be conducted on October 3, 2023 at 7:00 PM in the Bourne Veteran's Memorial Community Center located at 239 Main Street, Buzzards Bay, MA, 02532.

Public comment can be addressed to the Select Board utilizing the Zoom information: Meeting ID: 869 5775 5505 Passcode: BOURNE

Obituaries

Anna M. Cecilio

Anna Mae Cecilio of Powness died on Sunday, September 17, at her daughter's home in Oak Bluffs. She was 95.

She was predeceased by her husband, Francis Cecilio Sr.

Visiting hours will be held on

Monday, September 25, from 4 to 7 PM at Chapman Funeral Home in Oak Bluffs.

A funeral Mass will be said on Tuesday, September 26, at St. Augustine's Church in Vineyard Haven at 10 AM.

Burial will follow in Oak Grove Cemetery in Vineyard Haven.

In Loving Memory

The following paid memorials have been submitted by the deceased's family and friends.

Marie Patricia Czarnetzki

Czarnetzki, Marie Patricia, age 99, of Bourne, passed away peacefully on September 18, 2023. She was the beloved wife and high school sweetheart of the late Harold "Bud" Czarnetzki to whom she was married for 67 years. Loving mother of Gerry (Janet) Czarnetzki, Stephen (Allie) Czarnetzki, Karen (Elio) Parias, Patricia (John) Miller, Barbara (Mark) Talow, Anne (Peter) Balazs, and Ruth (Edward) McDonald. Grandmother of 11 and great grandmother of 15. She was the daughter of the late Elizabeth (Cordeau) and Joseph A. Chaisson of Natick. Sister of the late Joseph, Frances (Homer), Leo and George Chaisson.

She was a member of the first graduating class of St. Patrick's School in Natick in 1933. She went on to Our Lady Help of Christians High School in Newton then attended Framingham State College but World War II interrupted, then marriage, and finally she returned to college at age 42 and graduated as a member of the class of 1967 with a Bachelor of Science in Home Economics Education. She did graduate work at Stoughton College and Bridgewater State University. Marie loved learning. Marie taught home economics at Oak Rochester High School for 2

years and at Hastings Junior High in Fairhaven for 18 years. Upon retirement she and Bud traveled to Europe especially their beloved Algarve region of Portugal and all over the U.S. She had a very deep love of music and served for over 30 years as an organist at St. John the Evangelist Church in Bourne. She and Bud volunteered with St. John's Pinz where she was entrusted for many years.

An accomplished seamstress, Marie was a costume maker for the Bourne Players, and in later years, a member of the Quilting Group of Buzzards Bay.

Marie's love of chemistry showed in her baked goods especially her Christmas braided breads and mince pie which were sought after by family and friends. Her "playtime" was creating delicacies in the kitchen.

Visitation will be held on Wednesday, September 27, 2023, from 6:00 AM to 9:00 AM at Chapman Funeral & Creations, 584 W. Palmetto Highway, West Palm Beach, FL 33409. A Mass of Christian Burial will follow at 10:00 AM at St. John the Evangelist in Powness, 841 Shore Rd., Powness, Private Interment.

In lieu of flowers, donations may be sent to American Cancer Society, 125 So. Huntington Ave., Boston, MA 02130. This is ACS Hope Lodge, which both Marie and Gerry have used during their cancer treatment. Or to the charity of your choice.

For online guestbook and directions visit www.chapmanfuneral.com.

Survey Seeks Feedback On Broadband Services

The Massachusetts Broadband Institute encourages residents to complete its online Broadband and Digital Equity Survey. The survey is available 24/7 and is an opportunity to provide the organization with direct feedback as it works to extend high-speed internet access and availability across the state.

The survey will help MBI understand barriers to internet

access and affordability, and allow residents to share their experiences getting and using internet service. The survey is completely anonymous and should be completed by one individual per household. It is available in nine languages and can be accessed through MBI's Internet For All website, www.broadband.mass.gov/ifaa/ or internetforall.org.

LEGAL NOTICES

PUBLIC HEARING NOTICE

Notice is hereby given in accordance with the Town Charter, Sections 5-2 and 5-3, the Select Board will hold a public hearing on the proposed rezoning of the Town of Bourne. The public hearing will be held on October 3, 2023 at 7:00 PM in the Bourne Veterans Memorial Community Center located at 239 Main Street, Buzzards Bay, MA, 02532.

Public comment can be addressed to the Select Board utilizing the Zoom information: Meeting ID: 869 5175 5595 Password: BOURNE

September 22, 2023

PUBLIC NOTICE

Crown Castle is proposing to increase the height of an existing telecommunications tower to 215 feet AGL at the following site: Bourneville Road, Bourne, Barnstable County, MA 02532 (41 46

Airport To Host 'Great Day At The Gateway'

Cape Cod Gateway Airport in Hyannis will host "A Great Day at the Gateway" on Saturday, September 23, from 11 AM to 4 PM. The free event, with a theme of "inspiring the spirit of flight and honoring our military," will feature sky diving demonstrations, military and civilian aircraft displays, flight simulators, face painting, children's programs, music, food and more family-friendly activities.

For those who pre-register their children, free flights are also available for those ages 8-17 through the Young Eagles Program.

Captain Rob Potter, the 21st Commanding Officer of US Coast Guard Air Station Cape Cod, will be the special guest speaker at the event. He is responsible for all aviation support to Coast Guard missions across the First Coast Guard District, an area of operations that spans the US-Canadian border to New Jersey and 1,300 miles offshore.

"We are so thrilled to host 'A Great Day at the Gateway'

this year," said Cape Cod Gateway Airport Manager Katie Servis. "The spirit of flight has been a staple of American culture since the Wright brothers took off for the first time in 1903. Instilling that same spirit into our youth 120 years later shows the ever-lasting impact that flight has had on our lives, from commercial and recreational use to search and rescue operations and defending our nation's values. We are proud to display our appreciation for flight through this program."

The event will also include music from The Company Bess, Colum Cille Pipes and Drums and Cape Country 104.

Food trucks and artisan vendors participating in the event will include Veterans Lunch Box, Island Café & Grill, Good Times Cape Cod Ice Cream Truck, Mom on the Go, Capside Kitchen Beach Patrol, Brews and Cips and Cape Cod Beer.

For more information, visit www.flyhy.com/airport-day-at-the-gateway.

Events Aim To Make Talking About Death Easier

Falmouth's Unitarian Universalist Congregation (UU Falmouth) will host two public events designed to help people make the most of life, while advancing understanding about death, on Wednesday, September 27.

From 6:30 to 7:30 PM will be an in-person "Death Café," and from 7:30 to 8:30 PM there will be a separate educational program, an introduction to the upcoming monthly "Date with Death Club" Zoom sessions. The public is invited to attend one or both programs free of charge.

Death educator Heather Massey will host the local Death Café, a free gathering that has been running monthly in Falmouth since 2013. No registration is required for this discussion opportunity, which has no agenda. Death Café is not a bereavement or support group, or educational program. Its goal is to help people make the most of their finite lives by discussing death, an often taboo subject. More information about Death Café is at deathcafe.com.

At 7:30 PM, Ms. Massey will introduce the "Date with Death Club," explaining the format and the topics planned for seven sessions. UU Falmouth will run on Zoom the last Wednesday each month, from October 25 through April 24, 2024, with an in-person capstone eighth session on May 22, 2024. The

program will be offered free of charge, sponsored by UU Falmouth.

People may come to just one or any number of the Date with Death Club sessions. Though no registration is necessary for September 27, registration and a Zoom link are required for the October through April sessions. People may email the administrator at UU Falmouth at admin@uufalmouth.org by noon of the day of the session. More information about Date with Death Club's philosophy can be found at datewithdeathclub.com.

The topics to be covered from October through April are: Aging Better than the Alternative; Resistance and Acceptance; The Mortal Dance; Ourselves; Dying, Afterlife/Afterlives; Hospice, Palliative Care, End-of-Life Documents, Oh My! Planning Your Own Funeral, Memorial or End-of-Life Service; and Extinction Fears. Processing Eco-Grief. The details of the capstone session May 22 are to be determined.

Ms. Massey, who has a master's in social work contributed to the program's creation and facilitates the sessions with the Reverend Sarra-Marie Allenby, who hosts the Zoom sessions.

The UU Falmouth Meeting House is at 840 Sandwileh Road, East Falmouth. More information about events there can be found at www.UUFalmouth.org.

Antisemitism • Community Members Address Rise

Continued from Page 1

Almost every person in the room raised their hand when asked if they had experienced antisemitism on Cape Cod, and most of those who did not raise their hand were the non-Jewish friends and community neighbors who shared up to learn what they can do to support their Jewish neighbors.

One woman in the crowd said that she grew up in Philadelphia, and that it was not until she moved to Sandwich that she experienced antisemitism. Panelist Maxie Davidson lives in East Sandwich but grew up in Barnstable, attending the Cape Cod Synagogue in Hyannis. She spoke on what it was like growing up Jewish on Cape Cod and how antisemitism is still nearly a daily occurrence.

"I'm so unfazed by it at this point, and I think a lot of people feel that way," Ms. Davidson said.

She described how microaggressions and people trying to make jokes about her religion were a huge part of her experience growing up and are something she still experiences regularly.

In one anecdote, she shared that her nickname while attending Barnstable High School was "Jew" and that there were days that no one said her name and simply referred to her as "the Jew."

Harassment, bullying and hate speech in schools have followed the general trend nationwide.

"Schools are a microcosm of society," said Sandwich Superintendent Joseph P. Maruszczak. "Whatever we're seeing in society, we're definitely seeing in the schools."

He said that since he joined Sandwich in the summer of 2022, he has not had to deal specifically with any incidents of

antisemitism in the schools but has assisted in addressing racist, homophobic and transphobic statements made by students at the high school.

Dr. Maruszczak said that with students, particularly younger elementary and middle school students, hate and bias often come from a lack of information and understanding. Students often say mean and hateful things and play it off as a joke among friends.

Colleen Clabault is an 8th grade English teacher at Sandwich Middle High School and serves as the lead teacher for the middle school's diversity, equity, inclusion, and belonging (DEIB) committee.

Ms. Clabault said educating students on these topics is a huge part of the DEIB committee's work. She and Dr. Maruszczak said the district is always looking into ways to improve the curriculum and has done training with the ADL and Facing History and Ourselves on how to teach students about topics such as antisemitism, the Holocaust and white supremacy.

The committee has also created peer leader groups, allowing older students to work with and educate their younger peers on important DEIB topics.

"We started the basics, and we taught them lots of vocabulary. I realized that this vocabulary taught them they would be able to be here and know what the words ally and bystander mean," said Ross Klaiher, a senior at Sandwich High and peer leader for the DEIB committee. "I know because I taught them that. They didn't know what that was before, so this is a positive step forward."

The panel members and community members at the event agreed that transparency is important when incidents occur, but education is essential to

prevent further incidents from occurring.

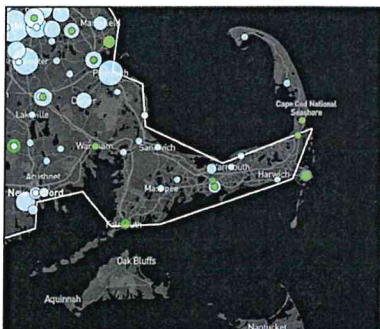
"I can't think of anything more un-American than Nazis, so I wonder if they're reading any history," Ms. Davidson joked about white supremacists and neo-Nazi groups.

In addition to schools, community members said they often do not feel welcome in other public spaces as well.

"As you might imagine, that's really unacceptable," he said. "What we're going to be doing is getting together with our Cape delegation of legislators to try to convince them that the law needs to change."

To report an antisemitic incident with the ADL, you can visit www.adl.org.

To file a report with the Barnstable Human Rights Advisory Commission or to learn more about county-specific resources, visit www.capecod.gov/departments/human-rights-advisory-commission.



ADL HEAT Map shows antisemitic incidents on the Cape.

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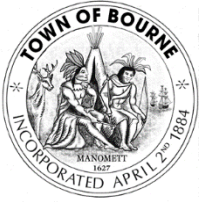
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TOWN OF BOURNE

Finance Department

24 Perry Avenue
Buzzards Bay, MA 02532-3441
www.townofbourne.com



Memo

To: The Honorable Select Board
Marlene McCollem, Town Administrator

From: Erica Flemming, Finance Director

Date: 9/8/2023

Re: Finance Department Re-organization

In my role as Finance Director per the charter, I am responsible for coordinating financial functions and ensuring that each function is operating efficiently. This involves continuous monitoring of all the tasks we complete. When positions become vacant it provides an additional opportunity to see how the department is functioning. After careful review, I would like to propose the following changes to the Finance Department Organization to improve our operational efficiency:

(1) Un-fund the Assistant Town Accountant (ATA) Position

This position became vacant due to a resignation in June 2023. We have assessed and monitored our operations during this vacancy and have determined that there is a greater need to add payroll support verses the ATA position. The ATA provided direct support to the Town Accountant and performed special tasks as needed. With the shift in Finance Director to Treasurer/Collector, this level of support is currently not needed. The position will remain part of the organizational chart to accommodate a future need. The funding from this position will support the organizational changes in items (2) and (3).

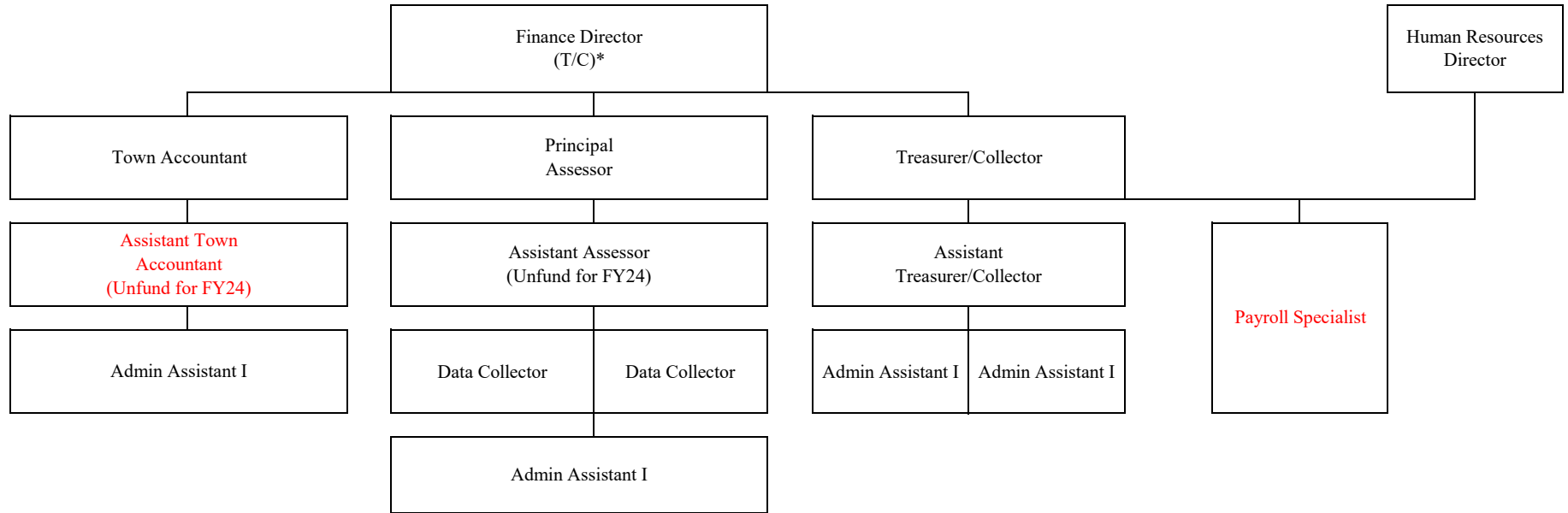
(2) Create a Payroll Specialist Position

Payroll is processed weekly by the finance department. Since payroll is a time sensitive and priority driven task, it takes precedence over most other tasks. The weekly tasks are currently split between two positions in the department. Splitting the task is not efficient and it's creating a bottleneck for work flow in the finance department. Adding a payroll specialist would allow us to centralize this process which will allow for greater efficiencies for many finance tasks, not just payroll. We will also use this opportunity to cross train staff to ensure adequate staffing is in place to prevent any undue interruptions processing payroll. The payroll specialist would primarily be responsible for maintaining payroll records, processing payroll on a weekly basis and other related task. The position would also provide support to the human resources department with employee benefit and accrual maintenance.

(3) Increase Hourly Staff from 35 to 37.5 Hours per Week

The normal workweek within town hall varies. It is currently thirty 35 hours in our office and we would like to standardize this to 37.5 hours per week. We will be looking to make this change town-wide in the near future. This cannot be done in one fell swoop due to financial implications. We have an opportunity to make this change without requiring additional funding now. There is certainly plenty of work to support the increase in hours.

Town of Bourne
Finance Department
Organizational Chart



*Per Town Charter, Section 5-6 (b)

"The director of finance may serve as town accountant, town treasurer, town collector or principal assessor, but the finance director shall not serve as town accountant and town treasurer or as town accountant and town collector simultaneously."

9/12/2023 - Proposed Changes

1. Un-fund Assistant Town Accountant position
2. Create Payroll Specialist position
3. Increase hourly staff from 35 to 37.5 hours/week (Accounting/Treasury)



EA-23-59

Use of Town Property Event Application

Status: Active

Submitted On: 9/19/2023

Applicant

 Mishelle Joy



Primary Contact Information

Name*

Mishelle Joy

Business/Organization Name (if applicable)

Mailing Address*



Cell Phone No.*



Email*



Event Information

Organization/Individual Hosting the event*

South Shore Action for Hope

Type of Organization (LLC, non-profit)

Non Profit

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

1K

Location of Event*

Buzzards Bay Park

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.

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.

Date(s) of Event*

10/14/23

Set up/Clean up Dates ?

10/14/23

Hours (start and end times)*

1pm

Estimated overall attendance*

100

of Staff/Volunteers*

3

Description of Event*

1K

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?

Yes

Only a non profit organization who has been organized and functioning in the Commonwealth of Massachusetts for two years can hold a raffle. A separate Raffle Permit from the Clerk's Office is required.

Use of Electricity/generators?*

No

Are you providing portable toilets?*

No

Will you be placing a banner across Main Street?*

No

Hold Harmless Agreement

Signature*

☒ Mishelle Joy
Sep 19, 2023

Signature

Signature

☒ Mishelle Joy
Sep 19, 2023

Timeline

Label	Activated	Completed	Assignee	Due Date
✓ Application Content and Attachments	9/19/2023, 2:19:23 PM	9/19/2023, 2:25:17 PM	Maria Simone	-
✓ Police Department Comments	9/19/2023, 2:25:18 PM	9/21/2023, 1:36:00 PM	Theodore Economides	9/25/2023
✓ Fire Department Comments	9/19/2023, 2:25:18 PM	9/23/2023, 2:33:18 PM	David Pelonzi	-
✓ DPW Comments	9/19/2023, 2:25:18 PM	9/25/2023, 9:24:11 AM	Matthew Quinn	-
✓ Town Clerk's Comments	9/19/2023, 2:25:18 PM	9/29/2023, 2:16:07 PM	Syreeta Amaral	-
✓ Town Administrator's Comments	9/29/2023, 2:16:08 PM	-	Maria Simone	-
✓ Select Board Vote	-	-	-	-
📅 Temporary Event Permit Issued	-	-	-	-



EA-23-59

Police Department Comments

Use of Town Property Event Application

Status: Complete

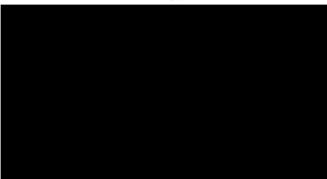
Became Active: Sep 19, 2023

Assignee: Theodore Economides

Completed: Sep 21, 2023

Applicant

Mishelle Joy



Comments

Theodore Economides, Sep 21, 2023

Will this be at the park or on the canal service road?

Mishelle Joy, Sep 21, 2023

Hi! The actual 1K walk will be along the canal. The registration will be set up in the park area- possibly under the pavilion. We are hoping to head over to some of the local businesses after but in case they're not open, we may be at the park for some raffles and swag bag give-aways at the end of the 1K (aka 15 minutes later-LOL). I think the entire event will be max 1.5 hours.

Theodore Economides, Sep 21, 2023

Thank you. No PD concerns



Town of Bourne, MA

Sep 29, 2023

EA-23-59

DPW Comments

Use of Town Property Event Application

Status: Complete

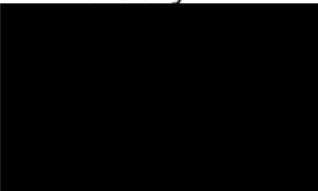
Became Active: Sep 19, 2023

Assignee: Matthew Quinn

Completed: Sep 25, 2023

Applicant

Mishelle Joy



Comments

Matthew Quinn, Sep 25, 2023

All Set. Please note carry in/out trash and recycle is in effect. And to keep park clean.
Thank You.



Sep 29, 2023

EA-23-59

Town Clerk's Comments

Use of Town Property Event Application

Status: Complete

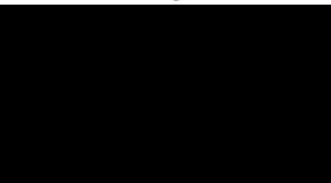
Became Active: Sep 19, 2023

Assignee: Syreeta Amaral

Completed: Sep 29, 2023

Applicant

Mishelle Joy



Comments

Syreeta Amaral, Sep 29, 2023

Good Afternoon Mishelle,

In order to hold a raffle at your event your organization will need to fill out an application for a permit to conduct raffles and bazaars. Please have one of your organization's officers who will be responsible for the operation of your raffle come to the Clerks Department as soon as possible to fill out the proper paperwork. We will need proof of your 501c3 status and the permit fee of \$10.00 to process your application.

ARTICLES OF THE WARRANT

FOR THE

SPECIAL TOWN MEETING

Monday, November 6, 2023

7:00 P.M.

Bourne High School Auditorium



ARTICLE 1: To see if the Town will vote to hear Reports and Recommendations of Committees and Town Officers, or take any other action in relation thereto.

Sponsor - SELECT BOARD

ARTICLE 2: To see if the Town will vote to appropriate a sum of money for the purpose of the payment of unpaid bills from a previous fiscal year that are legally unenforceable due to the insufficiency of appropriation, or take any other action in relation thereto.

Sponsor - SELECT BOARD

ARTICLE 3: To see if the Town will vote to appropriate, borrow, transfer from available funds or otherwise provide a sum of money for the purpose of supplementing and/or reducing the FY2024 Regular Annual Expenses of the departmental expenses as voted under Article 2 (Fiscal Year 2024 Budget) of the 2023 Annual Town Meeting, or take any other action in relation thereto.

Sponsor - SELECT BOARD

ARTICLE 4: To see if the Town will vote to appropriate, borrow, transfer from available funds, or otherwise provide, a sum of money for the purpose of supplementing and/or reducing the FY2024 Sewer Department Budget as voted under Article 3 (Sewer Department) at the 2023 Annual Town Meeting, or take any other action in relation thereto.

Sponsor – BOARD OF SEWER COMMISSIONERS

ARTICLE 5: To see if the Town will vote to appropriate, borrow, transfer from available funds, or otherwise provide a sum of money for the purpose of funding the Town’s Other Post-Employment Benefits (OPEB) Liability, or take any other action in relation thereto.

Sponsor – SELECT BOARD

ARTICLE 6: To see if the Town will vote to appropriate, borrow, transfer from available funds, or otherwise provide a sum of money to the Capital Stabilization Fund, or take any other action in relation thereto.

Sponsor – SELECT BOARD

ARTICLE 7: To see if the Town will vote to appropriate, borrow, transfer from available funds, or otherwise provide a sum of money for the purpose of funding the Fiscal Year 2024 Capital Budget (P2), or take any other action in relation thereto.

Sponsor – SELECT BOARD AND CAPITAL OUTLAY COMMITTEE

ARTICLE 8: To see if the Town will vote, upon recommendation of the Community Preservation Committee, to appropriate a sum of money for the following Community Preservation Fund purposes, and to meet said appropriation, to transfer from available funds or reserves from the FY2024 estimated Community Preservation Fund Revenues a sum of money for the purposes of this article, or take any other action in relation thereto.

Sponsor – COMMUNITY PRESERVATION COMMITTEE

ARTICLE 9: To see if the Town will vote to appropriate, borrow, transfer from available funds, or otherwise provide a sum of money to fund the Community Engagements Committee, or take any other action in relation thereto.

Sponsor – COMMUNITY ENGAGEMENTS COMMITTEE

ARTICLE 10: To see if the Town will vote to appropriate, borrow, transfer from available funds, or otherwise provide a sum of money for the purpose of funding backpay, current and future wages, and all other related monies for the reinstatement of a paramedic position in the Town of Bourne Fire Department, in compliance with an order of reinstatement issued by the Massachusetts Civil Service Commission, or take any other action in relation thereto.

Sponsor – SELECT BOARD

ARTICLE 11: To see if the Town will vote to amend the Town of Bourne General Bylaw, Article 1.3, Section 1.3.1, by adding the **bolded** text and deleting the struck through text as follows:

Section 1.3.1

There shall be a Finance Committee consisting of ~~12~~ **9** voters of the town appointed by the Moderator, none of

whom shall hold any other town office. Town of Bourne employees, including school employees, shall not be eligible for appointment to, or service on, the Finance Committee as provided in Section 2-9 of the Town Charter.

The term of service for members of the Committee shall be three years. The term of service for ~~four~~ three members shall expire each year and their successors shall be appointed by the Moderator.

or take any other action in relation thereto.

Sponsor – FINANCE COMMITTEE

ARTICLE 12: To see if the Town will vote to amend the definition of “Wetland” in the Town of Bourne Zoning Bylaw Section V Definitions by deleting said definition in its entirety and replacing the same with the following text:

Existing “Wetland” definition: Any area defined as a wetland under MGL Chapter 131, Section 40 plus any land designated as being reserved for drainage on a land division plan or site plan submitted to the Town.

Proposed “Wetland” definition: Any area defined as a wetland resource area under the Town of Bourne bylaw, Article 3.7 plus any land designated as being reserved for drainage on a land division plan or site plan submitted to the Town. For purposes of this bylaw this will exclude the coastal flood zones as shown on the most recent FEMA FIRM mapping for the Town.

or take any other action in relation thereto.

Sponsor - PLANNING BOARD

ARTICLE 13: To see if the Town will vote to amend the Bourne Zoning Bylaw as follows:

Section 4850-4858 Other Special Districts, Marijuana Overlay District (MOD), Zoning Map showing the overlay district, Section 2110 Type of Districts, Section 2140 District Purposes.

Add the following section:

4850 Marijuana Overlay District (MOD)

4851. Purpose

To provide for and regulate the placement, siting, and operation of Medical-use Marijuana and Adult-use Marijuana Retailers that have been recognized as having operational characteristics requiring their siting and operation in such a way as to ensure the health, safety, and general well-being of the Bourne residents, the general public, patients seeking treatment, and customers seeking to purchase marijuana for adult-use, in a manner that meets or exceeds applicable state regulations.

4852. Applicability

The Marijuana Overlay District (MOD), which shall include both Medical-use Marijuana and Adult-use Marijuana Retailers, is herein established as an overlay district. The boundaries of the MOD are shown on the MOD Zoning Map and on file with the Town Clerk entitled “Town of Bourne, Marijuana Overlay District; North Sagamore, South Sagamore, Downtown Buzzards Bay, and MacArthur Boulevard”. The MOD shall overlay all underlying districts so that any parcel of land lying in the MOD shall also lie in one or more of the other zoning districts in which it was previously classified, as provided for in this Zoning Bylaw. All regulations of the underlying district shall apply, except to the extent any such requirement is specifically modified or supplemented by the regulations of the MOD.

All Marijuana Establishments sited in the MOD shall be subject to the provisions of this Zoning Bylaw, and shall comply with all applicable state regulations and licensing requirements, including but not limited to those of the

Massachusetts Cannabis Control Commission (“State CCC”).

- a) The Planning Board is the Site Plan Review/Special Permit Granting Authority (SPGA) under this section and in accordance with section 1230 of this Bylaw.
- b) All sale, trade, distribution, cultivation, production, processing, manufacturing, testing, research, studying, dispensing, and other activities and uses relating to marijuana, whether commercial, retail, or wholesale, are prohibited in the Town of Bourne unless a Marijuana Establishment: (i) is a Medical-use Marijuana or Adult-use Marijuana Retailer; (ii) is sited in the MOD; (iii) fully complies with all provisions of this section 4850; (iv) fully complies with all applicable state and local laws and regulations; and (v) fully complies with all applicable licensing and permitting requirements, including but not limited to those of the Town of Bourne and the Commonwealth of Massachusetts.
- c) Medical-use Marijuana and Adult-use Marijuana Retailers shall be allowed by Site Plan Review in the MacArthur Boulevard area of the MOD and by Site Plan Review/Special Permit in Downtown Buzzards Bay, North Sagamore, and South Sagamore areas of the MOD.
- d) The number of Medical-use and Adult-use Marijuana Retailers shall be limited to a maximum of three [3] separate retailers within the Town of Bourne. A Medical-use Marijuana and Adult-use Marijuana retailer that are co-located on the same parcel or adjoining parcels shall be considered one retailer for purposes of this provision.
- e) Nothing in this Bylaw is intended to regulate or prohibit uses or activities related to personal use of marijuana in accordance with MGL c. 94G.
- f) Consumption of Medical-use Marijuana and Adult-use Marijuana products at licensed marijuana establishments is prohibited.
- g) Social consumption of Adult-use marijuana is prohibited at patriotic, fraternal or social organization lodges or clubs, and properties used for general lodging or boarding, but not operating as a licensed marijuana social consumption establishment.
- h) Patriotic, fraternal or social organization lodges or clubs, and general lodging or boarding properties shall not offer marijuana for social consumption.
- i) Marijuana Establishments consistent with G.L. c.94G,§3(a)(2), all types of “marijuana establishments” as defined in G.L. c.94G,§1, to include craft marijuana cooperative, marijuana cultivators, independent testing laboratory, marijuana product manufacturers, social consumption establishment, or any other types of licensed marijuana-related businesses, shall be prohibited within the Town of Bourne except Adult-use Marijuana Retailers.

4853. Application Requirements

- a) Medical-use Marijuana and Adult-use Marijuana Retailers shall conform to 105 CMR 725 et seq. and 935 CMR 500.000 et seq. “Adult-use of Marijuana”, in addition to any requirements herein as adopted, et seq., including any subsequent updates.

- b) In addition to the submittal requirements and review standards provided in this Bylaw, each applicant under this section shall submit:
1. Copy of a fully executed Host Community Agreement between the applicant and the Town of Bourne.
 2. Evidence of site control and right to use the site for Medical-use Marijuana and/or an Adult-use Marijuana Retailer in the form of a deed or valid purchase and sales agreement, or in the case of a lease, a notarized statement from the property owner and a copy of the lease agreement.
 3. A wastewater allocation commitment letter from the Board of Sewer Commissioners for proposed developments in the Downtown District.
 4. A map depicting all properties and land uses within the distance requirements set forth in section 4854(a) of the project site, whether such uses are located in Bourne.
 5. A written description of the status of its applications to the CCC relative to the establishment at issue, or a copy of such license, as applicable.
 6. A list of any waivers of regulations that the applicant seeks to obtain from the CCC, or a copy of any such waivers that the CCC has issued to the applicant, as applicable.
 7. Copies of all licenses, permits, or other legal authorizations issued by the Commonwealth of Massachusetts or any of its agencies to the applicant for the proposed Medical-use Marijuana and/or Adult-use Marijuana Retailer.
 8. In addition to what is otherwise required to be shown on a site plan pursuant to this Zoning Bylaw, details on a plan showing all exterior proposed security measures for the premises, including but not limited to lighting, fencing, and gates to ensure the safety of employees and patrons and to protect the premises from theft or other criminal activity. The site plan shall further delineate various areas of the site (indoors and outdoors) such as public access areas, employee only access areas, storage, cultivation, preparation, waste disposal, administrative, transportation, loading and parking areas. Site plans and/or application narrative shall contain sufficient information so that the SPGA can evaluate the design and operational standards contained in this section.
- c) Upon the filing of the Site Plan Review or Site Plan Review/Special Permit application with the SPGA, the applicant shall simultaneously submit an electronic copy to the Planning Department.

4854. Location Requirements

- a) Medical-use Marijuana and Adult-use Marijuana Retailers buffer zones shall comply with all buffer zones as stated in Massachusetts 105 CMR 725 et seq. and 935 CMR 500 et seq.
- b) In performing Site Plan Review and/or Special Permit, and taking into consideration site conditions, the Planning Board may authorize exceptions to dimensional requirements of Section 2500 including buffer zone requirements of 935 CMR 500.110. The departure shall be the minimum necessary to afford relief to provide a viable project.
- c) No Medical-use Marijuana or Adult-use Retailer shall be located in the Scenic Development District.
- d) Use variances are prohibited for any Marijuana Establishment.
- e) Special Permits granted to the owner/operator of a Marijuana Establishment shall transfer with a change in ownership of the business and/or property. The Planning Board, Planning Office, and Building Inspector shall be notified in writing within fourteen [14] calendar days of the permit holder business change, property

change, discontinuance of use, or if the permit holder's CCC Licensures expires, is not renewed or is terminated. Any failure to meet the requirement of the CCC, a local license, the Zoning Bylaw, or any term or condition of a Special Permit or Site Plan Approval shall be grounds for revocation of the same and may result in the immediate issuance of a cease and desist order by the Building Inspector ordering that all activities cease immediately.

4855. Site Development Standards

- a) Medical-use Marijuana and Adult-use Retailer shall conform to all applicable provisions of the Zoning Bylaw, including but not limited to section 1230, and any other any requirements herein as adopted, and any amendments thereto.
- b) All aspects of the Medical-use Marijuana or Adult-use Retailer shall take place at a fixed location within a fully enclosed building.
- c) If provided, fencing and gates shall be a maximum of 6' high, and shall be decorative style wherever viewed from a public way, abutting property, or other area accessible to the public. The style of fencing and gates shall be approved by the SPGA. Chain link fencing is prohibited wherever visible from the public way or abutting property.
- d) Medical-use Marijuana and Adult-use Retailers shall comply with the Parking and Loading requirements in section 3300. The use shall be classified as "Office, Stores" under section 3320 Table of Requirements and as "Retail/commercial use" under section 2853 Table DTD-3: Required Parking Spaces in the Downtown District.
- e) All security measures for the building shall comply with State CCC regulations and, further, shall be reviewed for appropriateness by the SPGA to ensure patron and community safety and deter unauthorized access to the premises.
- f) No products shall be displayed in any Medical-use Marijuana or Adult-use Retailer's window or otherwise be visible from any street, parking lot, or other area accessible to the public.
- g) All signage for Medical-use Marijuana or Adult-use Retailer must meet the requirements of section 2800 and section 3200 of this Bylaw. Any exterior sign may identify the Medical Marijuana or Adult-use Retailer, but shall not contain any other text. The SPGA may impose additional restrictions on signage as appropriate for the site, provided such regulations and restrictions do not conflict with State law or any State CCC regulations.

4856. Limitations

Any other type of licensed Medical-use Marijuana or Adult-use Retailer not expressly defined herein is prohibited.

4857. Marijuana Definitions

For the purpose of this Bylaw, the following definitions shall apply. Where not expressly defined in the Zoning Bylaw, terms herein shall be interpreted as defined in G.L. c 94G. et seq. (Regulation of the Use and Distribution of Marijuana not Medically Prescribed); the Cannabis Control Commission Regulations promulgated thereunder, 935 CMR 500 et seq. (Adult-use of Marijuana); 935 CMR 501 et seq. (Medical-use Marijuana); and the Department of Public Health Regulations 105 CMR 725 et seq. (Humanitarian Medical-use of Marijuana Act) and otherwise by their plain language, as they may be amended or superceded, and any successor or re-codified version, of any regulation issued by an agency of the Commonwealth of Massachusetts with jurisdiction for certifying or regulating the production and/or sale of marijuana.

Buffer Zone:

The buffer zone distance of 500 feet shall be measured in a straight line from the geometric center of the Medical Marijuana or Adult-use Retail building to the geometric center of the nearest School Entrance, unless there is an Impassable Barrier within those 500 feet; in these cases, the buffer zone distance shall be measured along the center of the shortest publicly-accessible pedestrian travel path from the geometric center of the Medical Marijuana or Adult-use Retail building entrance to the geometric center of the nearest School Entrance.

Craft Marijuana Cooperative:

A Marijuana Cultivator comprised of residents of the Commonwealth and organized as a limited liability company, limited liability partnership, or cooperative corporation under the laws of the Commonwealth. A cooperative is licensed to cultivate, obtain, manufacture, process, package and brand cannabis or marijuana products to transport marijuana to Marijuana Establishments, but not to consumers.

Independent Testing Laboratory:

A laboratory that is licensed by the Commission and is:

- (a) Currently and validly licensed under 935 CMR 500.001, or formerly and validly registered by the Commission;
- (b) accredited to the International Organization for Standardization 17025 (ISO/IEC 17025: 2017) by a third-party accrediting body that is a signatory to the International Laboratory Accreditation Accrediting Cooperation mutual recognition arrangement or that is otherwise approved by the Commission;
- (c) Independent financially from any MTC Marijuana Establishment or Licensee; and
- (d) Qualified to test Marijuana and Marijuana Products, including MIPs, in compliance with M.G.L. c. 94C, § 34; M.G.L. c. 94G, § 15; 935 CMR 500.000; 935 CMR 501.000: Medical Use of Marijuana; and Commission protocol(s).

Manufacture:

To compound, blend, extract, infuse or otherwise make or prepare a marijuana product.

Marijuana (or Cannabis):

Means all parts of any plant of the genus Cannabis, not excepted in 935 CMR 500.002(a) through (c) and whether growing or not; the seeds thereof; and resin extracted from any part of the plant; Clones of the plant; and every compound, manufacture, salt, derivative, mixture or preparation of the plant, its seeds or resin including tetrahydrocannabinol as defined in M.G.L. c. 94G, § 1; provided that Cannabis shall not include:

- a) The mature stalks of the plant, fiber produced from the stalks, oil, or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture or preparation of the mature stalks, fiber, oil, or cake made from the seeds of the plant or the sterilized seed of the plant that is incapable of germination;
- b) Hemp; or
- c) The weight of any other ingredient combined with Cannabis or Marijuana to prepare topical or oral administrations, food, drink or other products.

Marijuana Cultivator:

An entity licensed to cultivate, process and package marijuana, and to transfer marijuana to other Marijuana Establishments, but not to consumers. A Craft Marijuana Cooperative is a type of Marijuana Cultivator.

Marijuana Establishment:

a Marijuana Cultivator (Indoor or Outdoor), Craft Marijuana Cooperative, Marijuana Product Manufacturer, Marijuana Microbusiness, Independent Testing Laboratory, Marijuana Retailer, Marijuana Transporter, Delivery Licensee, Marijuana Research Facility Licensee (as defined in 935 CMR 500.002: Marijuana Research Facility Licensee) Social Consumption Establishment (as defined in 935 CMR 500.002: Social Consumption Establishment) or any other type of licensed Marijuana-related business, except a Medical Marijuana Treatment Center (MTC).

Marijuana Product Manufacturer:

An entity licensed to obtain, manufacture, process and package cannabis or marijuana products and to transfer

these products to other Marijuana Establishments, but not to consumers.

Marijuana products:

Marijuana Products (or Cannabis Products) means Marijuana and its products, unless otherwise indicated. Marijuana Products includes products that have been Manufactured and contain Cannabis, Marijuana, or an extract from Cannabis or Marijuana, including concentrated forms of Marijuana and products composed of Marijuana and other ingredients that are intended for use or consumption, including Edibles, Beverages, topical products, ointments, oils and Tinctures. Marijuana Products include Marijuana-infused Products (MIPs) defined in 935 CMR 500.002.

Marijuana Retailer:

An entity licensed to purchase, Repackage, White Label, and transport Marijuana or Marijuana Product from Marijuana Establishments and to Transfer or otherwise Transfer this product to Marijuana Establishments and to sell to Consumers. Unless licensed, retailers are prohibited from offering Marijuana or Marijuana Products for the purposes of on-site social consumption on the Premises of a Marijuana Establishment.

Medical Marijuana Treatment Center: Medical Marijuana Treatment Center (MTC), (formerly known as a Registered Marijuana Dispensary (RMD)), means an entity licensed under 935 CMR 501.101: Application Requirements that acquires, cultivates, possesses, Processes (including development of related products such as Edibles, MIPs, Tinctures, aerosols, oils, or ointments), Repackages, transports, sells, distributes, delivers, dispenses, or administers Marijuana, products containing Marijuana, related supplies, or educational materials to Registered Qualifying Patients or their Personal Caregivers for medical use. Unless otherwise specified, MTC refers to the site(s) of dispensing, cultivation, and preparation of Marijuana for medical use.

Medical-use Marijuana (or Medical-use Cannabis): means Marijuana that is cultivated, Processed, Transferred, tested or sold in compliance with M.G.L. c. 94I, and 935 CMR 501.000: Medical Use of Marijuana.

Medical-use Marijuana or Marijuana Products: means Marijuana Products that are Manufactured, Transferred, tested or sold in compliance with M.G.L. c. 94I, and 935 CMR 501.000: Medical Use of Marijuana.

Social Consumption Establishment: an entity licensed to sell Marijuana or Marijuana Products and allow Consumers to consume Marijuana or Marijuana Products solely on its Premises.

4858. Severability

If any provision of this Bylaw or the application of any such provision to any person or circumstance, shall be held invalid, to the extent it can be given effect, or the application of those provisions to persons or circumstances other than those to which it is held invalid, shall not be affected thereby, and to this end the provisions of this Bylaw are severable. If any provision of this bylaw is invalidated by subsequent legislation or regulation, or held to be invalid by a court of competent jurisdiction, then such provision shall be considered separately and apart from the remaining provisions, which shall remain in full force and effect.

SECTION V DEFINITIONS

Add: Marijuana: “See section 4850 for all applicable definitions”.

Fraternal or Social Organization Lodge definition - delete: “*applies only to the Downtown Bylaw-section 2800*”.

SECTION 2110: TYPES OF DISTRICTS.

Amend section 2110. Types of Districts by inserting “**Marijuana Overlay District (MOD)**” after the row “Floodplain Overlay District”.

SECTION 2140: DISTRICT PURPOSES

Amend section 2140. District purposes by inserting the following after:

FLOODPLAIN OVERLAY DISTRICT FOD: To enable the Town of Bourne to participate in the National

Flood Insurance Program (NFIP) and ensure compliance with the NFIP regulations in all areas as defined as 100-yr floodplain on the Flood Insurance Rate Map (FIRM) provided by FEMA, and further defined by the Flood Insurance Study (FIS) and as regulated in Section 3110 of this Bylaw.

Marijuana Overlay District (MOD): To give the Town the ability to impose requirements designed to encourage appropriate land use and reasonable safeguards to govern the place and manner for Medical-use Marijuana and Adult-use Retailers.

or take any other action in relation thereto.

Sponsor - PLANNING BOARD

ARTICLE 14: To see if the Town will vote to amend the Bourne Zoning Bylaw as follows or take any other action in relation thereto:

The zoning bylaws of Bourne shall state:

Marijuana not medically prescribed:

Consistent with MGL c. 94G, §3(a)(2)(i), all types of marijuana establishments as defined in MGL c. 94G, §1, to include all marijuana cultivators, marijuana testing facilities, marijuana product manufacturers, marijuana retailers or any other types of licensed marijuana-related businesses, **shall be prohibited within the Town of BOURNE.**

By petition – Doug Oesterheld

ARTICLE 15: To see if the Town will vote pursuant to Section 2.3.1 of the Town of Bourne Bylaws to repeal Section 3.1.45 – Prohibition on Marijuana Establishments of the Town of Bourne Bylaws or to do or take any other action regarding the same.

By petition – Lori Hough

Approved: October ___, 2023

SELECT BOARD

Mary Jane Mastrangelo

Peter J. Meier

Melissa Ferretti

Jared P. MacDonald

Anne-Marie Siroonian

Barnstable, ss.
Bourne, Massachusetts

By virtue of the Authority vested in me, I have this day posted a true and attested copy of this warrant in the Bourne Veterans' Memorial Community Center, Bourne Town Hall and in all the post offices in the Town of Bourne viz: Buzzards Bay Post Office, Bourne Post Office, Monument Beach Post Office, Pocasset Post Office, Cataumet Post Office, Sagamore Post Office, and the Sagamore Beach Post Office.

Dated this _____ day of October, 2023

Constable

Received in the Town Clerk's Office _____
Barry H. Johnson, Town Clerk

CAPITAL IMPROVEMENT PROGRAM
CAPITAL PROJECT REQUEST

DEPARTMENT *School Department*
FY 24

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

NAME OF PROJECT: Radio upgrade for Bourne Public Schools

DESCRIPTION OF PROJECT:

Please describe the current proposed project as well as all of the phases required for project completion and timeline for all phases. *We need to replace 90 radios across the district to improve communication and security.*

DESCRIPTION OF PROJECT NEED: *We have been utilizing over the counter family style radios that don't work on the same frequency and or can be heard by other entities who are in range. When radios aren't on the same frequency staff have to carry multiple radios in some cases when a building has radios with different frequencies. Having other people in range hear the school's radio calls is a security and privacy risk.*

PROJECT COST FOR THIS REQUEST: Please provide detailed estimates for this project request. This project would cost \$35,000

What is the proposed timeline for this request? *ASAP*

Is there more than one phase of this project? *no* If so, describe this phase and how it fits into the total project including the total project timeline.

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

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

PROJECT USEFUL LIFE (Years)

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

PROJECT PLANNING

Describe the planning process for this project. What Town Departments, Committees or Boards have been consulting in the planning? Have any professional services (engineers, etc.) been consulted during the preparation for the project request?
Are any future professional services required for the planning and/or completion of the project? What is the procurement process for these services? *State Contract.*

CAPITAL IMPROVEMENT PROGRAM

CAPITAL PROJECT REQUEST

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

PROJECT FUNDING SOURCES N?A

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

REVENUE GENERATED BY PROJECT IMPLEMENTATION N/A

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

IMPACT OF PROJECT ON OPERATING & MAINTENANCE COSTS:N/A

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

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

EXPLAIN AND JUSTIFY ANY NEW POSITIONS.

PROJECT PRIORITY

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

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

Will any taxable property be removed from taxable property list?

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

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

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

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

CAPITAL IMPROVEMENT PROGRAM
CAPITAL PROJECT REQUEST

If land acquisition. Attach a plot plan.

Other comments:

CAPITAL IMPROVEMENT PROGRAM
CAPITAL PROJECT REQUEST

DEPARTMENT *Facilities Department*
FY 2024

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

NAME OF PROJECT *Town Access Control*

DESCRIPTION OF PROJECT *This funding request is to support a project to improve the security systems and access control hardware in selected town facilities.*

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

DESCRIPTION OF NEED: *The current access control system is growing out of date and the manufacturer has not released any security updates or major system upgrades in over 5 years. This system manages the access control systems of 4 town buildings and experiences frequent faults that can cause disruptions to town operations.*

PROJECT PHASE: *1*

What is the proposed timeline for this project? *Once approved the proposed upgrades will be prioritized and implemented swiftly.*

Is there more than one phase of this project? *No* If so describe this phase and how it fits into the total project including the total project timeline.

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

PROJECT USEFUL LIFE (Years) *The expected working life is 10-20 years*

Describe the useful life and any factors which might extend or shorten the useful life of the project. *The current system will be replaced with a system that receives regular security updates and product upgrades.*

PROJECT PLANNING

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

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

CAPITAL IMPROVEMENT PROGRAM
CAPITAL PROJECT REQUEST

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

PROJECT COSTS

This should include cost of this phase as well as the overall project cost. Detailed estimates are helpful for project understanding and evaluation. *This project is expected to cost \$130,000*

PROJECT FUNDING SOURCES

Please describe specifically with dollar amounts all proposed funding sources. *The full cost should come from Capital Funds.* If potential sources have been identified that can only be applied for based on project approval or completion, please describe the sources and the application and approval process for the funding source. *n/a*

REVENUE GENERATED BY PROJECT IMPLEMENTATION

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

IMPACT OF PROJECT ON OPERATING & MAINTENANCE COSTS:

Are there any salaries or operating costs (including additional fuel, heat and/or electricity costs) expected? *No*

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

EXPLAIN AND JUSTIFY NEW POSITIONS. *n/a*

PROJECT PRIORITY

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

Also, please rank the project based on the Capital Outlay Committee criteria.*12*

Assessed value of taxable property to be removed from tax list: *n/a*

Relation of this project to other projects or to the long range plan: *n/a*

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

For what FY was the initial project request?

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

CAPITAL IMPROVEMENT PROGRAM

CAPITAL PROJECT REQUEST

Will the proposed project have an impact or effect of the environment? *No* If yes, please explain. *n/a*

If land acquisition. Attach a plot plan. *n/a*

Other comments:



Contract Amendment Form Additional Services Authorization

Project #: **8 4 0 5 8 2**

Today's Date: 9/21/23

Requested By: John W. Kurpeski

Contract
Amendment #

001

Project Name: Masonry Stabilization Design and Bid Services at the Jonathan Bourne Library

New Ph./Task Name & #: P2 T2 BidDocsOnline | P3 Limited Construction Administration Services

Client: Town of Bourne

Work Contact: Marlene McCollem

Billing Contact: Marlene McCollem

Additional Services Requested

☒ Owner Requested Amendment?

☐ Scope Change?

☐ Value Engineering? ☐ Other: _____

As a result of this contract amendment, the contract
for this project will be extended

90 Days

The new estimated date of completion will be:

December 15, 2023

Additional scheduling/milestone notes:

Additional Services to Include the Following:

Refer to the attached Additional Services Narrative 001.

Compensation Type:

☐ Lump Sum Fee/Fixed Fee

☐ Time & Expense w/Limit

Notes: _____

☒ Time & Expense

☐ Other

☐ Unit Fee

Unit Type: _____

Unit Cost: _____

Reimbursable Markup:

Consultant m/u: 15%

Expense m/u: 15%

Compensation Amounts:

	Gale Fee/Labor Amount	Consultant Expense Amount	Consultants are reimbursable?	Other Expense Amount	Other Exps. are reimbursable?	Total
Original Amount:	\$32,900.00	\$9,300.00	Yes			\$42,200.00
Previous Amendments:						
Subtotal to Date:	\$32,900.00	\$9,300.00				\$42,200.00
Amount this Amendment:	\$26,200.00	\$5,900.00	Yes			\$32,100.00
Total New Fee:	\$59,100.00	\$15,200.00				\$74,300.00

Compensation for Additional Services

- Additional services will be provided in accordance with the Base Agreement and upon receipt of an executed Contract Amendment.
- Additional services will commence upon return of a signed Contract Amendment Form. Schedule commences upon receipt of executed Contract Amendment.

Accepted by: Town of Bourne

Signature

Print Name

Title

Date

Gale Associates, Inc.

John W. Kurpeski

Signature

John W. Kurpeski

Printed Name

Project Manager

Title

Thursday, September 21, 2023

Date

Digitally signed by John W. Kurpeski
DN: cn=John W. Kurpeski, o=Gale Associates, Inc., ou=EDOC, email=jwk@gainc.com, c=US
Date: 2023.09.21 09:22:11 -0400



**Masonry Stabilization Design and Bid Services
Jonathan Bourne Library
Gale JN 840582**

**ADDITIONAL SERVICE NARRATIVE 001
P2 T2 Additional Bid Services | P3 Limited Construction Phase Services**

September 21, 2023

The original contract dated February 16, 2023, and executed on March 1, 2023 between Town of Bourne (Bourne) and Gale Associates, Inc. (Gale), is to be modified as follows for additional Bid Phase Services and Limited Construction Phase Services.

Gale provided Bourne with design documents dated August 30, 2023. Bourne has requested Gale to provide additional bid phase services and limited construction phase services, including observing construction activities.

The proposal is predicated on the anticipated construction duration of five (5) weeks, from mobilization to substantial completion.

ADDITIONAL SCOPE OF SERVICES

Based upon our understanding of the project, we propose the following Scope of Service:

Phase 1 and 2 are included under the original contract.

Phase 2, Task 2 – Additional Bid Services

- As requested by Bourne, Gale coordinated the distribution of the design documents via BidDocsOnline, Inc. (BidDocs). Cost associated with utilizing BidDocs has been included as a reimbursable expense; refer to the attached invoice from BidDocs.

Phase 3 – Limited Construction Phase Services

- Initiate the construction phase by establishing the project site visit schedule during construction and points of contact for communication.
- Receive and review contractor's shop drawings and submittals for acceptance or rejection. Rejected submittals will be returned to the contractor for resubmittal. We recommend all submittals be received and reviewed by Gale prior to the pre-construction meeting and job start-up.
 - This proposal is predicated on ten (10) hours to review up to three (3) submittal packages. Additional review as a result of rejected or incomplete submission packages may result in additional fees.



- Attend a pre-construction meeting at the site to review project requirements from a technical and non-technical aspect. Scheduling, coordination with interior occupancy, and set-up locations will be reviewed at that time. Written meeting minutes will be developed and distributed by Gale.
- Attend construction virtual meetings to review project progress. Written meeting minutes will be developed and distributed by Gale for each meeting.
 - This proposal is predicated on Gale's attendance at five (5) virtual progress meetings.
- Perform periodic observations of the contractor's work. Written field reports outlining methods and materials of construction and progress will be submitted.
 - This proposal is limited to four (4) half-day site visits. Half-day site visits include 3 hours on site, travel to/from the site and one hour for report preparation.
- Coordinate the services of and Industrial Hygienist/Environmental Engineer (IH/EE), Peer Consultants, P.C. (PEER), to perform construction administration services related to the asbestos containing material and lead based paint on the window components that will be impacted by the repair operations. As requested by Bourne, Gale is also coordinating the services of PEER to perform project monitoring services related to the associated abatement work. Cost associated with PEER's services has been included as a reimbursable expense; refer to the attached proposal from PEER.
 - In accordance with 310 CMR 7.15 (4), Gale had previously retained a hazardous material subconsultant (PEER Consultants, P.C., PEER) to perform sampling of potential hazardous material to satisfy the Massachusetts Department of Environmental Protection (DEP) Bureau of Waste Prevention – Air Quality (BWP-AC) submission requirements as part of the Notification Prior to Construction or Demolition procedures. PEER has since performed sampling/identified asbestos containing material (ACM) and lead based paint, and developed the associated ACM abatement and lead safe practice-related design documents included in the bid documents.
- Review periodic payment requests for the project made by the contractor, technical issues, and change order requests. This proposal is predicated on up to two (2) applications for payment and up to two (2) change order requests at the completion of the project.
- Perform a site visit after job completion and prior to contractor demobilization to observe completed work. We will provide a report that will identify and locate those items that are incomplete and/or non-conforming with the Construction Documents. It is the sole responsibility of the contractor to properly address each item and report corrections/completion directly to Bourne.



COMPENSATION

- Our compensation to provide the Additional Scope of Services described above will be as follows:

Phase / Task	Gale Fee	Reimbursables
P2, T2 – Additional Bid Phase Services (lump sum)	\$0	\$900
P3 – Limited Construction Phase Services (time and expense)	\$26,200	\$5,000
Sub-Total	\$26,200	\$5,900
Additional Engineering Budget Total	\$32,100	

- Gale services will be performed in accordance with our original contract dated February 16, 2023, and executed on March 1, 2023 between Town of Bourne (Bourne) and Gale Associates, Inc. (Gale) and our current Schedule of Fees, attached.

PROJECT PARAMETERS AND LIMITATIONS

- Gale will be provided complete access to required areas at the facility to facilitate our services.
- Gale's services will be performed during normal business hours, Monday through Friday.
- Our fee does not include:
 - Mechanical, electrical, plumbing, or fire protection engineering.
 - Structural engineering, except as it relates to the structural supports for the masonry pediment wall.
 - Hazardous materials evaluation (PCBs, mold, etc.), other than the evaluation of asbestos containing materials and lead based paint in the window/wall systems.
 - Provision of staging, scaffolding, or hoisting equipment.
 - Contractor services.
 - Field testing (infrared scan, leak testing, etc.).
 - Removal and replacement of in-place construction components.
 - Specialized material testing of construction components and assemblies.
 - Accessibility evaluations or upgrades.
 - Obtaining permits.



- Gale has no authority or responsibility for the means, methods, techniques, materials, sequences, procedures, safety requirements, and programs relating to the construction of the project. The contractor is solely responsible for all aspects of the performance of the construction, including quality control; adequacy of construction; and means, methods, and procedures.
- Job site safety is the contractor's responsibility. Gale representatives, including subconsultants retained by Gale, may visit the job site from time to time. These visits are for clarifications of specific design related issues only and are not for the purposes of job site safety. It is the contractor's sole responsibility to comply with all site safety applicable requirements.
- Correction of issues noted by Gale during the construction phase is the responsibility of the contractor, as is documentation of the correction. Gale bears no liability for further or additional observation of issues identified. Lists generated by Gale are not considered to be all inclusive and represent only those issues actually observed and noted by Gale personnel while onsite. Gale has been tasked to observe specific construction elements on a part-time basis only, and the absence of notations with respect to any other construction elements neither creates any liability on Gale's part, nor alters the contractor's responsibility to complete all work in accordance with the Contract Documents.
- Duration of the construction period is dependent upon the contractor's quality of work and staffing on the project, weather, and compliance with construction schedule. Billing will reflect the actual time spent by Gale personnel on the project.
- Gale services are strictly limited to those defined within the Scope of Services noted above. If additional services are requested, they will be performed and invoiced on a time and expenses basis in accordance with our Schedule of Fees, following receipt of written authorization to proceed from Bourne.

DISTRIBUTION

- Marlene McCollem (Bourne)
- Gale Team (BHN, JWK, RFM)



GALE ASSOCIATES, INC.
300 Ledgewood Place, Suite 300
Rockland, Massachusetts 02370
781-335-6465

SCHEDULE OF FEES

JULY 2023

Fees for services are based on the time worked on the project by staff personnel in accordance with the following schedule:

Principal	\$280/hr
Senior Associate	\$255/hr
Associate	\$240/hr
Sr. Project Manager/Sr. Structural Engineer	\$230/hr
Project Manager	\$215/hr
Sr. Engineer/Architect/Planner/Designer	\$195/hr
Landscape Architect	\$190/hr
Project Engineer/Designer/Planner/Architect	\$175/hr
Drone Pilot	\$165/hr
Sr. Staff Designer	\$155/hr
Staff Designer	\$145/hr
Sr. Technician/CAD Designer	\$135/hr
Technician/CAD Drafter	\$130/hr
Administrative Professional	\$130/hr
Clerk/Word Processor/Admin Assistant/Intern	\$110/hr

Fees for expert testimony at pre-trial conference, deposition, hearing, trial, or any other legal proceeding, including preparation time for any such testimony, will be billed at 1.5 times the hourly rate.

Fees for expedited services authorized will be billed at 1.5 times the hourly rate.

Overtime will be charged for services for more than 8 hours per day, including travel, and all services on holidays, Saturdays, and Sundays. Overtime is charged at a rate of 1.5 times the regular hourly rate.

In the event onsite construction observation services are provided, the minimum charge for an onsite visit will be 4 hours.

This Schedule of Fees will be utilized for a period of six months from the date of submission unless otherwise provided in the Agreement and is subject to revisions at six-month intervals unless otherwise stipulated in the Agreement.

Reimbursable Expenses

Automobile expenses for personal or company vehicles will be charged at \$0.60 per mile, plus toll charges for travel from Gale's office to the project and return and for travel required in the conduct of work.

The following items of direct non-salary expenses shall be billed at Gale's cost plus 15%.

1. Transportation and living expenses incurred for out-of-town projects.
2. Laboratory and field equipment directly identifiable to the project and specifically noted in Gale's proposal.
3. Purchase of specialized equipment and rental of equipment from outside vendors.
4. Reproduction of specifications, drawings, reports and photographs beyond what is specifically included in Gale's proposal.
5. Computer services provided by outside vendors.
6. Rental vehicles.
7. Contractor and sub-consultant services.
8. Federal Express and Priority Mail costs when requested by the client.



ONE SOURCE...CONNECTING SOLUTIONS

September 18, 2023

Mr. John Kurpeski (jwk@gainc.com)

Gale Associates, Inc.

300 Ledgewood Place, Suite 300

Rockland, MA 02370

Town of Bourne - Masonry Repairs, Jonathan Bourne Library

BDO Invoice #23-FPBX-1

Project Posting:	Cost	Per Unit	Quantity	Total
Electronic Hosting/Electronic Bidding Services:	\$750.00	/ Project	X 1 =	\$750.00
Sub Total				\$750.00

Printing Costs:

Drawings / Specifications

Sheet Size 24" x 36" (6 SF)

Binding

Page Size 8 1/2" x 11"

3-Post Binding

Size	Quantity (sheets)	Total	Unit	Unit Cost	Cost
6	X 8 =	48	SF	\$0.16	\$7.68
1	X 0 =	0	EA	\$2.00	\$0.00
1	X 309 =	309	EA	\$0.06	\$18.54
1	X 1 =	1	EA	\$2.50	\$2.50
Cost Per Set					\$28.72
Number of Sets*					0

Sub Total **\$0.00****Mailing and Handling Costs:**

Owner Paid Mailings:

Cost	Per Unit	Quantity	Total
\$20.00	/ Set	X 0 =	\$0.00

Sub Total **\$0.00**

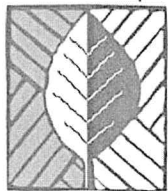
*Plan sets available for purchase only

Sales Amount	\$750.00
Misc. Charges	\$0.00
Sales Tax	Exempt \$0.00
Grand Total	\$750.00

SAVINGS: Awarding Authority saved \$144 in printing costs with 5 electronic planholders.

Payment Received (credit plan deposits) \$0.00

BALANCE DUE **\$750.00**



Est. 1978

67 South Bedford Street, Suite 400 West • Burlington, MA 01803
Phone: 781-238-8880 • Fax: 781-238-8884

Engineers • Scientists • Planners

September 19, 2023

John W. Kurpeski, P.E.
Project Manager
Gale Associates, Inc.
163 Libbey Parkway
Weymouth, MA 02189

E: jwk@gainc.com
P: 781.335.6465

Re: PEER Contract Administration Proposal –
✓ Jonathan Bourne Public Library - **Masonry**
○ 19 Sandwich Rd., Bourne, MA 02532
Environmental Science Consulting Services

Dear John:

In accordance with your request, PEER Consultants is pleased to provide this cost proposal to conduct the following environmental science consulting services, related to the proposed work for the **Masonry** at the Jonathan Bourne Public Library building (the "Building"), located at 19 Sandwich Rd., Bourne, Barnstable County, Massachusetts.

BACKGROUND

As per information provided in an email from you, PEER understands the following:

The client is interested in having PEER review the abatement submittal and provide the onsite monitoring services for the abatement

1. SCOPE OF WORK

Contract Administration Services and Asbestos Project Monitoring Services – Jonathan Bourne Public Library

PEER previously provided you with a Hazardous Building Materials Investigation Report, dated August 12, 2023, as well as an Asbestos Project Design, dated August 11, 2023. PEER understands



that based on that Report and Design you are herein requesting that we prepare a proposal associated with contract administration and project monitoring activities. If our understanding of this portion of the scope of services for the project is different from actual anticipated work, or if labor hours outside of normal business hours are expected, please inform us immediately, and we will make appropriate adjustments to this proposal.

2. COST

For the work outlined above, including in consideration of our assumptions, we propose a fee for services as indicated in the following tables: Table D and Table E. We understand that should there be additional environmental science type tasks required as the project moves forward, we would be pleased to provide you with a separate cost proposal for any additional task items at such time.

Table D – Construction Phase – Masonry

Environmental Science Consulting Services Level of Effort: Construction Phase under Asbestos Abatement	Unit Cost (\$)
Jonathan Bourne Public Library Bourne, Massachusetts	
<p>Task 4.1.A – One Review of the Asbestos Abatement Contractor’s Initial <u>Pre-Construction Meeting Submittal</u>. PEER assumes that one asbestos contractor will be awarded the Work under Masonry Repairs, and that therefore there will only be one set of Submittals pertaining to the asbestos project design.</p> <p>[Assumes Asbestos Abatement Contractor Pre-Construction Meeting Submittal is “legible, organized, administratively complete, and accurate” when PEER receives it, as per Section 028200. Assumes one Initial Pre-Construction Meeting Submittal total.</p> <p>Note: Each additional review, as may be needed, of the Asbestos Abatement Contractor Initial Pre-Construction Meeting Submittal will be invoiced at a unit cost of \$350/review. Owner may wish to seek reimbursement from general contractor/asbestos abatement contractor for additional reviews. PEER assumes based on recent asbestos abatement projects that one initial review [\$700] and one (1) additional review¹ @\$350/review may be required. PEER will only invoice for actual reviews completed.</p>	1,050.00
<p>Task 4.1.B – One Review of the Asbestos Abatement Contractor’s Initial <u>Submittal at Completion of Asbestos Abatement</u>.</p> <p>[Assumes Asbestos Abatement Contractor’s Initial Submittal at Completion of Asbestos Abatement is “legible, organized, administratively complete, and accurate” when PEER receives it, as per Section 028200. Assumes one Submittal at Completion of Asbestos Abatement review total.</p>	700.00

Environmental Science Consulting Services Level of Effort: Construction Phase under Asbestos Abatement	Unit Cost (\$)
Task 4.2 – Pre-Construction Meeting. PEER understands that the Contractor shall schedule and meet with the Facility Owner/Operator, Architect/Engineer, and the Asbestos Consultant for a pre-construction meeting in advance of commencing asbestos abatement work on the project. This task assumes one meeting by the Asbestos Consultant of up to 1.5 hours on site, and assumes that it will include representatives from the asbestos contractor.	850.00
Total	2,600.00

◇ ◇ ◇

Table E – Project Monitoring - Masonry

Environmental Science Consulting Services Level of Effort: Project Monitoring Phase	Total Cost (\$)
Jonathan Bourne Public Library Bourne, Massachusetts	
Task 5.1.A – Asbestos Project monitoring services during Base Bid presumes that Asbestos Abatement Contractor will follow Work Practice associated with Requirements for Window Painting and/or Repair Work that Result in the Disturbance of Asbestos-Containing Glazing and/or Caulking Compounds under 310 CMR 7.15 (11), and that therefore, only final visual clearance for “no visible debris” will be required of the Project Monitor (i.e., no air clearance sampling). PEER assumes one day total of final visual clearance for the masonry-related project monitoring activity under the Base Bid. Work assumes Monday through Friday, daylight hours. “Day” is defined as preparation, up to one (1) hour on site, plus travel time, and mileage.	850.00
Task 5.1.B – Asbestos Project monitoring services during Alternate Bid (<i>if needed, unless Base Bid and Alternate Bid project monitoring for asbestos abatement Work both occur under Task 5.1.A</i>) presumes that Asbestos Abatement Contractor will follow Work Practice associated with Requirements for Window Painting and/or Repair Work that Result in the Disturbance of Asbestos-Containing Glazing and/or Caulking Compounds under 310 CMR 7.15 (11), and that therefore, only final visual clearance for “no visible debris” will be required of the Project Monitor (i.e., no air clearance sampling). PEER assumes one day total of final visual clearance for the masonry-related project monitoring activity under the Alternate Bid. Work assumes Monday through Friday, daylight hours. “Day” is defined as preparation, up to one (1) hour on site, plus travel time, and mileage.	850.00
Estimated Total	1,700.00

3. SCHEDULE

We can start work as soon as this project is awarded to PEER through the issuance of a contract, and as soon as you can schedule property access and other site support staff for this project. Please note that physical, chemical, biological, and/or viral hazards, as well as any other local, State, or Federally imposed restrictions may delay the initiation of this assignment.

4. STAFF RESPONSIBILITY

Mr. David Gorden will be in charge of the project, and we understand that you will provide general direction and policy decisions on behalf of your organization. Other staff members with appropriate technical backgrounds will participate in this project.

5. GENERAL PROVISIONS

Our work for clients is conducted on a confidential basis, and we will treat information received from you or developed by us in accordance with our Established Professional Standards.

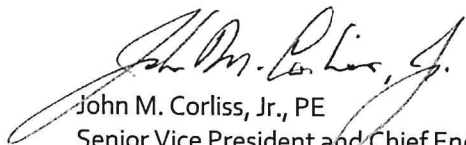
Our work will be on a best-efforts basis. We expect that the results will meet the objectives sought, and we have assigned to the work professional personnel having the required skills, experience and competence. Our recommendations and the written material we provide will be our best judgment based upon the information available to us. In any event, our liability for damages arising out of your use of the results of our work or any recommendations we may make shall not be greater than the amount paid to us for the professional services rendered.

Any change in this agreement shall be confirmed in writing. This agreement shall be interpreted according to the laws of the Commonwealth of Massachusetts.

6. ACCEPTANCE

We appreciate the opportunity to work with you on this important assignment at the **Jonathan Bourne Public Library**. This proposal is considered valid when signed below, and when signed and returned to us within sixty (60) days of the proposal date. This proposal assumes that all tasks within Table D through Table E occur prior to May 2024. To authorize us to proceed, please issue us a contract to complete the work, and sign and return this proposal to us.

Sincerely,



John M. Corliss, Jr., PE
Senior Vice President and Chief Engineer
PEER Consultants, PC

Accepted for
Gale Associates, Inc.

By: _____

Title: _____

Date: _____

CAPITAL IMPROVEMENT PROGRAM
CAPITAL PROJECT REQUEST

DEPARTMENT *ISWM*
FY 24

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

NAME OF PROJECT *ISWM Office Building /Maintenance Garage Construction*

DESCRIPTION OF PROJECT *ISWM is seeking funding to construct a new Office Building and Maintenance Garage,*

If this is a project with more than one phase – please describe the total project as well as each of the phases and then specifically describe the specific phase for this request. *This proposed project will be undertaken in two Phases. Phase I is the subject of this request and will be done in accordance with the Designer Selection Law M.G.L. c. 7C, §§44-58. ISWM will request Town Meeting approval to secure funding to procure a contractor capable of providing a Feasibility Study and Conceptual Design Plans which will include the services of an Owner's Project Manager (OPM) and an architect.*

If Phase I is approved and completed ISWM will proceed to Phase II in accordance with M.G.L. c.149 Building Construction.

DESCRIPTION OF NEED: *In March of 2022 ISWM received permitting for final build out of the landfill. With the knowledge of the facilities final footprint the Town can now establish the most appropriate location for a permanent office and maintenance garage while optimizing all available landfill airspace. In the near future ISWM will need to begin earthmoving operations in the area currently occupied by the temporary offices, making this a timely request.*

PROJECT PHASE: *Feasibility and Conceptual Design*

What is the proposed timeline for this project? *Design in FY23->FY24 Construction FY24->FY25*

Is there more than one phase of this project? *Yes* If so describe this phase and how it fits into the total project including the total project timeline. *This first phase includes a determination of feasibility, determines building size and necessary appurtenances. It determines the buildings placement within the site and a cost to build estimate. These factors are necessary to analyze the feasibility relative to the cost of lost airspace and construction. This analysis will determine what/if we move forward with in the second Phase (Construction).*

Are there timing issues related to the completion of this project or project phase? *Yes* Are there possible funding sources that might be lost or potential problems if this project or phase is not completed by a certain time? *The existing landfill continues to grow on a daily basis. We are about to enter into the first phase of the expansion known as the Phase 9 Vertical expansion.*

CAPITAL IMPROVEMENT PROGRAM

CAPITAL PROJECT REQUEST

Phase 9 will last ~5 years. In the mean time we need to prepare the next cell, Phase 7. Phase 7 will require removal of ~ 250,000 - 350,000 cubic yards of material and removal of the existing office trailers. ISWM would like to have the new offices built in time to accommodate removal of the existing trailers.

PROJECT USEFUL LIFE (Years) 20-30 years

Describe the useful life and any factors which might extend or shorten the useful life of the project. *As currently permitted the landfill is expected to remain operational for the next 20-25 years. Once the landfill closes it is the Town's intent to continue to provide disposal options to Cape Cod and the surrounding region via an enhanced transfer station that will accommodate either truck or rail transportation. With this in mind the office building and maintenance garage will play a major role in supporting future solid waste operations.*

PROJECT PLANNING

Describe the planning process for this project. *After decades of renting temporary office trailers the latest landfill expansion and potential for continued solid waste operations beyond the life of the landfill has provided enough space and operational life to justify investing in long term, fixed accommodations. What Town Departments, Committees or Boards have been consulting in the planning? This Request represents the first phase of this proposed project. The goal of this Phase is to develop conceptual plans and drawings along with hard data via the feasibility studies to present to Town Departments, Committee and Boards that may have an interest in this project. Have any professional services (engineers, etc.) been consulted during the preparation for the project request? ISWM will be meeting with representatives of Weston & Sampson to develop scopes for Feasibility study and conceptual plan development.*

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

Are any approvals necessary for this project? *ISWM anticipates there will be once we develop conceptual plans we will have a better idea of what approvals will be necessary. If so, have the approvals been obtained? No* If necessary approvals have not been obtained please describe the approval process and how it fits into the project timeline. *As stated above, once we have conceptual plans and feasibility results we will be better positioned to address the process timeline.*

PROJECT COSTS

This should include cost of this phase as well as the overall project cost. Detailed estimates are helpful for project understanding and evaluation. *At this early stage cost estimates have not yet been determined.*

PROJECT FUNDING SOURCES

Please describe specifically with dollar amounts all proposed funding sources. *Depending on the final cost estimate of the project ISWM would consult with the Town Administrator and Finance Director to determine the funding sources. The preferred source would be ISWM Retained Earnings. If potential sources have been identified that can only be applied for based on project*

**CAPITAL IMPROVEMENT PROGRAM
CAPITAL PROJECT REQUEST**

approval or completion, please describe the sources and the application and approval process for the funding source. *N/A*

REVENUE GENERATED BY PROJECT IMPLEMENTATION

Projected annual revenue *The office building and garage represent administrative and support functions respectively of the ISWM operation. ISWM's Gross Revenue for FY'23 was \$17,914,426.31 – what is the source of the revenue. Gate Receipts* Is there current revenue related to this project? *Yes, to the extent described above* If so, describe the current revenue and expenses and how the project will impact revenue and expenses. *N/A* Will current revenue be lost if the project is not completed? Revenue will likely remain the same, ISWM will simply move the temporary rented office trailers with insufficient storage capacity and insufficient accommodations to service the 23 staff members. The maintenance division will continue to work out of a garage built in 1967 with little or no insulation, deteriorating roof and inability to house the larger machines causing the mechanics to have to work outside in the winter to keep operations going. What is the estimated payback (in years) on the project? *N/A*

IMPACT OF PROJECT ON OPERATING & MAINTENANCE COSTS:

Are there any salaries or operating costs (including additional fuel, heat and/or electricity costs) expected? *No*

Are there custodial or other maintenance costs associated with this project? *No* Include both annual maintenance and other maintenance cost required less than annually. *No. The new buildings will be replacing existing old buildings. This early in the development process it is difficult to quantify differences between existing conditions and newer more efficient structures.*

EXPLAIN AND JUSTIFY NEW POSITIONS. *N/A*

PROJECT PRIORITY

Please describe and rank the priority of this project based on your perception of the importance of the project for your department and the Town in terms of both operating and capital budget needs. *This is of High priority. Timing is a key issue, development of Phase 7 requires moving the offices, this will be necessary within the next 2 to 5 years.*

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

Assessed value of taxable property to be removed from tax list: *N/A*

Relation of this project to other projects or to the long range plan: *As explained above, building of the new office and garage on the southern end of the property will augment future plans to continue to provide solid waste services beyond closure of the landfill.*

When was this project first requested for inclusion on the capital improvement plan? *N/A*

For what FY was the initial project request? *N/A*

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

Will the proposed project have an impact or effect on the environment? *N/A* If yes, please explain.

If land acquisition. Attach a plot plan. *N/A*

CAPITAL IMPROVEMENT PROGRAM
CAPITAL PROJECT REQUEST

Other comments:

CAPITAL IMPROVEMENT PROGRAM
CAPITAL PROJECT REQUEST

DEPARTMENT *Engineering*
FY 2024

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

NAME OF PROJECT *Hen Cove Stormwater Improvements*

DESCRIPTION OF PROJECT *Drainage infiltration installation at various locations on Saco, Park, Circuit, and Wamsutta Ave.*

If this is a project with more than one phase – please describe the total project as well as each of the phases and then specifically describe the specific phase for this request. *This project will not address drainage on Circuit Ave adjacent to the beachway in this area. We will revisit that area in the future as part of the low-lying road issue to Patuisset.*

DESCRIPTION OF NEED: *Poor water quality and lack of proper drainage have degraded this cove over time. The Town owns several roads in this area and can immediately impact the water quality by providing infiltration upgradient at these locations.*

PROJECT PHASE:*Construction*

What is the proposed timeline for this project?*Approval of Federal funding in Spring 2024 for construction and put out to bid in late Spring early Summer 2024 for completion by November 30th 2024.*

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

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

PROJECT USEFUL LIFE (Years) *50 years.*

Describe the useful life and any factors which might extend or shorten the useful life of the project. *The useful life will depend on the cleaning and maintenance of the catchbasins. Proper inspection during installation is also critical.*

PROJECT PLANNING

Describe the planning process for this project. *The Town of Bourne has mentioned Water Quality as a top priority in Town. During the Wastewater planning process, stormwater was also a focus. And capital planning within the Town Engineering records have prioritized this site.* What Town Departments, Committees or Boards have been consulting in the planning? *DNR,*

**CAPITAL IMPROVEMENT PROGRAM
CAPITAL PROJECT REQUEST**

DPW, Conservation Department, Conservation Commission, Town Administration. Have any professional services (engineers, etc.) been consulted during the preparation for the project request? BSC Group has done existing conditions plans while USDA NRCS will be doing expedited designs using impervious surface and topography calculations.

Are any future professional services required for the planning and/or completion of the project? *Yes, about \$100,000 worth of design will be paid for by the NRCS and Barnstable County/Cape Cod Conservation District.*

Are any approvals necessary for this project? *No* If so, have the approvals been obtained? *No* If necessary approvals have not been obtained please describe the approval process and how it fits into the project timeline.

PROJECT COSTS

This should include cost of this phase as well as the overall project cost. Detailed estimates are helpful for project understanding and evaluation. *\$181,250 for construction*

PROJECT FUNDING SOURCES

Please describe specifically with dollar amounts all proposed funding sources. *\$181,250 from the Town and \$543,750 from NRCS and Barnstable County/Cape Cod Conservation District. If potential sources have been identified that can only be applied for based on project approval or completion, please describe the sources and the application and approval process for the funding source. NRCS has already committed to this project. This will be our 25% match of a \$725,000 project.*

REVENUE GENERATED BY PROJECT IMPLEMENTATION

Projected annual revenue *N/A* – what is the source of the revenue. *N/A* Is there current revenue related to this project? *No* If so, describe the current revenue and expenses and how the project will impact revenue and expenses. Will current revenue be lost if the project is not completed? *No* What is the estimated payback (in years) on the project? *None*

IMPACT OF PROJECT ON OPERATING & MAINTENANCE COSTS:

Are there any salaries or operating costs (including additional fuel, heat and/or electricity costs) expected? *Additional Maintenance by DPW typical of other catchbasins in Town*

Are there custodial or other maintenance costs associated with this project? *Yes* Include both annual maintenance and other maintenance cost required less than annually. *Remain level to existing as DPW does a standard amount of stormwater work each season.*

EXPLAIN AND JUSTIFY NEW POSITIONS. *N/A*

PROJECT PRIORITY

Please describe and rank the priority of this project based on your perception of the importance of the project for your department and the Town in terms of both operating and capital budget needs. *Water Quality is a top priority among all formal planning documents in Bourne.*

CAPITAL IMPROVEMENT PROGRAM
CAPITAL PROJECT REQUEST

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

Assessed value of taxable property to be removed from tax list: *N/A*

Relation of this project to other projects or to the long range plan: *Water quality and coastal resiliency infrastructure projects are a top priority.*

When was this project first requested for inclusion on the capital improvement plan? *FY24*

For what FY was the initial project request? *FY24*

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

Will the proposed project have an impact or effect of the environment? *Yes* If yes, please explain.
Possible impacts to coastal resiliency and erosion as well as improvements to stormwater treatment.

If land acquisition. Attach a plot plan. *N/A*

Other comments: *The Town of Bourne has been working closely with the Cape Cod Conservation District to implement several environmental improvements. Staff is dedicated to securing this funding and maintaining this partnership through the next 3-5 years.*

Budget Narrative
Hen Cove Stormwater Treatment Project
Town of Bourne, MA

Total Project Budget: \$797,500

The budget includes:

Technical Assistance (TA) Costs:

- \$72,500 in Project Administration Costs (NRCS 100%)

Financial Assistance (FA) Costs:

- \$725,000 in Construction Costs (NRCS 75% share: \$543,750, Sponsor 25% share: \$181,250)

The Project Administration costs are for the solicitation, award and administration of the contract awarded for construction. Costs for solicitation and award include preparation of the construction contract solicitations, review of bids, contract coordination, and selection of a construction company. Costs for contract administration include compliance, construction inspection, verification of invoices and installed quantities, recordkeeping, termination, and closeout.

Construction Costs are expenses incurred for labor, material, equipment, and services associated with structural and land management implementation. Such costs include, but are not limited to, direct costs associated with items such as earthwork removal or replacement, purchase and installation of materials and appurtenances, restoration of disturbed areas, and other incidental items necessary to complete the work and stabilize the site.

CAPITAL IMPROVEMENT PROGRAM
CAPITAL PROJECT REQUEST

DEPARTMENT *Engineering*
FY 2024

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

NAME OF PROJECT *Main Street Traffic Calming & Pedestrian Improvements Project*

DESCRIPTION OF PROJECT *Leveraging \$200,000 from MassDOT for the Shared Spaces Grant for improvements to pedestrian safety and visibility at the intersection of Academy Drive and Main Street. Reduce vehicular speeds and provide safer ped accomodations. Expanding sidewalk space to replace dead space in roadway and potentially add to civic and commercial integration of the public space.*

If this is a project with more than one phase – please describe the total project as well as each of the phases and then specifically describe the specific phase for this request. *Not technically. This project will not address the west end rotary. That will be addressed in the future as well as decrative lighting within the limits of this project.*

DESCRIPTION OF NEED: *Poor visibility and long crosswalks could lead to death here. A pedestrian was struck in the Spring of 2023 at one of the crosswalks we are improving.*

PROJECT PHASE:*Construction*

What is the proposed timeline for this project?*MassDOT grant for \$200,000 was for construction and will be put out to bid in early Spring 2024 for completion by September 30th 2024.*

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

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

PROJECT USEFUL LIFE (Years) *50 years.*

Describe the useful life and any factors which might extend or shorten the useful life of the project. *The useful life will depend on the maintenance of pavement markings. Otherwise the sidewalks should last several years.*

PROJECT PLANNING

Describe the planning process for this project. *The Town of Bourne attempted to target the DOT shared Spaces grant to help with local restaurants with outdoor spaces. Staff struggled to find a project that fit within Town Limits that addressed this need. The next best thing was to target*

**CAPITAL IMPROVEMENT PROGRAM
CAPITAL PROJECT REQUEST**

pedestrian and ADA improvements in a very active intersection at the confluence of Buzzards Bay Train Depot, Bourne Marina, MMA, Buzzards Bay Park, Main Street, and local businesses. What Town Departments, Committees or Boards have been consulting in the planning? DPW, Conservation Department, Town Administration. Have any professional services (engineers, etc.) been consulted during the preparation for the project request? Environmental Partners and Green Seal Environmental have done existing conditions plans and conceptual design is being completed in the next couple months.

Are any future professional services required for the planning and/or completion of the project?*Not being the final design that is already commissioned.*

Are any approvals necessary for this project? *Yes* If so, have the approvals been obtained? *No* If necessary approvals have not been obtained please describe the approval process and how it fits into the project timeline.*The Town's original deadline to complete construction for this grant is December 31, 2023. We have requested an extension of a year in order to complete this project after this coming winter with a final completion date not to exceed September 30th, 2023.*

PROJECT COSTS

This should include cost of this phase as well as the overall project cost. Detailed estimates are helpful for project understanding and evaluation. *\$320,000 for construction*

PROJECT FUNDING SOURCES

Please describe specifically with dollar amounts all proposed funding sources. *\$120,000 from the Town and \$200,000 from MassDOT.* If potential sources have been identified that can only be applied for based on project approval or completion, please describe the sources and the application and approval process for the funding source.*MassDOT Shared Spaces Grant*

REVENUE GENERATED BY PROJECT IMPLEMENTATION

Projected annual revenue *N/A* – what is the source of the revenue. *N/A* Is there current revenue related to this project? *No* If so, describe the current revenue and expenses and how the project will impact revenue and expenses. Will current revenue be lost if the project is not completed? *No* What is the estimated payback (in years) on the project? *None*

IMPACT OF PROJECT ON OPERATING & MAINTENANCE COSTS:

Are there any salaries or operating costs (including additional fuel, heat and/or electricity costs) expected?*Additional Maintenance by DPW typical of other crosswalks and pavement in Town* Are there custodial or other maintenance costs associated with this project?*Yes* Include both annual maintenance and other maintenance cost required less than annually.*Remain level to existing as DPW does a standard pavement management work each season.*

EXPLAIN AND JUSTIFY NEW POSITIONS. *N/A*

PROJECT PRIORITY

CAPITAL IMPROVEMENT PROGRAM

CAPITAL PROJECT REQUEST

Please describe and rank the priority of this project based on your perception of the importance of the project for your department and the Town in terms of both operating and capital budget needs. *Pedestrian and vehicular safety are crucial to attracting commerce and recreation within the village of Buzzards Bay. This project will leverage existing space to be utilized by residents and the business community. ADA accomodations at the sidewalk will improve mobility for all users here.*

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

Assessed value of taxable property to be removed from tax list: *N/A*

Relation of this project to other projects or to the long range plan: *The most recent LCP has identified that revitalizing Main Street in Buzzards Bay as Bourne's government and downtown commercial center has been strongly supported by many residents. Unlike the rest of Bourne's village centers, Buzzards Bay has direct highway access and the basic utility infrastructure to accommodate higher density development. This improvement will re-establish momentum in an up and coming area.*

When was this project first requested for inclusion on the capital improvement plan? *FY24*

For what FY was the initial project request? *FY24*

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

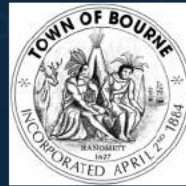
Will the proposed project have an impact or effect of the environment? *No* If yes, please explain.

If land acquisition. Attach a plot plan. *N/A*

Other comments: *The Town of Bourne has been working actively adding amenities to Main Street and Buzzards Bay Park over the past 15 years. Pedestrian access and safety is an obvious concern and this project will address not only safety but improve the aesthetic of a very important interstecion for several local amenities.*

MAIN STREET AT ACADEMY DRIVE INTERSECTION IMPROVEMENTS PROJECT

September 19th, 2023



ENVIRONMENTAL
 **PARTNERS**
— An Apex Company —

PROJECT PURPOSE

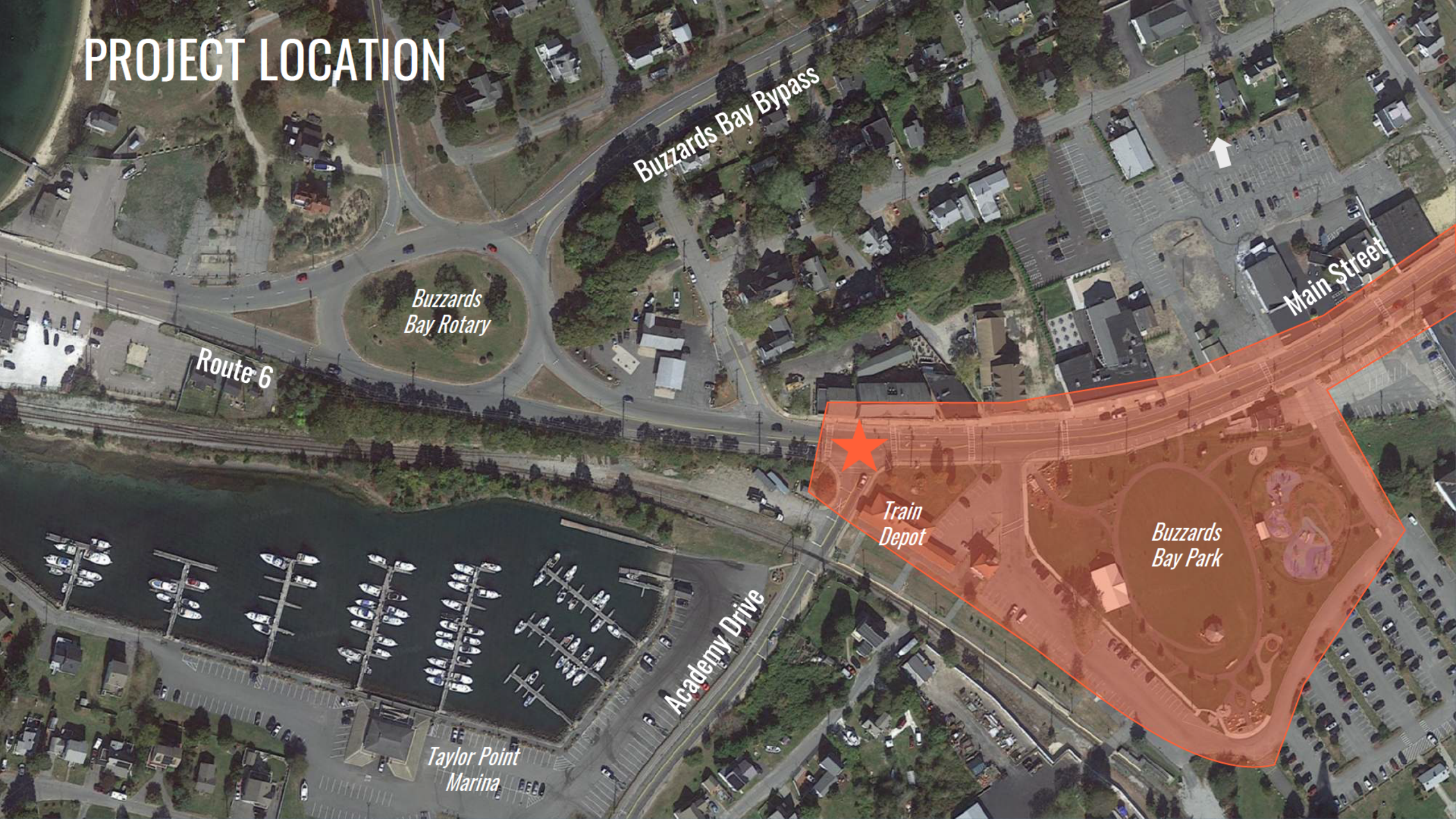
- To **reduce vehicular travel speeds**
- To provide a **gateway** into Main Street
- To improve **pedestrian** accommodations
- To provide **community gathering spaces**

PROJECT BACKGROUND

- \$200,000 MassDOT Shared Streets and Spaces grant received in Spring 2022
 - Program focused on implementing improvements to plazas, sidewalks, streets, and other public areas in support of **public health**, **safe mobility** and **strengthened commerce**
- Extension to be requested from MassDOT for construction past 12/31/2023
- Design expected to be complete by 12/31/2023 to allow for bidding & construction in 2024 construction season



PROJECT LOCATION



Buzzards Bay Bypass

Main Street

Buzzards Bay Rotary

Route 6



Train Depot

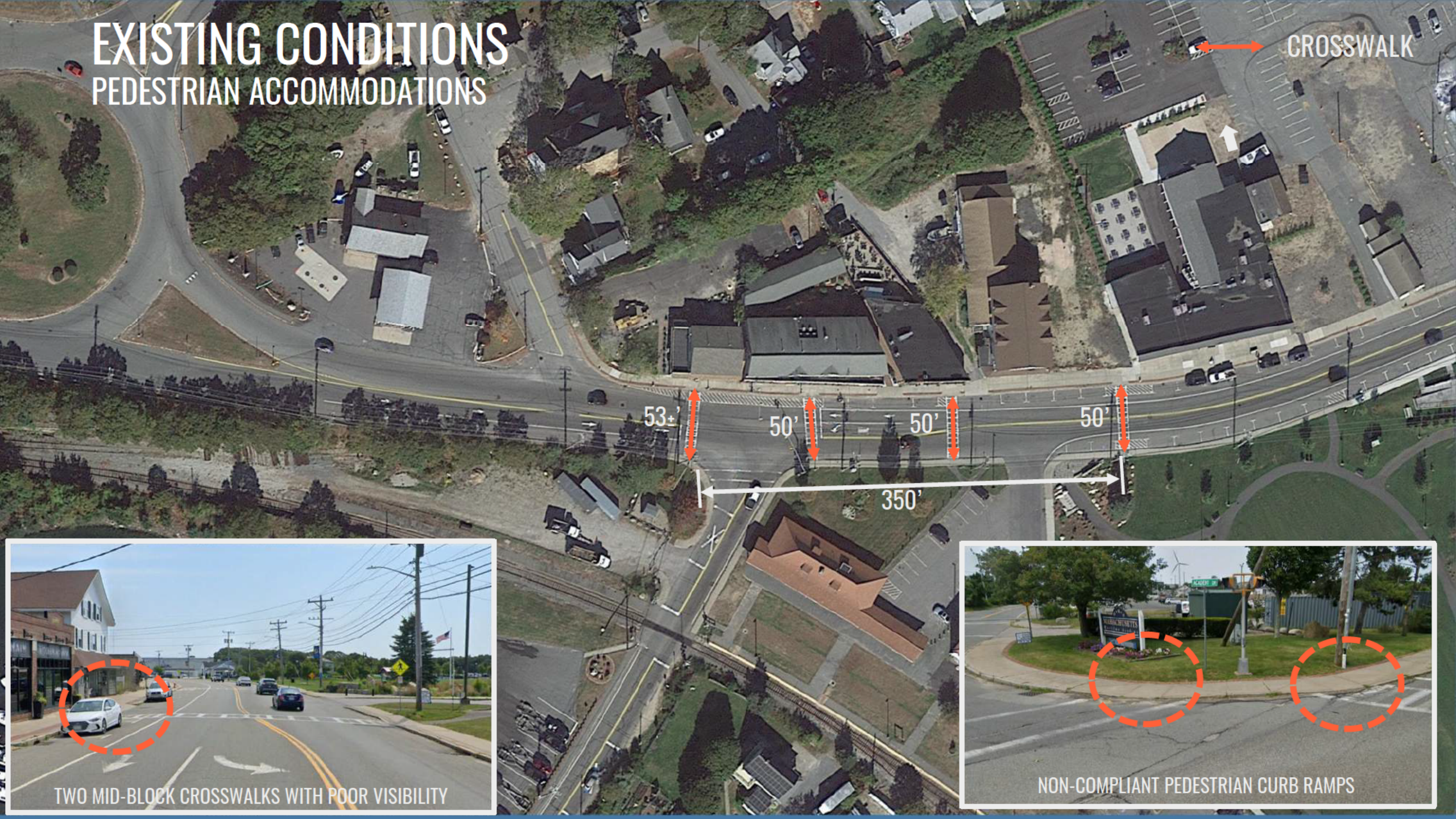
Buzzards Bay Park

Academy Drive

Taylor Point Marina

EXISTING CONDITIONS

PEDESTRIAN ACCOMMODATIONS



TWO MID-BLOCK CROSSWALKS WITH POOR VISIBILITY



NON-COMPLIANT PEDESTRIAN CURB RAMPs

EXISTING CONDITIONS

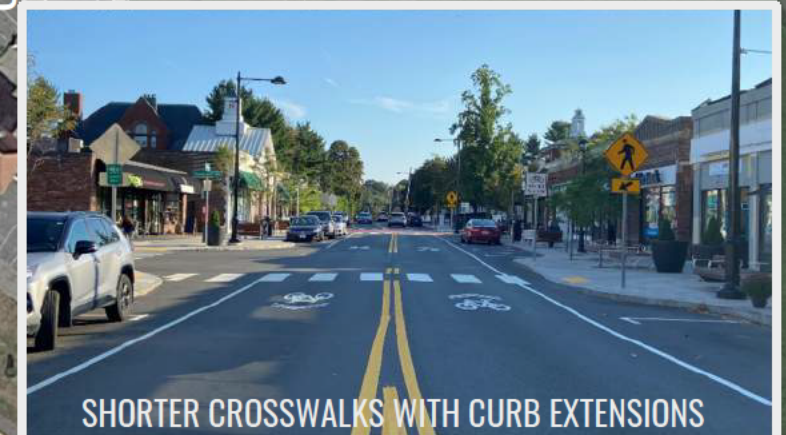
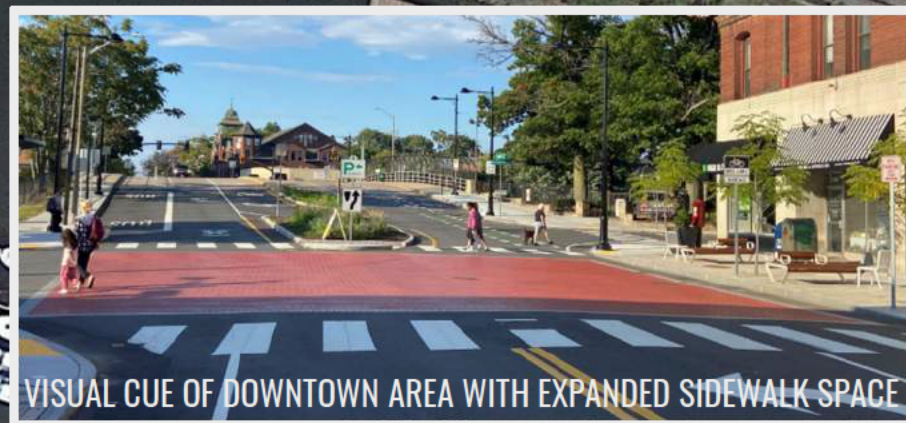
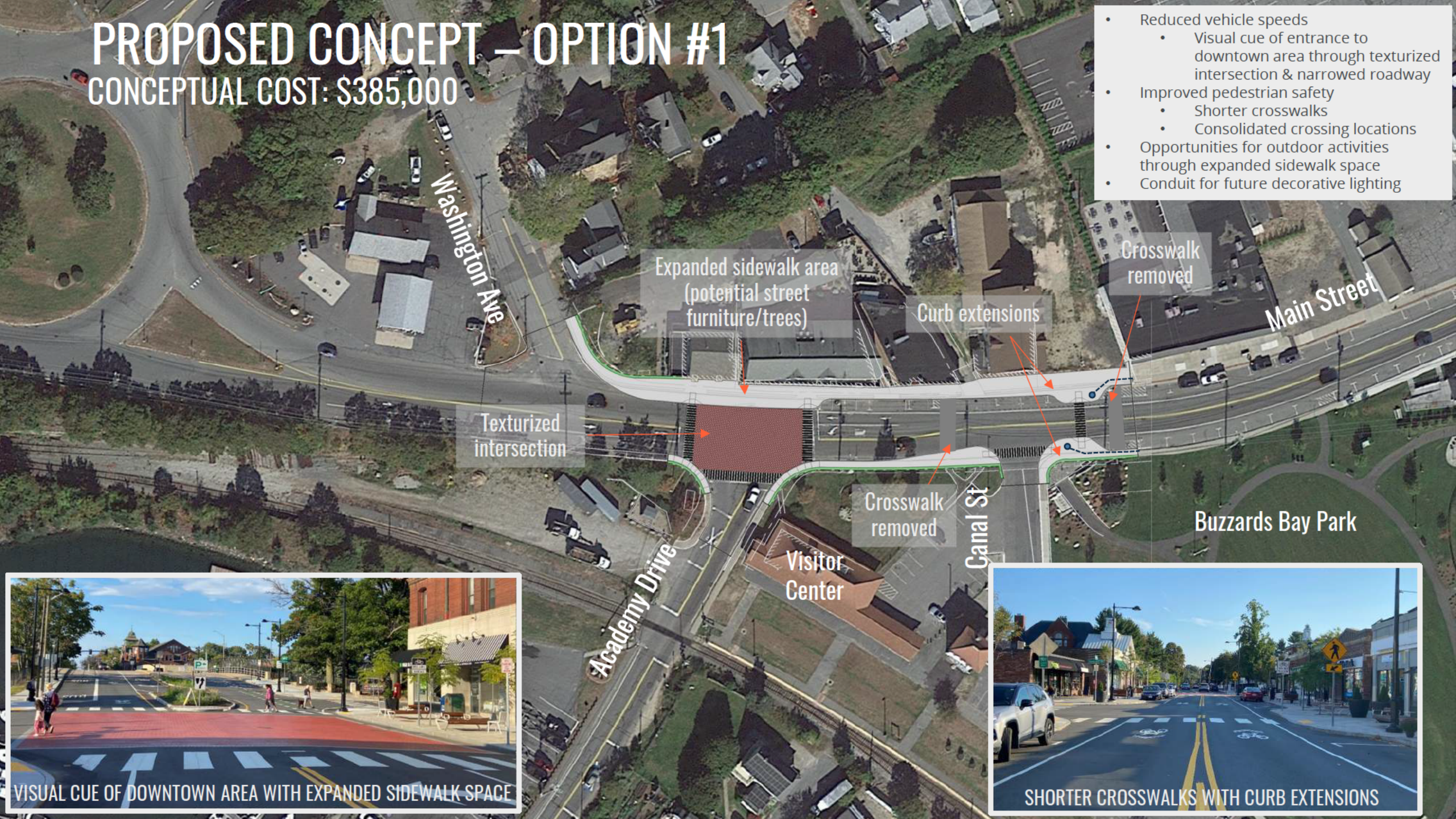
ROADWAY & SIDEWALK WIDTHS



PROPOSED CONCEPT – OPTION #1

CONCEPTUAL COST: \$385,000

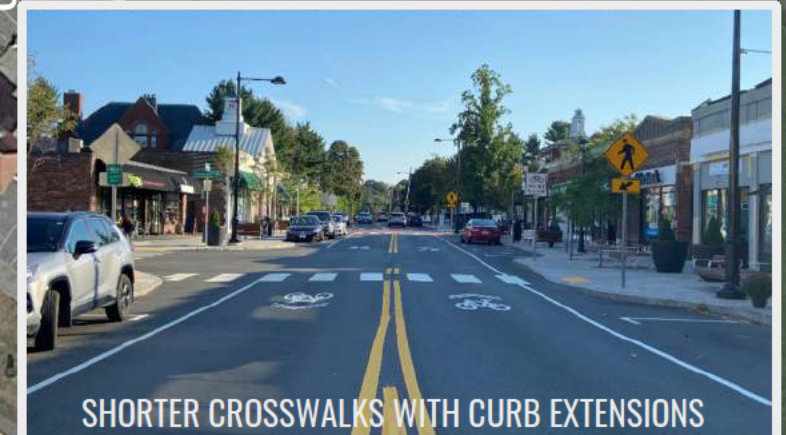
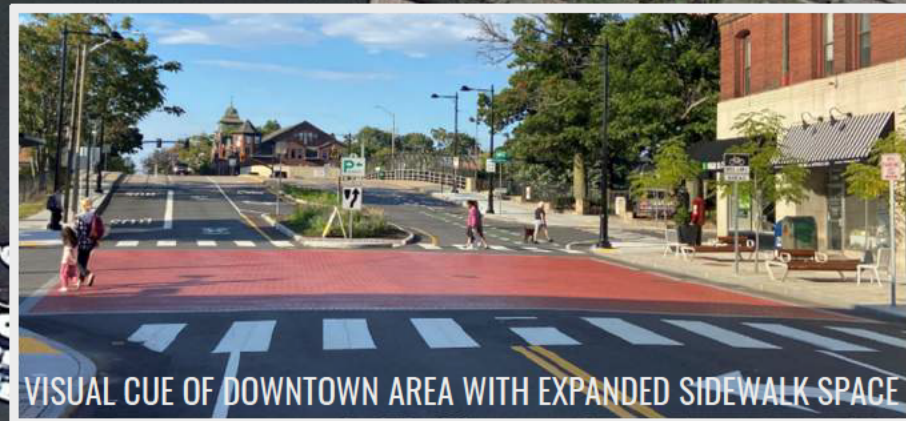
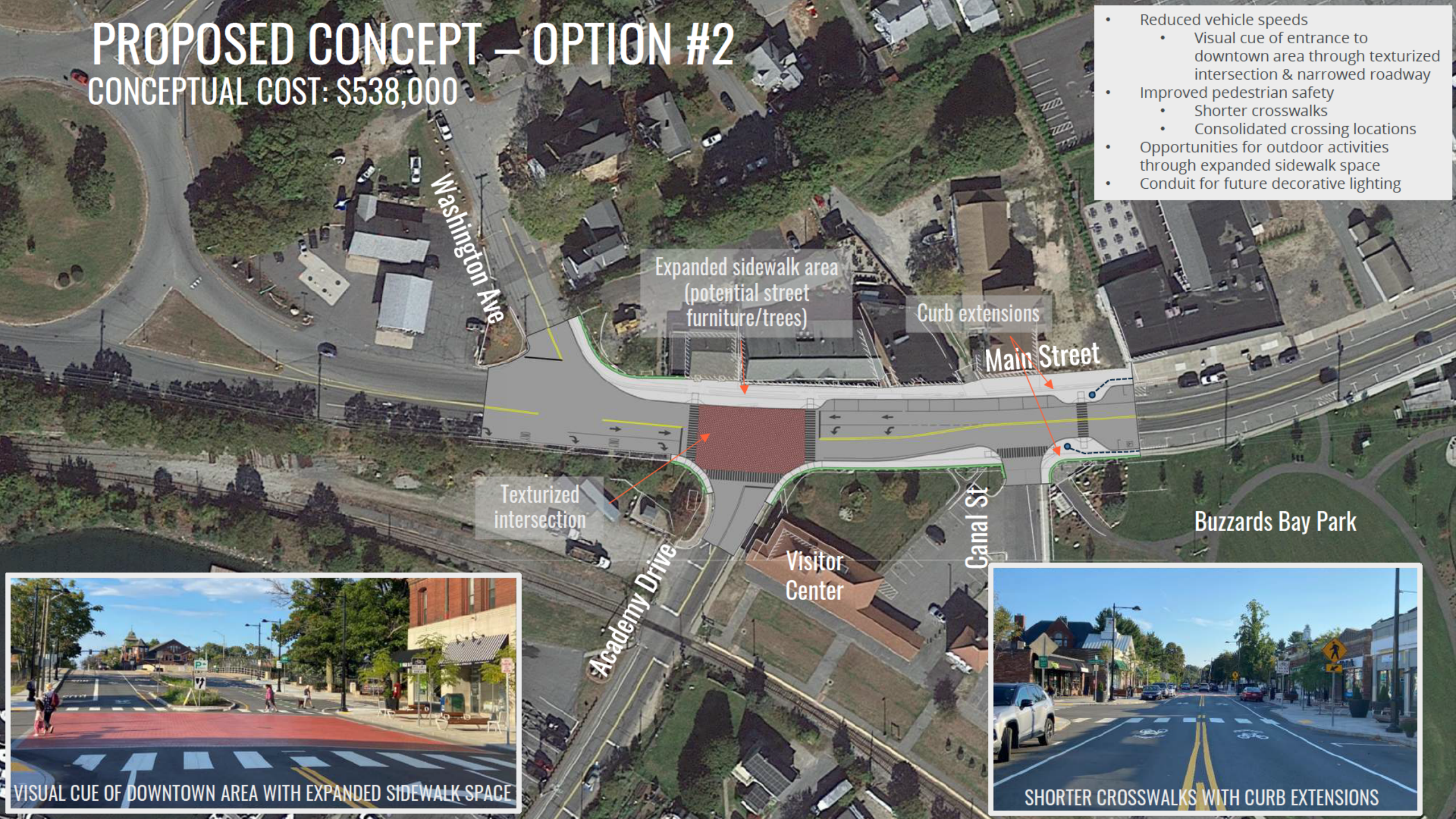
- Reduced vehicle speeds
 - Visual cue of entrance to downtown area through texturized intersection & narrowed roadway
- Improved pedestrian safety
 - Shorter crosswalks
 - Consolidated crossing locations
- Opportunities for outdoor activities through expanded sidewalk space
- Conduit for future decorative lighting



PROPOSED CONCEPT – OPTION #2

CONCEPTUAL COST: \$538,000

- Reduced vehicle speeds
 - Visual cue of entrance to downtown area through texturized intersection & narrowed roadway
- Improved pedestrian safety
 - Shorter crosswalks
 - Consolidated crossing locations
- Opportunities for outdoor activities through expanded sidewalk space
- Conduit for future decorative lighting



THANK YOU

ENVIRONMENTAL
 **PARTNERS**
— An Apex Company —

CAPITAL IMPROVEMENT PROGRAM
EQUIPMENT PURCHASE OR RENTAL REQUEST

DEPARTMENT *Engineering/Sewer*
FY *2024*

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

NAME OF EQUIPMENT NAME: *Sewer Collection System Air Release Valve Replacement*

REQUESTING DEPARTMENT: *Engineering/Sewer*

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

REPLACED ITEM(S) *4*

Describe Replaced Item: Inventory Number, Make, Model, Year, Serial Number, Years of Service, Mileage or engine Hours. See attached Weston & Sampson (W&S) quote.

NEW EQUIPMENT DESCRIPTION: Make, model, year and description of function: *See attached W&S list.*

NUMBER OF UNITS REQUESTED: *4*

How many units of this equipment are currently in the department? *0* How many units of this equipment will there be if this equipment is acquired? *0*

DESCRIPTION OF NEED AND JUSTIFICATION

Describe how this equipment is used. *Critical replacement component to our sewer collection system.*

Describe why the equipment needs to be acquired or replaced. *Flooding has already occurred as a result of deferred maintenance.*

Describe impact on the department if the equipment is not acquired. Possible failure and SSO at each location. SSO cleanup is expensive.

EQUIPMENT USEFUL LIFE (Years) *20 years*

Describe the useful life of the equipment and any factors which might extend or shorten the useful life of the equipment. Typical air valve maintenance.

ACQUISITION COSTS (Attach estimates or supporting documentation)

Purchase Price or Annual Rental (per unit and total) *3000ea and 12,000 total*

Plus: Installation or other costs (per unit and total) *2000ea and 8,000 total*

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

Net Purchase Cost or Annual Rental (per unit and total) *20,000*

NUMBER OF SIMILAR ITEMS IN INVENTORY

In the Requesting Agency *0*

In other Municipal Agencies *0*

CAPITAL IMPROVEMENT PROGRAM
EQUIPMENT PURCHASE OR RENTAL REQUEST

RECOMMENDED DISPOSITION OF REPLACED ITEM(S)

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

EQUIPMENT FUNDING SOURCES

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

Sewer Enterprise Fund

Please describe specifically with dollar amounts all proposed funding sources. *\$20,000 from Sewer Enterprise Fund*

REVENUE GENERATED BY EQUIPMENT

Is there current revenue related to this equipment? *N/A* If so, describe the current revenue and expenses and how the equipment acquisition will impact revenue and expenses. *N/A*

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

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

IMPACT ON OPERATING & MAINTENANCE COSTS:

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

PRIORITY

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

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

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

Has this project previously been deferred? *Yes* If yes, have there been any impacts from this deferral. *Yes, flooding has occurred.*

Will the requested equipment have a positive impact or effect of the environment? *Yes* If yes, please explain. *Limiting failure can prevent a Sanitary Sewer Overflow (SSO).*

Other comments:

September 12, 2023

Timothy Lydon, SIT, CFM
Town of Bourne
Engineering Department
508-759-0600 x1345
tlydon@townofbourne.com

Re: Air Release Valve Replacements

Timothy,

Weston & Sampson CMR, Inc. (*W&S CMR*) is pleased to present this proposal to replace the three (3) leaking and deteriorated air release valves for the Hideaway Sewer Pump Station in Bourne Ma:

Scope of Services -

1. Provide two (2) technician trained in confined space entry to remove the three (3) deteriorated air release valves located in manholes.
2. Furnish and install new direct replacement air release valves, brass piping, and brass ball valves.
3. Remove and replace the deteriorated 4" gate valve at the Belmont Rotary.
4. Start up and test pumps.

NOTE:

- Septic truck for force main drain back to be provided by the Town of Borne. Or Charged on a time plus basis by Weston & Sampson to Bourne. We do not know the amount of flow back on this force main.
- Any unforeseen issues other than the work in the above scope will be billed time and materials following approval by owner. Weston & Sampson reserves the right to stop all work until unforeseen extra work has been approved by owner.

Schedule -

We will initiate work under this Agreement following formal acceptance by the (Owner).
All work will be performed in accordance with Ma. Prevailing Wage Laws.

Fee -

The cost associated with Tasks 1 through 3 of the Scope of Services is a lump sum of \$19,550.

If you agree with this proposal and wish to retain us to provide the proposed services, please sign and return one copy of this proposal to us as authorization to proceed with performance of the services, and please initial and date the enclosed Terms and Conditions.

September 12, 2023

We are pleased to submit this proposal and look forward to working with you and your staff. If you have any questions concerning this proposal, please contact me at (978) 532-1900, ext. 2803 or by e-mail at Ferraras@wseinc.com.

Sincerely,

Weston & Sampson CMR, Inc.

Salvatore Ferrara
General Manager

Accepted By:

(Bourne Ma)

Printed Name and Title

Date



September 12, 2023

**Application for
Community Preservation
Funding**

**Pocasset Village
Foundation
for the
Pocasset Community
Building**

RECEIVED
TOWN CLERK'S OFFICE

2011/03/11 10:04:43

RECEIVED

APPLICATION FOR COMMUNITY PRESERVATION FUNDING

Submit to: Community Preservation Committee
Town of Bourne
24 Perry Avenue
Buzzards Bay, MA 02532

Name of Applicant Pocasset Village Foundation, Inc.

Name of Co-Applicant, if applicable _____

Contact Name Paul Forsberg

Mailing Address Po Box 774 City Pocasset State MA Zip 02559

Daytime Phone 508-563-9797 Email pforsberg@therealtycapecod.com

Name of Proposal Historical Restoration of Roof

Address of Proposal 314 Barlows Landing Rd., Pocasset, MA 02559

Assessors Map 38 Parcel 7

CPA Category (circle all that apply): Open Space Historic Preservation Recreation Community Housing

CPA Funding Requested \$68,000.00 Total Cost of Proposed Project \$68,000.00

PROJECT DESCRIPTION: Attach answers to the following questions. Applications will be returned as incomplete if all requested information is not provided. Include supporting materials as necessary.

- **Goals:** What are the goals of the proposed project?
- **Community Need:** Why is this project needed? Does it address needs identified in the current Local Comprehensive Plan?
- **Community Support:** What is the nature and level of support for this project? Include letters of support and any petitions.
- **Timeline:** What is the schedule for project implementation, including a timeline for all critical milestones?
- **Credentials:** How will the experience of the applicant contribute to the success of this project?
- **Success Factors:** How will the success of this project be measures? Be as specific as possible.
- **Budget:** What is the total budget for the project and how will CPA funds be spent? All items of Expenditure must be clearly identified. Distinguish between hard and soft costs and contingencies. (NOTE: CPA funds may NOT be used for maintenance.)
- **Other Funding:** What additional funding sources are available, committed, or under consideration? Include commitment letters, if available, and describe any other attempts to secure funding for this project. Maintenance: If ongoing maintenance is required for your project, how will it be funded?
- **Maintenance:** If ongoing maintenance is required for your project, how will it be funded?

General Selection Rating Criteria

The project must meet all the legal criteria of the Community Preservation Act. The project must be well documented and provide sufficient information to be feasible. The following criteria will be considered as the project is evaluated. However, meeting all of the criteria does not guarantee CPC support for the project. *(Score each question as follows: Y for Yes, N for No, N/A for Does Not Apply. Scores will be totaled and averaged by the number of rating members)*

- N___1) Does the project have other sources of funding? If so, indicate percentage.
- Y___2) Does the project require urgent attention?
- Y___3) Does the project serve a currently underserved population?
- Y___4) Does the project preserve a threatened resource?
- Y___5) Is the project consistent with existing Bourne Planning Documents such as the Local Comprehensive Plan or Open Space Plan?
- Y___6) Does the project fit within the current or already proposed zoning regulations?
- Y___7) Does the project have a means of support for maintenance and upkeep?
- N___8) Does the project involve currently owned municipal assets?
- N___9) Does the project have two other sources of funding?
- N___10) Does the project have more than two other sources of funding?
- N___11) Does the project involve two core concerns of the CPA?
- N___12) Does the project involve all three-core concerns of the CPA?
- Y___13) Does the project have community support?
- Y___14) Does the project have sufficient supporting documentation?
- N/A___15) Does the project have support from another Board or Committee?
- Y___16) Does the project provide a positive impact to the community?
- N/A___17) Does the project have the support of the majority of immediate abutter?

Historic Preservation Selection Criteria

Check each line as it applies:

- N___1) Is the building on the National Register of Historic Places?
- Y___2) Is the property eligible for listing on the National Register of Historic Places?
- N___3) Is the property on the State Historic Register?
- Y___4) Is the property eligible for listing on the State Historic Register?
- Y___5) Has the property been included in the local Survey of Historic Properties?
- N___6) Is the property in danger of being demolished?
- N___7) Are there potential archeological artifacts at the site?
- Y___8) Has the property been noted in published histories of the town or county?
- Y___9) Is there a realistic chance of restoring the property?
- N___10) Are there other potential uses for the property, which could benefit the town?
- N___11) Could the building be converted for affordable housing use while still retaining its historic quality?
- N___12) Is the property part of a historic area or district in the town?
- Y___13) Is the owner also interested in preserving the historic integrity of the property?
- N___14) Is there an opportunity for other matching funding to preserve the property? Explain?
- Y___15) Are there any particularly important historic aspects about the property?
- Y___16) Did the property ever play a documented role in the history of the town?

Pocasset Village Foundation, Inc.
PO Box 774
Pocasset, MA 02559

Aug 9, 2023

Mr. Barry Johnson
Chair, Community Preservation Committee
Town of Bourne
24 Perry Ave.
Buzzards Bay, MA 02532

Dear Mr. Johnson and Members,

The Pocasset Village Foundation, Inc. (PVF) and the families of the Pocasset Village Association are pleased to once again submit an application for funding under the Community Preservation Act for historic restoration of our Pocasset Community Building. The main purpose of the PVF is to maintain our historic building and make it available for all residents.

The PVF and its predecessor associations have maintained the Pocasset Community Building for over a century and have offered it to a wide range of groups in the community. We have sponsored and hosted Boy Scout Troop 44 for decades, and we host the Hit The Deck Running substance abuse group each morning - 365 days a year. These continue to be of no cost to the Town of Bourne. We will continue to service the town in whatever way we can.

- The process for applying to list the Pocasset Community Building on the National Register of Historic Places as determined by the Massachusetts Historical Commission is underway and should be completed any day now. The project for which we are requesting funding is within the specific restoration requirements for obtaining the NRHP listing, mainly having to do with restoring the exterior appearance of the building to its original c. 1912 appearance.

Our application for CPC funding is in direct response to the requirements expressed or implied by the Public Archeology Laboratory on behalf of the Massachusetts Historic Commission.

The project consists of Replacing the asphalt 3 tab roof with a historically correct red cedar roof as we have discovered in historic photos of the building. This should be the final step of returning the building to its original appearance.

As requested, as president of the Pocasset Village Foundation, Inc., I certify, under the penalties of perjury, to the best of my knowledge that

- The Pocasset Village Foundation, Inc. has filed all federal and State (Commonwealth of Massachusetts) tax forms required under law (Note that the Pocasset Village Foundation, Inc. is a tax-exempt organization under Section 501(c)3 of the IRS Code.)
- Under the provisions of Chapter 701 of the Acts of 1983, the Pocasset Village Foundation, Inc.'s application is in all respects bona fide, fair, and made without collusion or fraud with any other person. As used in this section, the word "person" shall mean any natural person, joint venture, partnership, corporation, union, committee, club, or other business or legal entity.
- The Pocasset Village Foundation, Inc. has not engaged in any unlawful discrimination based upon race, color, religious creed, national origin, sex, sexual orientation, or veteran status and has complied with Town of Bourne affirmative action policies and practices.

I am available to discuss any and all elements of this proposal.

Sincerely,

A handwritten signature in black ink, appearing to read "Paul R. Forsberg", with a long, sweeping horizontal line extending to the right.

Paul R. Forsberg
President, Pocasset Village Foundation

General Criteria- Applicability to this Proposal

This project in this proposal is fully eligible for Community Preservation Act funding because they involve the preservation, rehabilitation and restoration of a historic resource, the Pocasset Community Building.

The restoration of this building will preserve and maintain this building as an essential complement of Pocasset and Bourne as it has been for over 100 years. It also continues to be a compound to the essential character of the town of Bourne.

Of the bids we requested, we received two qualified bids. The contractor is ready to get moving upon approval of this request.

Pocasset Village Foundation, Inc. (PVF) 2023 CPC Application for Funding for the Pocasset Community Building

Goal:

To complete the final step to restoring the exterior of the building to its original condition and 1912 appearance. To help satisfy the requirements of the Massachusetts Historic Commission for completing the process to list the building on the National Register of Historic Places.

Completing the project will consist of stripping the asphalt roof, inspecting the condition of the roof boards and replacing and or repairing as needed. Installing a roofing membrane, cedar breather and installing 18' red cedar shingles with stainless fasteners and copper flashing as needed to return the roof to original condition.

Community Need:

The building is widely used by many groups within the community, as it has for over 100 years.

Community Support:

The PVF is supported by over 140 families of the Pocasset Village Association and many other families in the community.

Timeline: Immediately following approval.

Credentials:

The PVF has demonstrated its ability to manage construction projects on time and under budget. We have shown that we can fully comply with the invoicing documentation of the CPC and the town finance office.

Other funding: None

Maintenance:

The maintenance of the building is fully funded from rental income and no shortfalls are envisioned. (None of the CPA funds will be used for maintenance).



QUIT CLAIM DEED

POCASSET COMMUNITY CLUB, INCORPORATED, a Massachusetts corporation having an usual place of business at Bourne, Barnstable County, Massachusetts for consideration paid grants to **POCASSET VILLAGE FOUNDATION, INC.**, a Massachusetts corporation having an usual place of business at 314 Barlows Landing Road, Bourne, Barnstable County, Massachusetts with **QUITCLAIM COVENANTS**,

That certain parcel of land situate in said **BOURNE**, bounded and described as follows:

Beginning at the Southeast corner of the premises hereby conveyed, by land of the Baptist Society, thence running

WESTERLY by said Barlows Landing Road, 76 feet to land of the New York, New Haven and Hartford Railroad;
thence running

NORTHERLY by said railroad, 150 feet to land of Bertha H. Whitmore; thence running

EASTERLY by said Whitmore's land 72.5 feet, to other land of said Whitmore; thence running

SOUTHERLY by other land of said Whitmore 141 feet to the point of beginning; or however otherwise the premises may bounded and described.

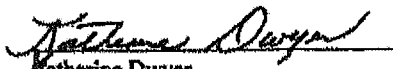
Meaning and intending to convey and hereby conveying those premises described in the deed recorded with Barnstable Registry of Deeds in Book 693, Page 90.


The consideration for this deed is ten dollars.

Executed as a sealed instrument this 5th day November, 2016

314 BARLOWS LANDING ROAD
POCASSET (BOURNE)

Pocasset Community Club, Incorporated
By:


Katherine Dwyer
President


Michael A. Ryan
Treasurer

COMMONWEALTH OF MASSACHUSETTS

BARNSTABLE SS

DECEMBER 5, 2016

Then personally appeared Katherine Dwyer and Michael A Ryan, respectively President and Treasurer of Pocasset Community Club, Incorporated, identified by Massachusetts drivers' licenses, who acknowledged the foregoing instrument to be the free act and deed of Pocasset Community Club, Incorporated, before me,





Notary Public
My commission expires: Sept 21 2018

E:\Lexar\

Return to:

Pocasset Village Foundation, Inc.

314 Barlows Landing Road

PO Box 774

Pocasset, MA. 02559

BARNSTABLE REGISTRY OF DEEDS
John F. Meade, Register

Proposal

Kashalena Construction LLC
62 Carlisle Rd, Bourne, Ma 02532



Pocasset Community Bldg. Roof

08/05/2023

314 Barlows Landing Rd. Pocasset, MA 02559

Scope of work:

Strip old roof. Inspect roof boards and adjacent trim boards. Apply ice and water roof membrane, and cedar breather. Install red cedar clear perfection blue label shingles. Stainless fasteners and all flashing will be copper. Cap on hip part of roof will be woven red cedar shingles. Ridge will be vented with cedar boards. Area cleaned up and all demo removed.

\$48,000.00

Contingency Work:

If problems with roof boards are found $\frac{3}{4}$ inch plywood will be installed on roof surface. If other problems are found, they will be repaired. Any extra work will be approved by the project manager.

\$20,000.00

Michael Kashalena

Kashalena Construction LLC



24 Ernest St, New Bedford, MA 02745
 Office (508) 509-4414 Fax (508) 858-5048
 Massachusetts Home Improvement Contractor Registration # 165756
 Massachusetts Contractor Supervisor # 096628
 Rhode Island Residential/Commercial Contractor Registration # 37712

Bob Dwyer

314 Barlows landing rd
 Pocasset MA 02559

(917)403-5477
 rdwyerphd@gmail.com

Date: 06/21/2023

Rep: Brian Couto

****This Page is not used for product details and is used for payment options only. All product details must be disclosed on work orders****

The undersigned Purchaser, being the owner(s) of the Premises, hereby engage the services of Couto Construction INC. and Couto Construction hereby agrees to furnish, deliver and install certain home improvements to the Premises (the "Work") pursuant to and in accordance with the Specifications set forth on page(s) attached hereto and made a part hereof (the "Contract") for the following Contract Amount: (including any applicable discounts)

Total Contract Amount	\$130,810.00
Final Contract Amount	\$130,810.00

Cash Payment

Amount Paid in Cash	\$130,810.00
Cash Deposit	\$13,000.00
Cash Due at Start of Job / Delivery of Materials	\$80,000.00
Cash Due Halfway Through Job Completion	\$20,000.00
Cash Due Upon Completion	\$17,810.00
Form of Payment	Cash

Estimated Starting Date	08/10/2023
--------------------------------	-------------------

Estimated Completion Date	08/31/2023
----------------------------------	-------------------

Disclaimer

Please note that this is just an estimated start date, this does not mean that your job will start on this specific date, this day is subject to change based on weather, delay in deposit, picking siding/roof color, etc.

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24 Ernest St, New Bedford, MA 02745
 Office (508) 509-4414 Fax (508) 858-5048
 Massachusetts Home Improvement Contractor Registration # 165756
 Massachusetts Contractor Supervisor # 096628
 Rhode Island Residential/Commercial Contractor Registration # 37712

Bob Dwyer
 314 Barlows landing rd
 Pocasset MA 02559

(917)403-5477
 rdwyerphd@gmail.com

Date: 06/21/2023
 Rep: Brian Couto

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Form of Payment

Cash

Estimated Starting Date	08/10/2023
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2023 AUG 10 PM 12:25

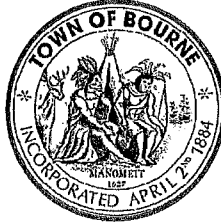
TOWN CLERK BOURNE

Town of Bourne
Community Preservation Committee
Application

FY2024
Fall STM

Bourne Public Schools

36 Sandwich Road
Bourne, MA 02532
508.759.0660
508.759.0667 (fax)
www.bourneps.org



Jordan Geist
Director of Business Services
jgeist@bourneps.org

Katie Russo, Payroll/Accounts Payable Lead
Susan Meikle, Grants Analyst

To: CPC Committee
From: Jordan Geist, Director of Business Services
Re: Irrigation Pump Replacement for the Athletic Fields

Dear Committee Members,

Thank you for the opportunity to apply for CPC funding to support the replacement of one of the irrigation pumps and motors that services the athletic fields located adjacent to the Middle School. It is my understanding that the fields and irrigation system, as well as the wells and pumps, were originally financed through CPC funds.

The goal of this project is to replace a failed pump and motor that services the fields. This Spring the School Department refurbished two of the fields that get the most use and due to the irrigation system and a wet spring they are much improved. Having a working second pump and motor is necessary to maintain the grass if the other pump and motor fails. If funded I would expect that the work would be completed in a month or so as long as there is not a deep freeze. The success of this project will be measured by the second pump and motor being able to pressurize and operate the irrigation system.

I am requesting \$20,000 to cover the cost of the removal of the existing pump and motor and the replacement of all the components necessary for a new pump and motor to be installed. I have two estimates in hand. The first was just over \$17,000, and the second was for just over \$12,000. Both estimates make it clear that the cost is dependent on the depth of the well being verified at 100 feet deep. Maintenance of the new pump and motor will be covered by the School Department.

Respectfully,

Jordan Geist

The Bourne Public Schools' mission is to connect individual students to their success; engage the community in new ways to facilitate student achievement; guarantee a relevant viable curriculum; and assure universal accountability that supports the success of all students.

APPLICATION FOR COMMUNITY PRESERVATION FUNDING

Submit to: Community Preservation Committee
Town of Bourne
24 Perry Avenue
Buzzards Bay, MA 02532

Name of Applicant Bourne Public Schools

Name of Co-Applicant, if applicable _____

Contact Name Jordan Geist

Mailing Address 36 Sandwich RD City Bourne State MA Zip 02532

Daytime Phone 508-759-0660 Email jgeist@bourneps.org

Name of Proposal Irrigation Pump Replacement Soccer Fields

Address of Proposal 77 Waterhouse Road Soccer Fields

Assessors Map _____ Parcel _____

CPA Category (circle all that apply): Open Space Historic Preservation Recreation Community Housing

CPA Funding Requested \$ 20,000 Total Cost of Proposed Project \$ 20,000

PROJECT DESCRIPTION: Attach answers to the following questions. Applications will be returned as incomplete if all requested information is not provided. Include supporting materials as necessary.

- **Goals:** What are the goals of the proposed project?
- **Community Need:** Why is this project needed? Does it address needs identified in the current Local Comprehensive Plan?
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- **Other Funding:** What additional funding sources are available, committed, or under consideration? Include commitment letters, if available, and describe any other attempts to secure funding for this project. Maintenance: If ongoing maintenance is required for your project, how will it be funded?
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General Selection Rating Criteria

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- N ____ 1) Does the project have other sources of funding? If so, indicate percentage.
- Y ____ 2) Does the project require urgent attention?
- N ____ 3) Does the project serve a currently underserved population?
- N ____ 4) Does the project preserve a threatened resource?
- N ____ 5) Is the project consistent with existing Bourne Planning Documents such as the Local Comprehensive Plan or Open Space Plan?
- Y ____ 6) Does the project fit within the current or already proposed zoning regulations?
- Y ____ 7) Does the project have a means of support for maintenance and upkeep?
- Y ____ 8) Does the project involve currently owned municipal assets?
- N ____ 9) Does the project have two other sources of funding?
- N ____ 10) Does the project have more than two other sources of funding?
- N ____ 11) Does the project involve two core concerns of the CPA?
- N ____ 12) Does the project involve all three-core concerns of the CPA?
- Y ____ 13) Does the project have community support?
- Y ____ 14) Does the project have sufficient supporting documentation?
- N ____ 15) Does the project have support from another Board or Committee?
- Y ____ 16) Does the project provide a positive impact to the community?
- NA ____ 17) Does the project have the support of the majority of immediate abutter?

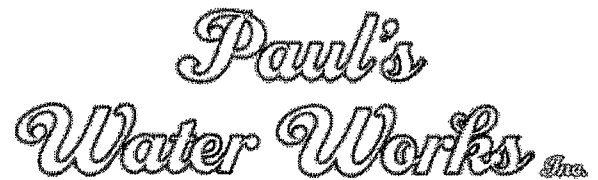
Recreation Criteria for Rating CPC Proposals

Check each line as it applies:

- Y 1) Will the project be used by more than one age group?
- Y 2) Can the project be used by more than one activity (multiuse)?
- N 3) Does the project require maintenance costs of less than \$1000 per year?
- N 4) Does the project require maintenance costs of less than \$500 per year?
- Y 5) Would more than 12 participants normally use the project at once?
- Y 6) Would more than 20 participants normally use the project at once?
- N 7) Is this project the first of its kind in the town?
- N 8) Is this project the first of its kind in the county?
- Y 9) Can the project be used by the participants unsupervised by an adult?
- N 10) Are grants available to help pay for the construction? If so, has application been made for the grant?
- N 11) Can at least 10% of the cost be done by "In Kind Services"?
- N 12) Can at least 25% of the cost be done by "In Kind Services"?
- N 13) does the project include considerations for additional parking?
- Y 14) Can the project be used more than 1 of the 4 seasons per year?
- NA 15) Does the project match the surrounding areas looks?
- Y 16) Does the project include all normal safety considerations?
- Y 17) Does the project meet all building and safety codes?
- NA 18) Is the project accessible by pedestrians? Cars?
- NA 19) Does the project take advantage of connections to other resources?

Paul's Water Works Inc

45 Industrial Road, Suite 107
Cumberland, RI 02864
800-945-7374
paulswaterworks@cox.net

**Estimate****ADDRESS**

Jordan Geist
Bourne Public Schools
36 Sandwich Rd
Bourne, MA 02532

SHIP TO

Jordan Geist
Bourne Public Schools
36 Sandwich Rd
Bourne, MA 02532

ESTIMATE #
2167

DATE
07/25/2023

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	phase 1			
	pull existing pump to confirm depth and equipment			
Hoist Truck	Hoist Truck per day	1	1,500.00	1,500.00
Welder & Air Compressor	flat rate \$750	1	450.00	450.00
	phase 2			
	replace pump, motor, control box, pipe, seal and necessary parts			
	price is estimated only until confirmed equipment and subject to change			
Hoist Truck	Hoist Truck per day	1	2,458.00	2,458.00
35FA5S4PE	Franklin 5hp 35gpm PE	1	1,865.00	1,865.00T
280FLM	2" Flomatic Check Valve	1	175.00	175.00T
52303WM	5HP 230V 1PH 3W 4" FRANKLIN MTR	1	2,886.00	2,886.00T
5230DCB	5 HP 230V Deluxe Submersible Motor Control Box	1	847.00	847.00T
2GPIPE	2 X 21 GALVANIZED DROP PIPE	5	256.00	1,280.00T
S83FBWWG500	8-3 flat black sub wire	105	3.00	315.00T
62WS	6" X 2" CAST IRON WELL SEAL	1	155.00	155.00T
Install, Access & Misc Fittings	Install, Access & Misc Fittings	1	250.00	250.00T
SUBTOTAL				12,181.00
TAX (0%)				0.00
TOTAL				\$12,181.00

Accepted By



CAPE COD TEST BORING

Estimate

Date	Estimate #
7/25/2023	10193

Mailing Address

BOURNE PUBLIC SCHOOLS
36 SANDWICH ROAD
BOURNE, MA 02532

Site Address

BOURNE HIGH SCHOOL
77 WATERHOUSE ROAD
BOURNE

Phone 508-922-2663 Rick Dob

E-mail tbuckley@bourneps.org

P.O. No.

Terms

Due on receipt

Description	Qty	Cost	Total
Well #1 budget estimate - This estimate is subject to change based on the actual pump in the well. The MA DEP well completion report indicates that a 33 gpm 5 hp pump was installed.			
Phase one: Pull the existing pump using the hoist truck to confirm pump/motor and well depth; redevelop the well using air compressor.			
Phase two: Install a new pump, motor, control box, galvanized steel drop pipe, 8/3 submersible wire, flange, irrigation box and well seal using all necessary fittings and labor.			
This estimate includes prevailing wage rates.			
PUMP HOIST TRUCK USE	1.0	800.00	800.00
MOBILIZATION & DEMOBILIZATION	2.0	300.00	600.00
AIR COMPRESSOR USE	1.0	200.00	200.00
HOURLY LABOR/2 MEN/SERVICE TRUCK	6.0	250.00	1,500.00
GOULDS 35GS50 PUMP END	1.0	3,225.00	3,225.00
5HP 1PH 230V MOTOR	1.0	2,886.00	2,886.00
CONTROL BOX 5HP/DELUXE	1.0	847.00	847.00
GALVANIZED STEEL 2" PIPE	63.0	52.00	3,276.00
SUBMERSIBLE WIRE 8/3/GROUND	70.0	3.40	238.00
IRRIGATION BOX/WELL SEAL/CONNECTION FITTINGS	1.0	2,000.00	2,000.00
HOURLY LABOR/2 MEN/SERVICE TRUCK	8.0	250.00	2,000.00
<p>All work is to be performed in a professional manner. Any additional work will involve additional cost. All material is guaranteed to be as specified and the work is to be performed in accordance with the specifications attached on estimate. Desmond Well Drilling, Inc. is not responsible for underground utilities not made known to Desmond Well Drilling, Inc. Care will be taken to minimize impact to the job site. This estimate does not include any landscaping or repair to the yard.</p> <p>If you have any questions, please do not hesitate to call upon us. We look forward to working with you. Please sign where indicated below to accept the estimate. We request a deposit of \$2000.00 to begin the scheduling of the work. Major credit cards and ACH payments are accepted for our customer's convenience.</p> <p>Note: This estimate may be withdrawn by Desmond Well Drilling, Inc. if not accepted within 30 days. Price changes effectuated by the manufacturers will be passed on to the customer. Specified material or equivalent will be used.</p>			

Please sign to accept this estimate.

Total

\$17,572.00

Thank you and we look forward to working with you.

Signature _____

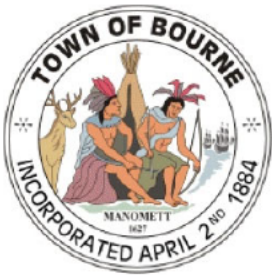
5082401000

Fax (508) 240-1003

info@desmondwelldrilling.com

www.desmondwelldrilling.com

5 Rayber Road - P.O. Box 2783 - Orleans, MA 02653



Town of Bourne

Town Administration



www.townofbourne.com



24 Perry Ave, Bourne, MA 02532

Memo

To: *Community Preservation Committee*

From: *Liz Hartsgrove, Assistant Town Administrator*
Stephanie Fitch, Conservation Agent

RE: *Rural/Urban Pollinator Trail, CPC Application*

Date: *August 11, 2023*

Cc: *Marlene McCollem, Town Administrator*

Aligned with the environmental priorities outlined in the town's mission, vision and long-range community plans such as the Local Comprehensive and Open Space & Recreation, the Administration and Conservation departments have begun working in collaboration with architect and artist Mary-Ann Agresti from the Design Initiative and various community stakeholders including the Aptucxet Garden Club, the Bourne Conservation Trust and the Town of Bourne Conservation Commission on crafting a community supported multi-phased "Rural/Urban Pollinator Trail" proposal, and filing a Community Preservation Committee application for funding consideration.

Similar to the LCP Open Space objective to "manage natural habitats that support diverse communities of local wildlife and plant species", the proposed Rural/Urban Pollinator Trail will connect habitat with community by serving as an informative guide demonstrated both virtually online and physically with the installation of pollinator gardens placed on a wide range of town owned parcels of various sizes and site conditions and expand upon current rain gardens projects which support a multitude of natural habitat benefits.

BACKGROUND

Pollinator and Rain Gardens are managed habitats comprehensively curated within both natural and human-dominated landscapes for at-risk pollinators. While a pollinator garden is a traditional soil based arrangement, and a rain garden resides in a depressed landscape designed to collect and treat rainwater and stormwater, both styles of gardens sponsor a multitude of native plant species supporting goals towards saving biodiversity, mitigating climate change and protecting native pollinating systems by providing pollen and nectar for at-risk pollinators.

Pollinators are animals that fertilize plants, resulting in the production of seeds and fruit. In the northeast United States, pollinators include bees, butterflies, moths, beetles, flies, ants, and birds. These small creatures are vital to the ecosystems that humans rely upon for sustenance.

According to the [2016 Massachusetts Pollinator Plan](#), an estimated 380 species of bees have been identified, who alone pollinate 45% of the food crops grown in the state. However, Massachusetts beekeepers reported in 2015/2016 an annual loss of 55.75% of honey bee

colonies which brings Massachusetts in the top 10% of states with the highest levels of loss. “The Massachusetts Division of Fisheries and Wildlife and its Natural Heritage and Endangered Species Program (NHESP) list habitat loss, fire suppression, introduced parasitoids and pathogens, deer browsing, off-road vehicles, and pesticides as the major threats facing pollinators. While pollinator populations may be able to overcome a single one of these stressors, when a suite of these pressures overlap, evolve and interact with one another, they can place an intense pressure on pollinators.”

“Given the diversity of factors involved in the decline of managed bees and monarch butterflies, combined with the need to effectively evaluate, sustain and enhance these populations, there was a national memorandum issued in 2014 by President Barrack Obama, followed by the release of the [National Strategy to Promote the Health of Honey Bees and Other Pollinators](#) calling on Federal Agencies to coordinate their efforts to improve managed bee pollinator health, increase monarch populations and increase pollinator habitat. A key component of this strategy was/is the engagement of all states to develop independent state-level Managed Pollinator Protection Plans (MP3) that facilitate collaboration and provide a set of recommendations of practices for those key stakeholders involved in the protection of managed bee pollinators and monarch butterflies, including state and local agencies, beekeepers, pesticide applicators, land managers/farmers, the nursery/landscaping industry, and homeowners.”

RURAL/URBAN POLLINATOR TRAIL PROJECT PROPOSAL

While the Town of Bourne’s 40+sq/mi of land mass of both rural and urban environments split between the canal presents a variety of challenges, the Town of Bourne and community stakeholders are unified in showcasing those challenges as leadership opportunities in supporting our endangered pollinators through the proposed Rural/Urban Pollinator Trail Project.

With supporting visual examples, the proposed Rural/Urban Pollinator Trail Project will be separated into 2 phases and demonstrate in both physical and virtual exhibition the following:

PHASE 1 PROJECT DETAILS will focus on creating, promoting best practices and strategies, educating audiences of all ages and abilities in 3 key areas of support for pollinators: food, water and habitation.

PHYSICAL EXHIBITION (A)

As depicted in the map attached and detailed below, the proposed Rural/Urban Pollinator Trail will encompass both north and south sites of both newly created pollinator gardens and existing or anticipated rain gardens installed by the Massachusetts Maritime Academy (MMA), the Town of Bourne, and Pocasset Water Quality Coalition.

Though existing/anticipated rain gardens installed by MMA and Pocasset Water Quality Coalition are primarily designed to meet the 2019 Local Comprehensive Plan’s call to restore and maintain fresh water environments as well as control stormwater runoff from roads to improve both water resources and wetland resources; as identified in the [National Strategy to Promote the Health of Honey Bees and Other Pollinators](#), rain gardens provide an innovative approach to addressing

the importance of providing new and diverse nectar and pollen resources for honey bees and wild pollinators, including the monarch butterfly. Considered a crucial contributor towards meeting the pollinator conservation objectives by using native plants and green infrastructure, the existing/anticipated rain gardens are an essential piece of a multifaceted trail portfolio.

Expanding pollinator habitat on rights-of-way, the trail project proposes an urban habitat exhibition by replacing existing metal cased planters along Main Street with eco-friendly self-watering planters, and doubling the number from 10 to 20 placed between Belmont Circle and Buzzards Bay Park. Using pollinator-friendly vegetation, the planters will incorporate information and wayfinding signage on pollinator health for visitor education while simultaneously expanding upon walkable, complete streets efforts.

Location		Type	Details
South	Bourne Public Library (Mixed)	Pollinator Garden	<ul style="list-style-type: none"> ▪ Garden ▪ Educational Signage ▪ Benches
	Eel Pond (Rural)	Rain Garden	<ul style="list-style-type: none"> ▪ Educational Signage
	Shore Rd Park (Rural)	Rain Garden	<ul style="list-style-type: none"> ▪ Educational Signage
	Hen Cove Circuit Ave (Mixed)	3 Rain Gardens	<ul style="list-style-type: none"> ▪ Educational Signage
North	Buzzards Bay Main St (Belmont Cir to BB Park)(Urban)	20 Pollinator Gardens	<ul style="list-style-type: none"> ▪ Self-watering planters ▪ Educational Signage
	Town Hall (Urban)	Pollinator Garden	<ul style="list-style-type: none"> ▪ Garden ▪ Educational Signage ▪ Benches
	Carter Beal Conservation Area (Herring River Watershed ACEC) (Mixed)	Pollinator Garden	<ul style="list-style-type: none"> ▪ Garden ▪ Path ▪ Educational Signage ▪ Benches
	Queen Sewell Pond Watershed (Site 1) (Rural)	Rain Garden	<ul style="list-style-type: none"> ▪ Educational Signage

GARDEN EXAMPLES:





BENCH EXAMPLES:





SIGNAGE EXAMPLES:



VIRTUAL EXHIBITION (B)

Fostering public education and awareness pertaining to pollinator protection and habitat conservation, virtual exhibitions will target a multitude of audiences online and in person including individuals; small businesses and corporations; schools, libraries, and other educational venues; demographically diverse audiences; and town staff.

Leveraging resources and relationships, virtual exhibitions allow the ability to empower and educate the various ages and audiences as an environmentally responsible and education tool addressing pollinator conservation core messages, talking points, and highlighting the physical trail infrastructure. With an interactive website, the virtual exhibition will help the public understand the challenges facing pollinators, as well as the opportunities for conservation support in both rural and urban environments.

Interactive Website including:

- Illustrations
- Student contributions
- Plant Identifications
- Narrative and Mapping
- Tool-kits and Worksheets

Printed material, including:

- Branding
- Brochures, Posters, Maps
- Mailers
- Tool-kits and Worksheets

WEBSITE EXAMPLES:

<https://gardens.si.edu/gardens/pollinator-garden/>

[Make a Pollinator Field Guide - KidsGardening](#)

[Seek by iNaturalist · iNaturalist](#)

[Pollinator & Rain Gardens - Watermark Art Center](#)

<https://lowelllandtrust.org/a-rain-garden-for-all/>

[Education | Pollinator.org](#)

BRANDING EXAMPLES:



PRINTED MATERIAL EXAMPLES:





PHASE 1 BUDGET

PHYSICAL EXHIBITION (A)			
Pollinator Gardens (3) (Library, Town Hall and Carter Beal)			
Signage (Fabrication of Main, Info, Directional, Parking, etc, (assuming 5 per site) and installation (labor, foundation etc))	\$5,000	3	\$15,000
Benches/Seating (for 6 ppl, Fabricated, Purchased and Installed)	\$5,000	3	\$15,000
Landscape / Hardscape (Curb, Paths, Plants)	\$20,000	3	\$60,000
TOTAL Pollinator Garden	\$30,000	3	\$90,000
Rain Gardens (6) (Eel Pond, Shore Rd, Hen Cove/Circuit Ave (3), Queen Sewell)			
Signage (Fabrication of Main, Info and installation)	\$2,000	6	\$12,000
TOTAL Rain Garden	\$2,000	6	\$12,000
Main Street Pollinator Gardens (20)			
Self-Watering Planters	\$300	20	\$6,000
Plants	\$100	20	\$2,000
Signage (Fabrication for planters and wayfinding)	\$500	20	\$10,000
TOTAL Main Street	\$900	20	\$18,000

VIRTUAL EXHIBITION (B)	
Web Design	
Interactive site, Student Contributions, Plant ID, Narrative with 3 year support	\$30,000
Illustrator (10-12 images \$1000 each)	\$12,000

Research (\$80 / hr @ 20 hours per QTY 6 panels)	\$10,000
Copy Writer	\$10,000
TOTAL Web Design	\$62,000
Print Design	
<i>Brand (Logo, Identity), Mailer, Web Blitzes, Brochure</i>	\$15,000
Illustrator (Use from Web budget)	\$0
Research (Use from Web budget)	\$0
Copy Writer (Modify from Web budget)	\$2,500
TOTAL Print Design	\$17,500

PROJECT MANAGEMENT/COORDINATION (C)	
21 weeks / 20 hours / wk @\$130	
<i>Establish Project Scope, and Overall Design Vision</i>	
<i>Manage and Oversee Team and Cons</i>	
<i>Phase 1 Est Scope/Extg Cond Documentation - 3 wks.</i>	\$7,800
<i>Phase 2 Schematic Design - Research - 6 week</i>	\$15,000
<i>Phase 3 Design Development - 6 weeks</i>	\$15,000
<i>Phase 4 Construction Documents - 6 weeks</i>	\$15,000
<i>Phase 5 Construction Administration. TBD placeholder EST</i>	\$15,000
TOTAL EST DESIGN and MANAGEMENT	\$67,800

Option 1 (Preferred)	Total Phase 1 (A+B+C)	\$267,300
Option 2	Total Phase 1 (A+C)	\$187,800

PHASE 2 PROJECT DETAILS will expand Phase 1 into additional locations and enhance the overall experience. As public spaces and connecting those spaces present a range of positive health benefits both physical and mental, Phase 2 formally encourages, attracts, and invites people to enjoy and explore one space to the next. This is done by highlighting the Project for Public Spaces' "The Power of 10+" principles:

1. **Diversity of Uses** - Encouraging coexistence
2. **Active Facades** – Visually inspire relationships
3. **Social Dimension** – Stimulate interaction between people and the environment.
4. **Human Scale** – creating places to slow/quiet people within active environments
5. **Lighting** – facilitating natural and efficient lighting to safely broaden space usage and enjoyment.
6. **Stimulate local economy** – offering leisure and living focused areas leads to boosting of local commerce.
7. **Local Identity** – generates strong relationships between the values of people and places within a community.
8. **Complete Streets** – Shares spaces ensuring safe circulation of all users and elements.

9. **Green Areas** – Vegetation humanizes spaces by attracting and investing people to the outdoors resulting in lower stress and supporting biodiversity strategies.
10. **Social Participation** – involving public in the design to ensure space meets inclusive needs.

PHYSICAL EXHIBITION (D)			
Location		Type	Details
South	Bourne Public Library (Mixed)	Pollinator Garden	Site Enhancement including Public Art
North	Electric Ave (Mixed)	Pollinator Garden and Rain Garden	<ul style="list-style-type: none"> ▪ Garden ▪ Path ▪ Educational Signage ▪ Benches ▪ Public Art
	Town Hall (Urban)	Pollinator Garden	Site Enhancement including Public Art
	Carter Conservation Area (Mixed)	Pollinator Garden	Site Enhancement including Public Art

PUBLIC ART EXAMPLES



PHASE 2 BUDGET

PHYSICAL EXHIBITION (D)	
Pollinator & Rain Garden (Electric Ave)	
Signage (Fabrication of Main, Info, Directional, Parking, etc, (assuming 5 per site) and installation (labor, foundation etc))	\$5,000
Benches/Seating (for 6 ppl, Fabricated, Purchased and Installed)	\$5,000

Landscape / Hardscape (Curb, Paths, Plants)	\$20,000
TOTAL Pollinator & Rain Garden	\$30,000

Site Enhancements including Public Art (4) (Electric Ave, Library, Town Hall and Carter Beal)			
Site Enhancements	\$2,500	4	\$10,000
Artist	\$3,000	4	\$12,000
Fabrication & Installation	\$12,000	4	\$48,000
Total Site Enhancement/Public Art	\$18,000	4	\$70,000

Total Phase 2 (D)	\$100,000
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Option 1 (Preferred)	Total Phase 1 & 2 (A+B+C+D)	\$367,300
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Option 2	Total Phase 1 & 2 (A+C+D)	\$287,800
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ACHIEVING CPC CRITERIA

Presented in a 2-phased approach, the proposed Rural/Urban Pollinator Trail has been crafted to achieve, at minimum, the following CPC criteria:

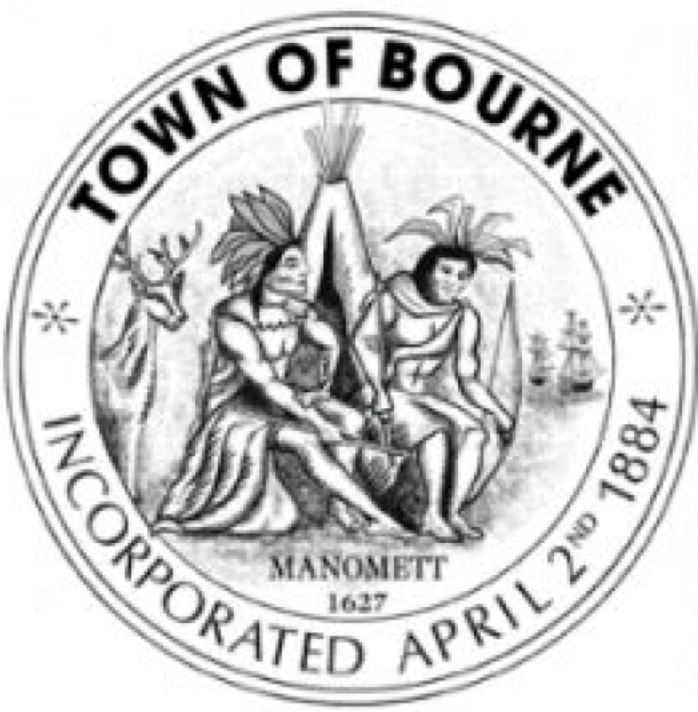
Open Space:

- ❖ Permanently protect important wildlife habitats;
- ❖ Local significance for biodiversity;
- ❖ Preserve habitat for threatened or endangered species of plants or animals;
- ❖ Contain a habitat type that is in danger of vanishing from Bourne;
- ❖ Provide opportunities for passive recreation and environmental education;
- ❖ Promote connectivity of habitats and enhance wildlife corridors
- ❖ Provide connections with existing trails;
- ❖ Border scenic roads;

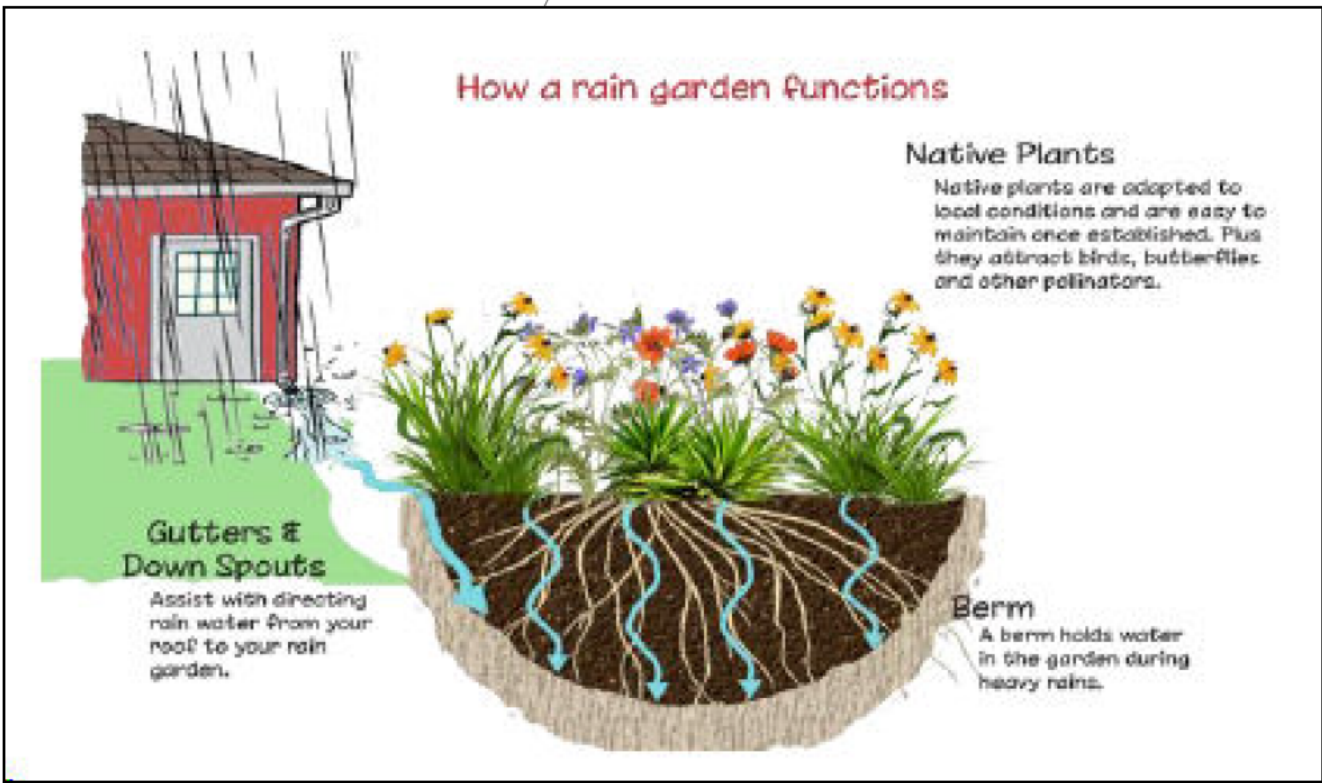
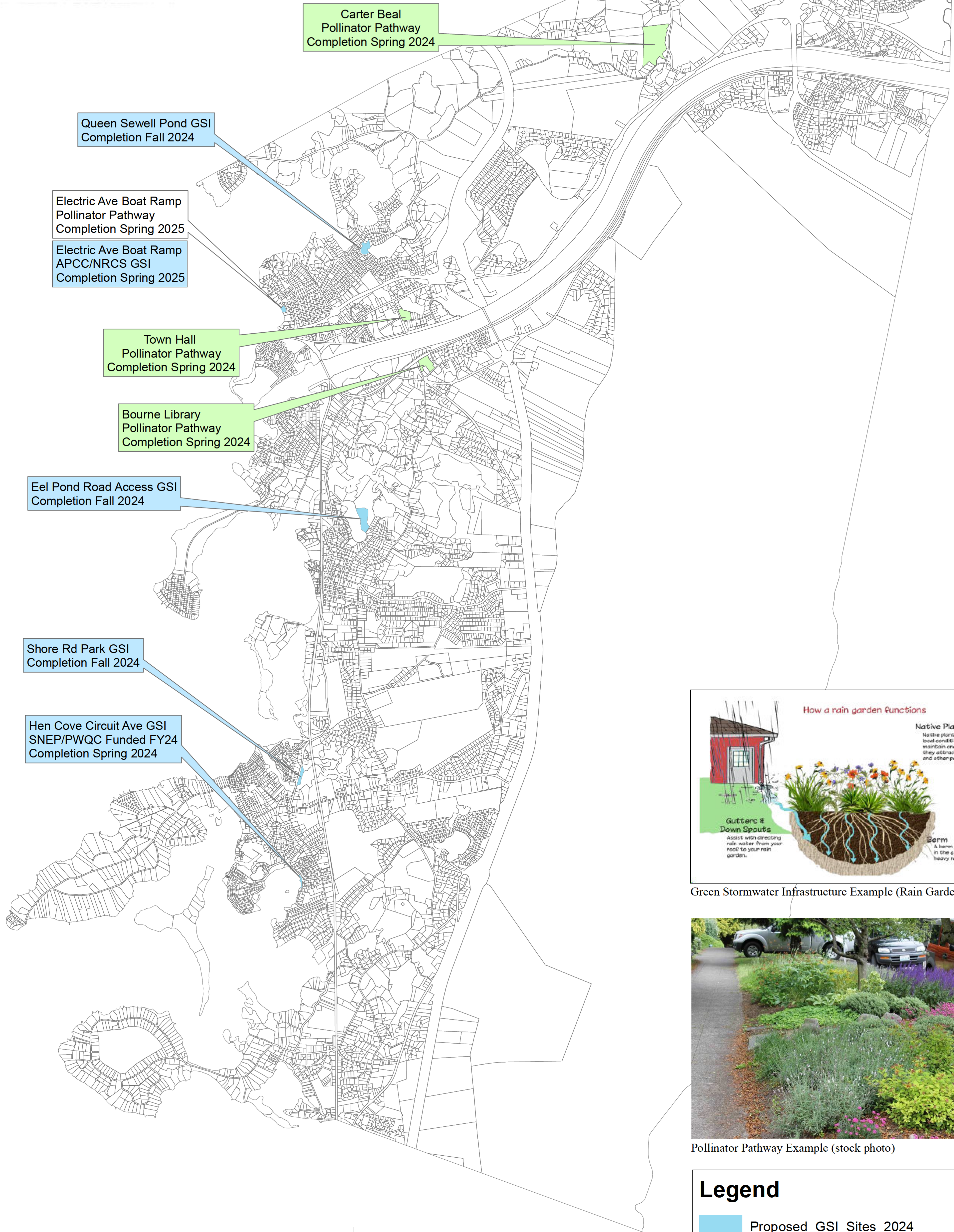
Recreation:

- ❖ Support multiple active and passive recreation uses;
- ❖ Serve a significant number of residents;
- ❖ Jointly benefit Conservation Commission and Recreation Committee initiatives by promoting a variety of recreational activities;
- ❖ Maximize the utility of land already owned by Bourne;
- ❖ Promote the creative use of railway and other corridors to create safe and healthful non-motorized transportation opportunities.

Town of Bourne Pollinator Pathways and Green Stormwater Infrastructure (GSI)



Town of Bourne Pollinator Pathways Project Phase 1 will be constructed in the Spring of 2024 and appear in green. Electric Ave Beach GSI/Pollinator Pathway and other GSI projects will be completed at a later date and appear in blue.



Green Stormwater Infrastructure Example (Rain Garden)



Pollinator Pathway Example (stock photo)

This map was created by the Bourne Engineering Department using data courtesy of the Cape Cod Commission and MassGIS. It is to be used for reference and planning purposes only and should not be used for survey, regulatory, engineering, conveyance or other site specific purposes.



Legend

- Proposed_GSI_Sites_2024
- M036_Parcels_Level3_update_2021
- Proposed_Pollinator_Pathways_Sites_2024



Make all checks payable to: Urbanscape Planters 115 Vista Avenue, Winnipeg, Manitoba R2M 4Y5

Town of Bourne
Community Preservation Committee
Application

FY2024
Fall STM

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<i>(Open Space, Historical, Recreation, Affordable Housing)</i>	
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Guidelines for Project Submission

- 1) The Original plus Nine (9) copies of the Application for Community Preservation Funding and all related documentation must be submitted to the Community Preservation Committee no later than **August 11, 2023** for the Special Town Meeting November 6, 2023. Complex projects may need more advance time.
- 2) The Community Preservation committee reserves the right to waive the application period for extenuating circumstances.
- 3) Requests must include a signed application and be documented with requested support information. The use of maps, visual aids and other supplemental information is encouraged.
- 4) Obtain quotes for project costs whenever possible. If not available, estimates may be used provided the basis of the estimate is fully explained.
- 5) If the request is part of a multi-year project, include the total project cost and allocations.
- 6) For applicants that have multiple project requests, please prioritize projects.
- 7) Applicants must be present at a CPC meeting and public hearing to present the project and answer questions.

Please keep in mind that there are legal limitations on the use of CPA funds. Additional information on the CPA and the Community Preservation Committee can be found at www.community-preservation.org . The committee can be reached the Chairman. The name and telephone number of the chairman can be found on the town website, www.townofbourne.com If you are in doubt about your project's eligibility you are encouraged to submit an application so that the Committee can determine eligibility.

Please submit the project proposal and accompanying documentation to:

Barry Johnson, Chairman
Community Preservation Committee
Town of Bourne
Town Hall
24 Perry Avenue
Bourne, MA 02532

General Criteria

The Town of Bourne Community Preservation Committee will give preference to proposals which address as many of the following general criteria as possible:

- Are eligible for Community Preservation Act (CPA) funding according to the requirements described in the CPA legislation; specifically,
 - The acquisition, creation, and preservation of open space.
 - The acquisition, preservation, rehabilitation, and restoration of historic resources.
 - The acquisition, creation, and preservation of land for recreational use.
 - The creation, preservation, and support of community housing (including items such as annual payments to the housing authority to preserve or expand the affordable housing supply).
 - The rehabilitation and restoration of open space, land for recreational use, and community housing that is acquired or created using monies from the fund.
- Is consistent with the current Local Comprehensive Plan and other planning documents that have received wide scrutiny and input and have been adopted by the town.
- Preserve the essential character of the town as described in the Local Comprehensive Plan.
- Save resources that would otherwise be threatened and/or serve a currently under-served population.
- Either serve more than one CPA purpose (especially in linking open space, recreation and community housing) or demonstrate why serving multiple needs is not feasible.
- Demonstrate practicality and feasibility, and demonstrate that they can be implemented expeditiously and within budget.
- Produce an advantageous cost/benefit value.
- Leverage additional public and/or private funds.
- Preserve or utilize currently owned town assets; and
- Receive endorsement by other municipal boards or departments.

Category Specific Criteria

Open Space proposals which address as many of the following specific criteria as possible will receive preference:

- Permanently protect important wildlife habitat, including areas that
 - Are of local significance for biodiversity;
 - Contain a variety of habitats, with a diversity of geologic features and types of vegetation;
 - Contain a habitat type that is in danger of vanishing from Bourne; or
 - Preserve habitat for threatened or endangered species of plants or animals.
- Preserve Bourne's rural and seaside character.
- Provide opportunities for passive recreation and environmental education.
- Protect or enhance wildlife corridors, promote connectivity of habitat or prevent fragmentation of habitats.
- Provide connections with existing trails or potential trail linkages.
- Preserve scenic views.
- Border a scenic road.
- Protect drinking water quantity and quality.
- Provide flood control/storage.
- Preserve important surface water bodies, including wetlands, vernal pools or riparian zones.
- Preserve a primary or secondary priority parcel in the Open Space Plan.

Historical proposals which address as many of the following criteria as possible will receive preference:

- Protect, preserve, enhance, restore and/or rehabilitate historic, cultural, architectural or archaeological resources of significance, especially those that are threatened.
- Protect, preserve, enhance, restore and/or rehabilitate town-owned properties, features or resources of historical significance.
- Protect, preserve, enhance, restore and/or rehabilitate the historical function of a property or site.
- Project is within a Bourne Historic District, on a State or National Historic Register, or eligible for placement on such registers, or on the Bourne Historic Properties Survey;
- Project demonstrates a public benefit; or demonstrates the ability to provide permanent protection for maintaining the historic resource.

Category Specific Criteria (*continued*)

Affordable Housing proposals which address as many of the following specific criteria as possible will receive preference:

- Contribute to the goal of achieving 10% affordable housing;
- Promote a socioeconomic environment that encourages a diversity of income, ethnicity, religion and age.
- Provide housing that is harmonious in design and scale with the surrounding community;
- Intermingle affordable and market rate housing at levels that exceed state requirements for percentage of affordable units.
- Ensure long-term affordability.
- Promote use of existing buildings or construction on previously-developed or Town-owned sites;
- Convert market rate to affordable units or
- Give priority to local residents, Town employees, and employees of local businesses.

Recreation proposals which address as many of the following criteria as possible will receive preference:

- Support multiple active and passive recreation uses.
- Serve a significant number of residents.
- Expand the range of recreational opportunities available to Bourne residents of all ages.
- Jointly benefit Conservation Commission and Recreation Committee initiatives by promoting a variety of recreational activities.
- Maximize the utility of land already owned by Bourne (e.g. school property); or
- Promote the creative use of railway and other corridors to create safe and healthful non-motorized transportation opportunities.

APPLICATION FOR COMMUNITY PRESERVATION FUNDING

Submit to: Community Preservation Committee
Town of Bourne
24 Perry Avenue
Buzzards Bay, MA 02532

Name of Applicant Town of Bourne Conservation Department

Name of Co-Applicant, if applicable Town of Bourne Administration

Contact Name Stephanie Fitch and Liz Hartsgrove

Mailing Address 24 Perry Ave **City** Buzzards Bay **State** MA **Zip** 02532

Daytime Phone 508-759-0600 ext. 1344 **Email** ehartsgrove@townofbourne.com

Name of Proposal Rural and Urban Pollinator Trail - Phase 1 & 2

Address of Proposal Various town parcels on South and North Side

Assessors Map _____ **Parcel** _____

CPA Category (circle all that apply): **Open Space** **Historic Preservation** **Recreation** **Community Housing**

CPA Funding Requested \$ \$367,300 **Total Cost of Proposed Project** \$ \$367,300

PROJECT DESCRIPTION: Attach answers to the following questions. Applications will be returned as incomplete if all requested information is not provided. Include supporting materials as necessary.

- **Goals:** What are the goals of the proposed project?
- **Community Need:** Why is this project needed? Does it address needs identified in the current Local Comprehensive Plan?
- **Community Support:** What is the nature and level of support for this project? Include letters of support and any petitions.
- **Timeline:** What is the schedule for project implementation, including a timeline for all critical milestones?
- **Credentials:** How will the experience of the applicant contribute to the success of this project?
- **Success Factors:** How will the success of this project be measures? Be as specific as possible.
- **Budget:** What is the total budget for the project and how will CPA funds be spent? All items of Expenditure must be clearly identified. Distinguish between hard and soft costs and contingencies. (NOTE: CPA funds may NOT be used for maintenance.)
- **Other Funding:** What additional funding sources are available, committed, or under consideration? Include commitment letters, if available, and describe any other attempts to secure funding for this project. Maintenance: If ongoing maintenance is required for your project, how will it be funded?
- **Maintenance:** If ongoing maintenance is required for your project, how will it be funded?

APPLICATION FOR COMMUNITY PRESERVATION FUNDING (continued)

ADDITIONAL INFORMATION: Provide the following additional information, as applicable.

1. Documentation that you have control over the site, such as Purchase and Sale Agreement, option, or deed.
2. For projects that include construction or rehabilitation, include the existing and proposed site plan, floor plans, elevations, and any other drawings as necessary to visually describe the proposal.
3. Evidence that the project is in compliance with the Zoning Bylaw, or any other laws or regulations. Or, if zoning relief was required, specify what relief was needed and when an application was approved and relief granted by the town Zoning Board f Appeals.
4. Evidence that the appropriate Town Boards and Commissions have approved the project (for example, proposed new uses on Parks & Recreation land requires approval from the Town Recreation Committee)
5. Evidence that the proposed site is free of hazardous materials or that there is a plan for remediation in place.
6. Evidence that appropriate professional standards will be followed if construction, restoration or rehabilitation is proposed.
7. Information indicating how this project can be used to achieve additional community benefits.
8. Evidence that the applicant organization has adequate administrative and oversight capability to complete the work.
9. Evidence that the applicant organization certifies, under the penalties of perjury, to the best of his/her knowledge that:
 - The applicant has filed all State (Commonwealth of Massachusetts) tax returns and paid all State and Town taxes under law.
 - Under the provisions of Chapter 701 of the Acts of 1983, the applicant's application is in all respect bona fide, fair and made without collusion or fraud with any other person. As used in this section, the word "person" shall mean any natural person, joint venture, partnership, corporation, union, committee, club or other business or legal entity.
 - The applicant has not engaged in any unlawful discrimination based upon race, color, religious creed, national origin, sex, sexual orientation or veteran status and has complied with Town of Bourne affirmative action policies and practices with respect to their application.

NOTE: If the requested funds are for a real estate acquisition, an independent appraisal will be required which the applicant will be required to fund initially. No funding decisions will be made without an independent appraisal. Contact the Town's Open Space committee to arrange for an independent appraisal.

General Selection Rating Criteria

The project must meet all the legal criteria of the Community Preservation Act. The project must be well documented and provide sufficient information to be feasible. The following criteria will be considered as the project is evaluated. However, meeting all of the criteria does not guarantee CPC support for the project. *(Score each question as follows: Y for Yes, N for No, N/A for Does Not Apply. Scores will be totaled and averaged by the number of rating members)*

- N 1) Does the project have other sources of funding? If so, indicate percentage.
- N 2) Does the project require urgent attention?
- N 3) Does the project serve a currently underserved population?
- Y 4) Does the project preserve a threatened resource?
- Y 5) Is the project consistent with existing Bourne Planning Documents such as the Local Comprehensive Plan or Open Space Plan?
- Y 6) Does the project fit within the current or already proposed zoning regulations?
- Y 7) Does the project have a means of support for maintenance and upkeep?
- Y 8) Does the project involve currently owned municipal assets?
- N 9) Does the project have two other sources of funding?
- N 10) Does the project have more than two other sources of funding?
- Y 11) Does the project involve two core concerns of the CPA?
- Y 12) Does the project involve all three-core concerns of the CPA?
- Y 13) Does the project have community support?
- Y 14) Does the project have sufficient supporting documentation?
- Y 15) Does the project have support from another Board or Committee?
- Y 16) Does the project provide a positive impact to the community?
- Y 17) Does the project have the support of the majority of immediate abutter?

Open Space Criteria for Parcel Selection

Check each line as it applies to the parcel of land under consideration.

- _____1) Is it within a delineated wellhead protection area (Zone I or Zone II)?
- _____2) Would it enhance protection of a Wellhead area?
- _____3) Is it within Bourne's water protection overlay system?
- _____4) Is wetland protection a consideration?
- _____5) Is vernal pool protection a consideration?
- _____6) Is stream and bank protection an issue?
- _____7) Is this an Area of Critical Environmental Concern?
- _____8) Is this project within the Natural Heritage Endangered Zone?
- _____9) Would this proposal contribute to a Greenway?
- _____10) Would this proposal contribute to forested land?
- _____11) Would this proposal enhance protection of any FEMA designated floodway?
- N_____12) Will this purchase protect other parcels?
- _____13) Does this parcel abut protected land?
- Y_____14) Does this parcel support a significant wildlife habitat?
- N/A_____15) Is this parcel at risk for development?
- N/A_____16) Is this parcel listed for sale?
- _____17) Did this parcel have a past proposal for development?
- maybe_____18) Are grants available? If so, has application been made?
- _____19) Is there a historic significance to this parcel?
- _____20) Are there any old foundations located in this parcel?
- _____21) Are stone walls located within this parcel?

Open Space Criteria for Parcel Selection (continued)

- ____22) Does this parcel house any old roads, trails, cart paths, or scenic vistas?
- Y____23) Are there any active or passive recreation possibilities associated with this parcel?
- Y____24) Is this parcel suitable for a community garden or farm?
- Y____25) Is this parcel suitable for nature observation and educational programs?

Historic Preservation Selection Criteria

Check each line as it applies:

- _____1) Is the building on the National Register of Historic Places?
- _____2) Is the property eligible for listing on the National Register of Historic Places?
- _____3) Is the property on the State Historic Register?
- _____4) Is the property eligible for listing on the State Historic Register?
- _____5) Has the property been included in the local Survey of Historic Properties?
- _____6) Is the property in danger of being demolished?
- _____7) Are there potential archeological artifacts at the site?
- _____8) Has the property been noted in published histories of the town or county?
- _____9) Is there a realistic chance of restoring the property?
- _____10) Are there other potential uses for the property, which could benefit the town?
- _____11) Could the building be converted for affordable housing use while still retaining its historic quality?
- _____12) Is the property part of a historic area or district in the town?
- _____13) Is the owner also interested in preserving the historic integrity of the property?
- _____14) Is there an opportunity for other matching funding to preserve the property? Explain?
- _____15) Are there any particularly important historic aspects about the property?
- _____16) Did the property ever play a documented role in the history of the town?

Affordable Housing Selection Criteria

Check each line as it applies:

- _____1) Will this involve the renovation of an existing building? If so,
Is the building structurally sound?
Is it free of lead paint? (this would be necessary if children are to live there)
Is it free of asbestos, pollutants, and other hazards? Is there Town sewerage?
Is the septic system in compliance with Title 5?
Does the building comply with building and sanitary codes?
Is it handicap accessible?
Is this a conversion of market rate to affordable housing?
Is this a tax title property?
- _____2) Does this project involve the building of a new structure? If so,
Will the structure be built on tax title property?
Will it be built on Town owned land?
Will it be built on donated land?
Are there other grants available to help fund this project? Explain.
Are there other programs such as Habitat for Humanity involved?
Will the project be built on a previously developed site?
- _____3) Does the project provide housing that is similar in design and scale with the surrounding community?
- _____4) Does this serve the 60% income level population?
- _____5) Does this serve the 80% income level population?
- _____6) Will this be geared to one age group?
- _____7) Is this infill development?
- _____8) Will there be more than two bedrooms?
- _____9) Will it be located near conveniences (grocery, mass transit, etc.)?
- _____10) Does this project fit with the Master Plan?
- _____11) Will there be multiple units?
- _____12) Is long term affordability assured?
- _____13) Will priority be given to local residents, Town employees, or employees of local businesses?

Recreation Criteria for Rating CPC Proposals

Check each line as it applies:

- Y___1) Will the project be used by more than one age group?
- Y___2) Can the project be used by more than one activity (multiuse)?
- Y___3) Does the project require maintenance costs of less than \$1000 per year?
- ___4) Does the project require maintenance costs of less than \$500 per year?
- Y___5) Would more than 12 participants normally use the project at once?
- Y___6) Would more than 20 participants normally use the project at once?
- Y___7) Is this project the first of its kind in the town?
- N___8) Is this project the first of its kind in the county?
- Y___9) Can the project be used by the participants unsupervised by an adult?
- ___10) Are grants available to help pay for the construction? If so, has application been made for the grant?
- Y___11) Can at least 10% of the cost be done by "In Kind Services"?
- N___12) Can at least 25% of the cost be done by "In Kind Services"?
- ___13) does the project include considerations for additional parking?
- Y___14) Can the project be used more than 1 of the 4 seasons per year?
- Y___15) Does the project match the surrounding areas looks?
- Y___16) Does the project include all normal safety considerations?
- Y___17) Does the project meet all building and safety codes?
- Y___18) Is the project accessible by pedestrians? Cars?
- Y___19) Does the project take advantage of connections to other resources?

Funding Decisions and Process

The CPC will submit recommendations for funding in the form of town meeting articles to the Board of Selectmen. Each CPC article should have the following words appearing at the end of the article, “funds to be expended under the direction of the CPC”. CPC articles will be reviewed by the Finance Committee. The approved articles will, in turn, be voted at the annual or when required, at a designated special town meeting. Once an article/project is approved, the CPC will prepare a MEMO OF UNDERSTANDING (MOU) that will be signed by the CPC chairman and the responsible applicant. This letter also contains the CPC guidelines/instructions for obtaining project funding and project monitoring.

Guidelines for municipal/town projects:

1. Approved funds will be appropriated to a designated town department head. For example, funds for the improvements of playing fields will be appropriated to the Recreation Director, funds for the improvement of school lands will be appropriated to the Public Schools Department.
2. Prior to the release of any funds a final “work plan” must be approved with the final cost. This is done in conjunction with the town’s chief procurement officer.
3. Invoices must be approved by the CPC prior to the town writing any payment checks to any vendors (done in conjunction with the town accountant).
4. If project money is released by phase, each phase must have a CPC signoff.

Guidelines for private organization projects:

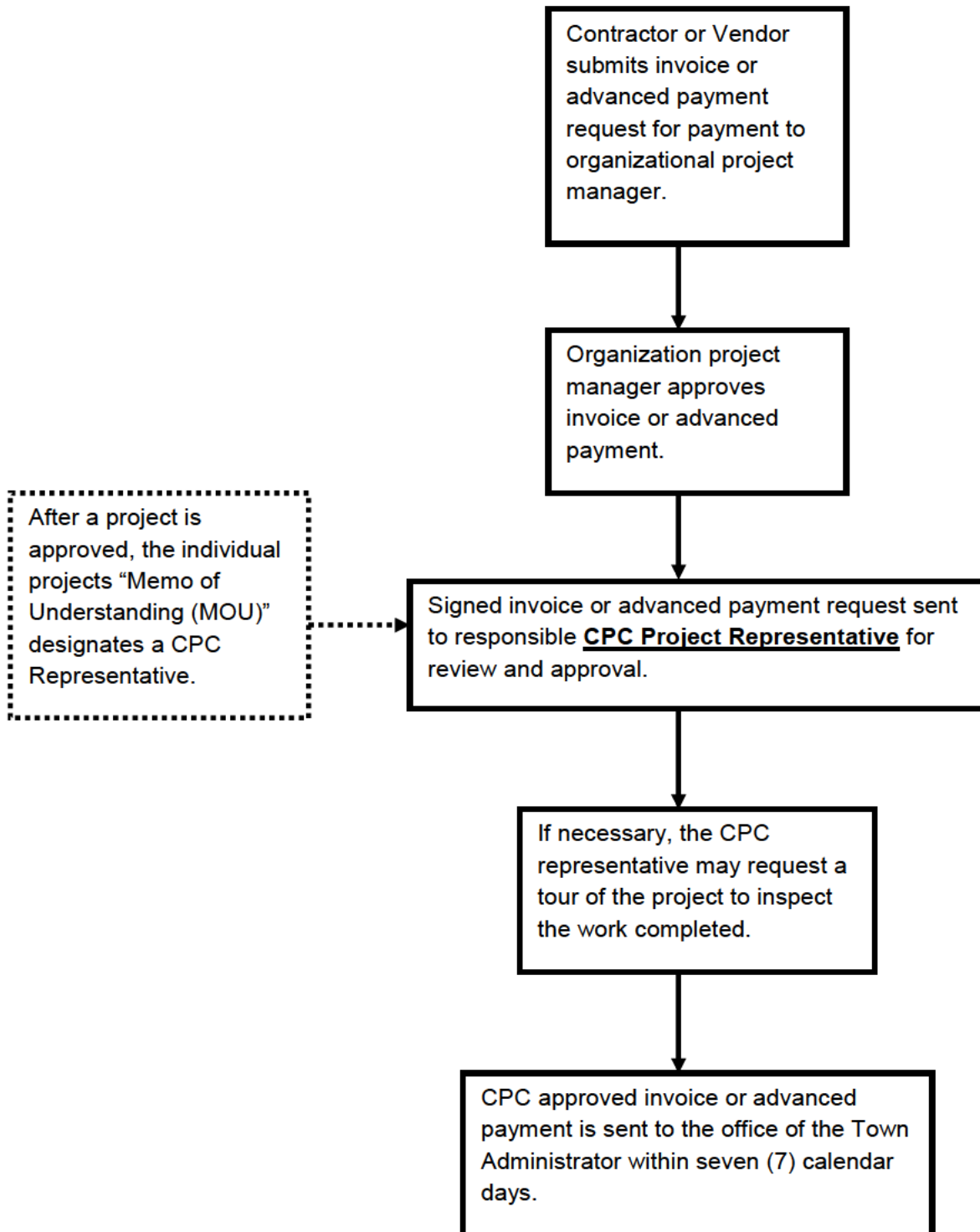
1. Prior to the release of any funds a final contract with a completion schedule and final cost must be approved by the CPC.
2. All funds will be disbursed to the requesting organization not the company performing the work (this may delay payment). Invoice copies should be submitted for CPC approval.
3. If payment is requested after the work is completed, some type of completion certificate must be submitted by the requesting organization with copies of all invoices for CPC approval.
4. Projects on private land will require a funding agreement between the town and the applicant, and often also require deed restrictions in accordance with MGL c. 184 to be approved by the applicable state agency prior to release of funds.

Projects on town-owned land will be administered by the town department that is responsible for that land and are likely to require public bidding under applicable statutes (MGL c. 30, 30B and 149)

In addition, the PCC will be monitoring all projects by requiring a project timeline and quarterly status reports until project completion.

The entire process, from application to receipt of funds, will probably take a minimum of five-six months. Significant additional time may be required if contracts, public bidding laws or other factors requiring resources and timelines outside our control come into play.

CPC Invoice/Payment Approval Process





**Community Preservation Committee
Town of Bourne
24 Perry Avenue
Bourne MA 02532**

Sample Form Letter

To:

Date:

From: Bourne Community Preservation Committee

Subject: Memorandum of Understanding (MOU)

Congratulations, your request for \$____,____ to fund the _____ project has been voted and approved at the ____/____/____ town meeting. These funds will become available to the _____ organization, hereafter referred to as “the applicant”, after July 1, 20____ to pay approved expenses for the submitted project as stipulated under the general and special conditions stated below.

GENERAL CONDITIONS:

1. This approval is based on the application that the applicant submitted to the CPC on ____/____/____ and the project as described therein, unless modified by mutual agreement between the CPC and the applicant. No subsequent changes to the project as described in the application may occur without the prior written consent of the CPC.
2. The applicant hereby attests to the validity of all appraisals, estimates and other information submitted to the CPC for this project.
3. The applicant is responsible for obtaining any and all permits and approvals necessary for project activities, and shall follow all applicable laws and regulations. Also the applicant must obtain any necessary property and liability insurance, as applicable, to protect the project and the Town of Bourne.
4. All documents executed for the project, including this MOU, must be signed by a designated representative of the applicant. This representative must have the authority to enter into contracts on behalf of the applicant.
5. Applicants must prepare periodic project reports when requested by the CPC, outlining progress and any problems encountered. Applicants may submit these reports in writing or make verbal presentations at CPC meetings.
6. The CPC reserves the right to inspect relevant records and/or conduct a background check of the applicant to ensure that approved project activities are completed and that Community Preservation funds are spent on the project as approved.
7. The applicant must prepare a proposed schedule of drawdown for funds, which must include amounts, dates and project completion milestones. This schedule must be submitted to the PCP for approval before any funds are distributed. Any amendments to approved schedules must be submitted in writing to the CPC for approval.

8. The applicant must submit invoices for payment to the CPC for approval within 15 days of receipt.
9. At its sole discretion, the CPC may withhold payments for project activities until all conditions herein noted have been met by the applicant.
10. The applicant must acknowledge that Community Preservation funds were used as a funding source for their project. This acknowledgement must appear in relevant print materials (e.g. press releases, brochures, advertisements, etc.) and referenced in presentations, interviews and other commentary regarding the project.
11. The applicant's undersigned representative certifies, under the penalties of perjury, to the best of his/her knowledge that:
 - The applicant has filed all State (Commonwealth of Massachusetts) tax returns and paid all State and Town taxes under law.
 - Under the provisions of Chapter 701 of the Acts of 1983, the applicant's application is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this section the word "person" shall mean any natural person, joint venture, partnership, corporation, union, committee, club or other business or legal entity.
 - The applicant has not engaged in any unlawful discrimination based upon race, color, religious creed, national origin, sex, sexual orientation or veteran status and has complied with Town of Bourne affirmative action policies and practices with respect to their application.

SPECIAL CONDITIONS

- 1.
- 2.

If these conditions are acceptable to _____, please sign one copy of the MOU, and return it to the address below. The signed MOU must be received no later than __/__/__. Please keep a copy for your records.

Community Preservation Committee
Town Hall
24 Perry Avenue
Bourne MA 02532

Barry Johnson, Chairman
Community Preservation Chairman

Date

Signature of Applicant's Representative

Date

Please Print Name: _____

Applicant's Taxpayer ID: _____

IMPORTANT

Please attach:

- Proof of legal existence and good standing, if applicant is a corporation
- Proof of non-profit status, if applicable

Project Monitoring and Reporting

The committee will maintain up-to-date information on all projects that are submitted, approved, in process and completed. A yearly status report will be prepared and submitted to the Board of Selectmen summarizing all activity. The report will also be entered into the meeting minutes as a permanent record. The report will be published on the town website, in the voter handbook at the Annual Town Meeting and in the Annual Report.

The committee will review all outstanding projects on the status of completion.

Kathleen Thut

From: Debora Oliviere-Llanes
Sent: Friday, September 15, 2023 3:26 PM
To: Kathleen Thut
Subject: Nealon Estate

add lib.

10/3 meeting

Kathleen,

The COA has received the final distribution of \$15,291.81 from the estate of Marie Nealon the Assent and Wainver of Notice Needs to be signed by Marlene and returned to Nealon, Nealon & Click, Attorneys at Law, 509 Falmouth Road, Suite 5, Mashpee, MA 02649. We will bring this over for signature, please put this on the Board of Selectman's agenda for acceptance.

Thank you.

Debora Oliviere (she/her/hers)

Director

Bourne Council on Aging

508-759-0600 Ext. 5226

239 Main Street, Buzzards Bay, MA 02532

doliviere@townofbourne.com



From: [Irja Finn](#)
To: [Kathleen Thut](#)
Subject: Re: Nealon Donation?
Date: Wednesday, September 27, 2023 1:58:31 PM

The first installment was \$30K in December of 2022. The \$15291.81 is the amount of the second check we just received.

On Wed, Sep 27, 2023 at 1:45 PM Kathleen Thut <kthut@townofbourne.com> wrote:
Is that in addition to the \$30k or ½ of the total?

Kathleen Thut
Town Administrator's Office
24 Perry Avenue
Buzzards Bay, MA 02532

508-759-0600 x1307
[seal small]

From: Irja Finn [mailto:ifinn@bournelibrary.org]
Sent: Wednesday, September 27, 2023 1:44 PM
To: Kathleen Thut <kthut@townofbourne.com>
Subject: Re: Nealon Donation?

Ah yes, \$15,291.81 from her estate, final disbursement.

Thanks for the nudge,
Irja

On Wed, Sep 27, 2023 at 1:42 PM Kathleen Thut
<kthut@townofbourne.com<mailto:kthut@townofbourne.com>> wrote:
Irja:

Did you receive another large check from Nealon estate like COA? Want to get it on the Select Board agenda for next week if so.

Kathleen Thut
Town Administrator's Office
24 Perry Avenue
Buzzards Bay, MA 02532

508-759-0600 x1307
[seal small]

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Irja S. Finn, MSLIS<mailto:ifinn@bournelibrary.org>
Library Director
Jonathan Bourne Public Library

19 Sandwich Road
Bourne, MA 02532
508-759-0600 x 6103

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[Irja S. Finn, MSLIS](#)

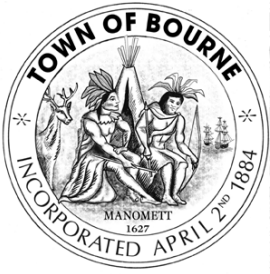
Library Director

Jonathan Bourne Public Library

19 Sandwich Road

Bourne, MA 02532

508-759-0600 x 6103



Bourne Recreation Department
Bourne Veteran's Memorial Community Center
239 Main Street
Buzzards Bay, MA 02532
Phone: (508) 759-0600 ext. 5302
www.bournerec.com

September 28, 2023
Town of Bourne Select Board
24 Perry Avenue
Buzzards Bay, MA 02532

To the Honorable Select Board,

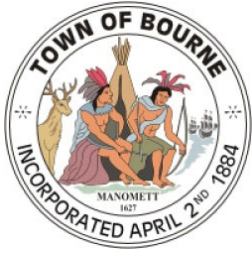
Bourne Recreation is hosting the 11th Annual Trunk or Treat on Thursday, October 26th. In order to help with promotion of the event, we would like to place a banner over Main Street in Buzzards Bay for the three weeks preceding the event. We have spoken with the DPW and the banner will meet the Town's specifications.

Thank you for your continued support of Bourne Recreation.

Sincerely,

Krissanne M. Caron

Krissanne Caron, Director
Bourne Recreation



TOWN OF BOURNE

Select Board

24 Perry Avenue – Room 101
Buzzards Bay, MA 02532-3496
www.townofbourne.com



Phone: 508-759-0600 x1503

MARY JANE MASTRANGELO, CHAIRMAN
MELISSA FERRETTI, VICE CHAIRMAN
ANNE-MARIE SIROONIAN, CLERK
PETER J. MEIER
JARED MACDONALD

September 28, 2023

Via Certified Mail

Comcast Cable Communications, Inc.
Vice President, Government Affairs
Manchester, NH 03109

Comcast Cable Communications, Inc.
Ann: Government Affairs
One Comcast Center
Philadelphia, PA 19103
676 Island Pond Road

Re: Town of Bourne, MA – Cable Television Renewal License Conditions

Dear Comcast:

In accordance with Section 6.9(d) of the Cable Television Renewal License Granted to Comcast Communications LLC by the Town of Bourne, Massachusetts dated March 20, 2022, the Town of Bourne hereby requests expedited replacement of outdated and unreliable signal processing equipment, which supports the PEG access video return system, which serves the Access Provider Studio located within the Bourne High School, 75 Waterhouse Road, Bourne, MA. This UPGRADE is needed to improve the overall viewing experience for our residents and provide a more reliable and efficient system for our community.

The RF modulators are having a **significant impact on the quality** of community programming in the Town of Bourne. This equipment (see below) is vintage 20th century equipment, obsolete and beyond its useful life. Digital encoders would, by design, provide higher quality video and audio, which would immediately enhance the overall viewing experience for our residents.

This is particularly important for community programming, e.g. Select Board meetings that relies on clear and crisp audio and video to convey essential information.

Current Situation

1. **Daily Signal Degradation:** on all three BTV Stations
2. **Extremely Poor Video and Audio:** for home and business viewers

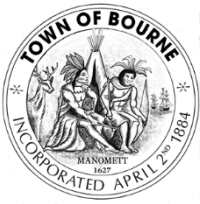
3. **New Technology NOT Compatible:** Our viewers need improved compatibility with modern technology such as High Definition.

Thank you in advance for expediting this request.

Sincerely,

Mary Jane Mastrangelo
Chairman, Bourne Select Board

CC: Bourne CITAC
Michael Galla, Comcast



TOWN OF BOURNE

24 Perry Avenue
Buzzards Bay, MA 02532



To: All Department Heads

From: Marlene McCollem, Town Administrator
Erica Flemming, Finance Director

Date: September 25, 2023

RE: FY2025 Budget Instructions

Financial Strategy & Management

Our financial strategy is comprised of several components that promote financial sustainability. These components include the following:

- Retain our AA bond rating and continue to work towards an upgrade
- Maintain fiscal reserves in accordance with policy
- Continue to develop a five year capital infrastructure plan and implement accordingly
- Adequately plan and fund for long-term obligations
- Leverage outside revenue sources to meet goals/objectives
- Continue to initiate and support economic development to leverage the Town's full potential

The Financial Policy Working Group is currently reviewing and updating the Town's financial policies to provide a framework that meets best practices and one that aligns with our strategic objectives. These policies may shift our budgeting and fiscal strategies for future years. It is likely we'll need to phase in some of the suggested changes.

The overall budget strategy should utilize conservative (and realistic) estimates to minimize any potential budget deficits. We will estimate state revenues the same as the prior year – these generally do not go down, but the assessments could increase creating a negative impact. We will estimate a 2.5% increase in property taxes in accordance with MA Proposition 2 ½, but new growth is estimated to decline. As the economy strengthens and weakens, local receipts generally do the same.

This time last year, we were experiencing periods of record high inflationary costs, rising interest rates and an overall decline in the financial markets. Today, consumer inflation has improved from last year, but is still above the Fed's target. Last week, the Federal Reserve left the interest rates unchanged, but alluded to another hike before year end and a higher interest rate environment for a longer duration. Financial markets have rallied and modest returns are expected to close out 2023. With that said, our prior year budgets should have been adjusted for inflationary changes – there shouldn't be large spikes in FY25. We will continue to be mindful of the current economic state and be proactive (not reactive) with budgeting strategies, especially capital items that will require financing.

FY2025 Budget Instructions

The Town will continue to utilize a requirements/outcomes focused approach to develop the operating budget. The budget is a policy document and statement of community values. It requires matching planned investments to the Town's strategic plan.

Developing budgets for each of your line items is a combination of taking historical spending trends and applying what you want to accomplish in the next fiscal year to those trends.

Funding requests will be evaluated based on their service level impacts, the probability of them being implemented, and how they fit into the overall vision for the town.

All new initiatives must be presented separate from the operating budget as a stand-alone request. New initiatives rolled into the budget will NOT be considered.

Each department should prepare a word or excel document that includes the following:

1. Department Descriptions

This section should include both the roles and responsibilities of the department and a description of the work that is undertaken within the department. It should be written using terms and descriptions that the public can understand.

2. Organizational Chart

An organizational chart which clearly depicts the structure of your department.

3. Personnel Summary (FTE) – Template Provided

Please create a personnel summary that details the number of full-time equivalent staff in your department for each of the last three fiscal years. This should be listed as full-time equivalents (FTE's). For example, if you have one permanent staff member and two staff members that each work 20 hours per week, your FTE number is 2 (1+.5+.5). The personnel summary should represent your current staffing levels, note any potential additions to staffing in FY25. Salary information will reported as part of the budget.

4. FY25 Budget Request – Template Provided

In this section, you should list all your expense line items (salary and non-salary) in your departmental budget and explain any changes from the prior year. Please justify all budget increases or decreases in salary and non-salary line items.

The Finance Department will be responsible for the electronic maintenance in SoftRight. Electronic SoftRight reports will be made available prior to departmental budget meetings for review. These should be reviewed to your budget request for accuracy.

We have created templates with prior year information in excel format. Please utilize this or a similar format with the same information. Hard copies will be provided at the budget kickoff meeting and electronic copies will be sent to department heads post meeting.

A detailed list of employees/salary budget must also accompany your budget request. Your salary budget should agree to the budget request. *A template with the necessary information has been provided.*

5. Accomplishments

Please list any accomplishments of your department over the last year that you would like highlighted in the budget document.

6. **Department Goals and Objectives**

The document should include clearly stated goals and/or performance measures for your department. Once goals/performance indicators have been identified, clearly link the departmental goals to the Town's overall strategic plan goals.

Please utilize and complete the attached document titled "FY25 Goal Template" to demonstrate this.

7. **NEW Budget Initiatives – see template provided**

**Please start your budgets early. Ask questions and get answers early.
This will produce a more accurate and complete document.**

**All submissions should be sent electronically in word or excel format to the
Finance Director AND Town Accountant**

FY25 Budget Schedule

Key Date	Task
September 25, 2023	Budget and Capital Request instructions provided to Department Heads via email
October 2, 2023	Budget Kickoff Meeting
October 20, 2023	Departmental Budgets due to Finance Department
October 27, 2023	Budgets available for REVIEW in SoftRight
November 6 - 10, 2023	Departmental Budget Reviews with Administration/Finance
November 14, 2023	Select Board Meeting - FY23 Financial Review and FY25 Budget Preview
November 17, 2023	Capital Requests due to Administration/Finance
December 4, 2023	Capital Outlay Committee Meeting
December 5, 2023	Tax Classification Hearing
December 12 & 9, 2023	Departmental Budget reviews with Select Board
January 9, 2024	Town Administrator budget presentation & Select Board review of non-departmental budgets
January 16, 2024	Departmental budget reviews with Select Board continues
January 23, 2024	Select Board votes to send proposed budget to the Finance Committee

Select Board
Minutes of Tuesday, September 5, 2023
Bourne Veterans' Community Center
Buzzards Bay, MA
Or Virtually

TA Marlene McCollem
ATA Liz Hartsgrrove

Select Board

Mary Jane Mastrangelo, Chair
Melissa Ferretti, Vice Chair (remote)
Anne-Marie Siroonian, Clerk
Peter Meier

Others: Wendy Lajoie, Alex Schofield, Wendi Howland, Kathy Fox-Alfano, Susan Bianchi (remote), Steve Schrader (remote), Cindy Pezza (remote), Scott Lajoie (remote), Kelly Snover (remote), Rebecca Snover (remote), Peter Perroni (remote), Victor Maglio (remote), Sarah Nathe (remote), John York (remote), Catherine Walton, Liz Brown, Beth Russell, Marie Oliva, Mavis Robinson, Fred Carbone, Susan Baracchini, Bill Doherty (remote), Neil Langille (remote), Lisa Grobleski (remote), Kristi Hawkes (remote), Steve Kay, Andrew, Alice Zinkevich, State Representative Steven Xiarhos, Tim Scully, Police Chief Brandon Esip (remote), Amy Sharpe, and Will Alms (remote).

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 televised, streamed, or recorded by Bourne TV. If anyone in the audience is recording or videotaping, they need to acknowledge such at this time.

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

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.

Zoom Meeting ID: 869 5775 5505 Password : BOURNE

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

Chair Mastrangelo said that Jared MacDonald is excused from this meeting.

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 said that she would like to recognize Richard White, a former Bourne Police Officer and State Trooper who passed away last week. Also, she expressed condolences to the family of the young person that died in the train accident the night before.
- 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.

Wendy Lajoie of Sagamore Beach said that she was there to speak about dog licensing. She said that her family has lived in Sagamore Beach for 6 years, and previously lived in Mashpee for 12 years. She said in all that time they have never missed a year of licensing and this year, like many other families in town, they missed the license due date and that they do not know how they missed it, and they received a \$50.00 fine, per dog, in the mail. She said that she paid the fine, and they are licensed now, and they will move on, although she is not sure how so many people missed it. She said she is a little dismayed that there is no leniency for first time offenders.

Ms. Lajoie said she is at the meeting to ask for a request for change in how long a license is valid for. She said that in Mashpee the license coincides with the dog's vaccination, which can be for up to 3 years. She brought in the fee structure for dog licensing in Mashpee to show how Bourne may be able to make the change in their process.

Alex Schofield of Pocasset said that he has been a resident for 16 years. He showed a picture of his dog. He said that his family also received the \$50. fine in the mail for not licensing his dog. He said that many families received this fine, and he feels that this was a "gotcha game" for the Town of Bourne. He said that he is requesting that dog owners be notified when it is time to license their dogs by either mail or email. He said that several people in town were told that the town has no obligation to notify dog owners of the fee, and this leaves a bad taste in his mouth.

Wendie Howland said she is soon to be the Clerk of the Cable, Internet, Telecommunications Advisory Committee. She said that this committee has been formed to work on getting the town better broadband service. She talked about the service in town and how poor it is. She gave out handouts to the meeting attendees that have the information for the public to do testing of their broadband. She said that there have been some listening sessions scheduled and they are not very convenient for town residents.

Kathy Fox-Alfano, Vice Chair of the Jonathan Bourne Public Library Board of Trustees. She said that they have been working all summer on their strategic plan, while being led by Library Director Irja Finn and Assistant Town Administrator Liz Hartsgrove. She said that this plan is important

because it is needed to get money from the State. She said that the plan is in the review stage currently and will be presented at the Select Board meeting next week.

5. Consent Agenda

- a. **\$100 donation to the Library from the Tradewinds Condo Owners Trust.**
- b. **Discuss and possible vote to approve the request from Mass Maritime Parents' Association to hang a banner across Main St. 3 weeks before their craft fair event on Dec. 9, 2023**

Susan Bianchi of the Mass Maritime parents' Association said that they are having their second annual Christmas Fair and she said that they are requesting to hang their banner across Main Street.

Voted: Anne-Marie Siroonian moved, and Peter Meier seconded to approve the Consent Agenda as printed on September 5th, 2023.

Roll Call Vote: Melissa Ferretti – yes, Anne-Marie Siroonian – yes, Peter Meier – yes, and Chair Mastrangelo – yes. **Vote:** 4-0-0.

6. Parking waiver request for a wedding at Sagamore Beach on Sept. 9, 2023.

Cindy Pezza said that she is having a brief wedding ceremony on Saturday, September 9th on Sagamore Beach at the north public lot entrance. She said that there will be out of town guests parking there and she would like to not have them ticketed. There was some discussion about the parking issues in the area, and the lack of parking spaces in this lot.

Voted: Peter Meier moved, and Melissa Ferretti seconded, that the Select Board approve the parking waiver request for a wedding at Sagamore Beach on September 9th, 2023, from 3 to 6 PM.

Chair Mastrangelo said that they cannot guarantee parking and parking is available at Clark Field without stickers. There cannot be any illegal parking on the street or in the area.

Roll Call Vote: Melissa Ferretti – yes, Anne-Marie Siroonian – no, Peter Meier – yes, and Chair Mastrangelo – abstain. **Vote:** 2-1-1.

7. Request by Studio 721 to use Buzzards Bay Park for a country line dancing class on Oct. 6, 2023.

Peter Meier asked if the staff has any issues with this request, and the Town Administrator, Marlene McCollem, said that the application is in order.

Voted: Anne-Marie Siroonian moved, and Peter Meier seconded to approve the use of Buzzards Bay Park Pavilion on October 6th, 2023, from 5 to 6:30 PM.

Roll Call Vote: Peter Meier – yes, Anne-Marie Siroonian – yes, Melissa Ferretti – yes, and Chair Mastrangelo – yes. **Vote:** 4-0-0.

8. Appointment of Catherine Walton to the Cable, Internet, Telecommunications Advisory Committee (CITAC) for a term ending on June 30, 2024.

Catherine Walton said that she is applying to be a part of this committee. She said that her experience includes over 3 years of managing escalated software and hardware contractual issues. She listed many of her attributes and accomplishments that would make her a good fit for the committee.

Anne-Marie Siroonian asked Ms. Walton what she sees as a priority for this committee. Ms. Walton said that she thinks gathering data to tell the story is a priority.

Voted: Peter Meier moved, and Anne-Marie Siroonian seconded to approve the Appointment of Catherine Walton to the Cable, Internet, Telecommunications Advisory Committee for a term ending on June 30, 2024.

Roll Call Vote: Peter Meier – yes, Anne-Marie Siroonian – yes, Melissa Ferretti – yes, and Chair Mastrangelo – yes. **Vote:** 4-0-0.

9. Designate and appoint a Select Board member to the Cable, Internet, Telecommunications Advisory Committee (CITAC) for a term ending on June 30, 2024.

Anne-Marie Siroonian volunteered as the Select Board's liaison for the Cable, Internet, Telecommunications Advisory Committee.

Voted: Peter Meier moved, and Melissa Ferretti seconded to appoint Anne-Marie Siroonian as the liaison for the Cable, Internet, Telecommunications Advisory Committee with a term ending on June 30, 2024.

Roll Call Vote: Peter Meier – yes, Anne-Marie Siroonian – yes, Melissa Ferretti – yes, and Chair Mastrangelo – yes. **Vote:** 4-0-0.

10. Discussion and update – Community Engagement Committee.

Kathy Fox-Alfano said she is the Interim Chair of the Community Engagement Committee. She said that in 2019 the town granted an appropriation of \$50,000. to start the BCEC (Bourne Community Engagement Committee). She said that in 2020 only two events were held, a few events in 2021, 1 in 2022, and this year that have had a lot of events. They have spent the money down to \$1,317.

Marie Oliva from the Cape Cod Canal Region Chamber of Commerce said that they have been the recipient of many grants from the Bourne Community Engagement Committee. She found them to be invaluable to them as it boosts tourism and economic development. She said the events are community events and most are free. She said that they really appreciate the support from the Select Board.

Mavis Robinson from the Bourne Historical Society said that the BCEC has allowed them to put on events and collaborate in a way that they would not normally be able to do. She said that they filed for a grant from the BCEC in 2020, and the small amount that they were given for seeds has

blossomed into a daffodil festival. She said that they use the money for new events, and not for the events that they already do.

Ms. Fox-Alfano said that since they have run out of money, they would like an article on the warrant for the Town Meeting. She also said they are reviewing their guidelines to see how they reformat what they are doing so they can be of more assistance to the town.

Chair Mastrangelo said that she was interested in finding out more about their guidelines and how much each event cost and what the amount was that was given from the BCEC for each event. She also wants to know what the criteria are for deciding what event gets funding. She would like this information before they make their decision.

11. Discussion and update – emergency refugee housing.

Chair Mastrangelo said that she asked the Town Administrator to give an update on emergency refugee housing, and not just part of the Town Administrator's report, but as an agenda item. She said that this is not an area that the Select Board has a lot of input in. She said that it is a program of the state that the state government is working through.

The following is the report that Ms. McCollem read aloud regarding the emergency refugee housing: "On August 8th, the Governor declared a State of Emergency in response to unfolding humanitarian crisis in order to address an acute shortage of temporary emergency housing units. She said that state agencies are taking steps to provide aid to unhoused immigrant families and expectant mothers in many cities and towns throughout Massachusetts, including the Town of Bourne. As a result, Joint Base Cape Cod and local hotel or motel rooms have been designated by the state as emergency shelters where these families can access safe housing and basic necessities.

As town officials, we stand ready to cooperate to the extent feasible and are committed to sharing information with our colleagues in the Administration, however, we are being extremely diligent to not divert any local resources, including staff time, to offset the Commonwealth's response. The Town Departments will continue to provide the same level of services to all members of the community as fairly as possible, and we are being careful to not give this initiative preferential treatment. The Commonwealth has made it clear that it is taking responsibility for the response to the refugee crisis and has not asked the local municipality here to assume any of the associated costs.

A few towns on the Cape, including Bourne, have contracted with the Massachusetts Emergency Management Agency, MEMA, to provide one paramedic and a spare ambulance to JBCC. All of these expenses are fully covered by MEMA and the paramedics are being hired on a rotating basis from all of the participating towns at their detail rates. Normal town staffing is not negatively impacted, and town budgets are not being used to pay for this effort. Currently the hotel or motel rooms being utilized in Bourne are not supported by an onsite service provider. I have requested that the Commonwealth assign a service provider to the Bourne locations, but that request cannot be accommodated at this time. However, the state has assigned a liaison for town staff to contact as concerns arise in real time. Representatives of the town, including myself, the Assistant Town Administrator, Health Department staff, and the Police Chief met with the liaison last Friday

afternoon to open the line of communication and share information and questions. I also received a phone call from the administration last week informing me that the Governor has mobilized the National Guard including prioritizing assignment of guardsmen to the unattended sites throughout the Commonwealth, which would include Bourne.

The Department of Education has also been working closely with the Superintendent and her staff at Bourne Public Schools to register approximately 55 school age children who are housed at both JBCC and the hotel/motel units, along with providing additional per student funding and language translation resources, to support the transition of these new students.

This is a very fluid situation and the circumstances we're currently working with may change with very little notice. The Governor's office has been working very closely with us to give the town as much notice and information as possible so that we can be prepared to respond fairly and appropriately."

Ms. Siroomian asked if it is what the town considers per pupil expenditure or what the state considers per pupil expenditure and Ms. McCollem said that she cannot speak in detail about the schools. She said she will defer the school questions to the School Committee and Superintendent.

Chair Mastrangelo said that as Select Board members, they work with the Town Administrator to make sure that things are handled within Bourne the best that they can do.

Fred Carbone said that he and his wife own the Bay Motor Inn and they adhere to the Board of Health's Rules and Regulations. He said that the Town of Yarmouth was supposed to get 100 immigrants, but their Town Administrator and Board of Health evoked the regulation that states that guest unit occupancy to be limited to 3 weeks in any year. He said that no one should be living in a hotel room. He said that he sees people that are frustrated because they need food and money, and they don't have working papers and they want to work. He asked what will happen in the winter. He said that we need to help these people and get them into better living situations than hotels and a better plan should have been in place for these people.

Susan Baracchini of Pocasset said that she was PTA President when Hurricane Katrina hit, and she said that the Town of Bourne was involved in aiding the refugees from the storm. She said that she struggles with this now because when she goes on vacation, she brings money to do the things that she and her family enjoy. Ms. Baracchini also said that her great grandparents came to this country legally, with sponsors, the way that it is stated in the immigration laws. She said that this needs to be figured out on a local level, as she is worried about the schools. She said that the town does not have the infrastructure to support 55 students who have a barrier with English being the language in which the subjects are taught. She said that there are so many elements that have not been put in place. She said that business owners are losing revenue by putting these people in hotel rooms, that otherwise they would be making money from renting. She said she is calling upon the Select Board to craft a letter that says what the town needs to keep these families in town.

Bill Doherty, Chair of the Board of Health, said that he concerned because at the end of the 90-day period he is obligated to notify the authorities that the Emergency Shelter term is up, and he is wondering how to enforce it, and does the Select Board have a plan to evict these people at that

time. He also said that removing a child from school after 60 days causes a significant disruption in the child's educational process. Mr. Doherty asked the Select Board if they have a method that they intend to use to enforce the emergency shelter regulations. Chair Mastrangelo said that she does not have an answer for him on that. She then asked Mr. Doherty about the 3-week limitation on staying in a motel or hotel for 3 weeks, and Mr. Doherty said that it is in place, and his question to the Select Board is who he notifies to evict these people at the time when the emergency shelter regulations go up.

Mr. Carbone said that he has been told by a State Representative that this is to be done on the local level and needs to be done by the Town Administrator and the Board of Health.

Steve Kay of Buzzards Bay said that Governor Healey on June 23rd spent \$750,000. for billboards in Texas and Florida encouraging people to come to Massachusetts because of her policies, and now the town has to manage it. He said that we are endorsing the illegal effects of the non-border. He wanted to know what the Police Department has done about vetting the people to see if they are drug dealers or if they have any communicable diseases. He asked Ms. McCollem why she had not questioned Governor Healey about the spending of \$750,000. of taxpayer money to promote what is happening. A gentleman from Marstons Mills said that Mr. Kay is correct. He reiterated what Mr. Kay said about these people being in the country illegally and that they violated Federal Law to be in this country.

Alice Zinkevich of Sagamore Beach said that there are 120 countries coming into this country and our government at the top and the bottom is a mess. She said that no one cares about the health of these people and what diseases they will bring to the schools. Chair Mastrangelo said that all the people that are coming to Bourne are going through a vetting process in Boston, and although she is not sure of what it is, she will find out. She also said that Bourne has standards regarding vaccinations in its schools. Chair Mastrangelo also said that this is not a forum for discussing the immigration problem in the United States, and it is an agenda item to speak about a particular situation in Bourne and how it is affecting the community in the current time.

Sue Baracchini also said that the security at Joint Base Cape Cod (JBCC) is important, and the fact that unvetted people are on the base is disgusting because they are putting the military families at risk.

State Representative Steven Xiarhos said that he tries to listen, learn, and lead. He said that tonight he hears the frustration. He said that when he was a police officer in Yarmouth twenty years ago, he would deal with the people that were living in motels. He said that no one is allowed to live in motels as they are designed for transient use, and it is against the state law. He said that he is here to help the town and will go to the governor for answers. He said he wrote a 3-page letter on August 28th and would like it to be part of tonight's meeting record. He talked about the security at JBCC. He also talked about the issues of families living in motel rooms.

John York said that he thinks it is great that all these people came to give their opinions tonight. He talked about a story of World War 2 when JBCC housed German prisoners, and many of them moved here after the war. He said housing people on Cape Cod is not new. He said that we house

about 50 baseball players every year also. He said that there is a long-standing tradition of pitching in for the common good as determined by our elected officials.

Chair Mastrangelo closed the agenda item out. She said that there have been a lot of interesting comments made and she does not think that the Select Board is going to take any action this evening as some research is needed and questions need to be answered. She said that she appreciates everyone's concerns and thanked all for coming to the meeting.

Tim Scully of Buzzards Bay asked if there will be a follow up with the answers and will the Select Board explain what they find out about the situation. Chair Mastrangelo said that she will try to do it soon, and it might be a couple of weeks. She said that the Town Administrator might have some comments at next week's meeting.

12. Policy

a. 2nd Reading – various revisions to the Select Board's "Rules of Procedure".

Chair Mastrangelo said that the second reading of the "Rules of Procedure" is in the meeting packet. She talked about some of the changes from the last reading. Ms. Siroonian said that some of the changes were just the language. There were some minor changes in the procedures for executive session minutes. She talked about the agenda procedures and the order of agenda items. Peter Meier suggested that the Town Administrator's report be put up in order on the agenda, and Melissa Ferretti agreed. There was some discussion about correspondence.

John York suggested that when there is a presentation made at a Select Board meeting, that a copy of it gets left for the town.

Chair Mastrangelo read aloud the correspondence procedures. She said that they will also post a FAQ sheet for the public with clear directions on how to communicate with the Select Board. There was a discussion about what correspondence goes to the Town Administrator. The Select Board then discussed the re-appointments of committee members.

Mr. York asked again about the correspondence policies and Chair Mastrangelo said that when they have the correspondence, they are supposed to discuss whether they need to take action on it, when they're going to take action, and when they're going to schedule an agenda item. Chair Mastrangelo said that they will take this back to the Policy Subcommittee.

b. Select Board budget priorities for FY25.

Ms. McCollem said she is getting organized for the next budget cycle. She would like this to be a regular agenda item for a little while. Chair Mastrangelo thought that this would be a good idea too.

Amy Sharpe from Monument Beach said that regarding the budget process, the town should update their zoning bylaws and to get consultants to work on it. She said that communication in town is important as well, and it should be a job for someone in town. There was some more

discussion about codifying the zoning bylaws, and Ms. McCollem said that it should be a capital item brought forward by the Planning Board.

13. Town Administrator's Report

Ms. McCollem said that maintenance on the Bourne Bridge will begin shortly, although she has not received the official start date yet. She said they are planning for the lane restrictions to go into place in the evening on Saturday, September 16th. She said that they are expecting that traffic impacts will be severe, and the Police Department and DPW are working creatively together on ways to modify some of the local streets to possibly help the network perform better.

Ms. McCollem said that she has received notice from the Army Corps that they will be performing a structural and mechanical inspection of the Sagamore Bridge on Wednesday, September 13th, from 9 AM to 2 PM. During this period there will be only one lane heading onto Cape Cod, and no wide loads will be permitted.

Ms. McCollem said that she received a phone call from Enbridge, which is the utility contractor coordinating the gas main relocation project, for the construction of the new canal bridges. They have begun their survey work.

Ms. McCollem said that investigations are continuing into building a new fire station at the existing Pocasset Fire Station site. The tech engineers will be on site this week and the OPM will have a representative there to observe the drilling. They will be working close to the playground so it will be posted as closed this Thursday. She said that an industrial hygienist will be conducting a hazardous materials survey on Wednesday, September 6th, and Thursday September 7th, in advance of any demolition that may be necessary in the future.

Ms. McCollem said that Town Counsel is continuing to work with the buyer on the closing of the Hoxie School, which has been extended due to delays regarding the historical restriction. She also said that they have migrated business certificates to a fully online process, and she thanked Assistant Town Administrator Liz Hartsgrrove, and the Clerk's Office for their work on this transition.

Ms. McCollem said that the Splash Pad will be closed for the season starting next Monday, September 11th, and the swim floats have been removed. The Port-a Potties have been removed and she will await the Select Board's decision on the timeline for them to be in place in the future.

Ms. McCollem also said that they have removed a riser from a manhole on Savery Ave., that was causing concern for some residents. She thanked Josh Howard and Matt Quinn from the DPW for addressing this concern, however that this is a unique situation about the town's roles and responsibilities. She said that the manhole is part of a private community septic system that was abandoned in place and is not part of the municipal sewer system. She said that she made the judgement call to utilize DPW resources to mitigate a potential hazard in a public way that has been accepted by Town Meeting, and she said she is comfortable expending public funds to maintain the safety of that way.

Ms. McCollem also reported that the town and NextGrid have submitted the formal DRI application to the Cape Cod Commission for the renewable energy development office off Ernest Valeri Road.

Ms. McCollem also said that her office is receiving many inquiries about the closing of the parking lot at Calamar, and it is due to the owners doing private work on their parking lot. Residents should contact the management company with their questions and concerns.

14. Minutes – 08.08.23 (retreat), 08.15.23

Voted: Peter Meier moved, and Anne-Marie Siroonian seconded to approve the minutes of August 8th, 2023.

Roll Call Vote: Peter Meier – yes, Anne-Marie Siroonian – yes, Melissa Ferretti – yes, and Chair Mastrangelo – yes. **Vote:** 4-0-0.

Voted: Melissa Ferretti moved, and Peter Meier seconded to approve the minutes of August 15th, 2023.

Roll Call Vote: Peter Meier – yes, Anne-Marie Siroonian – yes, Melissa Ferretti – yes, and Chair Mastrangelo – yes. **Vote:** 4-0-0.

15. Future Agenda items – September 19 – BCEC

16. Committee reports

Ms. Siroonian said that she and Liz Brown of the BCEC met with the Finance Department and Ms. Hartsgrove to work through a process for how funds get expended after they've been approved, and the event has passed.

17. Correspondence

Anne-Marie Siroonian read aloud the correspondence:

- Talent Bank C. Bresnahan – Recycling Committee.
- Talent Bank N. Schmidt – Commission on Disabilities.
- Talent Bank M. Smith – Recycling Committee.
- Talent Bank C. Walton – Multiple Committees.
- G. Henson Email – re: E. Coli Contamination & Boil Water Notice.
- J. Akins Email – re: Emergency Preparedness.
- Ocean Pines Board of Trustees Email – re: Planning Board Hearing Review.
- Falmouth Amateur Radio Association Request.
- P. Tortorella Letter – re: Tidal Ditches at King Philip Road.
- Final decision re the naming of Jarsolow Reef in Bourne.
- DEP Letter – Issuance of Draft Chapter 91 Waterways Permit Application.
- MBTA Email – re: Update to Compliance Guidelines for MBTA Communities.
- Abutter Notice – 11 Taylor Road N. Cape Light Compact Energy Efficiency Report – Bourne Q1.
- Cape Light Compact Energy Efficiency Report – Bourne Q2.
- Association to Preserve Cape Cod Annual Report.

- Lombardo Associates Letter – re: Wastewater Management Services.
- DEP Letter – Draft 6th Five Year Review JBCC Superfund Site.
- DEP Letter – Draft Annual Land Use Control Letter Report.
- DEP Letter – Draft Remedial Investigation/Feasibility Study Report.
- DEP Letter – Draft J-2 Northern Environmental Monitoring Report.
- DEP Letter – Draft Remedial Investigation Report for PFAS at Tanker Truck Rollover Sites.
- DEP Letter – Draft Technical Evaluation/Well Determination.
- DEP Letter – Proposed Plan for Old K Range

These are all on the Town's website.

18. **Next meeting date: September 12, 2023 – BOSC hearing at 6:30 PM for 300 Main Street**
September 12, 2023 – Select Board @ 7 PM – annual audit & DPW
budget review.
September 19, 2023

19. **Adjourn**

Voted: Anne-Marie Siroonian moved, and Peter Meier seconded to adjourn.

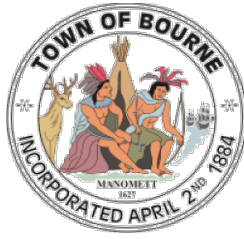
Roll Call Vote: Peter Meier – yes, Anne-Marie Siroonian – yes, Melissa Ferretti – yes, and Chair Mastrangelo – yes. **Vote:** 4-0-0.

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

Respectfully Submitted,

Kim Johnson, Recording Secretary

Reasonable accommodations for people with disabilities are available upon request. Include a description of the accommodation you will need, including as much detail as you can and include a way we can contact you if we need more information. Please allow advance notice. Send an email to kthut@townofbourne.com or call the Town Administrator's Office at 508-759-0600 x1503.



Select Board's Correspondence

October 3, 2023

- A. DEP Draft Land Use Control Implementation Plan Update
- B. 7-day Warning Letter – Eastern Inn
- C. Letter from Atty Boudreau in response to Eastern Inn letter (B)
- D. Letter from State of MA to Board of Health re Eastern Inn
- E. DEP letter re watershed and revised Title 5 regs
- F. Email from E. Fletcher re feasibility study money
- G. Email from S. Baracchini feasibility study money
- H. CC Regional Transit Authority Report
- I. J. Kostka talent bank – Recycling Committee
- J. Cape Cod Commissioner develops flood area design guidelines
- K. R. Bottaro registration – Recycling Committee
- L. Xfinity letter re channel lineup change delay



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

September 19, 2023

Air Force Civil Engineer Center/JBCC
Attn: Rose Forbes
Remediation Program Manager
322 East Inner Road
Otis ANG Base, Massachusetts 02542

RE: **BOURNE – BWSC**
Release Tracking Number: 4-0000037
Joint Base Cape Cod (JBCC)
**Draft Land Use Control Implementation
Plan Update for IRP and MMRP Sites,**
Comments

Dear Ms. Forbes:

The Massachusetts Department of Environmental Protection (MassDEP) has reviewed the draft document **“Land Use Control Implementation Plan Update for IRP and MMRP Sites at the Joint Base Cape Cod”** (the LUCIP) dated August 2023. The LUCIP provides specific information about the existence, purpose, and maintenance of Land Use Controls (LUCs) implemented as part of the selected remedies for sites managed by the Air Force Civil Engineer Center (AFCEC) at JBCC. MassDEP provides the following comments on the LUCIP.

1. Page 1-10, Introduction, Section 1.6.2, Participants and Legal Authority, Other Base Agencies:
The text states **“In addition to AFCEC, there are five major organizations now using the JBCC, including: the Massachusetts ARNG, operating Camp Edwards; the ANG/Massachusetts ANG (i.e., 102nd Intelligence Wing), operating Otis ANGB; the USSF, operating Cape Cod Space Force Station; the USCG, operating Air Station Cape Cod and Base Cape Cod and the VA, operating the Massachusetts National Cemetery.”** and **“...AFCEC will provide them copies of the latest version of this LUCIP and offer to meet with each agency...”** Page 6-1, Section 6.0, lists the agency signatories indicating receipt of a copy of the LUCIP. The U.S. Space Force (USSF) is not listed as a signatory as having received a copy of this version of the LUCIP at the JBCC. Please clarify and correct the text if necessary.
2. Page 3-7, Monitoring, Management and Reporting, Section 3.3.1.1, Tracking-LUC Database:
The LUCIP indicates, **“Results of the outreach, including status of the private well (i.e., active, non-operational, decommissioned), and property owner contact information and their responses are maintained in a database that is linked to a Geographical Information System to facilitate mapping locations of private wells within each private well LUC area. This database is used to generate reports that summarize the status of any private wells identified within the private well LUC program to facilitate reporting to the various stakeholders (EPA, MassDEP, BOHs, and Joint Base Cape Cod Cleanup Team [JBCCCT]).”** In 2022, MassDEP was informed by the AFCEC that Air Force policy prohibited the

sharing of any information regarding private well locations and sampling/analytical data for residential wells with MassDEP since the information would include Personally Identifiable Information. In August 2023, the Air Force issued an updated policy which allows sharing of certain information when there has been written permission from, or notification to, the property owner. Since then, the AFCEC began providing MassDEP with certain information about private wells whose owners granted permission. However, MassDEP's ability to assess actual or potential impacts of JBCC groundwater contamination to potential receptors is still affected by this arrangement. MassDEP maintains its comment expressed in previous letters, that MassDEP reserves its right to challenge the Air Force policy and to seek public records from the AFCEC that would allow MassDEP to evaluate actual or potential impacts to human health.

3. Page 3-9, Monitoring, Management and Reporting, Section 3.4, LUC Review and the Five-Year Review Process:

The text indicates, **"The reduction or removal of any LUCs at a source area or groundwater plume may only occur after the response actions have been completed, documented and approved by EPA in a CERCLA Remedial Action Completion Report (RACR)."** MassDEP recommends that the highlighted text from be inserted after the second paragraph on page 3-8, Section 3.3.1.2, Monitoring, LUC Area Boundary and Plume Conceptual Site Model Monitoring for clarity.

4. Page 3-9, Monitoring, Management and Reporting, Section 3.3.1.2, Monitoring, Private Well Status Monitoring:

The LUCIP indicates, **"Any changes in private well status, including resulting well determinations, will be provided to regulatory agencies during periodic SPEIM data presentations and again in the Annual LUC letter reports."** Please refer to MassDEP comment #2.

5. Page 4-1, Section 4.0, Coordination and Communication of LUCS:

The LUCIP states, **"Many of the administrative controls rely on adherence to processes (i.e., Dig Safe®) and/or state and municipal regulations (i.e., well moratoriums, water supply regulations) by the various stakeholders at JBCC (Base agencies, local BOHs, MassDEP, and EPA). Therefore, it is important that AFCEC communicate the existence of LUCs as well as provide periodic updates on the status and procedures to the various stakeholders to implement a successful LUC Program at JBCC."** MassDEP agrees that communication to the various stakeholders at JBCC is essential for the implementation of a successful LUC Program. Please refer to MassDEP comment #2.

6. Page 4-1, Coordination and Communication of LUCS, Section 4.1, Regulatory Agencies:

The LUCIP indicates, **"The primary tool for coordination and communication on the status of LUCs at sites to the EPA and MassDEP will be during data presentations with regulatory agency review and input achieved through the Technical Update Meeting/Project Note process. Additionally, a summary on the status of all LUCs employed at IRP/MMRP sites at JBCC will be included in the annual LUC letter report, which is submitted annually to EPA and MassDEP for review and comment. Final LUC letter reports will be forwarded to EPA, MassDEP, Base agencies, and local BOHs. Annual LUC letter reports will evaluate the status of the LUCs and address three specific concerns: Whether the use restrictions and controls referenced in the decision documents were effectively communicated; Whether the operator, owner, and state and local agencies were notified of the use restrictions and controls affecting the property; and, Whether the use of the property has conformed with such restrictions and controls and, in the case of any violations, summarize what actions have been taken to address the violations."** Please refer to MassDEP comment #2.

7. Figure 3, IRP Groundwater Plumes, Source Areas, and Dig Safe Notification Areas:

According to the legend on Figure 3, Military Munitions Response Program (MMRP) sites are denoted in purple. However, there are multiple MMRP sites that are denoted in green on the figure, which according to the legend identifies them as Installation Restoration Program source areas. Please clarify and revise the figure as necessary.

8. Table 3, Points of Contact:

Please change the phone number for Len Pinaud (617) 694-2644 and delete the fax number. Please add Debbie Marshall-Hewlitt, MassDEP Community Engagement Coordinator, 20 Riverside Drive, Lakeville, MA, 02347, (774) 384-3564, Deborah.marshall-hewlitt@mass.gov. Please contact the Massachusetts Department of Public health for an updated point of contact.

9. Table 4, LUC Maintenance and Reporting Checklist:

The USSF is not listed as receiving an update and a copy of the LUCIP. Please clarify and correct the text as necessary.

Please incorporate this letter into the Administrative Record for the Land Use Control Implementation Plan at Joint Base Cape Cod. If you have any questions regarding this matter, please contact me at (617) 694-2644 or Debbie Marshall-Hewlitt at (774) 384-3564.

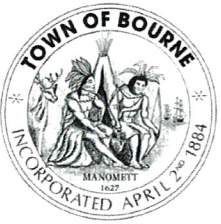
Sincerely,



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

P/dmh

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



TOWN OF BOURNE
24 Perry Avenue
Buzzards Bay, MA 02532
www.townofbourne.com



September 20, 2023

By Certified Mail + *hand delivered 10:02 9/20/23* *(19)* *DD Patel*

Sairam Shivam LLC
c/o Divesh Patel
Owner and Licensee
Eastern Inn
6 Bourne Bridge Approach
Buzzards Bay, MA 02532

Re: **IMPORTANT LEGAL NOTICE – READ CAREFULLY**
7-Day Warning Letter – Notice of Enforcement of Town of Bourne Board of Health Regulations
Eastern Inn, Permit No. HM-23-1 [HM-16]

Dear Permit Holder:

You are receiving this notice because the Town of Bourne's Board of Health (Board) and Health Department are in receipt of information that Sairam Shivam LLC, the holder of a hotel/motel permit (No. HM-23-1 [HM-16]) is in violation of one more provisions of the Town's Hotel, Motel and Guest Cabin Regulations (Regulations).¹ As you are aware, the Board regulates Hotels, Motels, and Guest Cabins to protect the health, safety, and consumer interests of residents and visitors of such establishments in the Town of Bourne in accordance with the foregoing regulations. A more specific description of the provisions for which the Board has received information concerning violations follows below.

You are hereby notified that unless you cease all such violations within 7 days of the date of this letter² the Town will act to enforce the Regulations.

If you believe that you are not in violation of any or all of the provisions cited below, please immediately provide a written explanation of your position to the Health Department. If you have any questions concerning this Notice, you may contact the Health Department at (508) 759-0600 Ext.1513.³ You are encouraged to seek advice and assistance from an attorney in connection with this Notice.

I. **Regulations.** The Regulations provide, in relevant part, as follows:

- **Guest Registration:** Section 5 of the Regulations requires that "[e]very person who owns, manages or operates a motel, hotel or guest cabin shall maintain an up-to-date guest register containing each guest's name, permanent address, date of registration, date of check in & check out, and telephone number." This section further requires "[s]aid information [to] be verified by viewing a photo ID of each guest."

¹ The Regulations are available at
https://www.townofbourne.com/sites/g/files/vyhli7346/f/pages/hotel_and_motel_regulation.pdf.

² Please note that this 7-day period will begin on the date of this letter and NOT the date that you receive this letter.

³ Please note that the Health Department cannot provide you legal advice or guidance concerning compliance with the Regulations. They can, however, clarify any procedural questions or inquiries that you may have.

- **Guest Unit Occupancy:** Section 6 of the Regulations prohibits the renting of hotel rooms “as a principal place of residence” and limits occupancy by any one guest to no more than “three weeks in any year.”⁴

As previously stated, the Board has received information showing that rooms at your establishment have been occupied by one or more individuals in excess of three weeks (in violation of Section 6) and that you have failed to properly register one or more individuals (in violation of Section 5). You are ordered to cease and desist such violations immediately.

The Board is aware that one or more of these violations may be due to the Commonwealth of Massachusetts, acting directly or indirectly through the Executive Office of Housing and Livable Communities (EOHLC), renting or otherwise procuring rooms from you to temporarily house displaced persons who have recently arrived in this country. Neither the Board nor the Health Department (or any other instrumentality of the Town), however, have received any communication or directive from the Commonwealth to explain why such action would override the Regulations. Absent such a communication or directive establishing a proper legal basis to suspend enforcement of the Regulations, the Board is obligated to enforce both to protect the health, safety, and welfare of the community.

If you believe that some action by EOHLC or the Commonwealth operates to suspend all or part of the Regulations, or otherwise exempt you from enforcement of the same, the Board encourages you to explain the basis for that belief and, as necessary, have the Commonwealth officially communicate its position and possible directives to the Board. The Board cannot evaluate the legal sufficiency of any position for which it has received no communication or directive, nor can the Board forego its enforcement responsibilities absent the same.⁵

II. Penalties. Section 17 of the Regulations provides as follows:

Whoever violates any provision of this regulation may be penalized by the non-criminal method of disposition as provided in Bourne Board of Health Fine Regulation and Massachusetts General Laws, Chapter 40, Section 21D or by filing a criminal complaint at the appropriate venue. Each day any violation exists shall be deemed to be a separate offense.

Furthermore, Section 3 of the Board’s “Fine Regulation”⁶ sets forth enhanced fines for subsequent offenses within any contiguous twelve-month period.

You are hereby put on notice that the Board may commence fining you for ongoing violations of the Regulations if you do not cease and desist those violations on or before seven days following the date of this letter.

Thank you for your anticipated cooperation with this notice. The Board does not wish to see this situation result in enforcement and is therefore providing you with an opportunity to correct any violations short of such action. But should you fail to cease and desist from such violations, the Board will have no alternative but to engage in enforcement to fulfill its legal obligations under the Regulations to protect the health, safety, and welfare of the Town.

Voted on September 19, 2023 by:
The Town of Bourne Board of Health

William Doherty
Chairperson

Barbara Princiotta
Vice-Chair

Robert Collett, JV
Clerk

William Meier
Member

cc: Health Department, Select Board, Town Administrator, Town Counsel, Executive Office of Housing & Livable Communities, MassDPH Office of Local and Regional Health

⁴ According to your permit application on file with the Board, there are 29 guest unit rooms at this establishment and zero efficiency units on premise. Therefore, only the three-week limitation applies to your establishment.

⁵ The Board will review the sufficiency and adequacy of any such communication or directive, including consulting with its own legal counsel.

⁶ https://www.townofbourne.com/sites/g/files/vyhlf7346/f/pages/fine_regulation.pdf

BOUDREAU & BOUDREAU, LLP

Attorneys at Law

396 NORTH STREET
HYANNIS, MASSACHUSETTS 02601

BOURNE BD OF SELECTMEN
RCVD 2023 SEP 26 PM 1:32

Philip Michael Boudreau
Mark H. Boudreau

Telephone: (508) 775-1085
Telefax: (508) 771-0722
E-MAIL: mark@boudreaulaw.net

September 27, 2023

Town of Bourne
24 Perry Avenue
Buzzards Bay, MA 02532

ATTENTION: The Town of Bourne Board of Health

RE: 7-day Warning Letter, Eastern Inn, Permit No. HM-23-1 (HM-16)

HAND-DELIVERED

Dear Members of the Board of Health,

I represent Sairam Shivam LLC in connection with its ownership of the Eastern Inn motel located at 6 Bourne Bridge Approach in Buzzards Bay. This letter is in response to a 7-day warning letter issued by the Board of Health, under date of November 20, 2023.

A representative of the Commonwealth of Massachusetts contacted my client in the Summer of 2023 requesting the rental of rooms at the Eastern Inn for families in need of emergency housing. One of the principals of Sairam Shivam LLC, Divesh Patel, visited the Board of Health office in person, described fully the request made by the Commonwealth of Massachusetts and asked if this specific rental of rooms would be allowed. He received an unequivocal response that these rentals would be allowed at this property in the Town of Bourne.

On Tuesday, August 8, 2023, Massachusetts Governor Maura Healey declared a state of emergency in the Commonwealth with regard to the ever-increasing number of migrants arriving in Massachusetts from other countries. Governor Healey indicated that the emergency declaration directs cities and towns to secure housing, shelter, and health and human services to address what she calls a "humanitarian crisis."

Under Massachusetts General Laws Chapter 23B, Section 30, the Department of Housing and

Livable Communities was given the power to “administer a program of emergency housing assistance to needy families with children...” This so-called “Right to Shelter” law was established by Chapter 450 of the Acts of 1983 and was signed into law by Governor Michael Dukakis. The operators of the Eastern Inn motel, Divesh Patel and Arpita Patel, have been asked by the Commonwealth of Massachusetts to house 27 families under the Right to Shelter law.

Commencing in 2015, Divesh and Arpita Patel have operated the Eastern Inn motel in the Town of Bourne providing motel rooms to the community. Consistent with their practice, they have maintained an up-to-date guest register containing each guest’s name, permanent address, date of registration, date of check in & check out, and telephone number. With respect to the current families now staying at the Eastern Inn, they have continued that practice as to the adults staying there. Each of these adult individuals has provided photo identification.

My clients believe that the Emergency Declaration made by Governor Maura Healey in August of this year, in combination with the Right to Shelter provisions under M.G.L. Chapter 23B, Section 30, operate to suspend the Town of Bourne regulations under Section 6 of the Town’s Hotel, Motel and Guest Cabins Regulations. While there are no efficiency units at the Eastern Inn, the Commonwealth has made provisions for the daily delivery of lunch and dinner for all of the guests of the motel. On behalf of my clients, I will be engaging in discussions with the Executive Office of Housing and Livable Communities to insist that the state government and the Town of Bourne communicate directly to address concerns raised in your letter.

Thank you for your kind attention to this matter.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mark H. Boudreau', with a stylized flourish at the end.

Mark H. Boudreau

/MHB

Cc: Marlene McCollem, Town Administrator
Mary Jane Mastrangelo, Chair of the Select Board
Executive Office of Housing & Livable Communities
MassDPH Office of Local and Regional Health



Commonwealth of Massachusetts
**EXECUTIVE OFFICE OF HOUSING &
LIVABLE COMMUNITIES**

Maura T. Healey, Governor ♦ Kimberley Driscoll, Lieutenant Governor ♦ Edward M. Augustus Jr., Secretary

100 Cambridge Street, Suite 300

www.mass.gov

September 28, 2023

VIA OVERNIGHT DELIVERY

Town of Bourne Board of Health
24 Perry Avenue
Buzzards Bay, MA 02532

Re: Notice of Enforcement of Town of Bourne Board of Health Regulations
Eastern Inn, Permit No. HM-23-1 [HM-16]

Dear Board of Health:

We have received a copy of your September 20, 2023 notice to Sairam Shivan LLC, owner and licensee of Eastern Inn at 6 Bourne Bridge Approach (“Eastern Inn”). The notice alleges violations of the Town of Bourne’s Hotel, Motel, and Guest Cabin Regulations (the “Regulations”) in connection with use of part of Eastern Inn on a temporary basis to shelter homeless families. Specifically, the notice alleges that the owner of Eastern Inn is in violation of provisions of the Regulations providing that a guest may occupy a motel guest unit only for “three weeks in any year” (the “21-day requirement”) and that the hotel must maintain a guest register that includes certain information verified by a photo ID (the “register requirement”).

The notice solicits a communication from the Commonwealth of Massachusetts on the issues raised by the Board of Health. To that end, please be advised that the 21-day and register requirements cannot be enforced against Eastern Inn with respect to the state’s emergency shelter program for homeless families because any such enforcement would interfere with the statutory responsibility of the Executive Office of Housing and Livable Communities (“EOHLC”) to provide such shelter.

The Commonwealth’s Obligation to Provide Shelter and Response to the Current Humanitarian Crisis

Under General Laws Chapter 23B, Section 30, EOHLC is charged with administering a temporary emergency shelter program for homeless families. Since 2022, EOHLC has tracked an unprecedented increase in demand for family shelter.

Since January 2022, the number of families in the shelter system has more than doubled, growing from 2,937 families to 6,653 families as of September 27, 2023. Increasing demand for shelter resulting from an expensive and extremely tight housing market, coupled with rapidly rising numbers of migrant families in need of shelter arriving in Massachusetts, prompted Governor Maura Healey to issue a state of emergency declaration on August 8, 2023.

Under its temporary emergency shelter program, EOHLC does not use EOHLC-owned facilities to provide shelter directly to homeless families. To the extent feasible, EOHLC contracts with shelter providers that own or rent properties where homeless families are sheltered. When no such contracted shelter space is available, EOHLC—either directly or through another agency or a shelter provider—secures and pays for rooms in hotels and motels to use as emergency shelter. The legislature has explicitly directed the use of funds for the provision of emergency shelter through hotels when contracted shelter beds are unavailable. *See* Line item 7004-0101 of the state budget (Chapter 28 of the Acts of 2023) (“funds shall be expended for expenses incurred as a result of families being housed in hotels due to the unavailability of contracted shelter beds”). Eastern Inn is one of many hotels and motels across the Commonwealth which EOHLC is utilizing to meet its statutory obligations. While EOHLC strives to assist homeless families to exit shelter as quickly as possible, in practice most homeless families remain in shelter for a period longer than the 21-day limited period which Bourne seeks to enforce.

The Cited Portions of the Regulations Are Not Enforceable Against Hotels for Homeless Families Placed by EOHLC

The enforcement of the 21-day and registration requirements would prevent EOHLC from fulfilling its statutory mandate to administer a temporary emergency shelter program for homeless families. Municipalities may not take enforcement action against state agencies that would impede their statutory obligations.

Department of Public Health (“DPH”) guidance first issued in December 2022 explains that while G.L. c. 111, § 127A “allows municipalities to enact stricter requirements than the minimum standards under the Sanitary Code for homeless shelters, it is limited to regulations that ‘do not conflict with the laws of the commonwealth’” Department of Public Health, Guidance for Municipalities on Homeless Shelter Requirements (updated Sept. 12, 2023), <https://www.mass.gov/doc/guidance-for-municipalities-on-homeless-shelter-requirements/download>. DPH has explained that local regulations “which would have the effect of limiting the siting of homeless shelters” may conflict with the emergency shelter law. *Id.*

EOHLC is legislatively mandated to shelter homeless families in the Commonwealth and has been directed by the Legislature to utilize hotels where no other contracted shelter units are available. EOHLC’s arrangements with hotel owners to utilize hotels as emergency shelter are, during the present emergency, necessary to that function.

Where utilizing hotels has become an essential component of responding to the severe lack of availability in other contracted shelters, enforcement of the 21-day and registration requirements would prevent EOHLC from carrying out its obligations under the emergency shelter law. Notably, compliance with these requirements would fundamentally limit EOHLC’s use of hotels as shelters and frustrate the agency’s efforts to meet its statutory obligation in the current state of emergency.

More broadly, while G.L. c. 111, § 127A is sufficient to resolve the issue, note that “the doctrine of essential governmental functions prohibits municipalities from regulating entities or agencies created by the Legislature in a manner that interferes with their legislatively mandated purpose, absent statutory provisions to the contrary.” *Greater Lawrence Sanitary Dist. v. Town of North Andover*, 439 Mass. 16 (2003); *see also Teasdale v. Newell & Snowling Const. Co.*, 192 Mass. 440 (1906) (local board of health could not require state park commissioners to obtain license to maintain stable on park land). “The immunity [provided by the doctrine] extends beyond the ‘essential governmental function’ to cover

‘action reasonably related to that function’ so that the agency’s or entity’s public mission is not ‘prevented by a zoning statute applicable to one municipality or by a local zoning ordinance or by-law.’ Town of Bourne v. Plante, 429 Mass. 329, 332 (1999) (quoting Village on the Hill, Inc. v. Massachusetts Turnpike Auth., 348 Mass. 107, 118 (1964)) cert. denied, 380 U.S. 955 (1965). Although the doctrine “does not ... [confer] absolute immunity from all local regulations,” it does apply to municipal actions that in fact “interfere with [the agency’s] essential governmental purposes” and have more than “a negligible effect on its operations.” Greater Lawrence, 439 Mass. at 22.

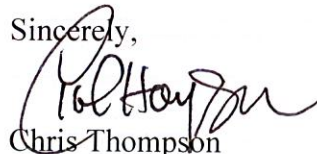
Moreover, no provision of state law requires the enforcement of a 21-day limitation in hotels being used for emergency shelter. Under the state sanitary code, 105 CMR 410, as revised on June 23, 2023, DPH explicitly exempts homeless shelter use from many provisions of the state code. DPH guidance explains that “Housing Code requirements for homeless shelters are limited to those most essential for human health and safety,” and that “there are no limits in the Housing Code on the duration of occupancy at homeless shelters.” Department of Public Health, Guidance for Municipalities on Homeless Shelter Requirements (updated Sept. 12, 2023).

Accordingly, the law is clear that the 21-day and registration requirements are not enforceable against the Eastern Inn in connection with its provision of emergency shelter to homeless families, and notices sent to enforce these requirements have no legal effect.

We also note compelling policy reasons for temporarily expanding an existing exemption under the Regulations to sheltered homeless families. The Regulations already exempt a certain population from the 21-day requirement—guests with “verifiable business travel.” Much like guests who are traveling for business, the intent is for the homeless families to remain at the hotel temporarily, where the duration of their stay is not certain. However, the homeless families in Eastern Inn, most of which include children, are a much more vulnerable population than business travelers and have a greater need for protection from displacement. Relocation of homeless families often involves coordination with their health and social service workers, medical providers, schools, immigration service providers, and other supportive services. Requiring homeless families to move after an arbitrary 21-day period would certainly disrupt those critical supportive services and counter any progress made in stabilizing their situations.

EOHLC and other state agencies are working in collaboration with municipal officials across the Commonwealth to respond to the current humanitarian crisis. We would be happy to engage with the Town to discuss any concerns the Town may have and potential ways in which the Commonwealth can support the Town in responding to the needs of homeless families.

Sincerely,



Chris Thompson

Undersecretary, Division of Housing Stabilization

Cc: Bourne Health Department, Select Board, Town Administrator, Town Counsel; Massachusetts Department of Public Health Office of Local and Regional Health; Sairam Shivan LLC



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

September 14, 2023

Town of Bourne
Attn: Marlene McCollem, Town
Administrator
24 Perry Avenue
Buzzards Bay, MA 02532-3441

RE: **BOURNE – BWR WW**
Watershed Regulations and
Revised Title 5 Regulations

Dear Ms. McCollem,

As you know, the Massachusetts Department of Environmental Protection (MassDEP or the Department) has recently promulgated Watershed Permitting regulations (314 CMR 21.00) and revised Title 5 regulations (310 CMR 15.000) to address nitrogen pollution affecting the estuaries and embayments of Cape Cod. The Department received valuable input on the draft regulations which led to changes in the final regulations, such as providing towns with greater flexibility under the Watershed Permit, providing for a De Minimis load exemption from the Watershed Permit regulations and adjusting timeframes for adding enhanced nitrogen removal to septic systems. Please see the [Table of Revisions in Response to Comments](#) for a complete listing of changes made from draft to final.

I also wanted to highlight the following timeframes that are part of the final Title 5 regulations:

- The **Notice of Intent and Application Period** begins upon designation of an area as a Natural Resource Area Nitrogen Sensitive Area (NSA) and ends two years from that date. During this time the municipality can submit a Notice of Intent (NOI) to pursue a Watershed Permit. It should be noted that a community may apply directly for a Watershed Permit or De Minimis Load Exemption without submitting an NOI.
- If an NOI or application for Watershed Permit or De Minimis Nitrogen Load Exemption is not filed, the requirement to upgrade **existing Title 5 systems** would start at the end of the two-year NOI Period and end five years from that date.
- The requirement to utilize enhanced nitrogen removal systems for **New Construction** begins six months after the effective date of the NSA designation, if no NOI or application for a Watershed Permit or De Minimis Load exemption is filed.

For the Cape Cod towns that currently have a final nitrogen Total Maximum Daily Load (TMDL), the NSA designation date is the same as the date the regulations were promulgated, July 7, 2023. For these towns:

- The NOI period has started and will run until **July 7, 2025**;
- The requirement for enhanced nitrogen removal systems for new construction will begin **January 8, 2024**; and
- The requirement for existing septic system upgrades will commence **July 8, 2025**.

For information on current nitrogen TMDLs please use the TMDL Viewer found here:

[MassDEP TMDL Viewer \(arcgis.com\)](https://arcgis.com/massdep/tmdlviewer)

For information on Natural Resource Area NSAs on Cape Cod please use the NSA Address Lookup Map found here: [Nitrogen Sensitive Areas Address Lookup \(arcgis.com\)](https://arcgis.com/massdep/nsalookup)

MassDEP has been working closely with the Cape Cod communities as they develop and implement plans to address water quality challenges and will continue to work with each community as it moves toward the implementation of its Wastewater Management Plan (either Targeted or Comprehensive). I want to extend an invitation for you and appropriate officials in your community to meet with MassDEP to discuss issues and answer any questions you may have. Please contact Gerard Martin, Deputy Regional Director for the Bureau of Water Resources in MassDEP's Southeast Regional Office at gerard.martin@mass.gov or (857) 207-0640 to schedule a meeting with MassDEP.

Lastly, MassDEP will be updating and maintaining the Question and Answer document:

<https://www.mass.gov/doc/310-cmr-15000-314-cmr-2100-frequently-asked-questions-61623/download> and all other information posted on the Title 5 webpage can be found here: [310 CMR 15.000: Septic Systems \("Title 5"\) | Mass.gov](https://www.mass.gov/info-details/310-cmr-15000-septic-systems-title-5)

I look forward to working with you and your community as we move forward to address these pressing water quality issues.

Sincerely,



Millie Garcia-Serrano
Regional Director

MGS/GM

ec: Bourne Board of Health
Attn: Terri Guarino, R.S., C.H.O., Agent

Bourne Board of Selectmen
Attn: Mary Jane Mastrangelo, Chair

DEP-Boston

Attn: Gary Moran, Deputy Commissioner, Operations and Environmental Compliance
Kathy Baskin, Assistant Commissioner, Bureau of Water Resources (BWR)
Lealdon Langley, BWR Director, Watershed Management
Marybeth Chubb, BWR, Chief, Title 5, Groundwater and Reclaimed Water

DEP-SERO

Attn: Gerard Martin, Deputy Regional Director, BWR
Drew Osei, BWR Wastewater Management

Kathleen Thut

From: Ed Fletcher [REDACTED]
Sent: Monday, September 18, 2023 9:56 AM
To: Marlene McCollem
Cc: Peter Meier; Mary Jane Mastrangelo; Anne-Marie Siroonian; Melissa Ferretti; Jared MacDonald
Subject: Feasibility Study Money

Good Morning Town Administrator and Select Board

There is no doubt that a feasibility study for relocating the Pocasset playground and pickleball/tennis courts must happen, if the south side fire station were to be built at the present site.

The timeline and monies for this study is crucial. If testing proves the fire station can be used at its present site, then everything is in place to go forward. If the testing results eliminate the current site then the feasibility study is moot.

I urge each of you to make funding for the feasibility study appear, in an article, at the November Town Meeting.

The residents and users of this property need to know sooner... then later... what they will lose or keep and where it will be put. An article for funding on the November Special Town Meeting will accomplish this in a timely manner.

Thank you,

Linda Fletcher

[REDACTED]
Pocasset MA 02559

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

Kathleen Thut

From: Susan Baracchini [REDACTED]
Sent: Monday, September 18, 2023 8:03 AM
To: Marlene McCollem; Mary Jane Mastrangelo; Peter Meier; Anne-Marie Siroonian; Melissa Ferretti; Jared MacDonald
Subject: re: feasibility study money

Good morning Town Administrator and Select Board.

I watched Tuesday's Selectmen's meeting and hope you agree to approve feasibility study money to relocate the Pocasset playground and tennis court.

The timeline is pivotal, that IF the testing proves the current site can be used to locate the new fire station, that the pieces be in place for siting the tennis court and playground.

I encourage each of you to support making funding for feasibility happen at the Fall Town Meeting and not delay to the spring. If the testing results eliminate the current site, then the request for feasibility study monies is moot, but it should be secured sooner than later.

Thank you.

Warm regards,

Susan Baracchini
Personal Photo Organizer
Creative Memories Advisor &
Senior Forever Ambassador
Pocasset, MA 02559
[REDACTED]

www.creativememories.com/user/susanb - industry-leading scrapbook and picture organizing supplies

www.forever.com/ambassador/SusanB - world-leading private cloud storage to share all your memories with friends and family, digital scrapbook software and the tools to create beautiful wall art with your images

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**ADVISORY BOARD OFFICERS**Robert C. Lawton, Jr., *CHAIRMAN*George Slade, *VICE CHAIRMAN*George H. Dunham, *CLERK*Thomas S. Cahir, *ADMINISTRATOR***CAPE COD REGIONAL TRANSIT AUTHORITY**

BARNSTABLE BOURNE BREWSTER CHATHAM DENNIS EASTHAM FALMOUTH HARWICH MASHPEE ORLEANS PROVINCETOWN SANDWICH TRURO WELLFLEET YARMOUTH

To: Marlene McCollem Town Administrator
George Slade, Representative to CCRTA Advisory Board

From: Tom Cahir, Administrator

Date: September 25, 2023

Subject: CCRTA Bourne Town Report

The Cape Cod Regional Transit Authority (CCRTA) has provided a total of 15,632 one-way passenger trips across all services in the town of Bourne from July 2022 through June 2023 (FY23).

CCRTA provided 637 ADA trips for Bourne residents. CCRTA also provided 26 Bourne residents with 141 trips to Boston area hospitals through the Boston Hospital Transportation service.

CCRTA provided 140 Bourne residents with 3,781 DART (Dial-a-Ride Transportation) trips during FY22. Total DART passenger trips in the fifteen towns of Cape Cod were 119,526 in FY23.

The fixed route Bourne Run serves the towns of Bourne and Mashpee. A total of 9,732 one-way trips originated in Bourne for the Bourne Run for the period July 2022 through June 2023. Total ridership for the Bourne Run for this period was 21,378.

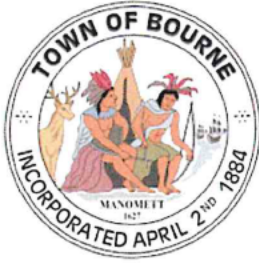
The fixed route Sandwich Line serves the towns of Bourne, Barnstable and Sandwich via Route 6A, Route 130, Quaker Meeting House Rd, Race La, and West Main St. A total of 1,341 one-way trips originated in Bourne for the Sandwich Line for the period July 2022 through June 2023. Total ridership for the Sandwich Line for this period was 25,672.

CCRTA also operates the CapeFLYER, a seasonal rail connection between Boston and Cape Cod, with two stations in Bourne 309 riders boarded and 280 riders alighted the CapeFLYER train at the Buzzards Bay station, and 922 riders boarded and 1,417 riders alighted the CapeFLYER train at the Bourne Bridge for the 2023 season. Total ridership for the CapeFLYER in 2023 was 12,825 compared to 9,473 in 2021.

CCRTA supplied the Bourne Council on Aging with two Mobility Assistance Program (MAP) vehicles that provided 1,598 rides from July 2022 to June 2023.

Route maps, schedules, fares, Google Transit Trip Planner and the latest news about Cape Cod public transportation services are provided at www.capecodrta.org, as well as links to many other transportation resources.





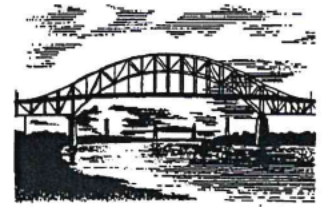
Town of Bourne



www.townofbourne.com



24 Perry Ave, Bourne, MA 02532



TALENT BANK FORM

The success of any local government depends largely on the participation of its citizen volunteers

The Town of Bourne seeks interested residents to become involved as volunteer members of Town Boards, Committees or Commissions. Please fill out this form if you are interested in serving.

Judith Kostka

Name:

[REDACTED]

Address:

Monument Beach

Village:

Telephone:

[REDACTED]

Email:

[REDACTED]

Occupation:

Registered Nurse

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

Recycling

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

Active recycler, years of water testing with Buzzards Bay Coalition, engaged in regular beach clean-up.

Former manager, current Registered Nurse concerned with community health and sustainability.

Looking for way to engage with community on waste management.



PRESS RELEASE

Information from the Cape Cod Commission

Press Contacts

Kristy Senatori, Executive Director | (508) 744-1216

ksenatori@capecodcommission.org

Sarah Colvin, Communications Manager | (508) 744-1271

sarah.colvin@capecodcommission.org

Cape Cod Commission develops flood area design guidelines

Strategies to protect and preserve our region's distinctive character and historic resources

For Immediate Release (September 8, 2023) -- The Cape Cod Commission has developed flood area design guidelines for Cape Cod that outline strategies for reducing or eliminating hazards from sea level rise and storm surge while protecting the region's distinct character and historic resources.

Rising flood waters and sea level rise are impacting increasing numbers of properties on Cape Cod. The region has a history of moving or modifying buildings to adapt to its changing coastline, especially those designed to be close to the water's edge, but as the pace of change increases and affects more buildings, the need for guidance specific to the character of Cape Cod's communities has grown.

Supported by funding from the US Economic Development Administration, the guidelines outline solutions appropriate for various cases, such as building retrofit, building relocation, landscape solutions, and building elevation - depending on the specific building involved and its surrounding neighborhood context.

"These guidelines help our community meet goals set forth in the Regional Policy Plan and Climate Action Plan," said Cape Cod Commission Executive Director Kristy Senatori. "The carefully considered strategies provide a pathway forward that balances protection from the threats of sea level rise and flooding with preservation of the region's character and built environment."

The guidelines are intended to help homeowners better understand and visualize design options and to guide town staff and board members as they review proposed projects in flood hazard areas.

The document includes photographs, detailed illustrations, and text that highlight special considerations for historic structures. The guide also includes context case studies that recommend appropriate designs for unique neighborhood types and specific building types, considering sustainability and possible sea level rise projections.

The guidelines are published on the Cape Cod Commission's website:

<https://capecodcommission.org/our-work/flood-area-design-guidelines>.



ABOUT THE CAPE COD COMMISSION: The Cape Cod Commission is the regional land use, planning, economic development and regulatory agency for Barnstable County, Massachusetts. It was created in 1990 to serve the citizens and 15 towns that comprise Cape Cod. The Commission works toward maintaining a healthy balance between economic progress and environmental vitality. "Keeping a Special Place Special" describes the agency's mission to protect the region's unique qualities. The 19-member volunteer Cape Cod Commission board represents a wide spectrum of the community and provides oversight for a staff of 40 professionals. For more information, visit www.capecodcommission.org

Mary Rebello

From: ROSANNE BOTTARO [REDACTED]
Sent: Saturday, September 16, 2023 1:18 PM
To: Mary Rebello
Cc: Heather DiPaolo
Subject: Resignation from Recycling Committee

BOURNE BO OF SELECTION
RCVD 2023 SEP 18 AM 10:46

Hello Mary,

Please accept this email as my notification of resignation from the Bourne Recycling Committee. I enjoyed my 7 years on the committee however feel the need to step back for awhile.

Your return reply of confirmation of receipt is appreciated.

Thank you,

Rosanne Bottaro
[REDACTED]

Sent from my iPad

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From: [Galla, Michael](#)
To: [Galla, Michael](#)
Subject: Xfinity Channel Lineup Changes Delayed
Date: Wednesday, September 20, 2023 1:06:54 PM

Good afternoon,

I am writing to share an update with you relative to the July 17, 2023 letter you received regarding Xfinity channel changes scheduled to occur in your community on or about September 21st.

Please be advised the changes have been delayed with a new change date yet to be determined. Once a new date has been confirmed we will notice you, and all customers, in advance of any changes.

We apologize for any inconvenience. Please do not hesitate to contact me at michael_galla@cable.comcast.com should you have questions.

Thank you.

Mike

Michael Galla
Sr. Manager Government & Regulatory Affairs
Comcast Cable Communications Inc.

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