Board of Selectmen
Minutes of May 14, 2013
Bourne Community Building
Bourne, MA 02532

TA Guerino

John Chm. Ford, Chairman
Don Pickard, Vice-Chairman
Peter Meier, Clerk Earl Baldwin
Earl Baldwin
Linda Zuern

Guests:

Documents
None

This meeting is being televised and recorded. If anyone in the audience is recording or video-taping, they need to acknowledge such at this time.

Meeting Called to Order
By Chm. Ford at 7:00 pm.

Moment of Silence for our Troops

Salute the Flag

Public Comment – Non-Agenda Items
None.

Approve Minutes: 4/23/13 and 5/6/13
Meier MOVED and SECONDED by Pickard to approve minutes of 4/23/13 as amended.
VOTE 5-0.

Meier MOVED and SECONDED by Pickard to approve minutes of 5/6/13 as submitted.
VOTE 5-0.

Correspondence
Meier read correspondence into the record. Hard copies are available at the Town Administrator's office upon request.

Item A - Zuern – John York resignation from the Transportation Advisory Committee. Contact TA Guerino with interest.

Item L – State Agreement. TA Guerino doesn't believe the town can charge in a regional system.

Bourne Drama Club – recognition
Bourne Drama Club recognition.

Town Administrator Annual Review – Compilation and report – FY 14 salary adjustment
Summary Composite Rating Scale for Town Administrator Thomas Guerino 2013
5 = Excellent (almost always exceeds the performance standard)
4 = Above average (generally exceeds the performance standard)
3 = Average (generally meets the performance standard)
2 = Below average (usually does not meet the performance standard)
1 = Poor (rarely meets the performance standard)
4.6 to **5 = Excellent** (almost always exceeds the performance standard)
3.6 to 4.5 = Above average (generally exceeds the performance standard)
2.6 to 3.5 = Average (generally meets the performance standard)
1.6 to 2.5 = Below average (usually does not meet the performance standard)
0.0 to 1.5 = Poor (rarely meets the performance standard)

Individual Characteristics (5 items)
Average of _3.6_ Rating Above Average

Professional Skills And Status (5 items)
Average of _3.5_ Rating Average

Relations With Elected Members Of The Governing Body (5 items)
Average of _3.6_ Rating Above Average

Policy Execution (5 items)
Average of _3.7_ Rating Above Average

Reporting (5 items)
Average of _3.5_ Rating Average

Citizen Relations (5 items)
Average of _4.4_ Rating Above Average

Staffing (5 items)
Average of _3.8_ Rating Above Average

Supervision (5 items)
Average of _3.4_ Rating Average

Fiscal Management (5 items)
Average of _4.6_ Rating Excellent

Community (5 items)
Average of _4.1_ Rating Above Average

Financial (5 items)
Average of _4.2_ Rating Above Average

Cape Cod Canal (6 items)
Average of _4_ Rating Above Average

Municipal Engagement (3 items)
Average of _3.5_ Rating Average

Wastewater Planning (3 items)
Average of _3.5_ Rating Average

Average Overall Rating
(Add the Item Average Total of all 14 Categories and divide by 14.)
53.4 divide 14= 3.8

OVERALL RATING for Town Administrator Guerino is:

(Number)__3.8__ Rating Above Average (generally exceeds the performance standard)

Narrative Evaluation for Town Administrator Thomas Guerino 2013
What would you identify as the manager's strength(s), expressed in terms of the principle results achieved during the rating period?

The Town Administrator's strength is in the area of fiscal management. He is diligent about following the Board's financial policies and uses restraint in municipal spending. The Town Administrator uses a team approach to fiscal matters, having the benefit of a strong finance department, working with the Board of Selectmen, Finance Committee and School Superintendent, which is reflected by a unified presentation of the Budget to Town Meeting, resulting in a sound financially secure town with an excellent bond rating. The Town Administrator received his highest rating "excellent" in this area.

The Town Administrator is very receptive to the members of the community. Many citizens have informed Selectmen that they felt welcomed when meeting with the Town Administrator. He readily makes himself available to citizens and seems to feel comfortable meeting with representatives of various organizations or individuals in the community. He seems to listen to their concerns and attempts to solve their problems.

The Town Administrators relationship to the Board of Selectmen has definitely improved since his last evaluation. He has been keeping the Board informed of necessary information, working on decreasing his span of control, improved his handling of personnel issues with the assistance of Town Counsel and completed the policy manual for all town employees.

What performance area(s) would you identify as most critical for improvement?

The Administrator, by virtue of his style rarely puts any reports in writing. From a management prospective the Board should have a written report or analysis on a number of proposed projects prior to being asked to make a decision. The report can come from a department head but should have a cover letter from the Administrator stating that he has reviewed the analysis and either agrees or disagrees and his position.

The Town Administrator needs to identify situations where he may not have enough information to provide a concise explanation of spending issues. He at times seems unprepared to justify unexpected expenditures.

The Town Administrator is a very compassionate individual but has been very naïve in his dealings with troubled employees, meeting with them alone, placing him in compromising positions. The Town Administrator has to be more professional while dealing with employees with emotional or professional competency problems, utilizing his Human Resource Director or a member of his staff to insure a third party is always present.

The Town Administrator weakest area is in labor relati**on** issues, insuring proper documentation and supervision of problem employees, eliminating positions or holding department heads accountable. On the other hand, he is the first to give praise which is important but has to be balanced with proper supervision. The Town Administrators lowest rating “Average” was in Supervision. The Town of Bourne hired a professional Human Resource Director to assist the Town Administrator in these endeavors but he has not utilized the position to its capacity.

Although some work was done regarding the Wastewater Planning Goal, This area is most critical right now, more effort and time needs to be put into accomplishing this goal.
The town has to work diligently to produce a comprehensive plan.

The lack of a Policy and guidelines for a committee to screen and interview potential candidates was evident at the beginning of the year causing embarrassment to the Town. Policy and guidelines should be developed to avoid this situation in the future.

The Town Administrator should continue working on his relationship with the board, keeping all Selectmen inform on agenda items and making himself available to address their concerns.

The Town Administrator should also be more professional on his E-Mail correspondences realizing that they are public records.

What constructive suggestions or assistance can you offer the manager to enhance Performance?

The Town Administrator should continue a professional development career course as prescribed in previous evaluations. The Administrator seems to be progressing on this course as planned.

The Town Administrator has made improvements regarding the delegation of power. I would suggest that this improvement continue, allowing committees and boards to run their own meetings.

The Administrator should continue to work on his relationship with the Board. This is difficult due to several internal issues with specific Board members.

The Town Administrator is the Manager of a multimillion dollar operation and in financial matters has been very successful utilizing the team concept. The Town Administrator should utilize the team concept in labor matters, delicate the labor relation aspects to those formal trained in that discipline. The Town Administrator should insure Department Heads and Human Resource Director receive the necessary profession development training to accomplish their labor relations tasks.

The Town Administrator needs to work with his entire staff in a very supportive way, providing the training needed for employee's to continue working. As technology changes, the staff needs the specialized training to stay productive.

What other comments do you have for the manager; e.g., priorities, expectations, goals or objectives for the new rating period?

The Administrator should begin planning for the next fiscal year's goals by making positive suggestions about the Towns Capital Plan, wastewater planning to reduce nitrogen loading by reviewing potential by-laws

The Administrator needs to be open about his plans for the management of the Town. He must show that what he does is based on his opinions and not of others.

The Town Administrator needs to continue improving his relationship with the Board by having an open honest dialogue with individual Selectmen on a weekly basis, working with the board as a whole to foster a better professional relationship.

The Town Administrator should develop Policies and guidelines to direct Employee screening and Selection Committees, Disciplinary Investigations and Hearings

The Town Administrator should comply with the Performance Expectations outlined in his contractual agreement with the town to enhance his professional development.

Town Administrator has to continue working on letting go of the routine task, insure subordinates receive the training necessary for their position, trusting then to get the job done, reviewing their work and holding then accountable.

The Town Administrator should pay more attention to Selectmen's agenda items. Ensuring routing slips are completed, appointment dates are correct and he has researched items to advise the board as needed.

The Town Administrator needs to be proactive with our goals and objectives working with Selectmen to see that they are accomplished in a timely manner.

Continue to have the town employees provide the best possible service to its citizens. Bourne has a great reputation for the services that it provides, although the town is on a limited budget. People are proud of their town, are basically happy with the services, and respect that they receive. - Respectfully Submitted, John A Ford Jr. Chair, Board of Selectmen dated May 14, 2013.

Baldwin MOVED and SECONDED by Ford to increase TA Guerino annual salary by 3%. VOTE 5-0.

Shellfish Grant - increase acreage of existing grant – Patrick Ross
Chm. Ford – public hearing notice read into the record at 7:45 pm.

Mr. Mullen recommends approval of increase of acreage of the shellfish propagation grant originally approved by the board as well as to request an annual review. The regulation limits the size of an aquaculture grant to one acre for the first year. Expansion is allowable if, after the first year, the area demonstrates productivity and an ability to expand.

Meier MOVED and SECONDED by Baldwin to include the Annual Review in the Shellfish Grant. VOTE 5-0.

In summary, gear was purchased, assembled and prepared for the water. 25 oyster cages were secured to long lines which sit on the ocean floor. The grant area is marked consistent with the Army Corp of Engineers and the US Coast Guard standards. Seed was purchased from the DMF, placed in plastic mesh bags which are housed in the cages. Seed showed excellent growth throughout the summer – no issues with disease, predators or pests. As the seed grew, it was sorted and reallocated through 75 cages, filling one acre area of the grant. Some mortality

occurred during the "rust tide" in late July 2012. The grant co-existed well with boaters in the area and no complaints to his knowledge about the grant to the town or any entity.

Pickard MOVED and SECONDED by Zuern to close public hearing. VOTE 5-0.

Pickard MOVED and SECONDED by Meier to approve the application of Mr. Ross to expand as noted in public hearing Notice and per DNR Director Tim Mullen. VOTE 5-0.

Appointments and Licenses:

a. Scallop Festival – [3] One Day Liquor

Pickard MOVED and SECONDED by Meier to approve Cape Cod Region Chamber of Commerce request for the 44th Annual Scallop Festival 3 One-Day Liquor (wine and malt) Licenses on Friday 9/20/13 – Saturday 9/21/13 – Sunday 9/22/13 from 10:00 am – 10:00 pm Friday and Saturday; 10:00 am – 6:00 pm on Sunday per routing slip and pending their liquor liability policy.
VOTE 5-0.

b. Marconi Club – One Day Liquor

Pickard MOVED and SECONDED by Meier to approve the request of Marconi Club's Booster Club at 90 Adams Street, Sagamore One-Day All Alcoholic License (annual event) on 7/21/13 from 11:00 am – 5:00 pm pending their liquor liability policy per routing slip (Fire Department). VOTE 5-0.

c. MMA @ Beachmoor – One Day Liquor

Pickard MOVED and SECONDED by Meier to approve the request of MMA @ Beachmoor, 11 Buttermilk Way, Buzzards Bay One-Day Liquor per routing slip. VOTE 5-0.

d. Yummy Yo – Common Victualer [food]

Pickard MOVED and SECONDED by Meier to approve the request of Yummy You Common Victualer License per routing slip. TA Guerio takes responsibility for the opening prior to the board approving. The BOH approved and no issues relative. VOTE 5-0.

e. Hot Rods for Hero's - Close Road

Pickard MOVED and SECONDED by Meier to approve Fraternal Order of Eagles to block off Cohasset Avenue, Buzzards Bay from St. Margaret's Street to Wallace Avenue on Sunday, 9/15/13 from 7:30 am – 2:00 pm for Hot Rods for Hero's. VOTE 5-0.

f. Paradigm, Inc., d/b/a Ye Olde Spirit Shoppe - Change in Manager

Pickard MOVED and SECONDED by Meier to approve the request of Ye Olde Spirit Shoppe – Change in Manager per routing slip. VOTE 5-0.

g. Farmer's Market

Pickard MOVED and SECONDED by Meier to approve Edward Silvia request for Farmer's Market 90 Main Street, Buzzards Bay on Fridays 7/12/13 – 10/25/13 (except during the Scallop Festival) from 10:00 am – 2:00 pm pending receipt of vendors insurance and list. VOTE 5-0.

h. Extension for Pinnacle to work at Sagamore Beach area until 5/17/13

TA Guerino – the BOS granted Pinnacle to work through 5/9/13, but needed a few more days.

Pickard MOVED and SECONDED by Meier to approve Pinnacle request to continue work at Sagamore Beach area through 5/17/13. VOTE 5-0.

i. Bourne Bridge 24 Hr. Taxi, Inc. – Request for Taxi Cab License

Pickard MOVED and SECONDED by Meier to approve the request of Bourne Bridge 24 Hr. Taxi, Inc. Taxi Cab License pending inspection by Police Lt. Tavares. VOTE 5-0.

j. Taxi Cab Rates

Zuern MOVED and SECONDED by Meier to approve request of Taxi Cab Rates of $5.00 for the first minute; the second minute $3.50; $50 waiting fee. In addition, a discount of 20% for senior citizens (aged 65 and older) and/or disabled and subject to the vehicle inspected by Lt. Tavares. VOTE 5-0.

TA Guerino – asked why not zoning the areas and mentioned the bus and demand/response service are other options.

Pickard - opposed on mostly fixed income clients with no other transportation. Mr. Sherman – senior citizens have a 20% discount rate.

Zuern – suggested having customers paying upfront to avoid people jumping out of the taxi.

Meier – asked about driver safety. Mr. Sherman – hasn't encountered any issues in this area.

Mr. Agrillo – he is in favor of meters.

Mr. Galusha – asked about share rides. Mr. Sherman – all people going to the same destination share the same rate.

Town Administrator's Report

Thanked the board for their time and consideration during his review. He recognized John Ford's service to the board and to the town.

Selectmen's business

Zuern – attended an LEPC meeting educating the public.

Pickard – attended the Change in Command at the base.

Meier – attended Affordable Housing Trust meeting.

The board members recognized John Ford's service on the board and he will be missed.

Adjournment
Pickard MOVED and SECONDED by Meier to adjourn. Meeting adjourned at 9: 15 pm.

Respectfully submitted,
Lisa Groezinger, sec.