Board of Selectmen
Minutes of June 18, 2013
Bourne Community Building
Bourne, MA 02532

TA Guerino

Earl Baldwin, Chairman
Linda Zuern, Vice-Chairman (excused)
Peter Meier, Clerk
Don Pickard
Don Ellis

Documents
- None

Note this meeting is being televised and recorded. If anyone in the audience is recording or videotaping, they need to acknowledge such at this time

Call to order
Chm. Baldwin at 6:00 pm.

Moment of Silence for our Troops

Salute the Flag

Public Comment – Non-Agenda Items
Chm. Baldwin – addressed the issue of hearing his reason for running for Selectman with regard to getting the Friends out of the Community Building. He explained he requested the Bldg. Director – through Town Counsel – to verify misappropriation of town funds to determine the use of budget approved by taxpayers to pay for 5031c that uses space in the town building. The Building Director never received a response. Copies of said response can be obtained by request. No money was ever appropriated and it wasn't until last year that this matter was resolved by a town employee which has put an end to it.

Minutes: 05.28.13, 06.04.13
Meier MOVED and SECONDED by Ellis to approve Minutes of 5/28/13 as submitted. VOTE 4-0.

Meier MOVED and SECONDED by Ellis to approve Minutes of 6/4/13 as submitted. VOTE 4-0.

Meier MOVED and SECONDED by Ellis a brief recess for the joint meeting with the Finance Committee. VOTE 4-0.

Meier MOVED and SECONDED by Ellis to reconvene meeting. VOTE 4-0.

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

Item M – TA Guerino said issues are different from Bourne.

Item Q – County Government proposed changes. Pickard – writer is from Barnstable. The board may have to make a decide what to do. Meier – would like to put on the next board's regular meeting agenda. TA Guerino – changes: 7/2/13 for regular meeting and 7/9/13 as the goals.

Increase Revolving fund limits for School Department and Council on Aging
Ms. Marzelli – FinCom approved the increase of fund limits for two (2) revolving funds tonight. The board will also need to vote:

School transportation – from $50,000 to $80,000
COA Program Revolving Fund -$50,000 to $110,000

Ellis MOVED and SECONDED by Meier to approve the increase of two Revolving Funds: School Transportation - from $50,000 to $80,000; and COA Program Revolving Fund - from $50,000 to $110,000. VOTE 4-0.

Joint session with Bourne Finance Committee – Review of FY2012 Audit – Chris Rogers – Sullivan and Rogers CPA, LLC
FinCom members present: Michele Ford, Elinor Ripley, Mary Jane Mastrangelo, Glen Galusha, Bill Grant, Don Montour, John Redman and George Slade.

Mr. Chris Rogers - Final reports were issued in April 2013. There were no disagreements with management throughout the process. The opinion is the only two pages Sullivan and Rogers own in said report.

<u>Internal Control</u>
Financial Highlights briefly reviewed. General Fund total - $15.3M. Bourne is in a good position.

Proprietary Funds briefly reviewed. End of year balance $4.4M Net Assets Fund. Landfill Net Assets $9.1M.

Internal Service Fund – net assets $2.9M

Total Debt Service - 5.6% compared to prior year is 8.3%

OPEB – Other Post Employment Benefits which is an annual contribution. TA Guerino – the amount of $250,000 was put into the OPEB at the Special Town Meeting.

TA Guerino – asked that if every city and town is going to turn upside because of this accounting rule and what will happen with the bonders. Mr. Rogers doesn't see a huge impact early on in the town's bond rating.

Bill Grant – commented on promises that the town has made with regard to healthcare not being fulfilled. Mr. Rogers - Governments doesn't have mandates for healthcare. If you have sufficient reserves, there is a way to handled future promises that were made. It is not too late for cities or towns to live up to their obligation.

TA Guerino – would like to have a session with Mr. Chris Sullivan for more detail. Mr. Rogers said you need the actuary but would be happy to participate.

Bill Grant – asked about the ISWM closure plan. TA Guerino – looking at 2022 or 2025 as it sits today.

<u>Major Federal Compliance</u>
Special Education and Title I – salaries and wages need to be signed after the program year. Bourne went from 11 findings to 3 findings this year. For deficiencies he recommends to maintain documentation from last year.

Don Ellis – Internal Control and Compliances, suggested a small summary of what the reports are saying. Mr. Rogers said it would have to be a separate document.

<u>Management Letter</u>
Briefly reviewed comments. Affordable Housing Fund – discuss best course of action per State law of the fund.

Bill Grant – with regard to personnel, policies and procedures are not fully adopted. TA Guerino – position descriptions do exist. They are almost complete now.

TA Guerino – asked if there is a guideline with the service organization piece. Mr. Rogers recommends to identify contracts and outsourcing to evaluate what the SOC report is asking for. Mr. Rogers to work with TA Guerino.

Meier – Fund Balance – asked about the amount of the new ambulance company. Ms. Marzelli – it is pretty much the same as the previous company.

TA Guerino – in summary, the Audit Report shows that the town is doing well.
Meier MOVED and SECONDED by Ellis to recess and to reconvene Audit Review until after Liquor Hearing. VOTE 4-0.

Discussion regarding Canal Access on South Side.
Ellis – requested to be put on the agenda. Access on the South side will affect the Canal Celebration and tourists and suggests a Transportation subcommittee be formulated to maintain access to the south side of the canal.

TA Guerino – attending the Transportation meeting and if he sees both representatives from the Army Corp and will discuss what the railroad's intensions are.

Mr. Mulvey – suggests bringing Town Counsel into discussion.

Ellis – currently, at Freight House Road there is no more access to the canal.

Kay Donovan – doesn't remember the closings happened. Chm. Baldwin – the railroad threatened to close access to the south side in the past as to not interfere with the train when John Ford was Police Chief.

Licenses/Appointments
Chm. Baldwin opened hearing and read into record.

Atty. Ford O'Connor for applicant. Check and liability insurance required by applicants. Pickard – asked about employees. Employees average in age from 21 to 25 years of age. One of the owners has a green card which is allowed by rules of the ABCC. Insurance Policy will be provided with Graziella's Pizza, LLC.

Atty. Ford O'Connor – activities are not detrimental to the church and school next door and there are no objections.

a. 7:30 p.m. Year Round Common Victualer Wine and Malt - Graziella's
Meier MOVED and SECONDED by Ellis to close the public hearing. VOTE 4-0.

Meier MOVED and SECONDED by Ellis to approve Graziella at 375 Barlows Landing Road, Pocasset request for Year Round Common Victualer Wine and Malt per routing slip. VOTE 4-0.

Meier MOVED and SECONDED by Ellis that the board finds the establishment Graziella's Pizza, LLC not detrimental to the educational and spiritual activities of the church or school.
VOTE 4-0.

b. [3] One Day Liquor Licenses – Sagamore Beach Colony Club
Ellis MOVED and SECONDED by Meier to approve Sagamore Beach Colony Club at 30 Robinson Road, Sagamore Beach request for three (3) One Day Liquor Licenses on 7/20/13 6:30 pm – 10:00 pm (Annual Fund Raiser); 7/27/13 from 6:00 pm – 10:00 pm (Family Night); and 8/2/13 from 6:00 pm – 10:00 pm (Corn Hole Tournament) per routing slip and contingent of receipt of insurance. VOTE 4-0.

c. St. Peter's Church – [3] One Day Entertainment
Meier MOVED and SECONDED by Ellis to approve St. Peter's Church at 165 Main Street, Buzzards Bay request for three (3) One Day Entertainment Licenses 7/13/13 from 10:00 am – 4:00 pm (rain date 7/14/13); 9/21/13 10:00 am – 4:00 pm; and 9/22/13 12:00 pm – 4:00 pm per routing slip. VOTE 4-0.

d. Various FY14 Appointment Renewals
Zoning Board of Appeals
Meier MOVED and SECONDED by Ellis to appoint Harold Kalick as a regular member to the Zoning Board of Appeals for a term to expire 6/30/16. VOTE 4-0.

Meier MOVED and SECONDED by Ellis to appoint John E. O'Brien as a regular member to the Zoning Board of Appeals for a term to expire 6/30/15. VOTE 4-0.

Meier MOVED and SECONDED by Ellis to re-appoint Thomas C. Armstrong as an Associate Member to the Zoning Board of Appeals. VOTE 4-0.

Meier – there are two Associate Member vacancies.

Conservation Commission
Meier MOVED and SECONDED by Ellis to re-appoint Elizabeth R. Kiebala to the Conservation Commission for a term to expire 6/30/16. VOTE 4-0.

Meier MOVED and SECONDED by Ellis to re-appoint Martha Craig Rheinhardt to the Conservation Commission for a term to expire 6/30/16. VOTE 4-0.

Ellis MOVED and SECONDED by Meier to re-appoint Michael Gratis as an Associate Member of the Conservation Commission for a term to expire 6/30/14. VOTE 4-0.

Ellis MOVED and SECONDED by Meier to re-appoint Michael Leitzel as an Associate Member of the Conservation Commission for a term to expire 6/30/14. VOTE 4-0.

Ellis MOVED and SECONDED by Meier to re-appoint Thomas L. Ligor as an Associate Member of the Conservation Commission for a term to expire 6/30/14. VOTE 4-0.

Constable
Meier MOVED and SECONDED by Ellis to re-appoint Charles T. Devlin, Lee M. Gresh, Russell H. McAllister, Richard F. White and Dennis Woodside as Constable for terms to expire 6/30/14. VOTE 4-0.

Historic Commission
Meier MOVED and SECONDED by Ellis to re-appoint Neil F. Langille and Judith A. Riordan to the Historic Commission for terms to expire 6/30/16. VOTE 4-0.

Meier MOVED and SECONDED by Ellis to appoint George O. Jenkins as a regular member to the Historic Commission for a term to expire 6/30/16. VOTE 4-0.

Ellis MOVED and SECONDED by Meier to appoint Gioia Dimock as a regular member to the Historic Commission for a term to expire 6/30/14. VOTE 4-0.

Ellis MOVED and SECONDED by Meier to appoint Mary Sicchio and Deborah M. Burgess as Associate Members to the Historic Commission for terms to expire 6/30/14. VOTE 4-0.

Registrar of Voters
Meier MOVED and SECONDED by Ellis to re-appoint Penny Bergeson as Registrar of Voters per recommendation of Town Clerk for a term to expire 6/30/16. VOTE4-0.

Shore & Harbor Committee
Meier MOVED and SECONDED by Ellis to re-appoint Richard Libin and R. Hunter Scott to the Shore & Harbor Committee for terms to expire 6/30/16. VOTE 4-0.

Affordable Housing Trust
Meier MOVED and SECONDED by Ellis to re-appoint Lee M. Berger, Judith A. Riordan, Susan R. Ross and Stephen Walsh to the Affordable Housing Trust for terms to expire 6/30/15. VOTE 4-0.

Barnstable County Coastal Resources Committee
Meier MOVED and SECONDED by Ellis to re-appoint Tim Mullen to the Barnstable County Coastal Resources Committee for a term to expire 6/30/14. VOTE 4-0.

Barnstable County Dredge Advisory Committee
Meier MOVED and SECONDED by Ellis to re-appoint William Curt Duane and Paul B. Bushueff (as an Alternate) to the Barnstable County Dredge Advisory Committee for terms to expire 6/30/14. VOTE 4-0.

Bourne Cultural Council
Meier MOVED and SECONDED by Ellis to re-appoint Marie Cheney, Pat Cook and Susan Cushing to the Bourne Cultural Council for terms to expire 6/30/16.

Bourne Housing Partnership Committee
Meier MOVED and SECONDED by Ellis to re-appoint Cynthia A. Coffin (non voting), Al Hill (at large), Coreen V. Moore (Town Planner), Susan Ross (at large) and Barbara Thurston (Housing Authority Director) to the Bourne Housing Partnership Committee for terms to expire 6/30/14. VOTE 4-0.

Meier – requested TA Guerino to draft a letter on behalf of the board thanking Frances Garland Anderegg for her services to the town.

Bourne Human Services Committee
Meier MOVED and SECONDED by Ellis to re-appoint Barbara Thurston (BHA Rep) to the Bourne Human Services Committee for a term to expire 6/30/16. VOTE 4-0.

Cape and Vineyard Electric Cooperative
Meier MOVED and SECONDED by Ellis to appoint Jonathan Nelson to the Cape and Vineyard Electric Cooperative per recommendation of Paul O'Keefe for a term to expire 6/30/14. VOTE 4-0.

Commission on Disabilities
Meier MOVED and SECONDED by Ellis to re-appointment Victoria Carr, Nathan Carr, Kendellynn Cavanaugh and Michael Roberts to the Commission on Disabilities for terms to expire 6/30/16. VOTE 4-0.

Private Roads Acceptance Committee
Meier MOVED and SECONDED by Ellis to re-appoint Michael E. Leitzel, Coreen V. Moore and George Sala to the Private Roads Acceptance Committee for terms to expire 6/30/14. VOTE 4-0.

Route 6A Advisory Committee
Meier – there is one vacancy open for a term to expire 6/30/14.

Bourne Landfill Business Model Working Group
Meier MOVED and SECONDED by Ellis to re-appoint William Ware (at large member) to the Bourne Landfill Business Model Working Group for a term to expire 6/30/14. VOTE 4-0.

Buzzards Bay Action Committee
Meier MOVED and SECONDED by Ellis to re-appoint Brendan Mullaney to the Buzzards Bay Action Committee for a term to expire 6/30/14. VOTE 4-0.

Bylaw Committee
Meier MOVED and SECONDED by Ellis to re-appoint Elinor D. Ripley (at large member) to the Bylaw Committee for a term to expire 6/30/16. VOTE 4-0.

Cape Cod Joint Transportation Committee
Meier MOVED and SECONDED by Ellis to re-appoint George Sala and Jonathan Nelson (alternate member) to the Cape Cod Joint Transportation Committee for terms to expire 6/30/14. VOTE 4-0.

Cape Light Compact Committee
Meier MOVED and SECONDED by Ellis to re-appoint Robert E. Schofield and Elizabeth Caporelli (alternate member) to the Cape Light Compact Committee for terms to expire 6/30/14. VOTE 4-0.

Capital Outlay Committee
Meier MOVED and SECONDED by Ellis to re-appoint William Ware (at large) to the Capital Outlay Committee for a term to expire 6/30/16. VOTE 4-0.

Central Information and Liaison Officer for Development
Meier MOVED and SECONDED by Ellis to re-appoint Coreen V. Moore to the Central Information and Liaison Officer for Development for a term to expire 6/30/14. VOTE 4-0.

Council on Aging
Meier MOVED and SECONDED by Ellis to re-appoint Valerie Gudas, Marjorie L. McClung and Dorothy Wilcox to the Council on Aging for terms to expire 6/30/17. VOTE 4-0.

Emergency Management Director
Meier MOVED and SECONDED by Ellis to re-appoint Charles Noyes as the Emergency Management Director for a term to expire 6/30/14. VOTE 4-0.

Ethics Liaison
Meier MOVED and SECONDED by Ellis to re-appoint Barry H. Johnson as the Ethics Liaison for a term to expire 6/30/14. VOTE 4-0.

Local Emergency Planning Committee
Meier MOVED and SECONDED by Ellis to re-appoint Cynthia A. Coffin (BOH), Edward Donoghue (Schools), Philip Goddard (ISWM), Martin Greene (Fire Chief), Stephan Kelleher (MMA Commander), Michael E. Leitzel (Engineering Technician), Mark Lieber (Community Rep), Felice Monteiro (Council on Aging), Brendan Mullaney (Environmental), Timothy Mullen (DNR), Jonathan Nelson (Facilities Manager), David Pelonzi (Fire Department), John Pribilla (Owners & Operators), Ann Marie Riley (Friends COA), George Sala (DPW Director), John M. Stofa (Community Rep), John Stowe (Police Department), George Tribou (Sewer – staff), Dennis Woodside (Police Chief) with terms to expire 6/30/14. VOTE 4-0.

Open Space Committee
Meier MOVED and SECONDED by Ellis to re-appoint Patrick Sweeney to the Open Space Committee for a term to expire 6/30/16. VOTE 4-0.

Meier – requested TA Guerino draft letter on the board's behalf to Brian Andrews for his service to the town.

Meier MOVED and SECONDED by Ellis to re-appoint Michael E. Leitzel, Coreen V. Moore and Brendan Mullaney as Staff Members to the Open Space Committee for terms to expire 6/30/14. VOTE 4-0.

Planning Board
Meier MOVED and SECONDED by Ellis to re-appoint Shaun D. Handy and Michael Leitzel as Associate Members to the Planning Board with terms to expire 6/30/14. VOTE 4-0.

Recreation Committee
Meier MOVED and SECONDED by Ellis to re-appoint Roger J. Maiolini and George Sala to the Recreation Committee for terms to expire 6/30/16. VOTE 4-0.

Recycling Committee
Meier MOVED and SECONDED by Ellis to re-appoint Meredith Chase to the Recycling Committee for a term to expire 6/30/16. VOTE 4-0.

Selectmen's Energy Advisory Committee
Meier MOVED and SECONDED by Ellis to re-appoint Elizabeth Caporelli, Thomas Gray Curtis, Jr., Chris Kapsambelis, Allyson Bizer Knox, Frank M. Kodzis, Paul O'Keefe and Robert E. Schofield to the Selectmen's Energy Advisory Committee for terms to expire 6/30/14. VOTE 4-0.

Phase II Community Oversight Group for the Storm Water Management Group Membership of Pollution Task Force and Selectmen's Task Force on Local Pollution
Meier MOVED and SECONDED by Ellis to re-appoint Stewart Bell, Elaine Cook Graybill, James Mulvey, Leslie Perry and Mort Toomey to the Phase II Community Oversight Group for the Storm Water Management Group Membership of Pollution Task Force and Selectmen's Task Force on Local Pollution for terms to expire 6/30/14. VOTE 4-0.

Street and Traffic Lighting Committee
Meier MOVED and SECONDED by Ellis to re-appoint Martin Greene (Fire Chief), Dennis Woodside (Police Chief), Robert Schofield and George Sala to the Street and Traffic Lighting Committee for terms to expire 6/30/14. VOTE 4-0.

Transportation Advisory Committee
Meier MOVED and SECONDED by Ellis to re-appoint Michael A. Blanton, Daniel Doucette, Wesley Ewell, Robert W. Parady, Sallie Riggs, George W. Sala and Dennis Woodside to the Transportation Advisory Committee for terms to expire 6/30/14. VOTE 4-0.

Upper Cape Regional Transfer Station Board of Managers
Meier MOVED and SECONDED by Ellis to re-appoint Dan Barrett and Philip Goddard to the Upper Cape Regional Transfer Station Board of Managers for terms to expire 6/30/14. VOTE 4-0.

Veterans' Graves Officer
Meier MOVED and SECONDED by Ellis to re-appoint Thomas Barcley as Veterans' Graves Officer for a term to expire 6/30/14. VOTE 4-0.

e. Vacancy per Town Clerk's Office
Pickard MOVED and SECONDED by Meier to appoint Ms. Diane Flynn as Election Warden for a term to expire 6/30/13. VOTE 4-0.

Pickard MOVED and SECONDED by Meier to appoint Ms. Judith Thrasher as Election Warden for a term to expire 6/30/13. VOTE 4-0.

Pickard MOVED and SECONDED by Meier to appoint Ms. Delores Collins as Election Clerk for a term to expire 6/30/13. VOTE 4-0.

f. Appointment to the Cape Cod Water Protection Collaborative
Tabled to the next meeting. TA Guerino – Linda Zuern expressed interest. He will know at the 7/2/13 Selectmen meeting of when this group meets.

Selectmen's business
a. Clarification on vote relative to TIPS certification for Sweet Caroline's.
TA Guerino – this is to vote and re-issue to authorize license and to suggest folks be TIPS certified as soon as practical date.

Meier MOVED and SECONDED by Ellis to reconsider the previous board's vote of Sweet Caroline's license. VOTE 4-0.

Meier MOVED and SECONDED by Ellis to approve application for liquor license as submitted and to include the staff be TIPS certified as soon as practical. VOTE 4-0.

Town Administrator's Report
Recognized Ms. Mary Rebello for putting appointment list together on behalf of the town.

Received pamphlets of Emergency Preparedness and Emergency Management from Mr. Charlie Noyes and members of the subcommittee of the LCP. They will be distributed to the citizens of the town.

Attending Regional Transportation board tomorrow.

The town is in the process of year end closeouts and getting ready to close the year out.

Meier – Friday morning is the Volunteer of the Year ceremony.

Adjourn
Meier MOVED and SECONDED by Ellis to adjourn. Meeting adjourned at 9:00 pm. UNANIMOUS VOTE.

Respectfully submitted,
Lisa A. Groezinger, sec.