

**Board of Selectmen
Minutes of Tuesday, October 20, 2020
Zoom Remote – Public Access**

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TA Tony Schiavi
ATA Glenn Cannon

Selectmen

Judy Froman, Chair
James Potter, Vice Chair
George Slade, Clerk
Jared MacDonald
Peter Meier

Others: Kerry Horman, Renee Gratis, Mary Jane Mastrangelo

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For Participants who are calling into the meeting and wishing to speak should press *9 to notify the Chair. The Chair will recognize participants. Please MUTE your phone/microphone upon entry.

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

Documents: Warrant for 2020 State Election, Articles for Special Town Meeting Warrant

7:00 p.m. Call Public Session to order in Open Session

Madam Chair Froman called the meeting to order at 7:02 pm.

RECEIVED
2020 DEC -4 AM 8:14
TOWN CLERK BOURNE

Judy Froman reported vote taken in Executive Session: Voted to encourage Community Preservation to review the county land for purchase.

Moment of Silence for our Troops and our public safety personnel /Salute the Flag

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.

Public Comment – 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.

6) Approval of Minutes: 9-26-20; 10-6-20; 10-13-20

Voted: Peter Meier moved and seconded by Jared MacDonald to approve the minutes from September 26, 2020, as edited

Roll Call Vote: James Potter – Yes, George Slade – Yes, Jared MacDonald – Yes, Peter Meier – Yes, Judy Froman - Yes

Vote: 5-0-0.

Voted: James Potter moved and seconded by George Slade to approve the minutes from October 6, 2020.

Roll Call Vote: James Potter – Yes, George Slade – Yes, Jared MacDonald – Yes, Peter Meier – Yes, Judy Froman - Yes

Vote: 5-0-0.

Voted: James Potter moved and seconded by Jared MacDonald to approve the minutes from October 13, 2020.

Roll Call Vote: James Potter – Yes, George Slade – Yes, Jared MacDonald – Yes, Peter Meier – Yes, Judy Froman - Yes

Vote: 5-0-0.

7) Selectmen's Business

- a. Vote to approve and sign the 2020 Presidential and State Election Warrant for November 3, 2020**
- b. Vote to approve, sign, issue, and post the Warrant for the November 16, 2020 Special Town Meeting**
- c. Department of Housing and Community Development Compliance Certificate for 7 Honora Court**

7.a Vote to approve and sign the 2020 Presidential and State Election Warrant for November 3, 2020

Voted: Peter Meier moved and seconded by James Potter to direct the Constables in the Town of Bourne: In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of the Town of Bourne qualified to vote in elections to meet in

BOURNE VETERANS MEMORIAL COMMUNITY CENTER FOR PRECINCT 1,

PRECINCT 2 and PRECINCT 3

BOURNE MIDDLE SCHOOL FOR PRECINCT 4

ST. JOHNS PARISH CENTER FOR PRECINCT 5 and PRECINCT 6

BOURNE MIDDLE SCHOOL FOR PRECINCT 7

On Tuesday, the 3rd day of November, 2020 at 7:00 O'clock a.m. until 8:00 p.m., then and there for the following purpose:

To cast their votes in the State Election for the candidates for the following offices:
ELECTORS OF PRESIDENT AND VICE PRESIDENT FOR THESE UNITED STATES

SENATOR IN CONGRESS FOR THIS COMMONWEALTH

REPRESENTATIVE IN CONGRESS FOR THE NINTH DISTRICT

COUNCILLOR FOR THE FIRST DISTRICT

SENATOR IN GENERAL COURT FOR THE PLYMOUTH and BARNSTABLE DISTRICT

REPRESENTATIVE IN GENERAL COURT FOR THE FIFTH BARNSTABLE DISTRICT

REPRESENTATIVE IN GENERAL COURT FOR THE THIRD BARNSTABLE DISTRICT

REGISTER OF PROBATE FOR BARNSTABLE COUNTY

COUNTY COMMISSIONER FOR BARNSTABLE COUNTY

BARNSTABLE ASSEMBLY DELEGATE FOR THE TOWN OF BOURNE

REGIONAL SCHOOL COMMITTEE FOR THE UPPER CAPE COD DISTRICT

Roll Call Vote: James Potter – Yes, George Slade – Yes, Jared MacDonald – Yes, Peter Meier – Yes, Judy Froman - Yes
Vote: 5-0-0.

7.b. Vote to approve, sign, issue and post the Warrant for the November 16, 2020 Special Town Meeting

Article 1: 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 in relation thereto.

Sponsor – Board of Selectmen

ARTICLE 2: To see if the Town will vote to appropriate, borrow or transfer from available funds the sum of \$180,088 for the purpose of supplementing and/or reducing the **FY2021 Regular Annual Expenses** of the departmental expenses as voted under Article 2 (Fiscal Year 2021 Budget) of the 2020 Annual Town Meeting, or take any other action in relation thereto.

Sponsor – Board of Selectmen

ARTICLE 3: To see if the Town will vote to appropriate, borrow or transfer from available funds, 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 – Board of Selectmen

ARTICLE 4: To see if the Town will vote to appropriate, borrow or transfer from available funds the sum of \$135,000 for the purpose of supplementing and/or reducing the **FY 2021 Sewer Department Budget** as voted under Article 3 (Sewer Department) of the 2020 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 or transfer from available funds the sum of \$2,800,619 for the purpose of supplementing and/or reducing the **FY 2021 ISWM Department Expense Budget** as voted under Article 4 (ISWM) of the 2020 Annual Town Meeting, or take any other action in relation thereto.

Sponsor – Board of Selectmen

ARTICLE 6: To see if the Town will vote to transfer from available funds from the Integrated Solid Waste Management (ISWM) Enterprise Fund retained earnings, a sum of money for the purpose of funding development, installation and operational costs associated with a **Pilot Leachate Treatment System** to be installed at the ISWM Facility, or take any action in relation thereto.

Sponsor – Board of Selectmen

ARTICLE 7: To see if the Town will vote to appropriate, borrow or transfer from available funds, a sum of money for the purpose of funding the **Fiscal Year 2021 Capital Budget (Phase Two)**, or take any other action in relation thereto.

Sponsor – Board of Selectmen/Capital Outlay Committee

ARTICLE 8: To see if the Town will vote to appropriate, borrow or transfer from available funds a sum of money to the **Capital Stabilization Fund**, or take any other action in relation thereto.

Sponsor – Board of Selectmen/Capital Outlay Committee

ARTICLE 9: To see if the Town will vote to **close out and transfer available balances** in previous Town Meeting Articles whose purposes have been satisfied or take any other action in relation thereto.

Sponsor – Board of Selectmen

ARTICLE 10: To see if the Town will vote, upon recommendation of the Community Preservation Committee, to appropriate a sum of money for **Community Preservation Fund purposes**, and to meet said appropriation, to transfer from available funds or reserves from the FY2021 estimated Community Preservation Fund Revenues a sum of money for the purposes of this article, or take any other action relation thereto:

Sponsor - Community Preservation Committee

ARTICLE 11: To see if the Town will vote to transfer from available funds a sum of money for the purpose of funding an amendment to **Article 16** voted at the October 28, 2019 Special Town Meeting authorizing the Board of Selectmen to acquire by purchase or gift a certain **6.5 acre parcel of land in the Town of Bourne designated on Bourne Assessors Map 52, Parcel 96, on file at the office of the Town Clerk**, or take any other action in relation thereto:

Sponsor – Board of Selectmen

Voted: Peter Meier moved and seconded by Jared MacDonald to approve, sign, issue and post the Warrant as presented for the November 16, 2020 Special Town Meeting.

Roll Call Vote: James Potter – Yes, George Slade – Yes, Jared MacDonald – Yes, Peter Meier – Yes, Judy Froman - Yes

Vote: 5-0-0.

7.c. Department of Housing and Community Development Compliance Certificate for 7 Honora Court

LOCAL INITIATIVE PROGRAM

COMPLIANCE CERTIFICATE

The undersigned, being the _____ of the town of Bourne (the "Municipality") and being the Chief Executive Officer of the Municipality, as that term is defined in regulations promulgated at 760 CMR 56.00 et seq. (the "Regulations") which establish the Local Initiative Program, and the undersigned, being the Undersecretary of the Department of Housing and Community Development ("DHCD"), the successor agency to the Executive Office of Communities and Development, a department duly organized and existing pursuant to Massachusetts General Laws Chapter 23B as amended by Chapter 19 of the Acts of 2007 with all powers of said executive office and department, or being the Undersecretary's duly authorized designee (the "Undersecretary"), certify as follows with respect to a certain deed rider annexed to and made part of that certain Deed from Canal Crossing LLC ("Grantor") to Jeffrey Dodge and Amy E. Dodge ("Grantee") dated February 28, 2008, recorded with the Barnstable Registry of Deeds ("Registry") in Book 22732, Page 246 (the "Existing Deed Rider"):

1. The Property referred to herein is the Property described in the Existing Deed Rider.
2. Amanda Lee Kinsherr is the [check one] ☒ Eligible Purchaser ☐ Ineligible Purchaser of the Property (the "Purchaser").
3. The total consideration to be paid to the Grantee for the purchase of the Property is \$218,316. The total consideration to be paid by the Purchaser for the purchase of the Property is \$227,049 (\$218,316 plus 4% resale fee).
4. The conveyance of the Property by the Grantee to the Purchaser is in compliance with the rights, restrictions, covenants and agreements contained in the Existing Deed Rider.
5. The Purchaser of the Property has executed a new deed rider with respect to the Property (the "New Deed Rider") which is satisfactory in form and substance to DHCD and the Municipality.
6. The Municipality and the Undersecretary hereby acknowledge and confirm that upon the conveyance of the Property by the Grantee to the Purchaser, the recording of the New Deed Rider executed by the Purchaser more fully described in Paragraph 5 hereof, and the recording of this Compliance Certificate, the rights, restrictions, agreements, and covenants contained in the Existing Deed Rider shall be null and void.
7. All defined terms used herein shall have the definitions set forth in the Existing Deed Rider unless otherwise defined herein.

Executed as a sealed instrument this ____ day of _____, 20__.

Town of Bourne, acting by and through its Chief Executive Officer

By: _____
Its:

The Undersecretary of the Department of Housing and Community Development

By: 
Catherine Racer, Associate Director
Duly Authorized Designee

COMMONWEALTH OF MASSACHUSETTS

_____, ss.

On this _____ day of _____, 20____, before me, the undersigned notary public, personally appeared _____, Chief Executive Officer of the Town of Bourne, and proved to me, through satisfactory evidence of identification which was _____, that he/she is the person whose name is signed on the foregoing Compliance Certificate and acknowledged to me that he/she signed it voluntarily for its stated purpose and that it is the free act and deed of the Town of Bourne

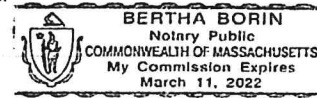
Notary Public
My Commission Expires:

COMMONWEALTH OF MASSACHUSETTS

Suffolk, ss.

On this 8th day of September, 2020, before me, the undersigned Notary Public, personally appeared Catherine Racer, Associate Director of the Department of Housing and Community Development ("DHCD"), proved to me through satisfactory evidence of identification, which was my personal knowledge, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that she signed it voluntarily for its stated purpose, as Associate Director of DHCD, a department duly organized and existing pursuant to Massachusetts General Laws Chapter 23B as amended by Chapter 19 of the Acts of 2007, and as the voluntary act of DHCD.

Bertha Borin
Notary Public
My Commission Expires:



Voted: Peter Meier moved and seconded by James Potter to sign the Certificate of Compliance for 7 Honora Court.

Roll Call Vote: James Potter – Yes, George Slade – Yes, Peter Meier – Yes, Jared MacDonald – Yes, Judy Froman - Yes

Vote: 5-0-0.

7:21 BOS went into the workshop portion of the meeting

8) Board of Selectmen Workshop

a. Goals and Strategic Plan Review

Judy Froman briefly spoke about what the BOS discussed at the workshop they had at the Hampton Inn. Questioned if the goals should be prioritized in order of importance.

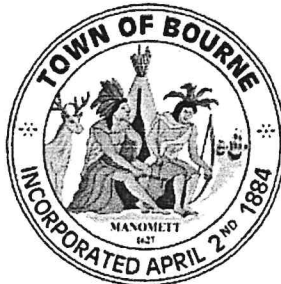
Tony Schiavi said at the strategic level they are all ongoing simultaneously - Strategic Plans can range from 3-10 years

Jim Potter said all the goals are important, they are like ideals, there is no need to prioritize them.

Strategic planning workshop

Scope – Desired Outcome – Structure – Community Values – Issues facing Bourne –
Building Community Connections – Transportation – Focus Areas – Strategic Objectives

1. Operate as a best practice, customer focused and engaging government.
2. Support Sound transparent fiscal management practices and policies
3. Through thoughtful planning and execution, provide services that enhance and ensure the health, safety and welfare of our citizens, visitors and businesses
4. Support and maintain thriving neighborhoods and spaces consistent with the town's Local Comprehensive Plan
5. Initiate and support economic development efforts that leverage the town's unique characteristics to create, attract, and retain jobs and businesses that ensure a diverse local economy
6. Provide support for high quality education opportunities that support and enhance the wellbeing of our students and our community
7. Embrace foster and pursue sustainable development practices and initiatives while ensuring environmental stewardship in our unique coastal setting
8. Develop and maintain our physical infrastructure in a way that actively supports the town's priorities and maximizes the useful life of both new and existing infrastructure
9. Next Steps – Develop action Steps; Key Performance Indications; Prioritization and resource allocation



**Strategic Planning
Workshop
October 20, 2020**

Next Step – Putting Pen to Paper - Overview

- Purpose

- Codify and express a framework to define the Town's direction
 - Expressed through the Vision Statement
 - A guide to making informed decision and allocation of resources

- Scope

- A primary guide to the Board of Selectmen, Town Administrator and Staff
- Must be synchronized with a variety of other plans

Local Comprehensive Plan	Open Space and Recreation Plan
Housing Production Plan	Comprehensive Waster Water Plan
Capital Improvement Plan	Five Year Financial Plan
Financial Policies	Annual Operating and Enterprise Budgets

- Helps to avoid divergent paths

Desired Outcome

- Helps build consensus and stakeholder engagement
- Clarifies priorities
- Establishes accountability
- Provides a framework for analysis
- Creates a system for evaluating progress

Structure



Issues facing Bourne

- Financial stability and security
- Infrastructure – (facilities, water, sewer, roads)
- Resource Security and sustainability
- Future workforce availability
- Housing
- Building Community Connections
- Community and economic development
- Land use planning and policy
- Transportation – trains, buses, bridges, boats, automobiles and bikes

Focus Areas

- Strong and diverse local economy
- Flexible, responsive and integrated government services
- Healthy, Safe and Active community
- Community and neighborhood livability
- Inclusiveness

Strategic Objectives/Goals – Bourne Will

- Operate as a best practice & customer focused and engaging government
- Support sound and transparent fiscal management practices and policies
- Through thoughtful planning and execution, provide services that enhance and ensure the health, safety and welfare of our citizens, visitors and businesses
- Support and maintain thriving neighborhoods and spaces consistent with the town's Local Comprehensive Plan
- Initiate and support economic development efforts that leverage the town's unique characteristics to create, attract, and retain jobs and businesses that ensure a diverse local economy
- Provide support for high quality education opportunities that support and enhance the well-being of our students and our community
- Embrace, foster and pursue sustainable development practices and initiatives while ensuring environmental stewardship in our unique setting
- Develop and maintain our physical infrastructure in a way that actively supports the town's priorities and maximizes the useful life of both new and existing infrastructure

Initiatives Development by Goal

Operate as a best practice, customer focused and engaging government

- Expand use of E-Permitting across departments where appropriate
- Revamp the town website for ease of use, structure and searchability

- Develop a social media presence on various platforms to share information
- Study the current Organizational structure and consider changes to create "the most efficient organization to meet the town's needs
- Review and update policies and procedures – update and/or rescind as required
- Implement Audit recommendations related to IT vulnerability/intrusion testing
- Customer service orientation and response expectations
- Conduct survey of the town related town operations and customer satisfaction
- Review and update the town's Continuity of Operations (COOP) Plan
- Develop a cross training plan/initiative where appropriate
- Consistency in policy and procedures

Support sound transparent fiscal management practices and policies

- Update financial policies in FY21
- Develop annual budget process to achieve Government Finance Officers Association certification
- Strengthen the towns financial position; while posturing the town for an increase to its bond rating
- Eliminate the town's use of Free Cash to supplement the Operating budget
- Eliminate the use of the town's operating budget to borrow for capital items
- Pursue available grants and other source of funding to pursue accomplishment of initiatives
- Closer planning with schools including UCT on budget development
- Enterprise funds management, budgeting, forecasting ...

Through thoughtful planning and execution, provide services that enhance and ensure the health, safety and welfare of our citizens, visitors and businesses

- COA
- Recreation
- Library
- Develop a yearly road and sidewalk improvement plan, including funding
- Utilize technology, local and regional partnerships and newly established Citizen Engagement Committee to draw attention and increase local and tourism traffic in Bourne
- Community Policing initiatives
- Affordable Housing
- Influencing projects early in the development process

Support and maintain thriving neighborhoods and spaces consistent with the town's Local Comprehensive Plan

- Establish a committee to identify the town's best assets and where appropriate a plan to improve those assets – open space, recreation and other unique amenities

- Ensure Bourne's connection to the Cape Cod Rail Trail by supporting engineering, design and construction
- Complete Streets
- Development of key Stewardship Plans for key areas
- Connections in Buzzards Bay to various neighborhoods in the area
- Study and review access issues around beaches and other areas-parking, handicap and access points
- Working with the MMA to understand their long-term plan and build cooperative partnership with the town

Initiate and support economic development efforts that leverage the town's unique characteristics to create, attract, and retain jobs and businesses that ensure a diverse local economy

- Develop and fund staff capacity to support Economic Development initiatives
- Explore pre-permitting and marketing of key priority sites (Hoxie/Old PD)
- Study developing a town sponsored business improvement grant program to include a public/private partnership
- Actively search out businesses focused on innovation, technology and tourism
- Explore and identify potential zoning reform that would support long-term economic development goals
- Explore, develop and implement a Bourne "way finding" strategy
- Complete and promote the Expedition Blue Initiative
- Collaborative engagement between the BoS and the Planning Board-LCP integration
- Improving broadband connectivity and service across the town

Provide support for high quality education opportunities that support and enhance the well being of our students and our community

- Investigate establishing regular and recurring meetings with the School Committee
- Investigate opportunities for internal regionalization for economy and efficiency
- Closer work and collaboration with MMA – education, blue economy, pilot programs, shared spaces, internships
- Working with UCT on potential projects with the town
- Investigate standing up a Citizens Academy
- Connections with the Home Schooling community
- Programs to encourage student involvement in government

Embrace, foster and pursue sustainable development practices and initiatives while ensuring environmental stewardship in our unique coastal setting

- Affordable Housing
- Storm Water Management
- Coastal resiliency

- Green Communities Designation
- Aging place type housing –
- Accessory dwelling bylaw –
- Developing nitrogen loading standards – alternative systems
- Blue Economy Initiatives
- Improve recycling programs/initiatives –reuse

Develop and maintain our physical infrastructure in a way that actively supports the town's priorities and maximizes the useful life of both new and existing infrastructure.

- Develop an implementation and use plan for the Dude Solutions software package
- Develop a scope and proposal to initiate a Inflow and Infiltration study of the town's sewer infrastructure
- Identify infrastructure improvements needed to make priority areas/parcels to support and drive development interest
- Strengthen transportation infrastructure by advocating and pursuing commuter rail, expanded Cape Cod RTA Intra-town, bus or trolley system to provide better access to Bourne businesses, arts, culture and recreation amenities
- Seek opportunities for Transit Oriented Development around transportation networks
- Roads upkeep and maintenance
- Involvement with bridge replacement and bridge approach design

Next Steps

- Develop Actions Steps
- Key Performance Indications
- Prioritization and Resource Allocation

9) Correspondence

George Slade brought the Board and the public up to date on the correspondence

- A. Letter from Xfinity regarding an adjustment to customers of sporting events and broadcasts fees
- B. Letter from Tri-County Music Association, Inc. regarding two virtual concerts.
- C. First quarter report from Gosnold of services provided to Bourne residents.
- D. Letter from the Association to Preserve Cape Cod regarding annual report.
- E. September 10, 2020 Minutes of the Upper Cape Cod Regional Technical School.

- F. Letter from DEP relative to "Draft Uniform Federal Policy – Quality Assurance Project Plan for Remedial Investigation at the Skeet Range Munitions Response Area.
- G. Letter from Lydia Manter resigning from the Housing Authority.

10) Adjourn

Voted Jared MacDonald moved and seconded by Peter Meier to adjourn.

Meeting adjourned at 9:14 pm.

Roll Call Vote: George Slade - Yes, Peter Meier – Yes, James Potter – Yes, Jared MacDonald – Yes, Judy Froman - Yes

Vote 5-0-0.

Respectfully submitted – Carole Ellis, secretary.