

**Board of Selectmen
Minutes of Tuesday, December 8, 2020
Zoom Remote – Public Access**

Joint Meeting with members of the Finance Committee, Bourne School Committee and Upper Cape Tech School Committee

**TA Tony Schiavi
ATA Glenn Cannon**

Selectmen

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

**RECEIVED
2021 JAN -6 PM 12:32
TOWN CLERK BOURNE**

Note this Zoom videoconference meeting is being televised, streamed or recorded by Bourne TV.

If anyone from the public wishes to access the meeting, they can do so by calling the following conference line: 1 929 205 6099 Meeting ID: 826 1769 2679 Password: 787852.

If you already have the Zoom App downloaded to your device or computer, you may simply join the meeting by entering the Meeting ID and Password noted above, or go to <https://zoom.us/meetings> look for the Join Meeting button.

Participants wishing to speak should click the "Participants" icon on the lower toolbar and then click "Raise Hand" in the dialog box to notify the Chair. The Chair will recognize participants. 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: [FY20 Financial Review](#)

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

Madam Chair Froman called the meeting to order at 7:00 pm.

Ms. Froman said we will not be using the chat feature on Zoom for questions during this meeting.

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) Selectmen's Business

- a. Committee Appointment - Nicole Fox – Cultural Council**
- b. Committee Appointment - Blanche Cody – Full Member - Historical Commission**
- c. Retirement Citation – Mr. George Sala**

6.a Committee Appointment - Nicole Fox – Cultural Council

Established in accordance with MGL c.10, sec. 35C Adopted at 1980 Annual Town Meeting, Art. 15 Increase in membership- Article 6, 1980 Special Town Meeting. 7 Members, two (3) yr. term, but not more than two consecutive terms.

Increase in membership from 7 to 11 members, Article 21, 1988 Annual Town Meeting. Change of name from Bourne Arts Lottery Council to Bourne Cultural Council, Article 28, 1993 Annual Town Meeting

There are 4 openings. One will be filled this evening with Nicole Fox 5 Briggs Avenue, Bourne, MA 02532. She put forward her talent bank submission. She is a Manager, Strategic Global Partnership at the International Fund for Animal Welfare.

BACKGROUND: I am a board member of the newly revived Monument Beach Civic Associates and work as a contractor for the Falmouth Village Association as Marketing Director. I love to be part of the community and believe arts and culture are more important now than ever.

Voted James Potter moved and seconded by Jared MacDonald to appoint Nicole Fox to a position on the Cultural Council for a term to expire on June 30, 2023.

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

Vote: 5-0-0

6.b. Committee Appointment - Blanche Cody - Full Member - Historical Commission
Blanche Cody, PO Box 3126, Bourne, MA 0253. Moving from an associate member position to full member position.

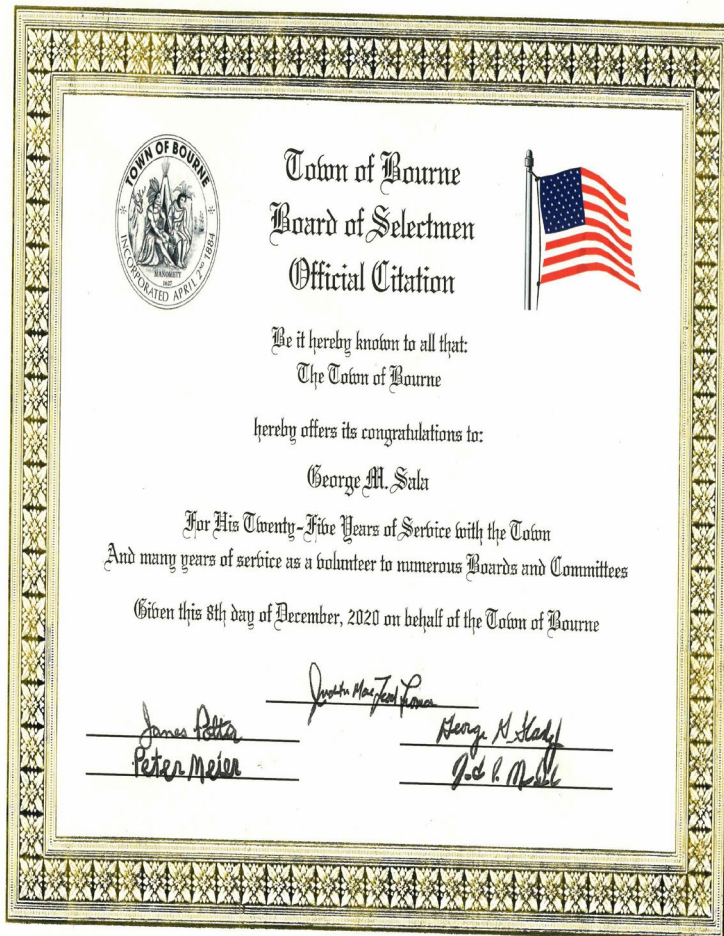
I was appointed as an Associate Member of the Commission in 2014, and have served on the Commission since that date. I am the longest serving of the three Associate Members. I believe the Commission's work is important to the quality of life in Bourne and respectfully request that I be appointed as a Member of the Commission.

Voted James Potter moved and seconded by Jared MacDonald to appoint Blanche Cody to a position on the Historical Commission for a term to expire on June 30, 2021.

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

Vote: 5-0-0

6.c. Retirement Citation - Mr. George Sala



George Sala thanked the Boards and committee members he has worked with over the years.

Entered into a joint meeting with the Finance Committee, Bourne School Committee, and the Upper Cape Technical School at 7:11 p.m.

Finance Committee, Bourne and UCT School Committee call to Order

Roger Forget, Upper UCT School, present

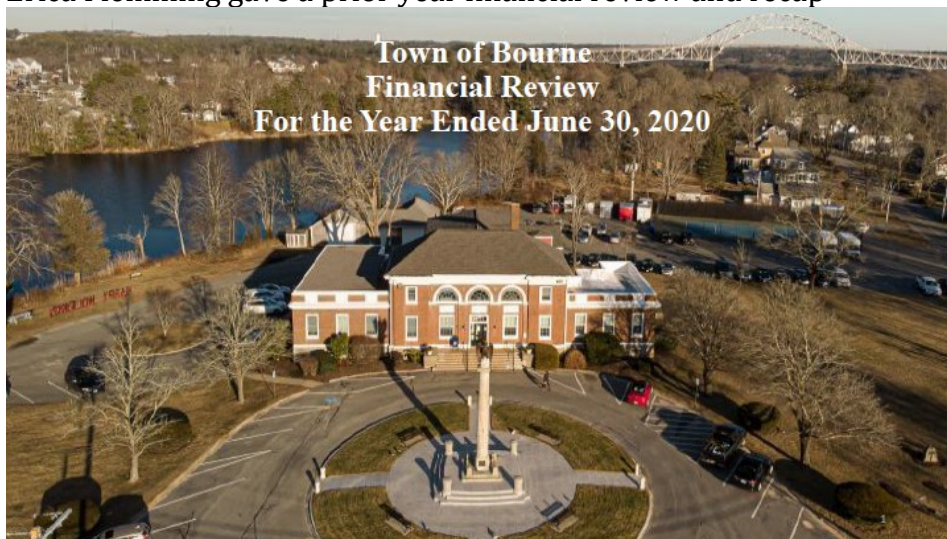
Mary Jane Mastrangelo called the Finance Committee to order.

Emily Berry called the School Committee to order.

Mary Jane Mastrangelo thanked Michell Ford for her service on the Finance Committee, she will submit her retirement letter tomorrow.

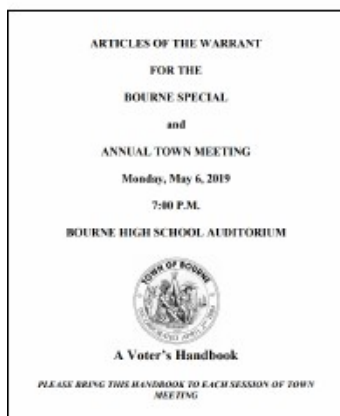
6.d. Hear the FY2020 prior year financial review and recap

Erica Flemming gave a prior year financial review and recap



General Fund Operating Budget FY2020

Annual Town Meeting	5/6/2019	Original Budget Vote	\$ 68,491,405
Special Town Meeting	10/28/2019	Budget Increase	188,500
Reserve Fund Transfers	Various	Budget Increase	<u>267,020</u>
Final General Fund Budget			<u>\$ 68,946,925</u>



Budget Revenue Sources	
Tax Levy	\$ 52,829,049
State Aid, Net of Assessments	2,709,487
Local Receipts	7,345,456
Other - EF Indirect Costs & Host Community Fee	2,930,578
Other - Special Revenue Funds	2,378,273
Free Cash, Net of Off Budget Items (Reserve Fund, Overly Reserve, Elected Official Salaries)	487,062
Reserve Fund	<u>267,020</u>
Total	<u>\$ 68,946,925</u>

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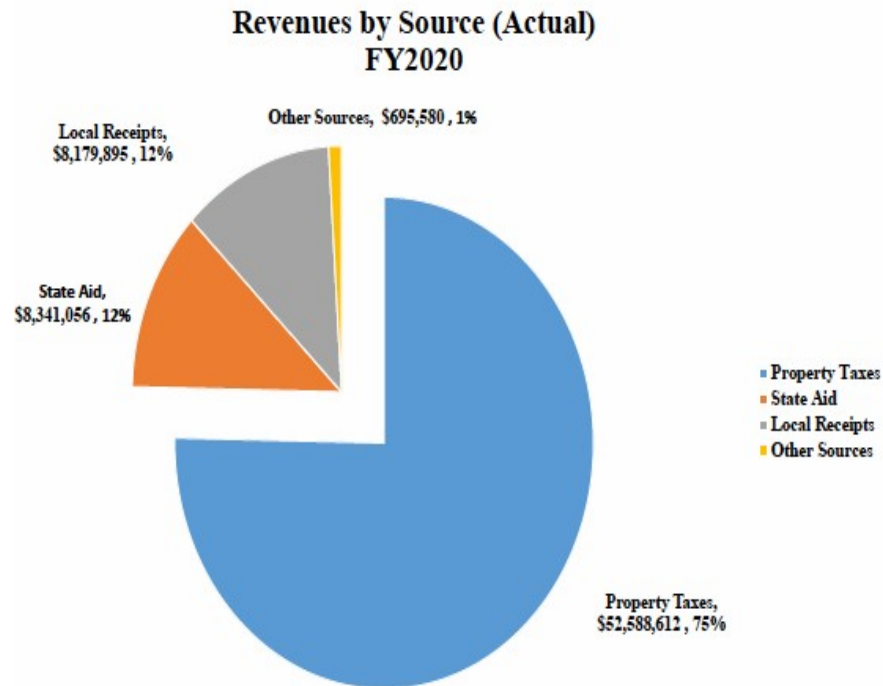
General Fund Revenue Revenues

(All monies received from any source)

Major Revenue Sources:

- **Property Taxes (75%)** - calculated annually on the Tax Rate Recapitulation; limited to 2.5% of the previous year's levy limit plus new growth, debt exclusion and other adjustments (ie. Cape Cod Commission Tax)
- **State Aid (12%)** – Cherry Sheet Receipts (Chapter 70 Aid, Veteran's Benefits, Unrestricted General Gov't Aid, etc.)
- **Local Receipts (12%)** – various tax and departmental revenues (motor vehicle, hotel, boat and meal taxes, recreational, licenses, permits, fees, fines, energy credits and other charges for services)
- **Other (1%)** – host fee, street betterments, etc.

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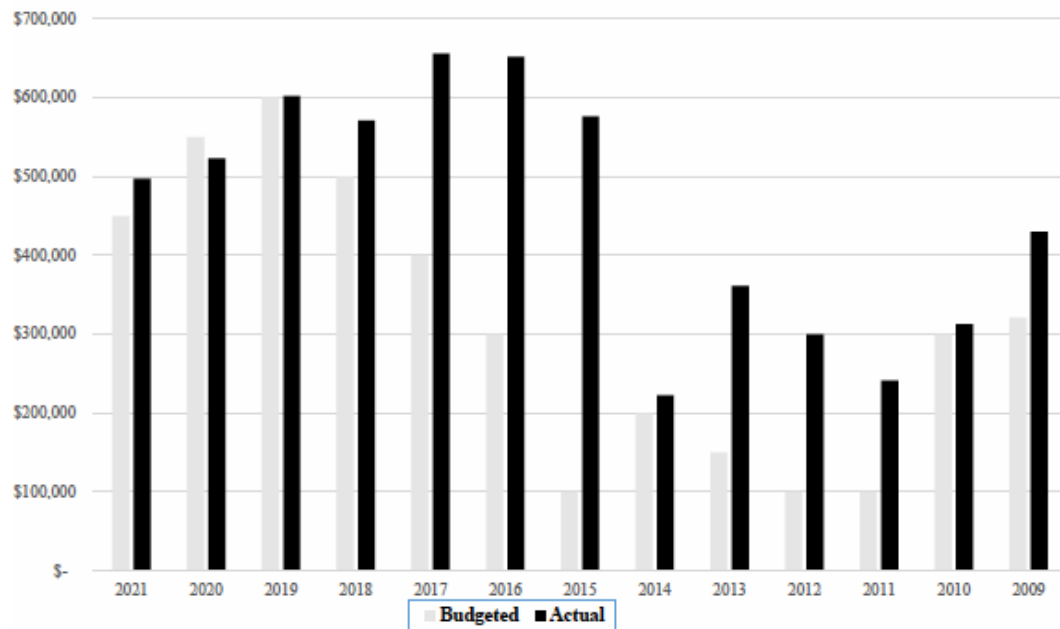
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History of New Growth Budget vs. Actual

Fiscal Year	Budgeted New Growth	Actual New Growth	\$ Over (Under) Budget
2021	\$ 450,000	\$ 496,943	\$ 46,943
2020	\$ 550,000	\$ 522,773	\$ (27,227)
2019	\$ 600,000	\$ 601,987	\$ 1,987
2018	\$ 500,000	\$ 571,102	\$ 71,102
2017	\$ 400,000	\$ 655,699	\$ 255,699
2016	\$ 300,000	\$ 651,484	\$ 351,484
2015	\$ 100,000	\$ 576,154	\$ 476,154
2014	\$ 200,000	\$ 222,805	\$ 22,805
2013	\$ 150,000	\$ 361,352	\$ 211,352
2012	\$ 100,000	\$ 299,625	\$ 199,625
2011	\$ 100,000	\$ 241,638	\$ 141,638
2010	\$ 300,000	\$ 312,541	\$ 12,541
2009	\$ 321,000	\$ 430,051	\$ 109,051

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History of New Growth Budget vs. Actual



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Debt Exclusion (Added to Tax Levy)

Fiscal Year	Net Excluded Debt Service
FY2021	\$4,456,287
FY2020	\$4,208,712
FY2019	\$3,153,154
FY2018	\$1,955,412
FY2017	\$1,523,207
FY2016	\$1,073,114
FY2015	\$1,094,894
FY2014	\$1,106,186
FY2013	\$1,126,350

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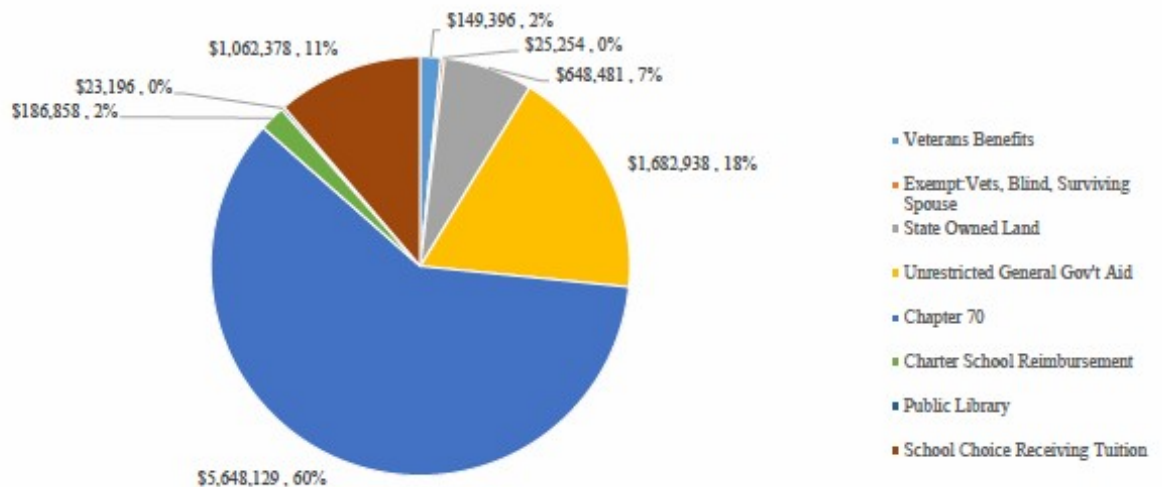
**State Aid (Cherry Sheet) Revenues
Budget vs. Actual
FY2020**

Receipt Type	Budget	Actual	Difference	Actual as a % of Budget
Veteran's Benefits	\$ 112,204	\$ 149,396	\$ 37,192	133.15%
Exemptions: Veterans, Blind, Surviving Spouse	110,456	25,254	(85,202)	22.86%
State Owned Land	600,691	648,481	47,790	107.96%
Unrestricted Govt Aid	1,556,625	1,682,938	126,313	108.11%
Chapter 70	5,215,213	5,648,129	432,916	108.30%
Charter School Reimbursement	201,994	186,858	(15,136)	92.51%
Subtotal General Fund	\$ 7,797,183	\$ 8,341,056	\$ 543,873	106.98%
Public Library	22,785	23,196	411	101.80%
School Choice Receiving Tuition	1,085,903	1,062,378	(23,525)	97.83%
Subtotal Revenue Offsets	\$ 1,108,688	\$ 1,085,574	\$ (23,114)	97.92%
Total State Revenue	\$ 8,905,871	\$ 9,426,630	\$ 520,759	105.85%

***Majority of increase due to timing of June 2019 Payment - paid in July 2020				

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**State Aid by Type
(Actual Receipts)
FY2020**



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Historical State Aid Revenue

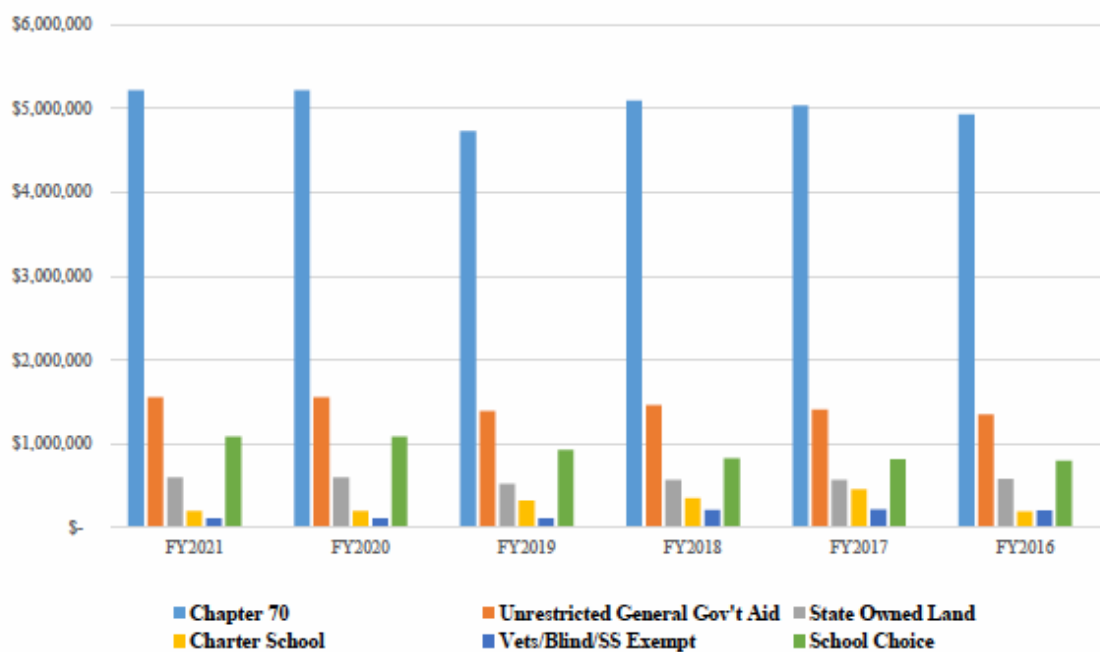
	Estimate					
	FY2021	FY2020	FY2019	FY2018	FY2017	FY2016
Veteran's Benefits	\$ 112,204	\$ 149,396	\$ 110,972	\$ 104,984	\$ 110,281	\$ 103,702
Exemptions: Vets/Blind/Sur Sp	110,456	25,254	108,699	106,880	106,093	104,076
State Owned Land	600,691	648,481	525,602	573,392	573,938	580,849
Unrestricted General Gov't Aid	1,556,625	1,682,938	1,389,388	1,464,445	1,409,475	1,351,366
Chapter 70	5,215,213	5,648,129	4,726,655	5,094,043	5,034,613	4,927,363
Charter School Reimbursement	201,994	186,858	322,227	234,586	458,241	198,367
School Choice Receiving Tuition	1,085,903	1,062,378	931,352	880,129	816,628	800,520
Public Library	22,785	23,196	21,814	21,453	21,628	21,912
	<u>\$ 8,905,871</u>	<u>\$ 9,426,630</u>	<u>\$ 8,136,709</u>	<u>\$ 8,479,912</u>	<u>\$ 8,530,897</u>	<u>\$ 8,088,155</u>

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*Increase due to timing of June 2019 Payment

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State Aid Revenues



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Revenue from Local Receipts Budget vs. Actual FY2020

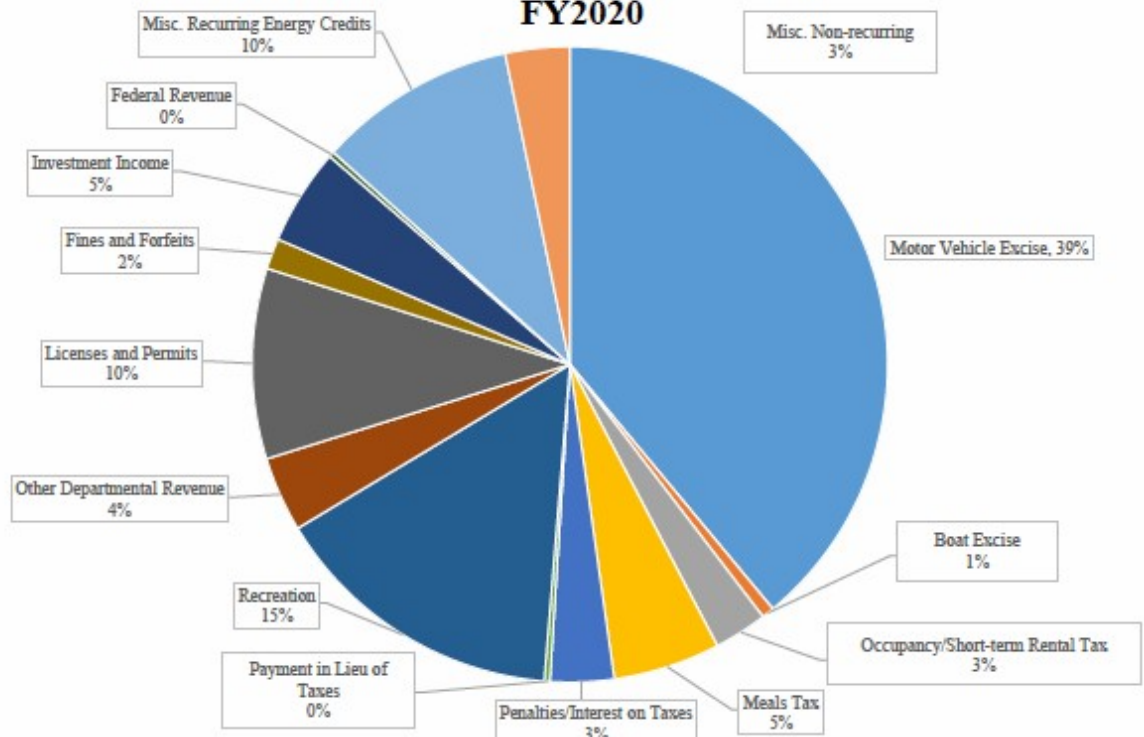


	Budget	Actual	Difference	% Over (Under) Budget
Motor Vehicle Excise	\$ 3,215,000	\$ 3,187,418	\$ (27,582)	(0.86%)
Other Excise - Boats	55,900	51,875	(4,025)	(7.20%)
Other Excise - Occupancy	74,100	221,891	147,791	199.45%
Other Excise - Meals Tax	425,000	445,998	20,998	4.94%
Penalties & Interest	168,896	264,625	95,729	56.68%
Payments in Lieu	20,000	23,798	3,798	18.99%
Recreation	1,160,000	1,233,852	73,852	6.37%
Other Dept. Revenue	300,000	312,576	12,576	4.19%
Licenses & Permits	700,000	792,624	92,624	13.23%
Fines & Forfeits	130,000	127,727	(2,273)	(1.75%)
Investment Income	250,000	401,677	151,677	60.67%
Medicaid	30,000	22,538	(7,462)	(24.87%)
Misc. Recurring Energy	700,000	825,521	125,521	17.93%
Misc. - Non recurring	116,560	267,775	151,215	129.73%
	<u>\$ 7,345,456</u>	<u>\$ 8,179,895</u>	<u>\$ 834,439</u>	<u>11.36%</u>



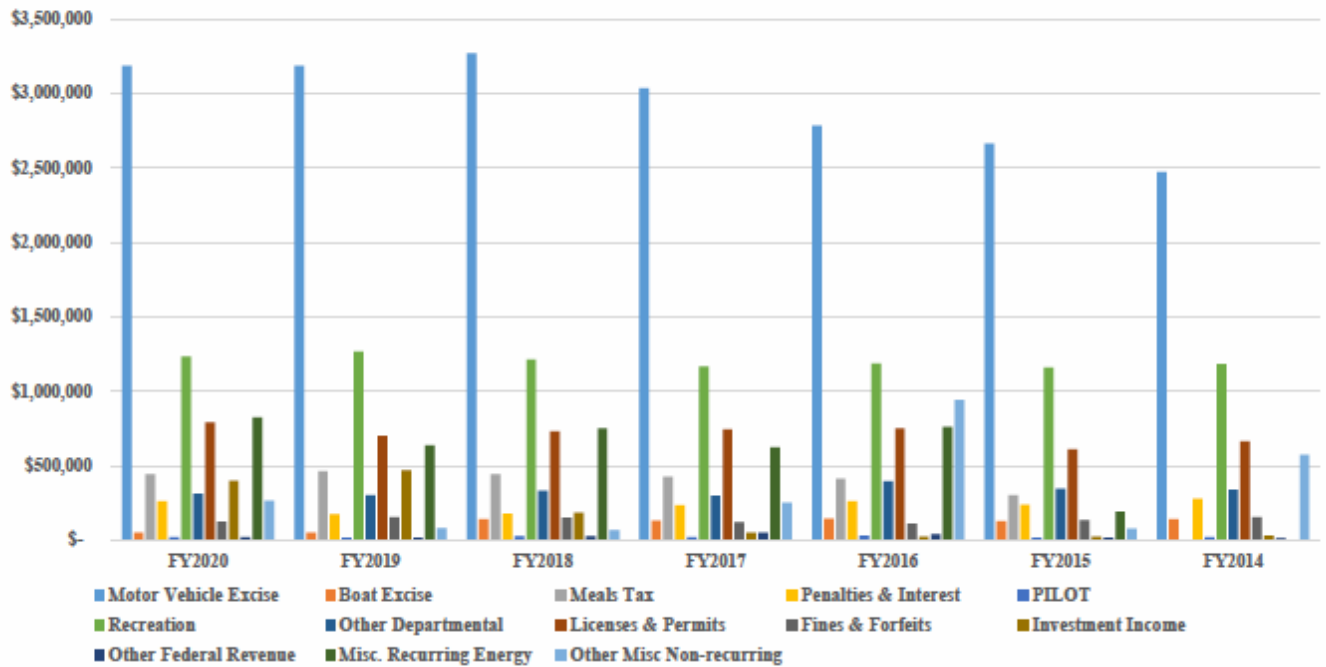
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Local Receipts by Type FY2020



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Historical Local Receipt Revenue



General Fund Appropriations, Expenditures, and Assessments

Appropriations & Expenditures FY2020 Highlights

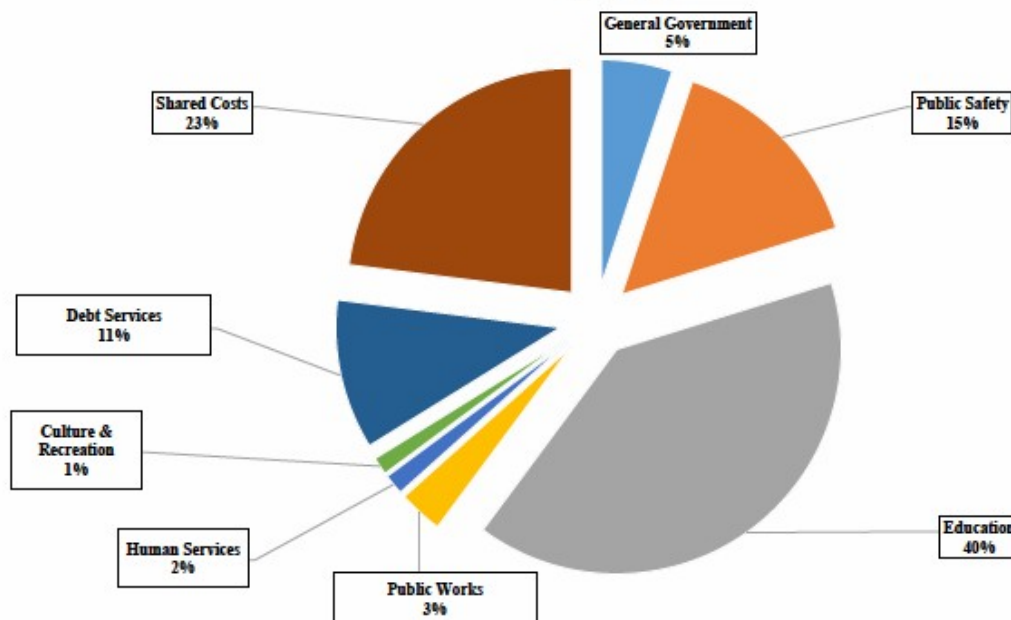
- The FY2020 budget of \$68,679,905 (excluding RFT's) increased \$3,078,504 or 4.69% from the prior year budget of \$65,601,401.
- Approximately \$3.2 million was turned back to fund balance at the close of FY2020; This year's turn backs were a direct result of unfilled positions (ie economic director) and 4th quarter discretionary spend and hiring freeze, and changes in financing due to the novel corona virus pandemic declared in March.
- Public Safety yielded the highest percent of turn backs at \$883K or 27%. Other turn backs included Public Utilities (\$227K or 6.9%) and Group Insurance (\$598K or 18.3%); Public Works (\$627K or 19.2%), General Government (\$610K or 18.6%), Debt Service (\$105K or 3.2%); Human Services (\$95K or 2.9%) and Culture & Recreation (\$116K or 3.6%)
- Cherry Sheet Assessments continue to fluctuate from year to year. Significant changes relate directly to School Choice and Chart School Sending Tuition.

General Fund Budget Appropriations & Expenditures FY 2020

	Encumbered 7/1/2019	Appropriations	Expended	Transfers & Budget Amendments	Closed to Fund Balance	Encumbered 6/30/2020
General Government	\$ 3,066	\$ 3,686,170	\$ 3,347,428	\$ 284,705	\$ 609,693	\$ 16,820
Public Safety	4,146	10,745,389	9,911,551	50,050	883,195	4,838
Education	57,999	26,166,127	26,205,162	-	145	18,819
Public Works	9,820	2,739,520	2,115,241	-	626,990	7,109
Human Services	3,154	1,064,261	983,990	26,500	95,415	14,510
Culture & Recreation	473	966,886	851,687	850	116,519	3
Debt Services	-	7,196,523	7,091,584	-	104,939	-
Shared Costs	23,082	15,926,529	15,100,864	93,415	835,470	106,692
Total General Fund Budget	\$ 101,740	\$ 68,491,405	\$ 65,607,507	\$ 455,520	\$ 3,272,367	\$ 168,792
% of Budget Appropriations			95.79%		4.78%	

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Expenditures by Function FY2020



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Recap of Revenues & Expenditure Turn backs

Fiscal Year	State Revenue		Local Receipts		Expenditure
	Over (Under)		Over (Under)		
	Budget		Budget	Turn backs	
2020	\$	520,759	\$	686,648	\$ 3,272,367
2019	\$	(557,695)	\$	925,707	\$ 1,866,223
2018	\$	(122,981)	\$	1,097,683	\$ 1,896,073
2017	\$	(66,207)	\$	1,414,243	\$ 1,677,121
2016	\$	(51,148)	\$	1,906,148	\$ 764,400
2015	\$	(14,540)	\$	741,468	\$ 1,192,707
2014	\$	38,893	\$	1,076,627	\$ 608,379
2013	\$	(217,165)	\$	1,353,923	\$ 831,020
2012	\$	8,146	\$	882,013	\$ 1,635,873
2011	\$	(25,592)	\$	453,640	\$ 1,406,482

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Historical Cherry Sheet Assessments

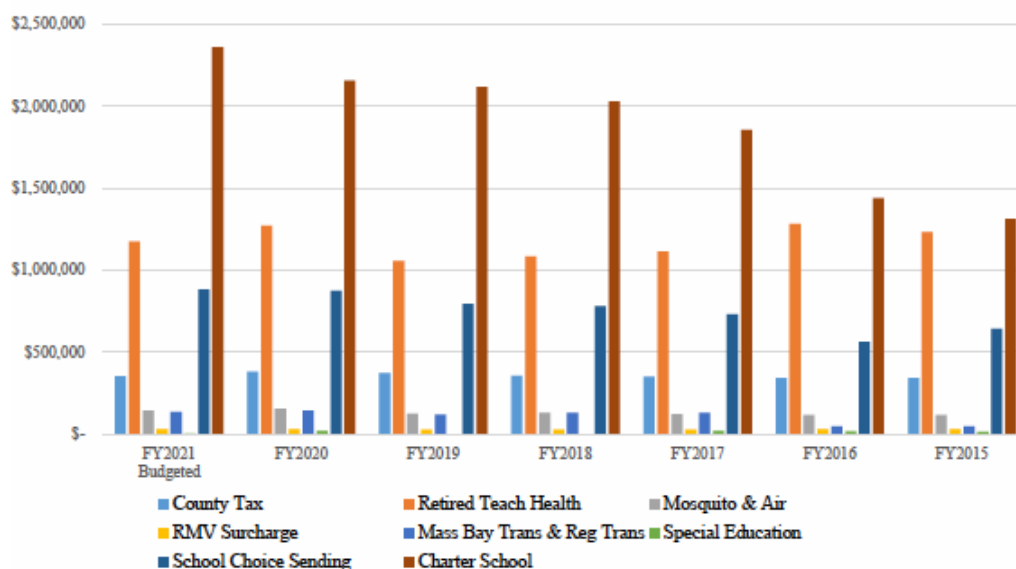
	FY2021					
	Budgeted*	FY2020	FY2019	FY2018	FY2017	FY2016
County Tax	\$ 352,130	\$ 381,928	\$ 372,037	\$ 358,085	\$ 351,341	\$ 342,773
Retired Teachers Health Ins	1,175,986	1,272,109	1,057,452	1,085,039	1,115,455	1,283,282
Mosquito Control Project	136,544	147,240	116,226	121,618	113,645	110,321
Air Pollution Districts	7,949	8,605	7,238	7,730	7,948	7,754
RMV Non Ren Surcharge	31,460	32,063	27,137	29,600	29,600	31,540
Mass Bay Transportation	39,469	39,391	35,310	39,418	41,707	-
Regional Transit	95,229	106,241	85,173	90,640	88,429	48,000
Special Education	3,609	19,153	-	-	19,383	18,711
School Choice Send Tuition	883,574	875,117	793,956	780,825	732,879	564,917
Charter School Send Tuition	2,361,746	2,156,427	2,119,451	2,028,088	1,857,477	1,440,239
Total	\$ 5,087,696	\$ 5,038,274	\$ 4,613,980	\$ 4,541,043	\$ 4,357,864	\$ 3,847,537
Inc (dec) from PY	0.98%	9.20%	1.61%	4.20%	13.26%	2.88%

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*Level due to State Budget/Cherry Sheets not finalized

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Cherry Sheet Assessments



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Upper Cape Cod Regional Technical School Assessment

Fiscal Year	Assessment	Increase (Decrease) from Prior Year	% Change from Prior Year	Student Foundation Enrollment
FY2020	\$ 3,337,063	\$ 353,794	11.86%	185
FY2019	\$ 2,983,269	\$ (266,848)	(8.21%)	157
FY2018	\$ 3,250,117	\$ (56,689)	(1.71%)	
FY2017	\$ 3,306,806	\$ 12,424	0.38%	
FY2016	\$ 3,294,382	\$ 382,565	13.14%	
FY2015	\$ 2,911,817	\$ 749,686	34.67%	
FY2014	\$ 2,162,131	\$ 373,020	20.85%	
FY2013	\$ 1,789,111	\$ 98,558	5.83%	
FY2012	\$ 1,690,553	\$ 69,646	4.30%	
FY2011	\$ 1,620,907	\$ 1,620,907	12.59%	

***Enrollment as of October 1st = 174

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- Total Debt Service budget for FY2020 - \$7,196,023
- Budgeted debt service costs increased \$1.1 million or 17.8% from FY2019
- Exempt issuance make up most of the increase (BIS & Police Station)
- The Town permanently financed \$5.1 million during FY2020 (\$4M for final piece of police station, \$1M for various equipment purchases & \$55K for SEF Equipment)
- The original financing plan included the permanent financing of prior year equipment authorizations – we were set to go to the market in March, however, there was lots of uncertainty in the market due to the pandemic; we decided to pull the bond sale and restructure our financing until we saw some stability in the financial markets; we renewed existing short-term notes and later permanently financed some of our newer equipment; short-term notes will be paid down over the next few years.
- We have changed our financing strategy for future years and will be utilizing off-budget revenue sources to financing capital items

[illegible]

Financial Policy Compliance & Other Funds

Financial Policies

Free Cash – to have certified Free Cash balance of at least 5% of the current Fiscal Year General Fund Operating Budget (GFOB) at the beginning and during the fiscal year; Certified Free Cash at July 1, 2020 was \$10,867,188 or 15.4% of the GFOB.

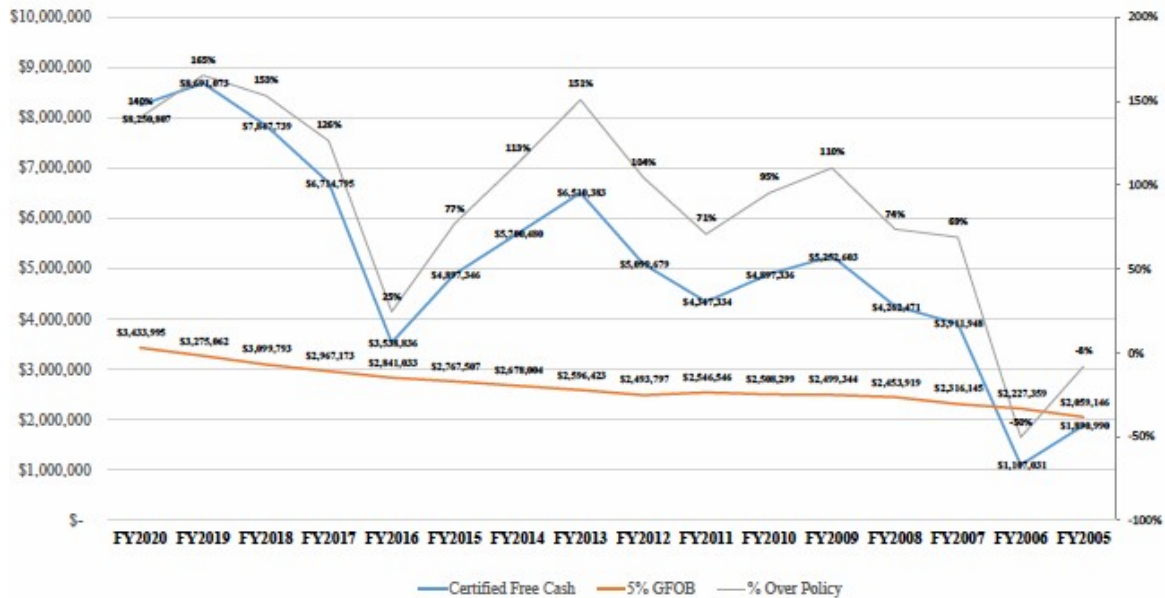
Stabilization Fund – to maintain a long term Stabilization Fund for unforeseen emergency expenses and capital projects in accordance with MGL C40 §5B and to maintain a balance of at least 6% of the GFOB; During fiscal 2020, the town voted to transfer \$10K to the fund to stay within policy; Stabilization Fund balance at July 1, 2020 was \$4,334,068 or 6.2% of GFOB. Funds are reported at Fair Market Value and adjusted monthly.

OPEB Trust Fund - To maintain an OPEB Trust fund to accumulate funds for Other Post Employment Benefits. The long term goal for the Trust Fund is to fully fund the OPEB Liability. Beginning in fiscal 2019, OPEB expense was incorporated into the budget. This is calculated as the amount previously budgeted plus 10% of the actual new growth for the current year. The budgeted expense in FY2020 was \$110,199. The town will also strive to contribute 10% of excess free cash over policy to the fund at fall town meetings. In addition to the \$110,199 budgeted, \$771,681 was transferred to the trust in fiscal 2020. Total trust balance at year end was \$ 3,652,699. The net OPEB liability as of 6/30/2020 was \$133,704,909. The liability is 2.7% funded.

Free Cash History

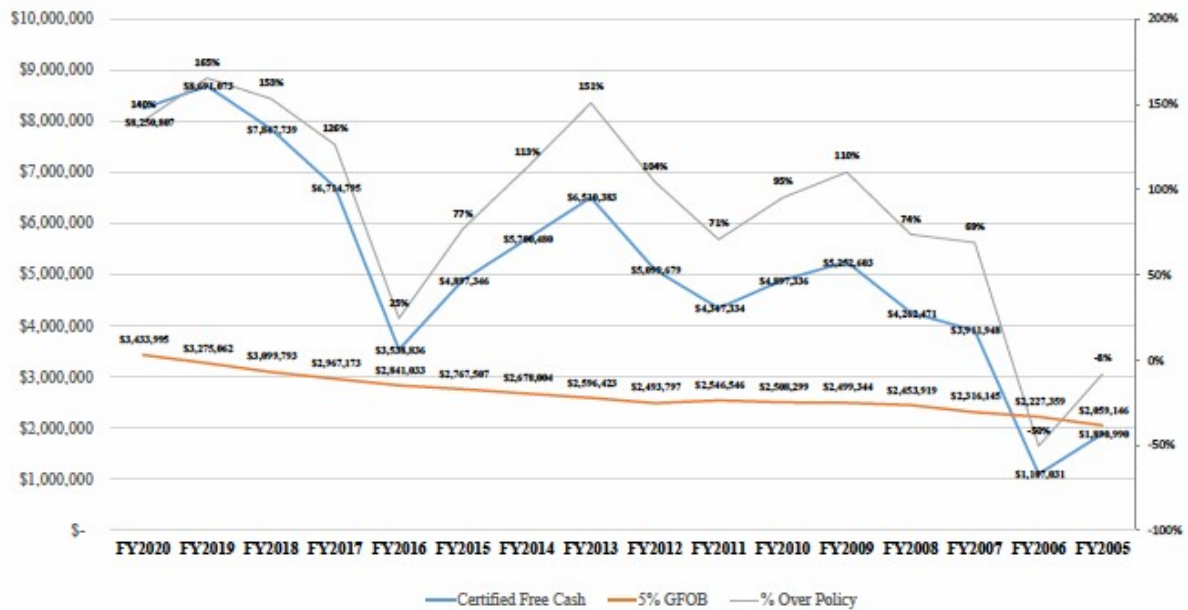
Fiscal Year	Certified Free Cash	As of	Total Voted During Fiscal Year	Used for	Used for Current	Transfer to Stabilization	Used for Articles
				Following Fiscal Years Budget	Fiscal Years Budget		
2021	\$ 10,867,188	7/1/2020	\$ 4,729,490	\$ -	\$ 180,088	\$ 813,270	\$ 3,736,132
2020	\$ 8,250,807	7/1/2019	\$ 2,123,454	\$ 838,464	\$ 188,500	\$ 323,000	\$ 763,490
2019	\$ 8,691,073	7/1/2018	\$ 3,095,069	\$ 1,100,000	\$ 100,162	\$ 890,772	\$ 886,135
2018	\$ 7,847,739	7/1/2017	\$ 2,515,150	\$ 1,095,696	\$ 204,500	\$ 511,370.00	\$ 547,584
2017	\$ 6,714,795	7/1/2016	\$ 2,154,900	\$ 795,300	\$ 65,680	\$ 349,836	\$ 364,083
2016	\$ 3,538,836	7/1/2015	\$ 846,676	\$ 892,405	\$ (648,682)	\$ 249,758	\$ 353,195
2015	\$ 4,897,346	7/1/2014	\$ 3,429,046	\$ 1,792,345	\$ 865,000	\$ 397,800	\$ 373,901
2014	\$ 5,700,480	7/1/2013	\$ 2,422,060	\$ 2,004,000	\$ 107,800	\$ -	\$ 310,260
2013	\$ 6,510,383	7/1/2012	\$ 3,216,256	\$ 1,400,000	\$ 464,500	\$ 594,391	\$ 757,365
2012	\$ 5,099,679	7/1/2011	\$ 1,908,922	\$ 1,400,000	\$ 144,395	\$ 169,527	\$ 195,000
2011	\$ 4,347,334	7/1/2010	\$ 1,340,687	\$ 800,000	\$ 429,375	\$ 8,000	\$ 15,000
2010	\$ 4,897,336	7/1/2009	\$ 1,854,907	\$ 1,780,737	\$ -	\$ -	\$ 74,170
2009	\$ 5,252,603	7/1/2008	\$ 2,034,697	\$ 859,245	\$ 22,500	\$ 244,000	\$ 21,490
2008	\$ 4,262,471	7/1/2007	\$ 1,662,337	\$ 650,478	\$ -	\$ 181,981	\$ 129,879
2007	\$ 3,911,948	7/1/2006	\$ 1,459,657	\$ 553,850	\$ 30,750	\$ 205,270	\$ 82,102

Free Cash to Financial Policy



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Free Cash to Financial Policy



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General Stabilization Fund History

Fiscal Year	Fund Balance, BOY	Used for Budgets During Fiscal Year	Voted to Stabilization During Fiscal Year	Net Earnings	
2021	\$ 4,334,068				***
2020	\$ 4,145,971	\$ -	\$ 10,000	\$ 178,097	
2019	\$ 3,953,766	\$ -	\$ 118,000	\$ 74,205	
2018	\$ 3,756,385	\$ -	\$ 156,000	\$ 41,381	
2017	\$ 3,545,542	\$ -	\$ 180,000	\$ 30,843	
2016	\$ 3,530,881	\$ -	\$ -	\$ 14,661	
2015	\$ 3,517,265	\$ -	\$ -	\$ 13,616	
2014	\$ 2,547,001	\$ -	\$ 950,000	\$ 20,264	
2013	\$ 3,475,477	\$ (950,000)	\$ -	\$ 21,524	
2012	\$ 3,604,838	\$ (152,013)	\$ -	\$ 22,652	
2011	\$ 3,503,206	\$ -	\$ 88,312	\$ 13,320	
2010	\$ 3,551,848	\$ (88,312)	\$ -	\$ 39,670	
2009	\$ 2,612,538	\$ -	\$ 887,462	\$ 51,848	
2008	\$ 1,248,226	\$ -	\$ 1,287,684	\$ 76,628	
2007	\$ 1,665,563	\$ (769,898)	\$ 282,213	\$ 70,348	
2006	\$ 1,602,827	\$ (400,000)	\$ 400,000	\$ 62,736	
2005	\$ 1,583,200	\$ (200,000)	\$ 183,603	\$ 36,024	
2004	\$ 1,906,905	\$ (400,000)	\$ 50,000	\$ 26,295	

***FY2021 Balances Reflect Fair Market Value

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Health Insurance Trust, OPEB & Stabilization Funds Summary of Fund Activity

Trust Fund Account	Balance July 1, 2019	Deposits/ Transfers	Amounts Expended	Net Earnings (Change in FMV)	Balance June 30, 2020
Self Insurance Claims Trust	\$ 4,262,930	8,012,386	7,678,462	492,080	\$ 5,088,933
Employees Insurance Withholding Trust	\$ 1,451,389	2,639,802	2,557,232	166,598	\$ 1,700,558
OPEB Trust Fund	\$ 2,524,708	881,880	-	246,110	\$ 3,652,699
Stabilization Fund	\$ 4,145,971	10,000	-	178,097	\$ 4,334,068
Stabilization Fund-Capital Projects	\$ 875,326	391,854	800,000	7,441	\$ 474,621
Future Solid Stabilization	\$ 517,582	-	-	11,439	\$ 529,020

Special Education Reserve Fund - MGL 40 § C. 13E \$ 103,119 - - 1,381 \$ 104,501
(Funds can be distributed after a majority vote of the school committee and board of selectman)

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Receipts Reserved for Appropriation

Special Revenue Fund	Balance	Revenues	Transfers		Balance
	July 1, 2019		In (Out)	Expended	June 30, 2020
Municipal Waterways Fund Receipts Reserved	\$ 597,512	\$ 423,077	\$ (374,970)	\$ -	\$ 645,618
Ambulance Maintenance Fund Receipts Reserve	\$ 1,474,635	\$ 1,372,872	\$ (1,325,000)	\$ (49,316)	\$ 1,473,191
Conservation Fund Receipts Reserved	\$ 38,048	\$ 40,879	\$ (30,000)	\$ -	\$ 48,926
			<u>\$ (1,729,970)</u>		
Transfers to General Fund Operating Budget	\$ 1,491,970				
Transfer to Capital Projects	\$ 238,000				
	<u>\$ 1,729,970</u>				

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Bourne Received
more than
\$3,100,000
in grant funding
during fiscal 2020



FY20 Grant Funding Received (Outside General Fund Budget)

- CARES Act Coronavirus Relief Fund = \$460,495
- Council on Aging Formula Grant = \$61,992
- Bourne Rail Trail = \$19,644
- State 911 Support & Training = \$57,613
- Community Development Block Grant = \$62,339
- Chapter 90, State Aid to Highways = \$435,490
- School Circuit Breaker = \$570,716
- Special Education Cluster (94-142) = \$474,930
- PL874 Grant (Federal Military Aid) = \$176,355
- Foundation Reserve (State Military Aid) = \$781,560

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Enterprise Funds

An enterprise fund, authorized by MGL Ch. 44§53F ½, is a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods or services.

Bourne operates two enterprise funds:

1. Trash Disposal - Integrated Solid Waste Management Department
2. Sewer - Sewer Department

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Enterprise Funds ISWM & Sewer

- ISWM retained earnings increased from \$10,645,752 to 12,964,428 at year end – an increase of \$2,318,676 or 21.78%. Total fund equities at year end equal \$20,745,766; this includes \$7,781,338 reserved for various purposes (ie capital articles, post closure, etc)
- Sewer retained earnings increased from \$629,653 to \$804,288 at year end – an increase of \$174,734 or 21.76%.

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ISWM Revenues Budget vs. Actual FY2020

	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>	<u>% Over (Under) Budget</u>
User Charges	\$ 11,132,921	\$ 15,733,825	\$ 4,600,904	41.33%
Other Departmental Revenue	149,000	133,475	(15,525)	(10.42%)
Miscellaneous	20,000	-	(20,000)	(100.00%)
Investment Income	185,000	396,262	211,262	114.20%
Retained Earnings	<u>2,035,385</u>	<u>2,035,385</u>	<u>-</u>	0.00%
Total Revenues	<u>\$ 13,522,306</u>	<u>\$ 18,298,947</u>	<u>\$ 4,776,641</u>	35.32%

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ISWM Appropriations & Expenditures FY2020

	<u>Encumbered Balance 7/1/2019</u>	<u>Appropriation/ Borrowing</u>	<u>Expenditures</u>	<u>Transfers In (Out)</u>	<u>Closed to Fund Balance</u>	<u>Encumbered Balance 6/30/2020</u>
Operating Budget:						
Salaries	\$ -	\$ 2,154,189	\$ 1,937,577	\$ -	\$ 216,612	\$ -
Expenses	193,779	4,623,650	5,058,005	375,000	134,424	21,624
Debt Service	-	3,048,598	3,034,059	-	14,539	-
Reserve Fund	-	600,000	-	(467,000)	133,000	-
Host Community Fee	-	<u>900,000</u>	<u>991,854</u>	<u>92,000</u>	<u>146</u>	-
Subtotal	193,779	11,326,437	11,021,495	-	498,721	21,624
Indirect Costs	-	<u>2,111,373</u>	-	<u>(2,111,373)</u>	-	-
Total Expenses	<u>\$ 193,779</u>	<u>\$ 13,437,810</u>	<u>\$ 11,021,495</u>	<u>\$ (2,111,373)</u>	<u>\$ 498,721</u>	<u>\$ 21,624</u>

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Sewer Revenues Budget vs. Actual FY2020

	Budget	Actual	Difference	% Over (Under) Budget
User Charges:				
Sewer User Fees	\$ 1,114,079	\$ 1,029,328	\$ (84,751)	
Sewer User Charges Added to Taxes	-	46,905	46,905	
Subtotal User Charges	1,114,079	1,076,233	(37,846)	(3.40%)
Other Departmental revenue	88,000	157,863	69,863	79.39%
Investment Income	17,000	14,203	(2,797)	(16.45%)
Retained Earnings	50,000	50,000	-	0.00%
Total Revenues	\$ 1,269,079	\$ 1,298,299	\$ 29,220	2.30%

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Sewer Appropriations & Expenditures FY2020

	Encumbered Balance 7/1/2019	Appropriation/ Borrowing	Expenditures	Transfers In (Out)	Closed to Fund Balance	Encumbered Balance 6/30/2020
Operating Budget:						
Salaries	\$ -	\$ 187,842	\$ 182,612	\$ -	\$ 5,230	\$ -
Expenses	35,509	234,050	163,979	50,000	154,988	592
Wareham - Operating Expense	100,000	350,000	400,000	50,000	100,000	
Wareham - Capital Assessment		188,478	188,478		-	
Debt Service	-	24,000	22,750	-	1,250	-
Reserve Fund	-	50,000	-	-	50,000	-
Subtotal	135,509	1,034,370	957,819	100,000	311,468	592
Indirect Costs	-	140,944	-	(140,944)	-	-
Total Expenses	\$ 135,509	\$ 1,175,314	\$ 957,819	\$ (40,944)	\$ 311,468	\$ 592

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Questions/Comments

Rich Lavoie – how many personnel are being paid out of those funds

Mary Jane Mastrangelo spoke about the turn backs, being high; High level of Ambulance Fund revenues, OPEB.

George Slade – line items we have no control over – State Aid (Charter School & School Choice) higher than last year, when can the numbers be finalized.

Peter Meier spoke about Michell Ford, thanked her for her service on the Finance Committee. Thanked George Sala for his service to the DPW Department and the committees he served on.

Michell Ford spoke briefly.

**Finance Committee, Bourne and UCT School Committee Adjourn.
Joint meeting adjourned at 7:52**

Voted: Jim Sullivan moved and seconded by Renee Gratis to adjourn the Finance Committee at 7:52 p.m.

Roll Call Vote: Bill Towe - Yes, Renee Gratis - Yes, George Smith - Yes, Wayne Sampson - Yes, Aaron Toby - Yes, Rich Lavoie - Yes, Judy Flynn - Yes, Michell Ford - Yes, Mary Jane Mastrangelo - Yes

Vote: 9-0-0

Voted: Paul McMaster moved and seconded by Erin Perry to adjourn the Bourne School Committee at 7:52 p.m.

Roll Call Vote: Erin Perry – Yes, Maureen Fuller – Yes, Paul McMaster – Yes, Emily Berry

Vote: 4-0-0

e. License Renewals

(Auto Dealers Class I, Class II, Class III and Junkyard Renewals)

Voted James Potter moved and seconded by Jared MacDonald to approve the Auto Dealers Class I Licenses for aforementioned businesses calendar year 2021 as follows:

- Prestige Auto Group, LLC, d/b/a Atlantic Subaru
- Frank Battles, Inc., d/b/a Battles Buick GMC
- Battles Nissan, LLC
- Atlantic Equipment, LLC, d/b/a Bobcat of Bourne
- Steel Horse Motorcycles of Cape Cod, LLC, Cape Cod Harley-Davidson
- T.F. Murphy Enterprises, Inc., d/b/a Falmouth Toyota
- Marty's Chevrolet, Inc.
- New England RV & Marine, Inc.
- South Shore Gold Carts, LLC

Judy Froman questioned if there are there any business that were in this grouping last year that aren't on the list this year? Tony Schiavi said there are 3 businesses that aren't on the list due to incomplete applications, not sure if they are no longer in business.

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

Voted James Potter moved and seconded by Jared MacDonald to approve the Auto Dealers Class II Licenses for the aforementioned businesses for the calendar year 2021 as follow:

- Bay Motors
- Cape Cod Restorations, Inc.
- Cataumet Auto Sales, Inc.
- Coastal Motors and Equipment
- Diamond Motors
- Kent Auto
- Miracle Repair & Refinishing, Inc., d/b/a Miracle Auto Sales
- Saade Pocasset Enterprises, LLC, d/b/a Pocasset Service Station
- Southeast Truck Center, LLC
- Tower Service Center, LLC, d/b/a Towers Used Cars
- Wenzel's Auto Rental, LLC

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

Voted James Potter moved and seconded by Jared MacDonald to approve the Auto Dealers Class III License for calendar year 2021 for Knowlton's Garage, Inc.

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

Voted James Potter moved and seconded by Jared MacDonald to approve the Junkyard License for Knowlton's Garage, Inc. for calendar year 2021.

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

(Common Victualer without Liquor Renewals)

James Potter suggested to have a follow up with businesses that are not open or have the business owners advise the Board of their hours. Would like to know the businesses that we gave licenses to are open to the public.

Voted James Potter moved and seconded by Jared MacDonald to approve the Common Victualer without Liquor License for calendar year 2021 for the following businesses:

- Koepfer, Inc., d/b/a Avocados Mexican and American

- Blended Berry LLC
- Bourne Appe'tit LLC
- Chen's Kithen, Inc.
- Bayview Camp Ground, Inc. d/b/a Clammy's Pantry
- Columbus Club of Cape Cod, Inc. d/b/a Knights of Columbus Council 2911
- Wurtzburger Creations, LLC, d/b/a The Corner Café
- Cape Cod Enterprises, LLC, d/b/a Dunkin Donuts (24 Meeting House Lane)
- Cape Cod Enterprises, LLC, d/b/a Dunkin Donuts (278 Main Street)
- Cape Cod Enterprises, LLC, d/b/a Dunkin Donuts (174 Clay Pond Road)
- Cape Cod Enterprises, LLC, d/b/a Dunkin Donuts (688 MacArthur Blvd)
- Cape Cod Enterprises, LLC, d/b/a Dunkin Donuts (2 Bourne Rotary)
- Cape Cod Enterprises, LLC, d/b/a Dunkin Donuts (343 Scenic Highway)
- Chankait Suksanit d/b/a Krua Thai
- Colonial Concession
- DeMoulas Supermarket's Inc., d/b/a Market Basket
- McBee Enterprises, LLC, d/b/a McDonald's (370 MacArthur Blvd)
- McDonald's (15 Meetinghouse Lane)
- Tiplinger, Inc., d/b/a Monument Beach Pizza
- Carrie and Rob, Inc., d/b/a Mr. G's Pizza and Ice Cream
- E.B.A., Inc., d/b/a Prime Time House of Pizza
- Pocasset Subway, LLC
- Galon (Skip) L. Barlow, Jr, d/b/a Skiane's Ice Cream
- Gary Bourne, d/b/a Subway
- New England Culinary Traditions Group, LLC, d/b/a The Talk of the Town Diner
- Vela Juice Bar, Inc.
- Gary Bourne d/b/a Starbucks Coffee #41630

Judy Froman said it might be helpful to know if businesses are doing ok or if they need anything from the town to be able to keep moving forward, for a general awareness for the Board.

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

7) Correspondence

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

- A. Letter from Attorney Francis J Coffee regarding 24 Diandy Road
- B. Letter from Richard Conron questioning the new outdoor machine gun range at Joint Base Cape Cod.

Last month the meeting was agreed upon with the Base Liaison and is scheduled for next Tuesday December 15th, 2020. There is a public notice on the town news link on the town's website directing the public to address questions to the Town Administrator by 4:30 p.m. tomorrow.

8) Adjourn

Voted Jared MacDonald moved and seconded by James Potter to adjourn. Meeting adjourned at 8:09 pm.

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

Respectfully submitted – Carole Ellis, secretary.