

**Board of Selectmen
Minutes of Tuesday, January 24, 2017
Bourne Community Building
Bourne, MA 02532**

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TOWN CLERK BOURNE

TA Tom Guerino

Selectmen

Don Pickard, Chairman
Peter Meier, Vice-Chairman
George Slade, Clerk
Stephen Mealy
Michael Blanton

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 – Michael Rausch Bourne Enterprise.

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

Documents

Vice Chairman Meier called the meeting to order at 5:45.

5:45 p.m. Call to order in open session

1. Executive Session:

Motion to enter Executive session regarding collective bargaining with Fire Union Local 1717.

The Chairman declares that such open discussion will have a detrimental effect to the litigating and negotiating position of the public body.

Roll call Vote to convene in Executive Session for the purpose stated. The Board will reconvene in open session following the Executive Session for the purpose of attending workshop and regular business.

Voted Stephen Mealy moved and seconded by George Slade by roll call vote to go into Executive Session.

Mr. Meier - Yes; Mr. Slade - Yes, Mr. Mealy - Yes. Vote 3-0.

Roll call Vote to adjourn executive session and reconvene in open session at 6:36

Voted George Slade moved and seconded by Michael Blanton by roll call vote to adjourn executive session and reconvene in open session.

Mr. Mealy - Yes; Mr. Blanton - Yes; Mr. Slade - Yes; Mr. Meier - Yes. Vote 4-0.

Meeting Called to Order

Vice Chm. Meier called the meeting to order at 6:42 pm.

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

Board to report on votes taken in Executive session, if any.

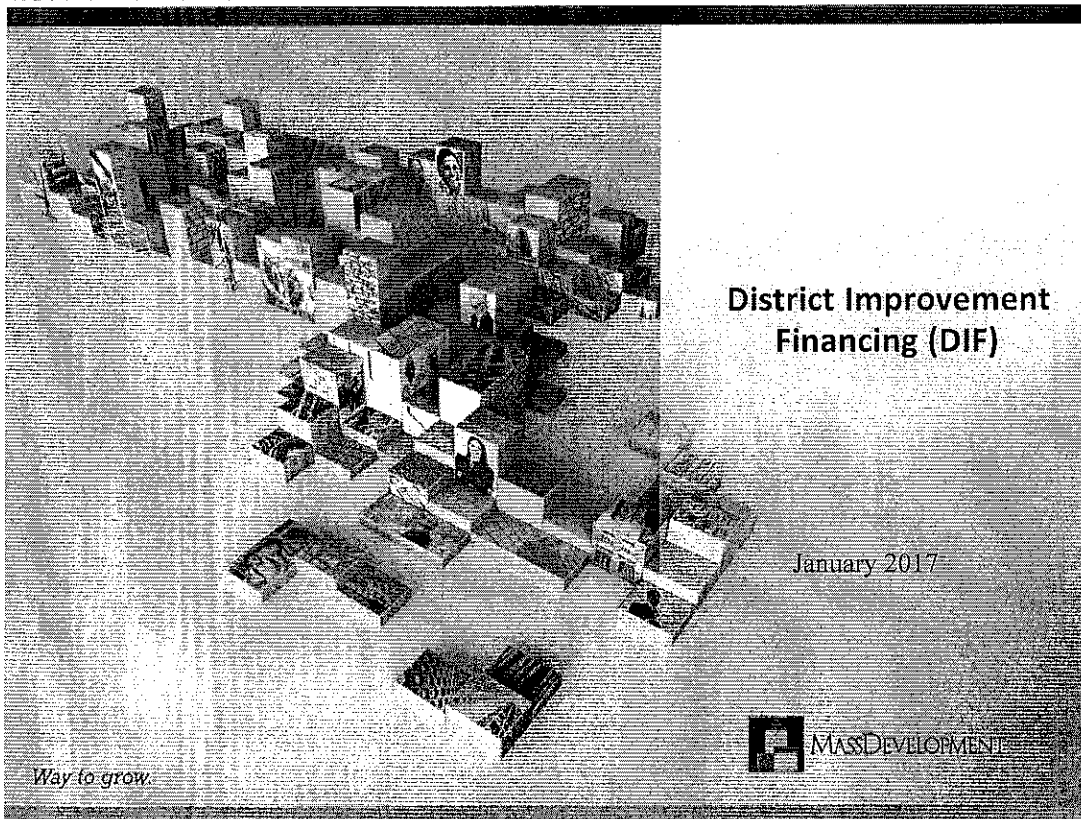
- 2. 6:30 p.m. Selectmen to attend workshop regarding District Improvement Financing and will resume regular meeting of the Board of Selectmen at the Conclusion of the workshop.**

Tom Guerino said we have been looking to do this for a while. We have quite a bit of interest on Main Street and other areas of town that are looking to put investments into our community. To see if there is some way to work with them to improve the area they are in and utilize different tools that the Commonwealth in financing offers for us to enhance our Economic Development profile. Mr. Guerino introduced John Markowitz.

(John Markowitz (jmarkowitz@massdevelopment.com)
Mass Development, 99 High Street, Boston, MA 02110, 617-330-2085)

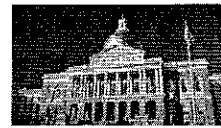
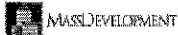
John Markowitz introduced he and his partner Larry Camron from Mass Development. Mr. Markowitz said he is present to speak about district Improvement Financing.

Get Presentation from Tom Guerino



MassDevelopment

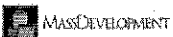
- Works with businesses, nonprofits, financial institutions, and communities to stimulate economic growth throughout Massachusetts.
- Promotes capital investment and economic development by providing financing and development solutions.
- In FY15, MassDevelopment financed or managed projects generating investment of more than \$2.5 billion in the Massachusetts economy.
- These projects are projected to create more than 6,100 jobs and build or rehabilitate more than 2,000 residential housing units.



Way to grow: 2

Infrastructure Needs*

- Overall, America's infrastructure receives a D+ rating from the American Society of Civil Engineers.
- MA Highway system includes 9,500 lane miles of roadway, 5,000 bridges, 65 lane miles of tunnels, and 1,500 traffic signals, much of which is approaching or has surpassed its useful life.
- Fifth largest mass transit system in the nation. Oldest subway system in the nation and its infrastructure is difficult and expensive to maintain. Backlog of approximately \$3 billion of projects.
- \$10.2 billion funding gap for drinking water, \$11.2 billion gap for clean water (i.e. wastewater) projects, and potential \$18 billion gap to address stormwater concerns and comply with proposed federal stormwater regulations for the Commonwealth over the next 20 years.

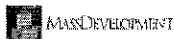


*American Society of Civil Engineers' 2013 Report Card on America's Infrastructure

Way to grow: 3

Why is Infrastructure Financing Important?

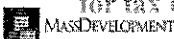
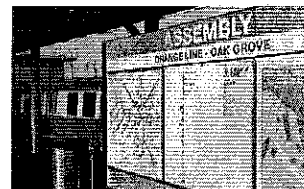
- Advance economic development or redevelopment projects that otherwise may not move forward in today's economy, often earlier and at a higher level
- Attract economic development prospects by having infrastructure financing plan in place
- Preserve and strengthen tax base
- Create jobs, enhance transportation services, improve housing supply, etc.
- Achieve desired or statutory economic development goals



Way to grow 4

What Types of Infrastructure Can Be Funded?

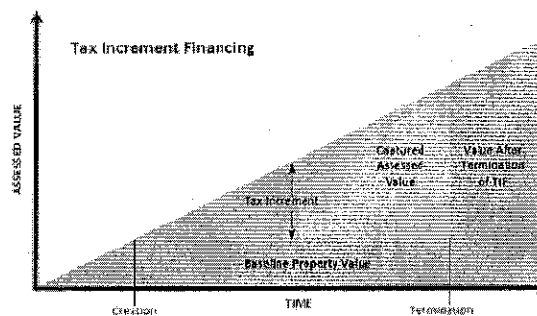
- Roadways and intersections
- Transportation facilities such as train stations, bus depots, etc., as well as parking garages
- Seawalls, docks, wharves, bridges, culverts, tunnels
- Streetscape, sidewalks, electric lines, street lights
- Parks, playgrounds and recreational facilities
- Brownfields mitigation
- Water & waste water facilities and related lines
- Soft and financing costs (engineering, architectural, etc.)
- Varies slightly by program
- Infrastructure must benefit the district and must be owned or conveyed to a public entity to be eligible for tax exemption.



Way to grow 5

District Improvement Financing ("DIF")

- Uses future, incremental property tax revenues collected from a predefined geographic area to pay infrastructure project costs either up front through bond or pay as you go annually.
- Incremental property taxes are from new growth in a district that will benefit from infrastructure investment.
- Bonds may be issued with or without a general obligation pledge from the municipality.



DIF Nationwide

- TIF began in 1952 in California.
- Today 49 states and DC have enabling TIF legislation.
- Some states use tool more than others.
- DIF adopted in MA in 2003, amended in 2011 and 2012.

DIF Standard Process

- Municipality creates District and holds local public hearings and obtains local approvals. Requires Town meeting or City Council approval.
- District approval has 2 parts; a setting of baseline assessments and a financing plan.
- Municipality can set a District without the financing plan if a municipality wishes to obtain recognition of a district to set the tax level. It never has to approve a financing plan if it elects "pay as you go". If borrowing, a financial plan can be approved at the same time or subsequently.

DIF – What it is not...

- Is **NOT** new tax or tax break
 - Does not reduce or redirect taxes already paid by private property owners.
- Is **NOT** a reduction in the amount of future taxes paid to the municipality
 - Objective is to stimulate more private investment and generate more local revenues.

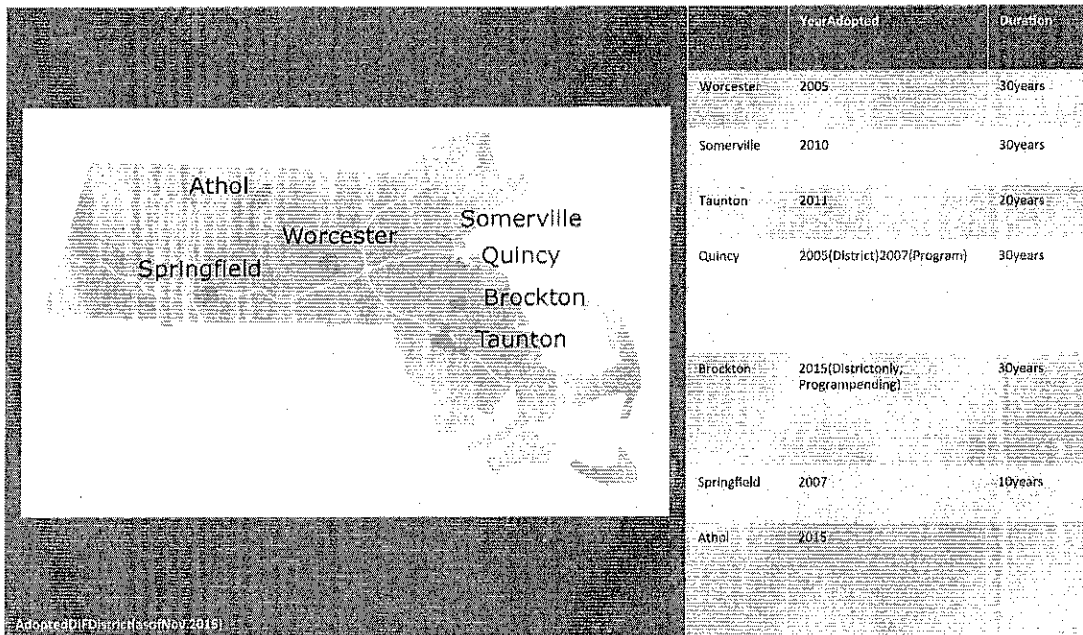
DIF Benefits

- Borrowing is not included in municipality's debt limits.
- Municipality has flexibility to segregate debt service from general funds and employ debt structures that would not otherwise be available as financing terms are negotiable.
- No new taxes are levied because the District and the DIF does not reduce or redirect existing property tax revenues.

DIF -- Examples

- City of Springfield – District around Smith & Wesson plant. Targeted known development to upgrade an area.
- City of Worcester - Issued several bonds to revitalize the City's downtown.
- City of Somerville – Issued bonds in combination with I-Cubed. See Previous Assembly Row slide.
- City of Taunton – Set a District encompassing the industrial park and the old state hospital site. State hospital to be demolished and land converted into an extension of the industrial park. Bonds to be issued.

DIF Case Studies



Local Infrastructure Development Program ("23-L")

- Property owner(s) can finance public infrastructure improvements with tax-exempt bonds
- Credit on bonds based on property owner and/or credit enhancement from developer or locality
- Bonds issued by MassDevelopment and debt service paid through special assessments on property
- Special Assessments stay in place if the property is sold
- Shifts burden for infrastructure to private sector, landowner consent needed

Local Infrastructure Development Program ("23-L")

- Developer(s)/Landowner(s) file petition requesting municipal approval to create district and special assessments. Includes:
 - District boundaries
 - Details on public improvements
 - Costs and construction schedule
 - Estimates of other private funding sources
- Within 120 days of filing, municipality holds public hearing
- Within 90 days following hearing, municipality responds to petition and improvement plan

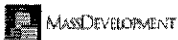
Local Infrastructure Development Program ("23-L")

- Developer(s)/Landowner(s) proposes to district and requests municipal approval.
- Can be standalone or used with DIF. If used together, special assessments may be levied to pay any tax increment shortfall in a given year.
- Private sector benefits include non-recourse financing, long-term financing, reduces equity/third party borrowing need, 100% debt financing, tax-exempt interest rates, interest reserves, no acceleration and no cross-collateralization.
- Public sector benefits include shifting burden of infrastructure to private sector, preserves debt capacity, new source of capital funding, off balance sheet financing and economic development growth (jobs, taxes, etc.)

Questions:

John Markowitz
MassDevelopment
99 High Street
Boston, MA 02110
617-330-2085

jmarkowitz@massdevelopment.com



Way to grow 16

John Markawitz spoke about what MassDevelopment does. He went over Mass Development, Infrastructure Needs, Why is Infrastructure Financing Important, What types of Infrastructure can be funded, District Improvement Financing (DIF), DIF Nationwide, DIF Standard Process, DIF What it is not, DIF Benefits, DIF Examples, DIF Case Studies, Local Infrastructure Development Program ("23-L")

Public Comment – Non-Agenda Items

None requested.

7) Correspondence

George Slade brought the committee up to date on the correspondence.

- A. Information Session: Last of the affordable houses to be built at Pilgrim Pines to be held January 31, 2017 at the Community Center.
- B. Division of Local Services congratulated Bourne for entering into a Community Compact with the Baker-Polito Administration.
- C. Letter from Richard Elrick regarding not to schedule an "opt out" election on whether to allow up to two recreational cannabis retail stores in Bourne.
- D. Letter from Gail DiCarli requesting a placement of a memorial bench on Monument Beach Park in honor of her sister, Joanne LaFratte.
- E. Request for appropriation in the amount of \$1,900.00 at the 2017 Annual Town Meeting for Cape Cod Greenhead Fly Control District.

- F. Conservation Commission abutter notification for Colonial Gas to do work at 88 Sagamore Road, Bourne.
- G. Notice of Waterways License Application for Massachusetts Maritime Academy to amend License No. 13993 for the inclusion of a reconfiguration zone around the previous authorized pier at 101 Academy Drive, Buzzards Bay.
- H. Cape Light compact activity summary report for the month of October 2016
- I. Thomas Spence submitted letter of interest to serve on the Bourne Housing Authority to fill a current vacancy.
- J. Linda Barlow-Palo submitted letter of interest to serve on the Education and Scholarship Committee.
- K. Helen Bresnahan submitted letter of interest to serve on the Selectmen's Task Force on Local Pollution and Phase II Stormwater Management Community Oversight Group
- L. Received copy of letter from the Commonwealth of MA to Mr. Shay regarding his appeal to the Town Administrator on request for records.
- M. Letter from Cape Cod Commission, through its review of Developments of Regional Impact [DRI's] can allow and/or require applicants to mitigate some of their projects' impacts through cash payments. In Bourne's case \$709,876 has been provided and \$138,891 is currently available for various purposes.
- N. Letter from Bean & O'Connor regarding: Rose Kozaryn, 1077 County Road, Cataumet for Retaining wall failure March 16, 2016 and Cease & Desist, Building Permit #15644 for a 120' x 75' riding area.
- O. Design Review Committee openings - Please submit letter of interest to the Office of the Town Planner.
- P. Letter from the Attorney General's Office regarding an Open Meeting Law Complaint from Ronald Beaty.
- Q. Letter of interest from Alexander Joyce to serve on the Open Space Committee.

George Slade questioned the Greenhead Fly Control you raised the request from \$1,900 to \$1,948.

Tom Guerino said we just added 2½% because that is what they have done in prior years. We can make that reduction.

Tom Guerino commented on the request for the Monument Beach Memorial Bench, Cape Cod Commission regarding item M, and item L has been re-answered.

Michael Blanton commented on item P regarding the complaint from Mr. Beaty.

8) Minutes from Meeting(s) dates: 1-10-17

Voted Peter Meier moved and seconded by Michael Blanton to approve the minutes from January 10, 2017 subject to the amendments Mr. Slade sent to Mrs. Ellis. Vote 5-0.

Voted Peter Meier moved and seconded by Michael Blanton to take agenda item 10 out of order. Vote 5-0.

10) Licenses/Appointments:

a. Monument Beach Pizza - Transfer of Common Victualer license

Tom Guerino said there were two issues that were pending when the routing slip went out. Those issues have been satisfied.

Peter Meier went over the application from Tiplinger, Inc. d/b/a Monument Beach Pizza. James Hildreth and Robert Walton, Manager. For 18 Beach Street, Monument Beach, MA 02553, for a Common Victualer License.

Voted Peter Meier moved and seconded by Michael Blanton to approve the Common Victualer License for Monument Beach Pizza. Vote 5-0.

9) Board of Selectmen and Town Administrator to work on the proposed FY18 Budget

Don Pickard said the Board was provided a budget prepared by the Town Administrator. The Board had this week to review it. The Board may express any questions or concerns they may have. We may vote tonight. We can give it back to the Administrator with changes or suggestions. At the meeting on the 31st the Board will review the potential changes then turn the budget over to the Finance Committee.

Tom Guerino said there are two corrections on the Budget Message, but it is correct in the budget. . Free Cash for Capital was recommended at \$420,000 the actual amount that was recommended is \$517,750. It was in the book correctly it was just stated incorrectly in the message.

Don Pickard questioned a couple line items on the budget. Public Safety Budget, Chief Woodside's natural gas request is \$6700; the Administrator recommended it be \$5500. Not sure why the cut. Fire Department Budget, natural gas request is \$18,500 and the Administrator gave him \$21,500. If a department heads know what his or her building would require based on prior history why are we cutting one and adding more to another.

Tom Guerino explained the natural gas line items for the Police Department budget and the Fire Department budget.

Don Pickard questioned the line item for travel for the Police Department - they have \$1. Tom Guerino said to keep the line item open. Don Pickard also questioned line item for travel for the Fire Department. Tom Guerino explained the Police Department Travel line item in the budget.

Don Pickard suggested instead of each department having a travel line item have a travel line under the office of the Town Administrator for the entire community then people get to request that as needed, then it gets disbursed as needed; do the same for utilities.

Tom Guerino would like to think about Mr. Pickard's request. He explained why it is written the way it is in the budget. We need to be able to keep track of each department's travel.

Peter Meier spoke about the DNR, that department doesn't have a travel line item. Mr. Guerino explained why DNR doesn't have a travel line item.

George Slade questioned Natural Gas line item on the Fire Department and the buildings. Mr. Guerino explained it is just a buffer.

Don Pickard spoke about Department Heads' raises and the Fire Chief's raise. Tom Guerino explained why he has a different raise.

Don Pickard spoke about the Fire Department Salaries, the Chief, the Deputy Chief and the Lieutenant Salaries. He also questioned the Firemen's salaries. Mr. Pickard questioned the Safer Money or Safer Staff. (Safer Grant Firefighters)

George Slade questioned the FTEs
Tom Guerino explained the FTEs and that Linda has been working on some final changes on the departmental FTEs. You will receive the FTE's by department.

Michael Blanton questioned the Safer Grant renewal application.
Tom Guerino said some of the criteria for the grant are changing, the eligibility for the town is less certain. We are not reapplying for that. We are not going to be eligible for that going forward.

Don Pickard said the new methodology for the grant is in year 1 Safer Grant pays 100%; year 2 Safer Grant pays 80%, town pays 20%; year 3 Safer Grant pays 60% town pays 40% and so on. That is the new structure.

Peter Meier questioned the Town Clerks Budget and the increase. Is that being broken up between the two current positions or does that include the new position.
Tom Guerino said that includes the new position that I proposed to be shared with DNR that will come out of water ways. It is a full time benefited position that will provide the DNR full time service for several months of the year during their peak periods then will go to the Clerks office for the majority of the time and help out at DNR if they have other peak periods. There will be an additional adjustment in the Town Clerks salary lines, will have that for you next week.

Don Pickard questioned the IT additional position, and the increased hours for the Recreation Director's position and budget.

Tom Guerino explained the line item for the Recreational Director's position and what has been added to her responsibilities.

Peter Meier questioned the recreation; is that for the assistant. Tom Guerino said part of that comes from the Revolving Fund. Peter Meier said we could use a glossary of terms. Tom Guerino said 19 hours a week for the Program Manager is taken from the Revolving Fund.

Don Pickard said he thinks it can be done in a different manner. There are two departments. One has more employees than the other and maybe that department should take on a bigger roll in the management and maintenance of this building. I don't see this as being prudent at this time to increase 2½ hours a week for an employee; same for the IT assistant added salary. I'd like to see a little more reflection done on the recreational and IT and maybe come back with a different plan.

Tom Guerino said the departments that were in need of the most help with workload we have added positions. There are differing hours within the unit. There are variations. In the Health Department we are proposing an additional inspector. We are trying to deal with pressure points the most cost effective way we can. The Selectmen will have to make a determination on that. I will go back and take another look at those.

Stephen Mealy agreed with Mr. Pickard. We are paying someone an extraordinary amount of money. It is like we are paying someone else to do something by compensating for someone else not doing their job.

Michael Blanton spoke about the Recreational Director and the additional duties Mr. Blanton also spoke about the IT additional staff and maybe connecting with the Upper Cape Tech for an internship kind of position/program.

Tom Guerino spoke about looking at the IT and internship, the size of the town, the software and systems. Mr. Guerino said we have one person fixing everyone's computer, software issues, and running the servers and security issues. We are short sided to not having two people in that department. We are running a 60 million dollar company technology system with one person.

Peter Meier questioned the Facilities Management budget and the Forman position. I thought we were bringing more laborers so we wouldn't have to keep hiring contracts to save the town some money.

Tom Guerino explained combining the Electrical inspector with the Town Electrician. We are cross training and utilizing staff between departments. We are bringing folks in on the DPW side that can work cross departments.

Don Pickard spoke about the skilled labor positions.

George Slade asked Mr. Guerino if he could make available the liaison list. Tom Guerino read the list of Liaisons.

Police, Fire, DNR - Mr. Meier; ISWM, Facilities, DPW, Sewer - Mr. Mealy; Community Building, Library, COA, Recreation - Mr. Blanton; Schools, Planning, Inspection Town Hall Finance - Mr. Slade.

George Slade spoke about the budget containing a lot of information; he suggested a 2 on 1 if FinCom has their liaison ready at the same time.

Peter Meier said whatever we approve we have to keep cognizant that these are not just nice to have services these are things we need to have to run the town.

Tom Guerino said many of the new positions are a combination of two positions into one. No budget has ever come to the Board of Selectmen with items/positions that are nice to have. We are cognizant of the taxpayer.

Stephen Mealy suggested keeping the budget open for another week.

Mary Jane Mastrangelo said as a practical matter the Finance Committee is going to start reviewing actual budgets on February 6th. Next week the Finance Committee is going to look at Sources and Uses, to talk about what our tax revenue is, talk about our revenues and expenses, and to talk about the balance. We want to spend some time looking at Sources and Uses, before we start looking at the budget.

Tom Guerino said relative to local aid they are proposing a general local aid increase of 3.9%, Chapter 70 of 2% or \$20 per student. My understanding the legislature leaders and the Governor are in concurrence, they agreed on what the tax revenue from the commonwealth perspective looks like. What isn't predictable is where the assessment side of this goes and state owned land. The education impact money is in the governor's budget and believes it will carry through the House and Senate.

Peter Meier said as a future discussion item should we put a letter together to send the legislature to see if we can increase that, to ask them for more money. We are different than most communities because of the Base and the Academy. The more the Mass Maritime Academy acquires property it takes off the tax rolls.

Don Pickard requested for Mr. Guerino to find out how other communities address it when private entities or public entities that are tax exempt or don't have to pay property taxes come in and develop businesses within the community.

Michael Blanton spoke about the Business Development Workshops he attended; the focus was Bid Districts and funds.

Jim Mulvey stated why not ask the state to in lieu of past taxes deed over to the town the beach area on Taylors Point and provide town parking for that beach.

Tom Guerino said Town Counsel still has some issues to review regarding that.

11) Selectmen's Business -

Old Business - Recurring matters pending before the Board

- a. Goals**
- b. Development**

Stephen Mealy would like to bring the four members of the Waste Water Advisory Committee for their assistance in putting together an allocation of a Waster Water Policy.

12) Town Administrator's Report

13) Selectmen's Reports

Michael Blanton said he and George Slade attended the Mass Municipal Association Meeting last Friday. Got to sit in on some of the workshops. One workshop dealt with flood zone, costal zones, and climate change.

George Slade said he attended the MMA Meeting also. Attended two workshops - Succession Planning and Community Policing.

The next Bourne Selectmen meeting will be on Tuesday, January 31st.

14) Adjourn

Voted Peter Meier moved and seconded by George Slade to adjourn. Meeting adjourned at 8:27 pm. Vote 5-0.

Respectfully submitted – Carole Ellis, secretary.