

**Board of Selectmen
Minutes of Tuesday, November 13, 2018
Bourne Veterans' Memorial Community Center
Buzzards Bay, MA**

.....

TA Tom Guerino

Selectmen

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

Finance Committee Members

Mary Jane Mastrangelo, Chair
Michelle Ford, Vice Chair
Renee Gratis, Vice Chair
James Sullivan
Kathleen LeGacy
Robert Wheeler - Excused

Absent Members

William Towne
Amanda Bongiovanni
George Smith
Richard Lavoie
Brian Lemee

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.

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

Others present: Barry Johnson, Town Clerk; John Fuller, Assistant Moderator; Bob Parady, Town Moderator; Michael Ellis, Assistant Town Accountant; and Linda Marzelli.

Documents

Meeting Called to Order

Chm. Meier called the meeting to order at 7:00 pm.

Mary Jane Mastrangelo called the Finance Committee meeting to order at 7:00 p.m. Rob Wheeler is excused.

RECEIVED
2018 NOV 23 PM 15
TOWN CLERK BOURNE

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

Vision: Bourne is a 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, embraces excellent education, and the amenities that it affords and offers to citizens a healthy, active lifestyle.

Motion: 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 responsibility 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.

1) Special Town Meeting Debrief

Peter Meier spoke briefly about the Town Meeting, and thanked John Fuller. Tom Guerino said it was a heavily attended meeting, and the pre planning helped make the meeting run well.

The members spoke about how efficient the October Special Town Meeting was run, ways to make it easier for residents to vote, using social media to provide information, which night to hold Town Meeting, equipment for electronic voting, using the projection screen at Town Meeting, and being prepared and preparing/informing the voters what a yes vote would mean and what a no vote would mean.

Peter Meier spoke about the secret ballots and suggested looking at leasing equipment for automatic/electronic voting with transponders for how we vote at Town Meeting. It would give us an accurate vote. Look into getting it for the next Town Meeting.

Barry Johnson said he looked at doing this type of thing in the past, but back then the technology wasn't that great, the software was expensive, and the implementation timeframe would be too long. Mr. Johnson has recently looked at that technology again, and spoke about the two companies that provide this type of service, Turning Technologies and the other one is Option Technologies. He has some background information on both companies. Mr. Johnson would like to get information for possibly using this technology at the May Town Meeting. He proposed to set up a working group, which would include himself - Barry Johnson, Wendy Chapman, Tom Guerino, a member of the Selectmen, and member of the Finance Committee, and possible some public representatives. That group would look at the different companies and the different representatives. He said the town of Falmouth has used Turning Technologies. Mr. Johnson said he would go forward through his budget process for this.

James Potter questioned would this equipment be used for every vote or just secret ballot votes. Barry Johnson said it should be able to be used with either one, and would check with the moderator to confirm. James Potter questioned how many devices would we need at Town Meetings. Barry Johnson said it would depend on how many people are present to vote, up to as many seats that are in the auditorium. Tom Guerino suggested it might be better to lease the equipment, because our number of voters varies a great amount depending on what articles/warrants are going before the town.

Barry Johnson said he would suggest leasing the equipment, and suggested prior to that, doing as much public outreach and public education as possible. Jared MacDonald said going forward there will be more things moving towards going electronically.

Mr. Johnson suggested not burying it in the budget but go through the Town Meeting then make the cost of this an article at the end of the Town Meeting.

Mary Jane Mastrangelo spoke about different voting requirements 2/3 vote required meetings, and the time it takes to vote, the waiting, so it is worth investigating.

John Fuller spoke about the last Town Meeting and how the warrant was well prepared. Should continue to clarify what a yes vote means and what a no vote means. Mr. Fuller also spoke about the length of time spent on secret ballots. Everyone performed very well.

Bob Parady spoke about how he was grateful that Bourne has a backup moderator and appraised Mr. Fuller on his work.

Peter Meier reminded the members if anyone on the Select Board wants to be on the working group email Nancy Sundman.

Judy Froman would like to discuss the value of drawing the lottery vs. having a set agenda for the Town Meeting. Ms. Froman was appreciative of the team of people and the work they did to have such a comprehensive warrant and Town Meeting. People were well prepared. Would like to find a way to keep Town Meeting running smoothly going forward. Use this year as a standard for how we would like Town Meeting to run.

Jared MacDonald said the preliminary first time attendee meeting/forum worked well, the preparation for Town Meeting was phenomenal, the way the warrants were written saved time, because there was a lot less confusion. Going forward we need to continue that as part of the way we write the warrants.

Tom Guerino said this past Town Meeting set the standard for future Town Meetings.

Brian Lemee questioned if the Moderator can put a time limit on discussions/debates.

Amanda Bongiovanni thanked everyone for their efforts. The information sessions were wonderful, would like to see a Town of Bourne FaceBook page or other social media where we can push information out. Tom Guerino said if that was done who would be the moderator/editor for that page. Mary Jane said some towns use twitter, suggested it is a good way to put out information to people.

George Smith said everyone did a super job.

Renee Gratis suggested since we have two podiums have one podium for people to speak in the affirmative of the article and the other podium to speak in the negative of the article.

Mary Jane Mastrangelo spoke about zoning. The last meeting on zoning failed, not sure if there has been any discussion about whether we need to have zoning, whether we should have zoning, do we need to reconsider zoning. We should have a workshop that discusses zoning and if what we have in place is fine. We need a community conversation about it. Tom Guerino said the Planning Department staff has worked on language for zoning, not sure if it has come forward.

Michelle Ford spoke about the zoning article. We need to clarify what zoning articles mean, what will happen with a yes vote and what will happen with a no vote. Planning articles need to become more elaborate in their explanations. You can use Twitter and/or

FaceBook to help explain articles. This past Town Meeting the articles/warrants were explained well and we need that in-depth explanation for planning articles.

George Slade said the pre planning worked well for Town Meeting. The Planning Board articles need more explanation. The Town Meeting 101 forum worked well for the last Town Meeting.

James Potter said at this past Town Meeting a lot of people came already knowing how they were going to vote. It was well run, there was pre planning. We should look at moving the projection screen so we can bring it down and put the zoning articles on the screen, so we can use the stage and the screen.

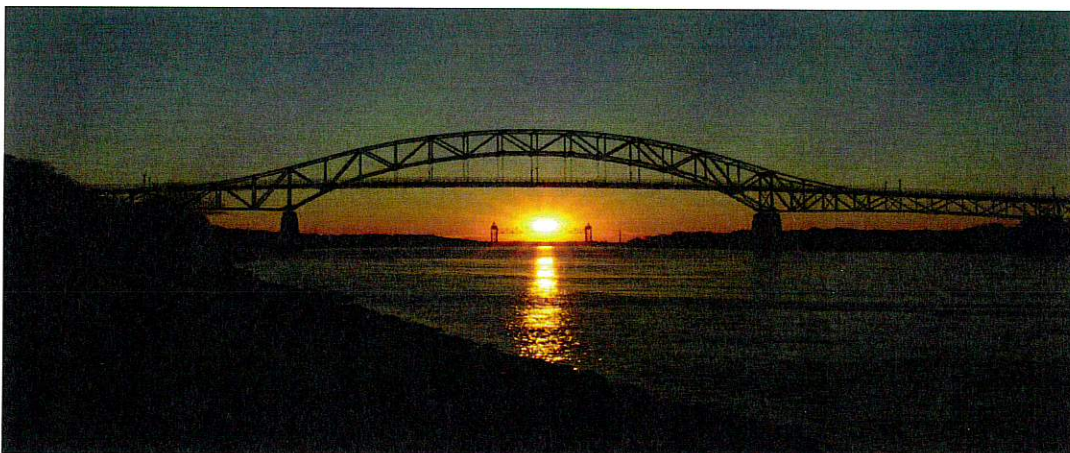
Judy Froman spoke about being pleased with moving the pre-town meeting to a week earlier, trying to get younger people involved with town government. Ms. Froman spoke to student who were studying government and only a very few were registered to vote. Would like to provoke engagement at the high school level.

Jim Mulvey spoke about the working group and who would write the executive order spelling out the mission for that working group. Barry Johnson said he would be the auspices, that group is just for reporting and making a recommendation for everyone else to view and comment. Eventually there will be an implementation process, which is a budgetary issue. If anyone is interested in being on that group they can email Barry Johnson.

2) Year-end Closing

Linda Marzelli went over the year-end closing.

Town of Bourne Financial Review FY2018



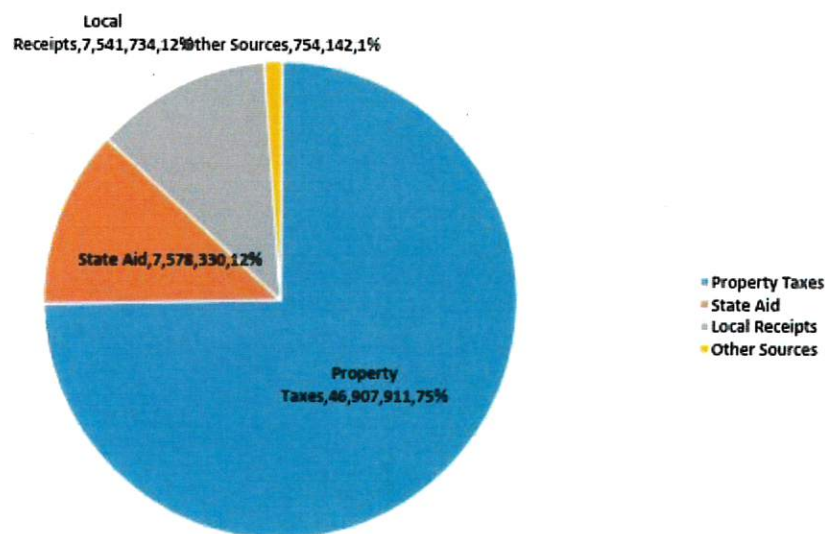
REVENUES

- Revenues are collected from various sources with the largest percent coming from Property Tax Revenues at 75%. State Aid is second at 12% with Local Receipts at 12% followed by other sources at 1%.
- Tax Revenues are calculated yearly on the Tax Rate Recap. Property taxes are limited by 2.5 % of the previous years levy limit plus any new growth, debt exclusions and other adjustments(CCC tax).
- State Aid is reported to the Town on the annual Cherry Sheet for the state programs that the Town participates in. Cherry Sheet revenues are generally estimated on prior year receipts.
- Local Receipts are an estimate of several different taxes and departmental revenues; motor vehicle, hotel, boat and meal taxes, recreational, licenses, permits, fees, fines, energy credits and other charges for services. Estimates are made based on past and anticipated collections.

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Revenues by Source FY2018

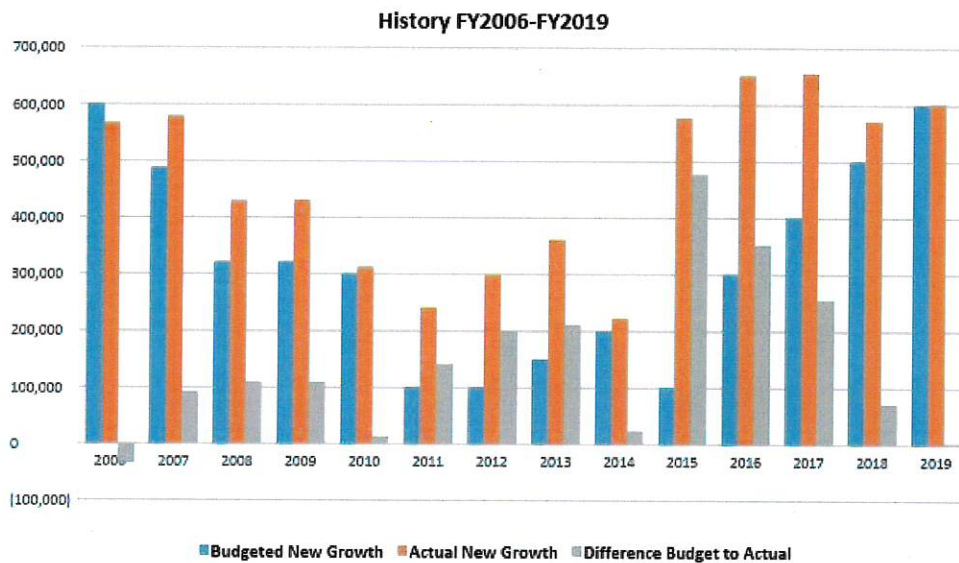


History of New Growth Budget to Actual

Fiscal Year	Budget New Growth	Actual New Growth	Difference Budget vs Actual
2006	\$ 600,000.00	\$ 567,123.00	\$ (32,877.00)
2007	\$ 487,500.00	\$ 578,608.00	\$ 91,108.00
2008	\$ 321,000.00	\$ 429,623.00	\$ 108,623.00
2009	\$ 321,000.00	\$ 430,051.00	\$ 109,051.00
2010	\$ 300,000.00	\$ 312,541.00	\$ 12,541.00
2011	\$ 100,000.00	\$ 241,638.00	\$ 141,638.00
2012	\$ 100,000.00	\$ 299,625.00	\$ 199,625.00
2013	\$ 150,000.00	\$ 361,352.00	\$ 211,352.00
2014	\$ 200,000.00	\$ 222,805.00	\$ 22,805.00
2015	\$ 100,000.00	\$ 576,154.00	\$ 476,154.00
2016	\$ 300,000.00	\$ 651,484.00	\$ 351,484.00
2017	\$ 400,000.00	\$ 655,699.00	\$ 255,699.00
2018	\$ 500,000.00	\$ 571,102.00	\$ 71,102.00
2019	\$ 600,000.00	\$ 601,987.00	\$ 1,987.00

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New Growth Budget to Actual



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Tax Rate Debt Exclusion

FY2019 estimated	3,202,104
FY2018	1,955,412
FY2017	1,523,207
FY2016	1,073,114
FY2015	1,094,894
FY2014	1,106,186
FY2013	1,126,350
FY2012	1,068,486

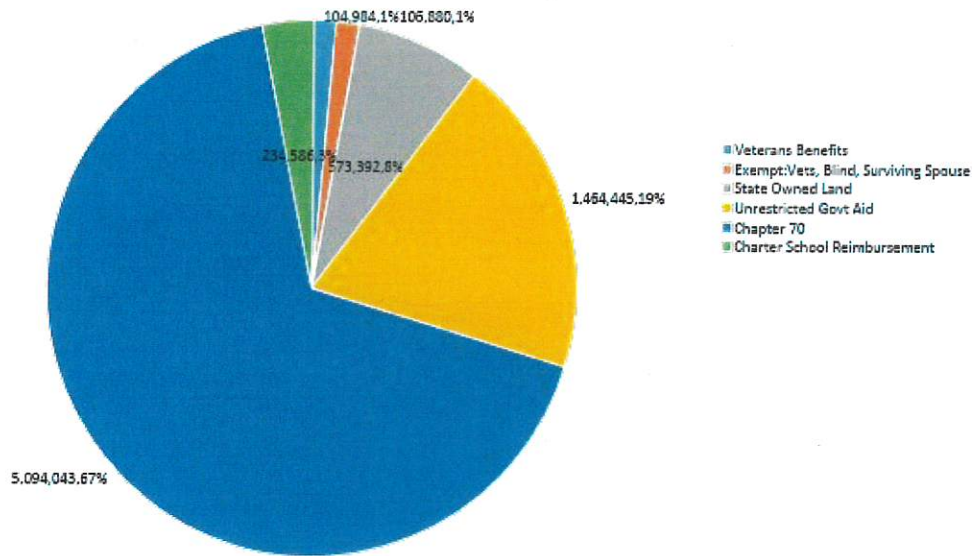
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Budget VS. Actual – State Aid Revenue FY2018

FROM THE COMMONWEALTH	Budget	Actual	Difference	% of Budget
Veteran's Benefits	109,148.00	104,984.00	(4,164.00)	96.18%
Exemptions: Veterans, Blind, Surviving Spouse	106,093.00	106,880.00	787.00	100.74%
State Owned Land	573,938.00	573,392.00	(546.00)	99.90%
Unrestricted Govt Aide	1,464,445.00	1,464,445.00	-	100.00%
Chapter 70	5,094,043.00	5,094,043.00	-	100.00%
Charter School Reimbursement	<u>353,644.00</u>	<u>234,586.00</u>	<u>(119,058.00)</u>	66.33%
Total to the General Fund	\$ 7,701,311.00	\$ 7,578,330.00	\$ (122,981.00)	98.40%
Public Library	21,453.00	21,453.00		100.00%
School Choice Receiving Tuition	<u>831,190.00</u>	<u>880,129.00</u>	<u>48,939.00</u>	105.89%
Total State Revenue with offsets	\$ 8,553,954.00	\$ 8,479,912.00	\$ (74,042.00)	99.14%

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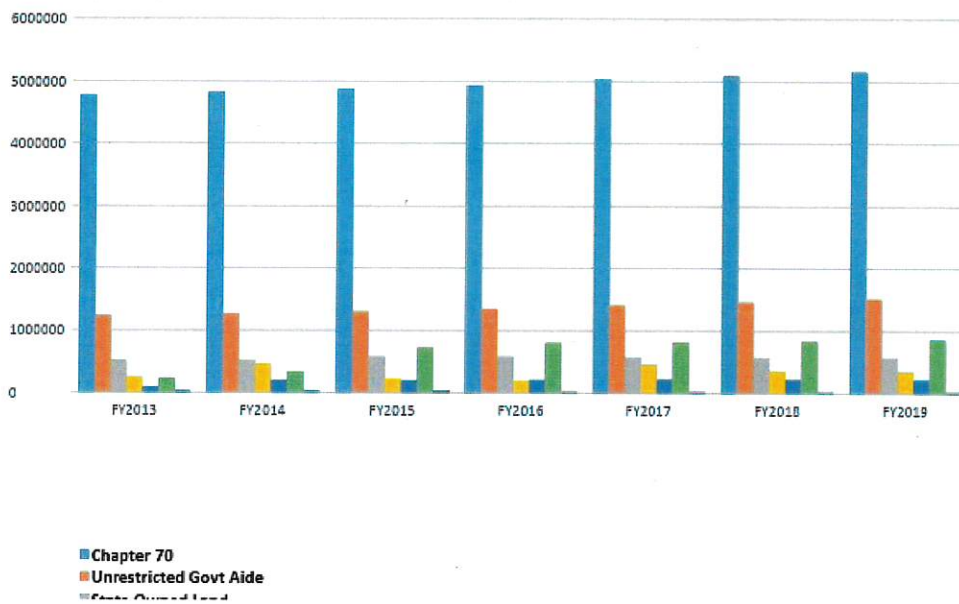
FY2018 State Revenue Cherry Sheets



History of Cherry Sheet Revenue

	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019 est
Vet Benefits	\$73,367	\$93,101	\$91,457	\$103,702	\$110,281	\$104,984	\$111,488
Exempt-Vet, Blind, Surv Sp	\$21,160	\$109,023	\$106,199	\$104,076	\$106,093	\$106,880	\$104,766
State Owned Land	\$511,133	\$521,715	\$580,849	\$580,849	\$573,938	\$573,392	\$573,392
Un-restrict Gov't Aide	\$1,239,900	\$1,269,209	\$1,304,407	\$1,351,366	\$1,409,475	\$1,464,445	\$1,515,701
Chapter 70	\$4,771,738	\$4,825,238	\$4,877,340	\$4,927,363	\$5,034,613	\$5,094,043	\$5,155,183
Charter School	\$255,324	\$462,350	\$228,329	\$198,367	\$458,241	\$234,586	\$346,493
School Choice Rec Tuition	\$231,541	\$335,248	\$723,869	\$800,520	\$816,628	\$880,129	\$865,567
School Lunch	\$11,446	\$11,617	\$10,783				
Public Libraries	<u>\$16,634</u>	<u>\$16,371</u>	<u>\$21,815</u>	<u>\$21,912</u>	<u>\$21,628</u>	<u>\$21,453</u>	<u>\$21,814</u>
Total	\$7,132,243	\$7,643,872	\$7,945,048	\$8,088,155	\$8,530,897	\$8,479,912	\$8,694,404

State Aid - Cherry Sheet Revenues



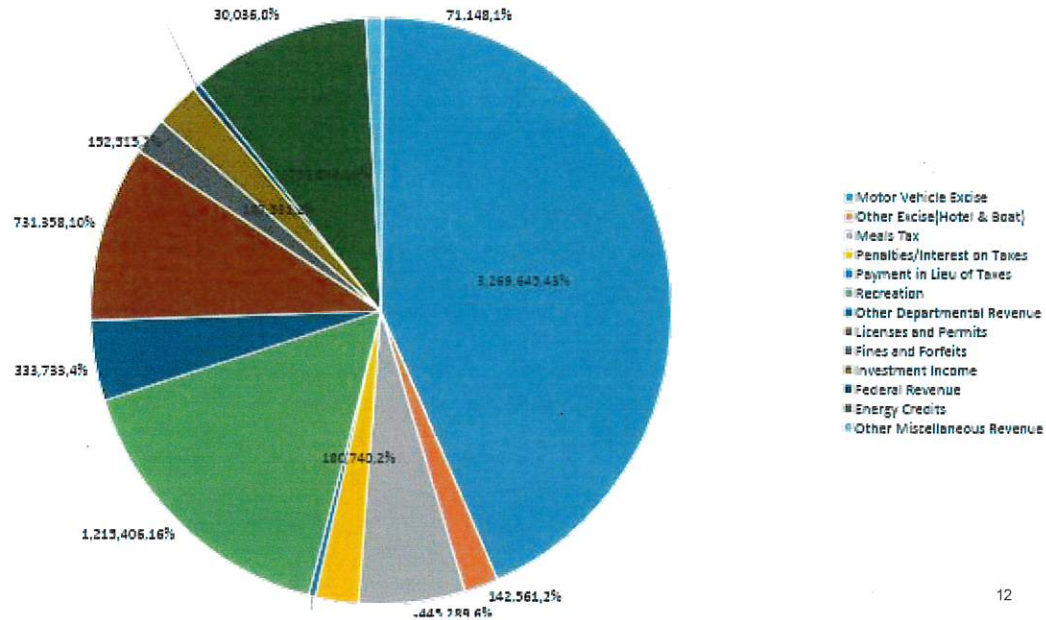
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Budget VS Actual Local Receipts FY2018

FROM LOCAL RECEIPTS	Budget	Actual	Difference	% over budget
Motor Vehicle Excise	\$ 2,649,966.67	\$ 3,269,644.95	\$ 619,678.28	123.38%
Other Excise (Hotel & Boat)	\$ 125,000.00	\$ 142,561.08	\$ 17,561.08	114.05%
Meals Tax	\$ 375,000.00	\$ 445,288.81	\$ 70,288.81	118.74%
Penalties/Interest on Taxes	\$ 225,000.00	\$ 180,740.37	\$ (44,259.63)	80.33%
Payment In Lieu of Taxes	\$ 20,000.00	\$ 28,676.25	\$ 8,676.25	143.38%
Recreation	\$ 1,160,000.00	\$ 1,215,405.57	\$ 55,405.57	104.78%
Other Departmental Revenue	\$ 325,000.00	\$ 333,733.00	\$ 8,733.00	102.69%
Licenses and Permits	\$ 625,000.00	\$ 731,357.58	\$ 106,357.58	117.02%
Fines and Forfeits	\$ 125,000.00	\$ 152,514.58	\$ 27,514.58	122.01%
Investment Income	\$ 39,709.00	\$ 187,531.25	\$ 147,822.25	472.26%
Other Federal Revenue	\$ 20,000.00	\$ 30,036.48	\$ 10,036.48	150.18%
Energy Credits	\$ 650,000.00	\$ 753,095.74	\$ 103,095.74	115.86%
Other Miscellaneous Income	\$ 103,506.00	\$ 71,148.18	\$ (32,357.82)	68.74%
Total Local Receipts	\$ 6,443,181.67	\$ 7,541,733.84	\$ 1,098,552.17	117.05%

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Local Receipts FY2018

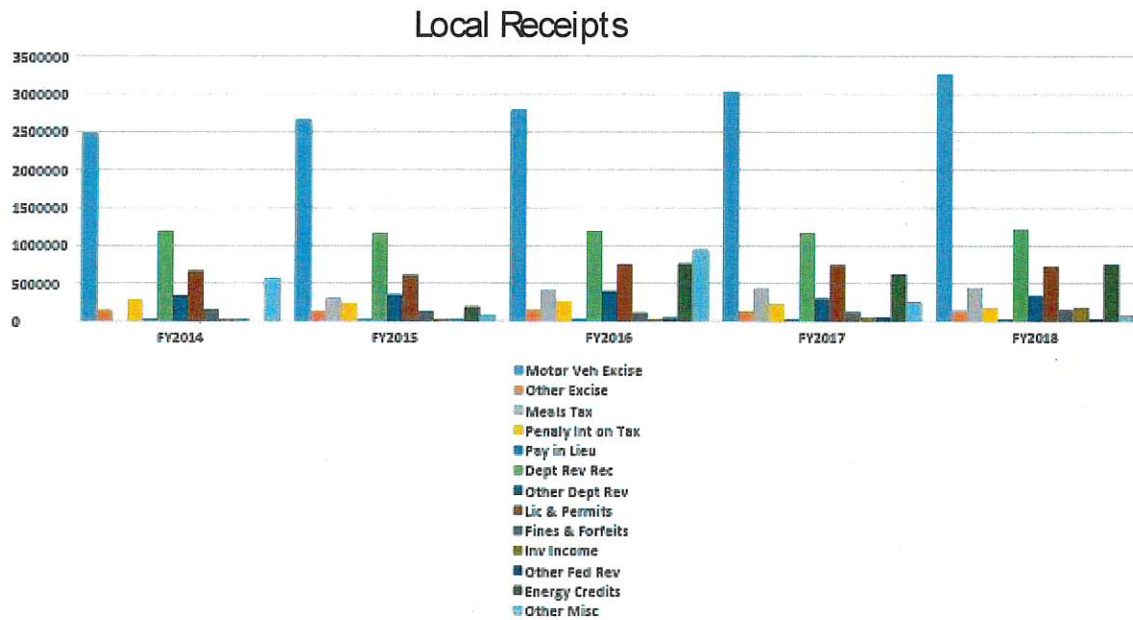


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History of Local Receipts

LOCAL RECEIPTS	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018
Motor Vehicle Excise	2,247,789.87	2,475,978.61	2,665,296.02	2,784,966.42	3,036,905.93	3,269,644.95
Other Excise (Hotel & Boat)	133,120.33	142,949.66	130,933.28	147,893.89	132,691.79	142,561.08
Meals Tax			303,341.27	416,244.09	428,894.18	445,288.81
Penalties/Interest on Taxes	315,301.16	282,175.80	239,278.71	263,322.42	236,783.64	180,740.37
Payment In Lieu of Taxes	25,488.10	23,381.92	19,636.43	33,042.25	23,467.25	28,676.25
Departmental Revenue - Marinas & Other Marina Revenue	1,185,865.90	1,186,279.69	1,160,259.02	1,188,648.29	1,168,298.41	1,213,405.57
Other Departmental Revenue	251,449.19	342,438.63	349,486.31	398,806.65	302,488.95	333,733.00
Licenses and Permits	576,707.96	665,561.71	612,378.57	754,345.42	745,208.08	731,357.58
Fines and Forfeits	135,355.15	158,614.26	134,820.55	115,206.28	122,691.47	152,514.58
Investment Income	43,392.17	31,449.10	27,757.82	27,857.87	51,324.09	187,531.25
Other Federal Revenue	36,542.94	16,487.00	18,798.46	44,044.36	51,372.67	30,036.48
Misc Energy Credits			193,423.18	762,868.82	624,749.60	753,095.74
Other Miscellaneous Income	587,633.16	573,937.01	79,224.17	945,493.43	255,451.02	71,148.18
Total	5,538,645.93	5,899,253.39	5,934,633.79	7,882,740.19	7,180,327.08	7,541,733.84

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Appropriation/Expenditures & Assessments

- The FY2018 budget of \$62,200,357 (excluding RFT's) was an increase of 4.69% over the FY2017 budget of \$59,409,133 which increased 3.86% over the FY2016 budget of 57,200,660 after all amendments had been made.
- In FY2018 the budget turn backs totaled \$1,725,894. Shared Costs turned back the highest percent of the turn backs at \$987,000 at 57% which included \$217,000 from Public Utilities, \$55,000 from unemployment, \$68,000 from County Retirement, \$44,000 from general Insurance and \$602,000 from Group Insurance. General Government turned back \$245,000 (14%), Public Safety \$232,000 (13%) Public Works \$150,000 (9%) and other departments (7%).
- Most of the State Cherry Sheet Assessments have risen slightly from FY2013-FY2019. The most notable increases are the Charter School Sending Tuition and School Choice Sending Tuition. The School Choice has increased 158% and Charter School Sending Tuition has increased 255%

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Budget FY2018

Annual Town Meeting	May 1, 2017	Original Budget Vote	\$61,995,857.00
Special Town Meeting	October 30, 2017	Budget Increase	204,500.00
Year End & Reserve Fund Transfers		Budget Increase	<u>408,900.00</u>
Final General Fund Budget			<u>\$62,609,257.00</u>

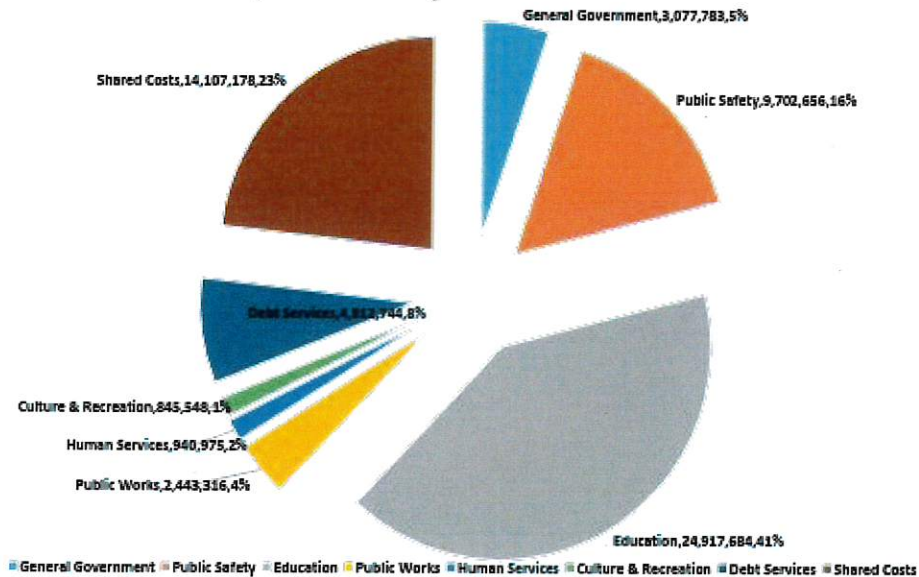
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Appropriation & Expenditures FY2018

	Encumbered Balance 7/1/2017	Appropriation	Expended	Transfers & Budget Amend	Closed to Fund Balance	Encumbered 6/30/2018
General Government	32,321.07	3,167,012.00	3,077,783.04	155,841.00	244,976.25	32,414.78
Public Safety	14,162.89	9,750,012.00	9,702,655.65	177,057.89	232,606.46	5,970.67
Education	31,748.95	24,968,352.00	24,917,684.38		18,338.10	64,078.47
Public Works	5,096.00	2,481,943.00	2,443,315.61	108,900.00	150,175.04	2,448.35
Human Services	2,433.00	947,702.00	940,975.28	27,600.00	35,306.81	1,452.91
Culture & Recreation	1,249.75	873,739.00	845,547.57	3,500.00	32,842.38	98.80
Debt Services		4,837,474.00	4,812,744.32		24,729.68	
Shared Costs	<u>35,349.99</u>	<u>14,969,623.00</u>	<u>14,107,178.48</u>	<u>140,501.11</u>	<u>986,919.18</u>	<u>51,376.44</u>
Total General Fund Budget	122,361.65	61,995,857.00	60,847,884.33	613,400.00	1,725,893.90	157,840.42

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Expenditure by Function FY2018



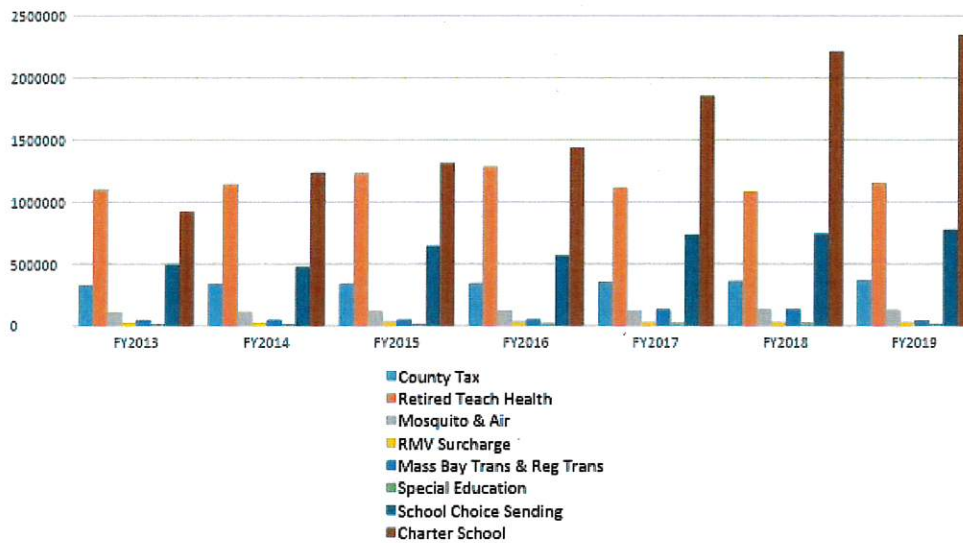
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History of Cherry Sheet Assessments

	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019
County Tax	\$328,888	\$337,257	\$341,567	\$342,773	\$351,341	\$358,085	\$367,037
Retired Teachers Health Ins	\$1,101,605	\$1,143,222	\$1,232,244	\$1,283,282	\$1,115,455	\$1,085,039	\$1,153,575
Mosquito Control Project	\$99,228	\$103,877	\$108,485	\$110,321	\$113,645	\$121,618	\$126,788
Air Pollution Districts	\$7,781	\$7,860	\$7,170	\$7,754	\$7,948	\$7,730	\$7,894
RMV Non Ren Surcharge	\$25,180	\$25,180	\$31,541	\$31,540	\$29,600	\$29,600	\$29,600
Mass Bay Transportation					\$41,707	\$39,418	\$38,511
Regional Transit	\$44,573	\$45,687	\$46,829	\$48,000	\$88,429	\$90,640	\$92,906
Special Education	\$13,822	\$14,099	\$15,639	\$18,711	\$19,383		\$15,790
School Choice Send Tuition	\$492,200	\$472,325	\$643,215	\$564,917	\$732,879	\$780,825	\$776,307
Charter School Send Tuition	<u>\$921,875</u>	<u>\$1,237,383</u>	<u>\$1,313,036</u>	<u>\$1,440,239</u>	<u>\$1,857,477</u>	<u>\$2,028,088</u>	<u>\$2,351,278</u>
Total	\$3,035,152	\$3,386,890	\$3,739,726	\$3,847,537	\$4,357,864	\$4,541,043	\$4,959,686

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Cherry Sheet Assessments



Debt FY2018

- The Town continued bonding the new elementary school in FY2018 in the amount of 10 million dollars. This followed the 2.5 million borrowed in FY2017 for both the school and police station. The elementary school is part of the MSBA program and receives reimbursements for allowable costs which will reduce the amount the town will be required to borrow to complete the project.
- The debt service budget increased \$522,865 from FY2017 to FY2018, with the increase of \$448,962 attributed to the new projects.

Revenue Over/Under Budget & Expenditure Turn Back History

Fiscal Year	State Revenue Over/Under Budget	Local Receipts Over/Under Budget	Expenditure Turn backs
2010	(9,526)	525,361	612,968
2011	(25,592)	453,640	1,406,482
2012	8,146	882,013	1,635,873
2013	(217,165)	1,353,923	831,020
2014	38,893	1,076,627	608,379
2015	(14,540)	741,468	1,192,707
2016	(51,148)	1,906,148	764,400
2017	(66,207)	1,414,243	1,677,121
2018	(122,981)	1,097,683	1,896,073

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Upper Cape Tech Vocational School Assessments

	Assessment	Increase(Decrease) from Prior Year	% Increase from Prior Year
FY2010	1,439,666	(61,301)	-4.08%
FY2011	1,620,907	181,241	12.59%
FY2012	1,690,553	69,646	4.30%
FY2013	1,789,111	98,558	5.83%
FY2014	2,162,131	373,020	20.85%
FY2015	2,911,817	749,686	34.67%
FY2016	3,294,382	382,565	13.14%
FY2017	3,306,806	12,424	.38%
FY2018	3,250,117	(56,689)	-1.71%

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Financial Policies

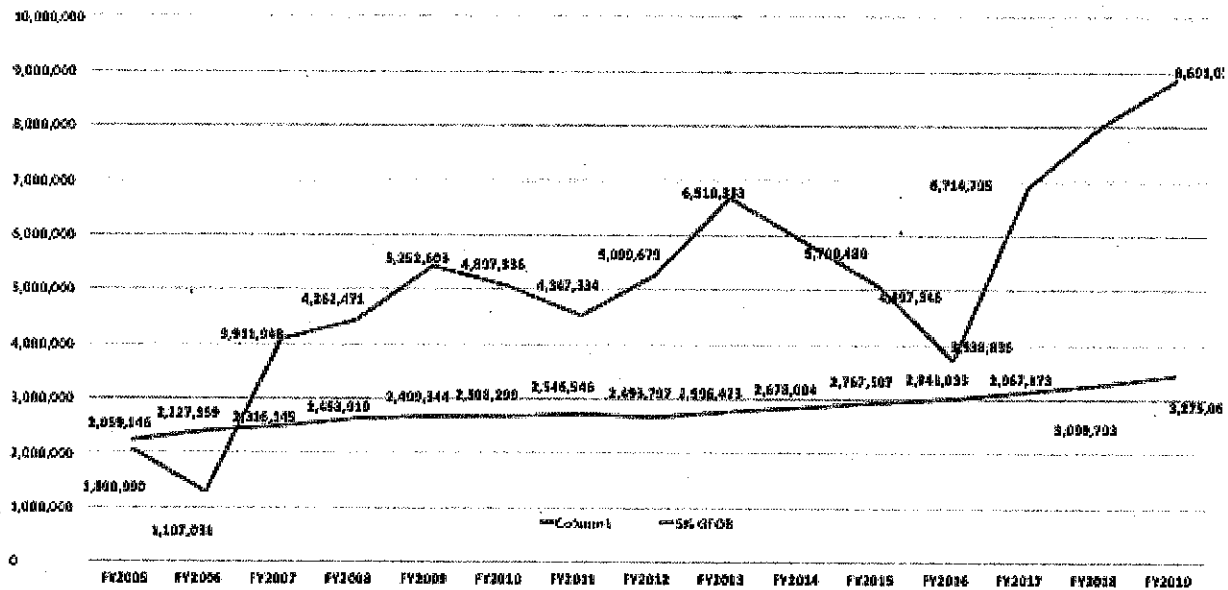
- Free Cash: The Town should strive to appropriate no more than 50% of the Free Cash Balance that is in excess of the 5% policy as an operating revenue with a majority vote of Town Meeting. The Free Cash balance of \$8,691,073 at July 1 was 13.27% of the GFOB.
- Stabilization Fund: To maintain a long term Stabilization fund for unforeseen emergency expenses and capital projects in accordance with MGL Ch 40 S 5B. To maintain a Stabilization Fund balance of at least 6% of the GFOB. The town may appropriate funds from the Stabilization fund for any lawful purpose with a 2/3 vote of Town Meeting. The town voted to transfer \$156,000 to the stabilization fund during FY18 to keep the fund within the policy. The balance of the fund at July 1 was \$3,953,766 was 6.04% of the GFOB.
- 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. During FY2018 the funding portion of the policy was amended. Part of the funding will now be part of the annual budget and part will be voted at a STM. The town funded \$50,000 through the budget and transferred a total of \$675,418 at two town meetings in FY2018 for a year end balance of \$1,868,590.

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Free Cash History

Fiscal Year	Certified Free Cash	As of	Total Voted During Fiscal Year	Used for Following Fiscal Years Budget	Used for Current Fiscal Years Budget	Used for Capital	Transfer to Stabilization	Used for Articles
2005	\$ 1,890,990.00	7/1/2004	\$ 1,890,990.00	\$ 700,929.00		\$ 248,853.00		\$ 941,208.00
2006	\$ 1,107,031.00	7/1/2005	\$ (668,167.36)	\$ -	\$ (700,929.00)			\$ 32,761.64
2007	\$ 3,911,948.00	7/1/2006	\$ 1,459,656.57	\$ 553,850.00	\$ 30,749.72	\$ 205,270.00	\$ 587,684.85	\$ 82,102.00
2008	\$ 4,262,471.00	7/1/2007	\$ 1,662,337.40	\$ 650,478.00		\$ 181,980.53	\$ 700,000.00	\$ 129,878.87
2009	\$ 5,252,603.00	7/1/2008	\$ 2,034,697.39	\$ 859,245.00	\$ 22,500.00	\$ 244,000.00	\$ 887,462.00	\$ 21,490.39
2010	\$ 4,897,336.00	7/1/2009	\$ 1,854,907.32	\$ 1,780,737.00				\$ 74,170.32
2011	\$ 4,347,334.00	7/1/2010	\$ 1,340,687.00	\$ 800,000.00	\$ 429,375.00	\$ 8,000.00	\$ 88,312.00	\$ 15,000.00
2012	\$ 5,099,679.00	7/1/2011	\$ 1,908,921.73	\$ 1,400,000.00	\$ 144,395.00	\$ 169,526.73		\$ 195,000.00
2013	\$ 6,510,383.00	7/1/2012	\$ 3,216,255.99	\$ 1,400,000.00	\$ 464,500.00	\$ 594,391.37		\$ 757,364.62
2014	\$ 5,700,480.00	7/1/2013	\$ 2,422,060.00	\$ 2,004,000.00	\$ 107,800.00			\$ 310,260.00
2015	\$ 4,897,346.00	7/1/2014	\$ 3,429,046.00	\$ 1,792,345.00	\$ 865,000.00	\$ 397,800.00		\$ 373,901.00
2016	\$ 3,538,836.00	7/1/2015	\$ 846,676.25	\$ 892,405.00	\$ (648,682.00)	\$ 249,758.37		\$ 353,194.88
2017	\$ 6,714,795.00	7/1/2016	\$ 2,154,899.65	\$ 795,300.00	\$ 65,680.00	\$ 349,836.27	\$ 580,000.00	\$ 364,083.38
2018	\$ 7,847,739.00	7/1/2017	\$ 2,515,149.71	\$ 1,095,696.00	\$ 204,500.00	\$ 511,369.65	\$ 156,000.00	\$ 547,584.06
2019	\$ 8,691,073.00	7/1/2018	\$ 869,595.15		\$ 100,162.00	\$ 46,000.00		\$ 723,433.15

Free Cash to Financial Policy Reserves



Health Insurance Trusts, OPEB Trust & Stabilization Funds

Trust fund Accounts	Balance July 1, 2017	Interest Earned	Deposits/Transfers	Amounts Expended	June 30, 2018 Balance
Self Insurance Claims Trust	3,383,115.20	104,720.37	7,740,090.52	7,285,933.26	3,941,992.83
Employees Insurance Withholding Trust	1,122,300.20	41,873.14	2,585,409.34	2,429,085.54	1,320,497.14
OPEB Trust Fund	1,064,336.34	38,899.02	765,355.00		1,868,590.36
Stabilization Fund	3,756,385.07	41,381.38	156,000.00		3,953,766.45
Stabilization Fund-Capital Projects	920,319.01	7,878.96	200,000.00		1,128,197.97
Future Solid Stabilization	502,009.42	4,078.57			506,087.99

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General Stabilization Fund History

Fiscal Year	General Stabilization fund Beginning of FY Year	Used for Budgets during fiscal year	Voted to Stabilization fund during fiscal year	Interest earned in fiscal year
2004	\$ 1,906,905	\$ (400,000)	\$ 50,000	\$ 26,295
2005	\$ 1,583,200	\$ (200,000)	\$ 183,603	\$ 36,024
2006	\$ 1,602,827	\$ (400,000)	\$ 400,000	\$ 62,736
2007	\$ 1,665,563	\$ (769,898)	\$ 282,213	\$ 70,348
2008	\$ 1,248,226		\$ 1,287,684	\$ 76,628
2009	\$ 2,612,538		\$ 887,462	\$ 51,848
2010	\$ 3,551,848	\$ (88,312)		\$ 39,670
2011	\$ 3,503,206		\$ 88,312	\$ 13,320
2012	\$ 3,604,838	\$ (152,013)		\$ 22,652
2013	\$ 3,475,477	\$ (950,000)		\$ 21,524
2014	\$ 2,547,001		\$ 950,000	\$ 20,264
2015	\$ 3,517,265			\$ 13,616
2016	\$ 3,530,881			\$ 14,661
2017	\$ 3,545,542		\$ 180,000.00	\$ 30,843
2018	\$ 3,756,385		\$ 156,000.00	\$ 41,381
2019	\$ 3,953,766			

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Waterway & Ambulance Funds

Special Revenue - Town	Balance 7/1/2017	Revenues	Transfers In	(Transfers Out)	Expended	6/30/2018
Municipal Waterways Fund Receipts Reserved	448,538.68	5,980.00	437,730.16	(381,278.00)		510,970.84
Ambulance Maintenance Fund Receipts Reserved	1,738,034.50	1,336,802.52	-	(1,250,000.00)	(63,099.84)	1,761,737.18

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Enterprise Funds

- ISWM ended FY2018 with a Retained Earnings balance of \$10,397,312 an increase of \$1,588,373 over FY2017 Retained Earnings of \$8,808,939. ISWM's Retained Earnings is up from the prior four years balances of \$8,118,482 on 7/1/2016, \$7,954,733 on 7/1/2015, \$5,326,025 on 7/1/2014 and \$5,446,742 on 7/1/2013.
- The Sewer department's Retained Earnings decreased 124,561 from \$591,039 in FY2017 to \$466,478 in FY2018. This follows a decrease of \$43,029 from FY2016 to FY2017 from \$634,068 to \$591,039.
- The annual sewer user fee increase was anticipated to increase \$27 in FY2019 if town meeting approved a budget amendment to supplement the rates. The article was not voted upon and therefore the rates for FY2019 will increase annually to \$826 an increase of \$50 per user. This follows an increase of \$24 from FY2017's rate of \$752 to FY2018's rate of \$776. The rates had remained stable at \$734 from FY2011 to FY2015 with a slight increase of \$3 in FY2016.

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ISWM Enterprise Fund Revenues Budget vs Actual FY2018

	<u>Fiscal 2018 Budget</u>	<u>Fiscal 2018 Actual</u>	<u>Budget Savings (Deficiency)</u>	<u>% Budget to Actual</u>
User Charges	10,689,421.00	14,429,563.58	3,740,142.58	134.99%
Other Departmental revenue	150,000.00	210,193.06	60,193.06	140.13%
Miscellaneous	25,000.00	78,876.84	53,876.84	315.51%
Investment Income	75,000.00	192,712.18	117,712.18	256.95%
Retained Earnings	600,000.00	600,000.00	0	100.00%
Total Revenues	<u>\$ 11,539,421.00</u>	<u>\$ 15,511,345.66</u>	<u>\$ 3,971,924.66</u>	<u>134.42%</u>

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ISWM Enterprise Appropriation & Expenditures

	<u>Encumbered Balance 7/1/2017</u>	<u>Appropriation/ Borrowing</u>	<u>Expenditures</u>	<u>Transfers In (Transfer Out)</u>	<u>Closed to Fund Balance</u>	<u>Encumbered Balance 6/30/2018</u>
Operating Budget:						
Salaries		2,040,534.00	1,905,180.99		135,353.01	-
Expenses	204,187.56	3,876,515.00	4,492,175.74	600,000.00	50,574.29	137,952.53
Debt Service		2,005,594.00	1,986,653.10		18,940.90	(0.00)
Reserve Fund		200,000.00			200,000.00	0.00
Host Community Fee		<u>800,000.00</u>	<u>800,000.00</u>			<u>(0.00)</u>
Sub-Total	\$204,187.56	\$8,922,643.00	\$9,184,009.83	\$600,000.00	\$404,868.20	\$137,952.53
Indirect Costs Total		<u>\$2,016,778.00</u>		<u>(\$2,016,778.00)</u>		
Total Expenses	<u>\$204,187.56</u>	<u>\$10,939,421.00</u>	<u>\$9,184,009.83</u>	<u>(\$1,416,778.00)</u>	<u>\$404,868.20</u>	<u>\$137,952.53</u>

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Sewer Enterprise Fund Revenues Budget vs Actual

	<u>Fiscal 2018 Budget</u>	<u>Fiscal 2018 Actual</u>	<u>Over/Under Budget</u>	<u>% Budget to Actual</u>
User Charges:				
Sewer User Fees		909,736.79		
Sewer User Charges Added to Taxes		<u>40,510.03</u>		
Total User Charges	996,279.00	950,246.82	(46,032.18)	95.38%
Other Departmental Revenue:	29,000.00	19,724.58	(9,275.42)	66.46%
Investment Income:	6,000.00	6,118.47	118.47	101.97%
Retained Earnings	<u>75,000.00</u>	<u>75,000.00</u>	-	
Total Sewer Revenues	<u>1,106,279.00</u>	<u>1,051,089.87</u>	<u>(55,189.13)</u>	95.01%

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Sewer Enterprise Appropriation & Expenditures

	<u>Encumbered Balance 7/1/2017</u>	<u>Appropriation</u>	<u>Expenditures</u>	<u>Transfers In (Transfer Out)</u>	<u>Closed to Fund Balance</u>	<u>Encumbered Balance 6/30/2018</u>
Operating Budget:						
Salaries		\$ 192,037.00	\$ 160,614.37		\$ 31,422.63	\$ -
Expenses	\$ 11,027.56	170,837.00	84,582.98		69,181.66	\$ 29,099.92
Wareham - Operation Expense	\$ 100,000.00	350,000.00	294,997.14	-		\$ 155,002.86
Wareham - Capital Assessment		188,478.00	188,477.53		0.47	\$ 0.00
Debt Service		45,523.00	45,522.22		.78	\$ 0.00
Reserve Fund	-	<u>35,000.00</u>	-	-	<u>35,000.00</u>	\$ -
Sub-Total	\$ 111,027.56	\$ 981,875.00	\$ 774,194.24		\$ 135,605.54	\$ 183,102.78
Indirect Costs Total		<u>124,404.00</u>	<u>(\$ 124,404.00)</u>			-
Total Expenses	<u>111,027.56</u>	<u>1,106,279.00</u>	<u>774,194.24</u>	<u>(\$ 124,404.00)</u>	<u>135,605.54</u>	<u>183,102.78</u>

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Richard Lavoie questioned the turn back money. Tom Guerino explained why there is turn-back money for certain departments; it is recruitment issue and staffing issue not a problematic issue.

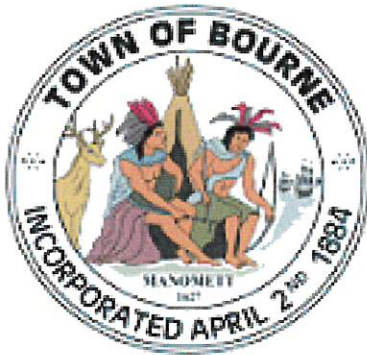
George Slade questioned if Linda Marzelli closes every month and how does she detect trends that are of concern. Linda Marzelli said they look at reports/expenditures and they

can see when, if anything is off. For the revenues you'd have to know when they are all due to come in.

3) Priority Based Budgeting - update and progress - Michael Ellis, Glenn Cannon, Tom Guerino.

Michael Ellis gave an update on the Priority Based Budget.

Town of Bourne Priority Based Budgeting



Building The Database

- Softright Budget Export
- Identify Personnel and Non-Personnel Amounts
- Breakout of Personnel Account Numbers, Salaries and employees per department
- Matched Employee ID's with their Account Number and Salary

Program Inventory

Accounting Fund Number	DEPARTMENT NAME	DIVISION NAME	PROGRAM NAME	PROGRAM NUMBER	PROGRAM DESCRIPTION
General Fund	Finance Department	Finance/Accounting	Budgeting	130	Prepares a schedule of Sources and Uses which balances the estimated revenues of the town with the proposed budgeted expenditures. Once budgets are finalized by the Town Administrator and balances are verified as submitted, final adjustments of revenues and expenditures are made to arrive at a balanced budget.
General Fund	Finance Department	Finance/Accounting	Long Term Forecasting	130	Calculation of a long-range financial forecast for subsequent five years of revenue and expense, including past history of actual results of revenues and expenses. The five year forecast includes estimated percentage of increases or decreases based on historical as well as estimated factors. This tool helps project changes which could potentially affect the town's ability to provide services in the future.
General Fund	Finance Department	Finance/Accounting	Annual and Special Town Meeting Preparation	130	Assist in the preparation of the voter handbook for the annual town meeting and any special town meetings called during the fiscal year. Measures are written for all financially related town activities. Required reports are prepared for the books which include Sources & Uses and long-term financial plan for every town meeting and revenue fund reports for the annual town meeting. Votes are documented in a schedule of financial transactions and reported to the town's RECORDS DEPARTMENT.
General Fund	Finance Department	Finance/Accounting	Annual Financial Statement Audit	130	Each year the town must undergo a financial statement audit done by an independent public accounting firm. The accounting department provides all requested items, analytical analysis, verbal explanations, written policies and many other documents needed to complete the audit. There are also fraud prevention interviews conducted with employees. The accounting department also helps the auditors with internal control testing and review to the audit any irregularities and adjustments.
General Fund	Finance Department	Finance/Accounting	Debt Management	130	Collaborate with the treasurer for all debt management including policy implementation, debt and bond management, debt issuance, creation of a debt schedule, payments and compliance, refinancing, posting to general ledger.
General Fund	Finance Department	Finance/Accounting	Tax Rate Setting Process	130	The Finance Department enters all financial activity forms for the taxes and balances these activities with the votes of town meeting to the approved assessed valuation from the DOR.
General Fund	Finance Department	Finance/Accounting	Schedule A	130	The Schedule A is a year-end statement of revenues and other financing sources, expenditures and other financing uses, changes in fund balances, certain balance sheet and other information. This information is entered into the library on the Mass Division of Local Services. The Schedule A consists of 18 parts that involve inputting figures and a 14th part for prior year to current year analysis. This report is due each year by November 30 to the Bureau of Accounts Division of Local Services.
General Fund	Finance Department	Finance/Accounting	Landfill Closure and Post-Closure Liability	130	Each year a liability is calculated with the help of a subcontracted engineering firm hired by the landfill to assess costs related to closing the facility and costs that will occur post closure. This is done now to ensure money is put aside for the landfill's long-term operating costs.
General Fund	Finance Department	Finance/Accounting	Capital Assets & Inventory Control	130	All capital assets (anything greater than \$20,000) are identified, accounted for and reported into our capital asset information. Assets are tracked throughout the year and a complete review is done at year end to ensure all assets are identified. Assets are classified and depreciated and include each department which has fixed assets. A report is then prepared and provided to the auditor which is included in the financial statement and includes the complete activity of beginning, ending, increase or decrease and depreciation of fixed assets.
General Fund	Finance Department	Finance/Accounting	Compensated Absences/Accrued Time	130	The accounting department keeps track of all town employee accrued sick, vacation, personal and comp time. Attendance is posted weekly and reports are posted monthly for employee's records. Annually this information is used to prepare the town's accrued compensated absence liability report. The spreadsheet is adjusted each year to account for any increases or decreases in employee pay, time on the books and additional accruals per contract. The report which is given to the auditor includes the detailed list of the dues and long-term liability of accrued time the town has at of June 30 th of each year.
General Fund	Finance Department	Finance/Accounting	Cash Receipts & Collections	130	The Accounting office works closely with the Town Treasurer/Collector office to post cash receipts and see collections on a monthly basis. All receipts are provided with the Treasurer/Collector prior to posting to ensure both sides are in balance. Any variances are investigated and resolved and once completed packets are posted on the general ledger. Once posted, revenue are reconciled to the general ledger which includes monthly spreadsheets balancing the detail of all tax collection activity. The information is also maintained for a year-end report updated to the Bureau of Accounts Division of Local Services.

Summary of Personnel Amounts

By Fund		By Department	
Total	13,862,385	Total	13,862,385
Total Personnel Cost		Total Personnel Cost	
ADMIN. SVCS.	11,862,064	ARCHIVES	0
BOARD OF APPEALS	1,854,159	BOARD OF APPEALS	0
BUILDING AND INSPECTION	145,762	BUILDING AND INSPECTION	195,416
CONSERVATION		CONSERVATION	65,849
COUNCIL ON AGING		COUNCIL ON AGING	318,154
EMERGENCY MANAGEMENT		EMERGENCY MANAGEMENT	17,791
EMPLOYMENT SERVICES		EMPLOYMENT SERVICES	0
ENGINEERING		ENGINEERING	64,400
FACILITIES		FACILITIES	195,158
FINANCE		FINANCE	959,312
FIRE		FIRE	2,813,798
HYDRO-COST DEPARTMENT		HYDRO-COST DEPARTMENT	0
HEALTH		HEALTH	195,594
LEGAL		LEGAL	12,000
LIBRARY		LIBRARY	515,541
MEMORIAL COMMUNITY BLDG.		MEMORIAL COMMUNITY BLDG.	48,796
NATURAL RESOURCES		NATURAL RESOURCES	519,267
PLANNING		PLANNING	238,462
POLICE		POLICE	9,663,095
PUBLIC WORKS		PUBLIC WORKS	3,376,907
RECREATION		RECREATION	113,097
SEWERAGE COLLECTION AND DISPOSAL		SEWERAGE COLLECTION AND DISPOSAL	145,762
TOWN ADMINISTRATOR		TOWN ADMINISTRATOR	352,443
TOWN CLERK		TOWN CLERK	116,122
TOWN MEETING		TOWN MEETING	0
TOWN REPORTS		TOWN REPORTS	0
VETERAN'S SERVICES		VETERAN'S SERVICES	0

Summary of Non-Personnel Amounts

Non-Personnel Detail			
Total	62,749,212	Total:	62,749,212
Fund	Non-Personnel Cost	Department	Non-Personnel Cost
GENERAL FUND	54,845,015	ARCHIVES	6,450
LANDFILL ENTERPRISE	7,068,084	BOARD OF APPEALS	4,450
SEWER ENTERPRISE	836,113	BUILDING AND INSPECTION	13,050
		CONSERVATION	6,875
		COUNCIL ON AGING	3,615,572
		EMERGENCY MANAGEMENT	15,100
		EMPLOYMENT SERVICES	30,300
		ENGINEERING	4,600
		FACILITIES	191,000
		FINANCE	447,815
		FIRE	1,158,485
		FIXED COST DEPARTMENT	47,088,925
		HEALTH	24,640
		LEGAL	205,000
		LIBRARY	172,091
		MEMORIAL COMMUNITY BLDG.	123,300
		NATURAL RESOURCES	640,648
		PLANNING	31,100
		POLICE	655,334
		PUBLIC WORKS	7,027,779
		RECREATION	66,560
		SEWERAGE COLLECTION AND DISPOSAL	801,113
		TOWN ADMINISTRATOR	37,275
		TOWN CLERK	88,300
		TOWN MEETING	7,000
		TOWN REPORTS	6,000
		VETERAN'S SERVICES	180,360

Program costing

Personnel allocation

- Each employee determines a percentage of time they spend on their assigned job duties
- The employee then assigns a percentage next to the program inventory
- The goal is to allocate one hundred percent of their time

Personnel allocation

Allocate Personnel

Select	Current Allocation	Position	PositionID	ObjectID	SubObjectID	Name	Account
<input checked="" type="checkbox"/>	0	Asst. Treasurer/Collector	441	SALARIES - CLERICAL SECRETARY	TEASURER/COLLECTOR		0100000000-00000000000000

Update Personnel Allocations. For multiple selections the average allocation is shown.

Programs to Include:
☒ Check All
☐ Unchecked All

Allocations Methods:

☐ Include additional programs

Include	UserGroup	Function	Department	ProgNum	Program	Allocation	Comments	ProgID
<input checked="" type="checkbox"/>	FINANCE	GENERAL GOVERNMENT	ACCOUNTING	2028	Annual and Special Town Meeting Preparation	0	NA	2028
<input checked="" type="checkbox"/>	FINANCE	GENERAL GOVERNMENT	ACCOUNTING	2029	Annual Financial Statement Audits	0	NA	2029
<input checked="" type="checkbox"/>	FINANCE	GENERAL GOVERNMENT	ACCOUNTING	2030	Budget Development	0	NA	2030
<input checked="" type="checkbox"/>	FINANCE	GENERAL GOVERNMENT	ACCOUNTING	2031	Capital Assets and Inventory Control	0	NA	2031
<input checked="" type="checkbox"/>	FINANCE	GENERAL GOVERNMENT	ACCOUNTING	2032	Cash Receipts and Collections	10	NA	2032
<input checked="" type="checkbox"/>	FINANCE	GENERAL GOVERNMENT	ACCOUNTING	2033	Compensated Services and Assigned Term Administration	0	NA	2033
<input checked="" type="checkbox"/>	FINANCE	GENERAL GOVERNMENT	ACCOUNTING	2034	Event Management	0	NA	2034
<input checked="" type="checkbox"/>	FINANCE	GENERAL GOVERNMENT	ACCOUNTING	2035	Landfill Closure and Post Closure Liabilities	0	NA	2035
<input checked="" type="checkbox"/>	FINANCE	GENERAL GOVERNMENT	ACCOUNTING	2036	Long Term Financial Forecasting	0	NA	2036
<input checked="" type="checkbox"/>	FINANCE	GENERAL GOVERNMENT	ACCOUNTING	2037	Payroll Processing and Posting	5	NA	2037
<input checked="" type="checkbox"/>	FINANCE	GENERAL GOVERNMENT	ACCOUNTING	2038	Procurement	0	NA	2038
<input checked="" type="checkbox"/>	FINANCE	GENERAL GOVERNMENT	ACCOUNTING	2039	Schedule A Annual Reporting	0	NA	2039
<input checked="" type="checkbox"/>	FINANCE	GENERAL GOVERNMENT	ACCOUNTING	2040	Town Planning	0	NA	2040
<input checked="" type="checkbox"/>	FINANCE	GENERAL GOVERNMENT	ACCOUNTING	2041	Vendor Waiver Processing and Posting	0	NA	2041
<input checked="" type="checkbox"/>	FINANCE	GENERAL GOVERNMENT	ACCOUNTING	2042	Website Management	5	NA	2042
<input checked="" type="checkbox"/>	FINANCE	GENERAL GOVERNMENT	ACCOUNTING	2043	Workers' Compensation	0	NA	2043
<input checked="" type="checkbox"/>	FINANCE	GENERAL GOVERNMENT	ACCOUNTING	2044	Commitments Preparation and Administration	0	NA	2044
<input checked="" type="checkbox"/>	FINANCE	GENERAL GOVERNMENT	ACCOUNTING	2045	Deeds and Plans Review and Processing	0	NA	2045
<input checked="" type="checkbox"/>	FINANCE	GENERAL GOVERNMENT	ACCOUNTING	2046	Non-Local Revenue Collections	0	NA	2046

Program Costing

Non-personnel allocation

- Each department is required to assign an amount next to the program inventory
- The goal is to allocate all non-personnel appropriations to a task in the program inventory
- The total amount of each non-personnel line item should be allocated in order for this phase to be completed

[illegible]

- Scoring each community program against the community program definitions and the governance programs against the governance program definitions
- Scoring is done on a scale of 0 to 4
- A zero score reflects a program that has little or no influence on the results whereas a four program is essential to the success of the result
- All programs are scored against the basic program attributes (BPAs)
- Not all programs may align with the overall strategic plan but may be mandated or grant funded

Program scoring

Scale

4: Essential to the Result

3: Strong influence on the Result

2: Influences the Result

1: Minor influence on the Result

0: No influence on the Result

Program scoring

Basic Program Attributes

Program Scoring: All Programs - Basic Program Attributes (BPAs)

Score	Mandate	Reliance	Demand	Cost Recovery	Portion Served
4	Required by higher level of government (Federal/State)	Sole Provider and no other public or private entities provide this type of service	Change is Substantial 25% or more	Fees generate 75% to 100% of the cost to provide the program	Entire Portion of the Community, 100%
3	Required Incorporation Documents OR Regulatory Standards	Currently Sole Provider but other Public or Private entities could be contracted	Change is significant 15% to 24%	Fees generate 50% to 74% of the cost to provide the program	Substantial Portion of the Community, at least 75%
2	Required by Code, Ordinance, or Policy OR to fulfill a Contractual Agreement	Also offered by another governmental, non-profit or civic agency	Change is modest 5% to 14%	Fees generate 25% to 49% of the cost to provide the program	Significant Portion of the Community, at least 50%
1	Recommend by National Professional Organization or other best practice	Offered by other private businesses but none are easily accessible	Change is minimal 1% to 4%	Fees generate 1% to 24% of the cost to provide the program	Some Portion of the Community, at least 10%
0	No Requirement or Mandate	Offered by other private businesses that are easily accessible	No Change in Demand	No fees are generated	Small Portion of the Community, less than 10%

Program scoring

Example of food service establishment inspections

POPSERVED

Definitions for POPSERVED

Majority of the population is benefiting 4
 Less than 50% of the population is benefiting 3
 Less than 10% of the population is benefiting 2

ProgNum	ProgName	ProgDescription	Score	DeptComments
2079	ADMINISTRATIVE - Health Department Administration	Prepares annual budget, maintains vital records, oversees staff and general office procedures, inventories and maintains supplies (office medical, vehicles, equipment, educational), assures services are provided to the public, publishes annual town report summary, facilitates elected Board of Health, maintains website and electronic databases.	4	NA
2080	Animal Inspections and Rabies Control	Health Agent appointed as animal inspector pursuant to M.C. c.129, § 15. Conducts routine annual inspections and compliant follow-up. Requires vaccination for domesticated animals. Receives notification of wounds of unknown origin through veterinary health clinics and the Department of Natural Resources. Oversees isolation and quarantine requirements of animals when necessary. Serves on Cape Cod Rabies Task Force to prevent the transmission of rabies. Participates in rabies baiting, monitoring, and investigation with USDA APHIS Wildlife Specialists.	4	NA
2081	Death Certificates and Burial Permits	Serve as Burial Agent, process death certificates using the Electronic Death System through the Virtual Gateway Database pursuant to M.G.L. c.46, § 11. Oversee funeral directors, embalmers, and crematoriums licensed through the Commonwealth.	4	NA
2082	Drills and Deliverables	Complete quarterly deliverables, hold facility site activation drills during seasonal flu clinics, emergency operations center trainings, maintain list of volunteers for storm shelters and public health emergencies.	4	NA
2083	Elected Board of Health Meetings	Schedules and plans meetings for elected Board of Health, posts agendas in accordance to the open meeting law, facilitates public hearings, promulgates local health regulations to be enforced, processes variance requests, provides technical and professional assistance on a variety of public health topics.	4	NA
2084	Food Service Establishment Inspections and Enforcement	Enforce Chapter X of the State Sanitary Code Minimum Sanitation Standards for Food Establishments, 105 CMR 500.000, via pre-operational, routine, and complaint based inspections.	4	NA
2085	Food Service Establishment Permitting and Licensing	Issue permits for all food service establishments, suspend and revoke when necessary. Includes Retail catering, bakeries, frozen desserts, shellfish mobile vendors, recreational camps for children, hotels/motels, campgrounds, etc.	4	NA
2086	Hazardous Waste Monitoring	Assign site for hazardous waste disposal facilities pursuant to M.G.L. c.111, § 150B. Identify types and quantities of hazardous waste generated, stored, treated or disposed of within the municipality. Collaborate with MassDEP, the Fire Department, and private agencies. Keep records of underground storage tanks and document spills and other incidents.	4	NA

Remaining phases

- Peer review
- Final score calculation and quartile assignment

Michael Ellis spoke about how you can always edit the module. If there is any score that may not have been aligned correctly or assigned right you can always go back in and change the scoring, and you can change the percentage allocation on the personnel. It is always a working module.

Amanda Bongiovanni questioned if the software was purchased? Michael Ellis said it is a web-based module that was purchased; there is a link that is unique to the Town of Bourne. The Town purchased the domain rights to that link because it is unique to the town of Bourne.

Mary Jane Mastrangelo spoke about the different scoring and the different survey taken by the Finance Committee and the Board of Selectmen. Michael Ellis explained how the scoring works.

Judy Froman confirmed this is just part of the processes and the integration of the survey comes when we start putting together the quadrants of how they all relate and what the priorities are.

Tom Guerino said it may make sense to do the second survey again because you have a lot of new members.

Mary Jane Mastrangelo said we should find out the results of the other survey first. Ms. Mastrangelo read from the second survey. It would be worth-while to have a review of the survey.

Judy Froman said it would make sense to do the survey again.

Mike Ellis explained the module is built, the data is in there, we just have to complete the next two phases.

Mary Jane Mastrangelo suggested the Board of Selectmen may need to do both surveys. Then see if there is anything different or if the responses are the same.

Brian Lemee questioned will this have to be undated each year? Michael Ellis said it will be updated annually. We are trying to make it so as you do your software line item budget that is presented at Town Meeting you can update your priority based budget. I will be responsible for exporting the information from SoftRight into an Excel spreadsheet and I send it off to Priority Base and they just upload all the new data, everything is programed to sort on its own.

Tom Guerino suggested the Selectman may want to do the survey bi-annually.

Mary Jane Mastrangelo suggested having a pre-budget meeting that talks about our priorities. Our priorities may change, but we can decide which ones we feel need to be done and to keep them on our radar as our priorities.

Judy Froman questioned what would be the time frame to have that conversation for the next budget? Mary Jane Mastrangelo suggested having a workshop topic for the Board of Selectmen and maybe invite members of the Finance Committee to talk about that, possibly in December.

Judy Froman suggested in September or October on an annual basis we should be having this type of workshop. Tom Guerino said in the fall would be optimum to have that workshop.

Peter Meier said on a personal note, Bourne High girl's volleyball team won their game so they are going on to the state championship on Saturday.

4) Adjourn

Voted Judy Froman moved and seconded by James Potter to adjourn. Meeting adjourned at 9:06 pm. Vote 5-0.

Mary Jane Mastrangelo said the Finance Committee still has a couple items to discuss.

Respectfully submitted – Carole Ellis, secretary.