

**Board of Selectmen  
Minutes of Tuesday, October 23, 2018  
Bournedale School House  
Bourne Bay, MA**

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TA Tom Guerino  
ATA Glenn Cannon

**Selectmen**

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

**Documents**

**Meeting Called to Order**

**2) Continue work on Goals for FY 2019**

**The Board members discussed the 5 goals:**

**Goal 1 - Website**

**Goal 2 - Economy**

**Goal 3 - Financial Software**

**Goal 4 - Policies**

**Goal 5 - Financial Plan**

**Draft 10/23/18 post workshop**

**Goal 1: To improve the user-ability, organizational structure, and timely posting of the town website by January 2019.**

Action Steps	Person(s) Responsible	Timeline	Communication	Risk Management	Resources Needed (financial, departments, boards, etc)	Status Update
1. Identify a working group consisting of staff, BoS.	Tom Guerino (Glenn Cannon)	Oct 10			IT, Rec Dept, BoS	
2. Working group identifies generally what works, what could be improved.	Tom Guerino (Glenn Cannon)	Oct 18				

3. Rewrite of description/narrative of Bourne for the website. To BoS for approval and posting.	Tom Guerino (Glenn Cannon)	Nov 6		Not all encompassing	BoS, Planning Board, BPS, Chamber,	
4. Reconnect with website interdepartmental team. Identify the individuals on the team are still the right people.	Tom Guerino (Glenn Cannon)	Nov 7			List departments	
5. Meet with website provider (CivicPlus) for names of towns which use the same provider. Review. Evaluate. Recommend. Meet with regional town using CivicPlus. Request CivicPlus solutions and timeframe. Develop communication map. Create an initial staffing solution. Handicap Assessable		Nov 7		ADA Requirement?	Marketing specialist, CivicPlus, Town of Plymouth webmaster	
6. Present plan of action to BoS, including staffing recommendation short and long term.	Tom Guerino (Glenn Cannon)	Nov 27				
7. Create protocol and standards for updates and work with identified departmental key players. Identify back up support with less reliance on IT staff.		Dec 13		Human Resources		

8. Reevaluate website		Feb 12				
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**Ideas from June 2018**

Identify several staff responsible by dept and for overall communications/postings

Procedures/staff training

Efficiencies

User self-sufficiency

Social media links

**Goal 2: To develop a town-wide unified economic growth plan by February 2019 with a five-year strategic implementation plan.**

Action Steps	Person(s) Responsible	Timeline	Communication	Risk Management	Resources Needed (financial, departments, boards, etc)	Status Update
1. Identify timeline for each of the Board of Survey's recommendations put forward as violations and eliminating blight. Report ongoing blight elimination program.	Tom Guerino	Nov 20 Quarterly				
2. To hold a symposium for the BoS including the LCP, Cape Cod Commission, Planning Board, BFDC, and Planning Dept, Zoning Board, MMA, Chamber of Commerce, MSSC, all Water Districts, Sewer Commissioners current businesses and developers, to gain insight into	Tom Guerino (Planning Dept. Health Dept.)	Feb 2019				

what is in place. What's fact, what's optional, what's no longer on the table. Update on \$25,000 for commission economic development forum.						
3. Implement 2% hotel motel tax for community events.	Tom Guerino Jim Potter	Town Meeting				
4. BoS discuss the creation of an Economic Development Director including what that person's job would be; how to finance; and who to involve with making the position happen.	Tom Guerino	Ongoing discussion in preparation for FY2021				
5. Identify infrastructure challenges and benefits. Update from MassDOT, Army Corps. Provide safe, affordable, and accessible transportation options to access our employers, services, and residential areas in the town. Priority projects include Commuter Rail & Canal crossing.		Dec 4				
6. Develop an action plan for Economic Development.		Feb 2019				

**Ideas from June 2018**

MoU 5 year plan for MMA

Economic growth plan

Pedestrian/bike trail

**Goal 3: To implement financial software package for town services by May 2019.**

Action Steps	Person(s) Responsible	Timeline	Communication	Risk Management	Resources Needed (financial, departments, boards, etc)	Status Update
1. Have update (written report) regarding the hiring Finance Director/Town Accountant.	Tom Guerino	Nov 6				
2. Permitting Software update.	Tom Guerino	Dec 4				
3. Financial Software Study Committee to create comprehensive proposal of rationale, cost, and return on investment. Identify potential funding source.		March 2019				
4. Present financial findings and 2-3 options to BoS/Fin Com. Discuss.		April 2019				

**Goal 4: To prioritize town policies for need and review by August 1, 2018, mapping out the timeline to address 10 policies by May 31, 2019.**

Action Steps	Person(s) Responsible	Timeline	Communication	Risk Management	Resources Needed (financial, departments, boards, etc)	Status Update
1. Obtain full set of policies.	Peter Meier	Nov 6				
2. Place policies in four categories; what needs full rewrite; what needs general review/refresh; what is no longer needed; what is missing		Nov 13				
3. Contract with policy review consultant to review policies that don't need an overhaul.						
4. Identify top 10 policies to be reviewed and/or written.						
5. Determine process for writing drafts. Individuals write drafts to present in workshop or sub-committee (needing to have posted meetings) to write.						

**Ideas from June 2018** New: Marijuana licensing and regulations; Social Media; Easements; Town Owned Property and its Disposition; tracking of legal documentation; legal correspondences; Website Update Policy & Procedure. **Review:** Financial Policies and Cost Allocations; ISWM; Public Records; Wastewater Allocation;

**Goal 5: To establish a multi-year financial and strategic plan involving Priority Based Budgeting and quarterly reporting with implementation by April 2019.**

Action Steps	Person(s) Responsible	Timeline	Communication	Risk Management	Resources Needed (financial, departments, boards, etc.)	Status Update
1. Town Administrator establish expectation for use of PBB for FY2019.	Tom Guerino	Nov 1				
2. Workshop: Update the BoS/Fin Com in detail regarding the implementation of PBB. Include survey results. Discuss alignment with current BoS.	Tom Guerino/ Mike Ellis	Nov 13				

### 3) Adjourn

Respectfully submitted – Carole Ellis, secretary.