

**Board of Selectmen
Minutes of Tuesday, December 11, 2018
Bourne Veterans' Memorial Community Center
Buzzards 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

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.

Documents

- 1. Executive Session:** Motion to enter into Executive Session to discuss strategy with respect to litigation regarding the Buzzards Bay Park. The Chair has declared that an open meeting may have a detrimental effect on the litigation position of the public body.
- 2. Executive Session:** To conduct strategy with respect to bargaining with the following bargaining units; Public Employees Local Union 1249 of the Laborers' International Union of North America, Units A and B, DPW, and ISWM, Bourne Employees Association, the Bourne Patrolmen's Association NEPBA, AFL-CIO Local 60, and Bourne Police Superior Officer's Association NEPBA, ALF-CIO Local 62. The Chair has declared that an open meeting may have a detrimental effect on the negotiating position of the public body with respect to the discussion concerning negotiations.

Roll Call vote to convene in Executive Session for the purpose stated. The Board of Selectmen will reconvene in open session at the conclusion of the Executive Session at approximately 7:00 P.M.

Roll call vote to reconvene in open session.

7:00 p.m. Chairman called public session to order in open session

Meeting Called to Order

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

Judy Froman read the Vision and Mission statements.

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TOWN CLERK BOURNE

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.

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 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.

3. Introduction of Erica Flemming - Bourne's new Finance Director

Peter Meier briefly spoke about Erica Flemming. Tom Guerino introduced Erica Flemming to the Board of Selectmen. Mrs. Flemming introduced herself and briefly spoke about her background. The Board members welcomed and commented to Mrs. Flemming.

4. Selectmen's Workshop on FY 2020 Budget priorities.

Tom Guerino said we have concluded the first pass departmental meetings relative to the FY20 budget. The revenue numbers relative to the Cherry Sheet haven't changed that much. Tom Guerino handed out and spoke about the Summary Budgets; work still has to be done on these numbers, so these numbers are not final numbers.

Tom Guerino gave highlights of the 2020 Town budget.

General Government: Town Reports, Town Meeting, Selectmen, Town Administrator, Finance Department, Finance Committee, Employee Services, Independent Audit, Legal, Postage & Copy Machine, Tax Title Expenses, Town Clerk, Election & Registration, Conservation Commission, Planning Department, Open Space Committee, Planning Board, Board of Appeals, Engineering Dept., Shore & Harbor, Economic Development, Facilities Management, Buzzards Bay Action Committee, Telephone Account.

Departments: Public Safety, Emergency Medical Services, Fire Department, Inspection Department, Emergency Preparedness, Dept. Natural Resources, Gnat Fly Control, Public Safety. **Education:** Bourne Public Schools, Vocational School. **Public Works & Utilities:** Snow Removal Account, Public Works & Utilities. **Human Services:** Board of Health, Poll Task Forces/Stormwater REM, Special Workshop Opp. Program, Council on Aging, Commission on Disabilities, Veteran's Services, Memorial Community Building, Human Services Organization. **Culture and Recreation:** Library, Bourne Recreation Department, Historical Commission, Archives Committee, Culture and Recreation. **Debt Services:** Other Debt Services Cost, Other Interest & Tax Refunds. **State and County Assessments:** State/County Assessments. **Miscellaneous:** Public Utilities, Unemployment Compensation, FICA/Social Sec. Exp., Group Insurance, County Retirement, State Retirement, Special Legislation Retirement, Insurance, LUNA Pension Fund, Medicaid Reimbursement Program, Miscellaneous.

Mr. Guerino spoke about salaries; salaries include all salaries, including part time salaries. Looking to do a couple things within the Finance Department that are funded from the existing budget that we carry over. We are looking to bring in an accounting/budget type position, and a benefits payroll coordinator type position that would be on the treasure side. That gets funded to the existing salary line that we have. We hired a Finance Director who also serves as Treasurer.

Within the Town Clerks department they are bringing the halftime person to a full-time position. In Conservation that is a position that he and Tim Lydon are requesting; it would be more of a technical person who could also do some fieldwork as well as administrative work. It is just a request now, I have to see if it is sustainable. Regarding the legal budget I have asked Bob Troy where his budget is it for this year. I asked him to look at the outside counsel line item and make a recommendation. Added money to the Economic Development line item for an Economic Development Person. We are going to continue to work toward bringing down are use of Free Cash for the budget. Regarding Facilities we need someone who can plan, manage, and look at all of our maintenance contracts as well as scope out buildings, a manager type person, and an executive level person.

Regarding the Inspection Department we added a shadow but only for 90 days. The number represents a full-time administrative support person and shadowing for three months of a new Building Inspector to follow the existing Building Inspector around for the last three months of his tenure. James Potter said that Inspector position does a lot, they have to inspect all the buildings, how are they going to have time to do zoning enforcement. If we want to grow as a community you can't have 10 on going big projects in town and expect one inspector to be able to handle all that. It wouldn't hurt to also be able to contract some part-time hours to get some help.

Tom Guerino said these are areas we have to start planning out/ahead. We need another Building Inspector, we could probably use a full-time electrical inspector, we could probably use a full-time plumbing inspector; we are working off of the same staffing levels that we were working on in the 80s. We are trying to put a plan together to start taking the administrative work from the professional staff.

DNR is level, GNAT Fly Control is level funded this year, Vocational School number is subject to change, DPW there is no change,

Peter Meier, regarding Street & Traffic, is pushing for more lights because of the Academy having a lot of students walking back-and-forth to the offsite parking lots. Mr. Meier questioned can the Academy share the light cost, we need lights there; it is a safety issue.

Tom Guerino said Snow Removal should be level funded, Health Department is status quo with the exception where they were splitting the position with the Inspection Department, that position has been transferred to this department. The Health Department is approaching me with a different way to staff their department, I'm not in concurrence with that. Veterans Services we budgeted what they recommended for a budget. Human

Services Organization budget \$22,000 is the visiting nurses association. They asked if they could have a small increase this year. Regarding the library Peter Meier said the library should be on our radar as part of a long-range capital plan for expansion/repairs. Tom Guerino said there have been some repairs done to the Library. The next building that needs to be looked at is the Town Hall. The Bourne Recreation Department there is a little increase in the Expense line. Their revolving funds are down. The debt is up. State and County Assessment we just took the numbers from last year, we know it is going up but we don't know how much. Tom Guerino spoke about group insurance. Retirement will go up a little. Mr. Guerino spoke about Public Safety, Fire Department, EMS, Police Department is down due to salaries that are different, overtime is down.

The budget is very rough numbers but we are up about 3 million Dollars, 1 million of that is debt. We are in about 3%. We have been working on it, this is a start.

Mr. Guerino questioned what the Board members see as where you want to see us move toward.

Judy Froman said to move toward the Software, efficiencies that go along with the software that will help with the e-permitting, improves the website and helps with the financial picture.

Tom Guerino said we are looking at DUDE as a potential investment as we look at our Capital and facility needs. Full Circle Technologies for e-permitting, Financial Software

Judy Froman brought up having kiosks at town hall for people to use the kiosks instead of having to stand in line at Town Hall.

Tom Guerino spoke about the financial software upgrade/repurchase until the new Finance Director has time to get comfortable in her position. Any software company we look at will integrate better with Munice.

Jared MacDonald said regarding Facility we need that preventative maintenance side on all of our facilities, the next facilities person has to be a good manager of people.

Tom Guerino said we would like a Facilities Professional, Civil PE, we are looking at an Economic Development director; don't know what the School is looking for.

Mary Jane Mastrangelo said the Board has to figure out what the priorities are for the town. We need a HR Director, Facilities and Economic Development, how are they going to benefit the town. Tom Guerino said we also need inspectional services, zoning.

Tom Guerino said we also have to look at culture and recreation as part of our economic development.

James Potter said Economic Development is very important for this Board. Looking at taxes in the future when you encourage new growth; that is less that you have to go back to the residents of the town for taxes.

Mr. Potter also spoke about the Community Events Fund and the 2% tax that we are not collecting; Civic Organization or recreation helps kick back money into investing in the community, increasing our tourism. We have events going on that will bring in other people to our town. We have to work more on that. Sewer is big on Economic Development. We have the finite capacity, long term Economic Development we should talk about the future of wastewater. It is worth talking about long-term, about doing our own. We are close to a point to be able to sustain ourselves. We sent over 2 million dollars per year for sewerage, if we can keep that in-house we can control that. It is long-term but it is an economic development.

Jared MacDonald said we also have to discuss parking issues and lack of.

Tom Guerino said we are committed to the study being done with the multi town bringing the pipe back. We continue to support that project in its study. Economic Development - Parking and we have to be cognizant that we have very limited developable land, a good economic development person will be able to help us maximize that minimal developable land and maybe find a way to convert other existing space into more developable the land. James Potter said we have minimal development land but we also have landlords that are not willing to do anything with their properties.

Tom Guerino said he spoke with Elmer Clegg and Bill Grant about parking and how it impacts some of the development we have. Parking garages, the space the town owns in the old railroad right of way, the old police station.

George Slade said revisiting our buildings, the new school, police station we don't want to forget there may be additional cost that are not Capital. Don't want to get caught when these buildings come online. Bringing the park online should we have a staffer there has that been factored into this budget. Tom Guerino said not yet. Mr. Guerino said regarding the new police facility, we don't know what that will cost, we just put numbers in.

Mr. Guerino said the Budget Message will be coming in January; possibly January 15th.

Judy Froman questioned is it an economic development staff person or an economic development consultant who helps figure out how we move forward. James Potter suggested on a contractual basis and they could also help with grant writing.

Peter Meier said taxes are going up so we need to bring in some other revenue to offset the taxes.

Tom Guerino said it would be good to have a working group of business people, Select-board people, Chamber people, Coreen Moore, myself to work with South Eastern Mass Economic Development. They can work with us then we come up with a plan.

James Potter said since we have interest in our downtown we should be looking at an Economic Developer now while there is interest in our downtown.

Board members spoke about the freshmen students from MMA parking where they shouldn't be parking and the off-season parking at the marina. Tom Guerino suggested using the Town Hall parking lot after 5:00 and trolley people in during the summer months.

5. Adjourn

Voted Judy Froman moved and seconded by James Potter to adjourn. Meeting adjourned at 8:55p.m. Vote 5-0.

Respectfully submitted – Carole Ellis, secretary.