

**Board of Selectmen
Minutes of Tuesday, June 25, 2019
Bourne Veterans' Memorial Community Center
Buzzards Bay, MA**

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TA Tom Guerino
ATA Glenn Cannon

Selectmen

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

2019 JUL 30 PM 3:21
TOWN OF BOURNE
RECEIVED

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

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

Meeting Called to Order

Madam Chair Froman called the meeting to order at 7:04 pm.

2) Sign Demolition Order for 228 Main Street, Buzzards Bay

Judy Froman said this is a follow up from an earlier meeting where we imposed a demolition. Tom Guerino said the Selectmen noted a 90-day period.

Voted Jared MacDonald moved and seconded by George Slade to sign the 90-day demolition effective as of June 25, 2019. Vote: 3-0-0.

3) Committee Appointments

Judy Froman said there are 41 committee appointments to reappoint/appoint members to the different committees/groups.

George Slade said there is one change to the Zoning Board of Appeals.

Voted George Slade moved and seconded by Jared MacDonald to move forward with the appointments for today as listed in the agenda with the exception of the Zoning Board of Appeals regular member appointment. Vote: 3-0-0.

Affordable Housing Trust

James J. Donoghue, Judith A Riordan, Susan R. Ross and Stephen Walsh to the Affordable Housing Trust, term to expire June 30, 2021

Barnstable County Coastal Resource

Christopher Southwood to the Barnstable County Coastal Resource Committee, term to expire on June 30, 2020.

Barnstable County Dredge Advisory Committee

William Curt Duane as a member, and Paul B. Bushueff as an alternate member of the Barnstable County Dredge Advisory Committee, term to expire June 30, 2020

Barnstable County HOME Consortium – Bourne's Representative

Vacancy

Barnstable County Human Rights Commission - Alternate

Vacancy

Bourne Cultural Council

Patti Parker to the Bourne Cultural Council, term to expire June 30, 2022

Bourne Financial Development Corp – Board of Directors

Jeanne L. Azarovtiz, Michael Giancola, Marie Oliva to the Bourne Financial Development Corp Board of Directors, term to expire June 30, 2020.

Bourne Housing Partnership Committee

James J. Donoghue, Robert Frangieh, Terri Guarino as the Board of Health non-voting member, Al Hill and Sue Ross as At Large members, Debra Jordan – Director of Housing Authority Director, and Coreen V. Moore Town Planner to the Bourne Housing Partnership Committee, term to expire June 30, 2020.

Bourne Human Services Committee

Kara Garcia and Wendy Welch-Manley to the Bourne Human Services Committee, term to expire June 30, 2022.

Bourne Landfill Business Model Working Group

Amanda Bongiovanni – Finance Committee member and Shawn T. Patterson – At Large Member and Robert E. Schofield to the Bourne Landfill Business Model Working Group, term to expire June 30, 2020.

Buzzards Bay Action Committee

Sam Haines to the Buzzards Bay Action Committee, term to expire June 30, 2020.

Bylaw Committee

Franchesca Ferguson and Kathleen M. Legacy – Fin Com. to the Bylaw Committee, term to expire June 30, 2022.

Cape and Vineyard Electric Cooperative

Vacancy

Cape Cod Joint Transportation Committee

George Sala to the Cape Cod Joint Transportation Committee, term to expire June 30, 2020.

Cape Cod Water Protection Collaborative

Terri Guarino to the Cape Cod Water Protection Collaborative, term to expire June 30, 2020.

Cape Light Compact Committee

Robert E. Schofield to the Cape Light Compact Committee, term to expire June 30, 2020.

Capital Outlay Committee

Carol Lynch to the Capital Outlay Committee, term to expire June 30, 2022.

Central Information and Liaison Officer for Development

Coreen V. Moore as the Central Information and Liaison Officer for Development, term to expire June 30, 2020.

Commission on Disabilities

Victoria Carr, Nathan Carr, Lori Cooney, and Patricia Morley to the Commission on Disabilities, term to expire June 30, 2022.

Conservation Commission

Elise Ludac and Paul Szwed to the Conservation Commission, term to expire June 30, 2022; and Gregory A. Berman and Timothy Lydon to the Conservation Commission, term to expire June 30, 2020.

Constable

Russell H. McAllister, and Dennis Woodside as the Constable, term to expire June 30, 2020.

Council on Aging

To appoint Linda H. Kelley, and Donna M. Pascarella as an alternate member to the Council on Aging, term to expire June 30, 2022; and Loraine S Young as an alternate member to the Council on Aging, term to expire June 30, 2020.

Education/Scholarship Committee

Linda Barlow-Palo and Carl Georgeson to the Education/Scholarship Committee, term to expire June 30, 2022.

Ethics Liaison

Glenn D. Cannon as the Ethics Liaison, term to expire June 30, 2020.

Historic Commission

George Jenkins, Neil F. Langille, and Judith A. Riordan to the Historic Commission, term to expire June 30, 2022; and Blanche E. Cody, Carl Georgeson, Lydia J. Manger, and Karl Spihaus to the Historic Commission, term to expire June 30, 2020.

Local Emergency Planning Committee

Jordan Geist – Schools, Phillip Goddard – ISWM, Joseph Gordon – Barnstable County Sheriff's Department, Teri Guarino – Board of Health, Samuel Haines – Environmental, Timothy Lydon – Engineering Technician, Chris Southwood – DNR, David Pelonzi – Fire Department, John Pribilla – Owners & Operators, Lt. David Ransom – MMA, Ann Marie Riley – Bourne Friends of COA, George Sala – DPW Director, John Stowe – Police Department, Norman Sylvester, Jr. – Fire Chief, and Dennis Woodside – Police Chief to the Local Emergency Planning Committee, term to expire June 30, 2020.

Open Space Committee

Alexander M. Joyce and Patrick Sweeney to the Open Space Commission, term to expire June 30, 2022; and Samuel Haines, Timothy Lydon and Coreen V. Moore to the Open Space Committee, term to expire June 30, 2020.

**Phase II Community Oversight Group for the Stormwater Management Group
Membership of Pollution Task Force**

Stewart Bell, Jennifer Cheyne, Christine Kane, Marie C. Kane, and Christopher Pine to the Phase II Community Oversight Group for the Stormwater Management Group Membership of Pollution Task Force, term to expire June 30, 2020.

Private Roads Acceptance Committee

Jennifer Copeland, Shawn M. Goulet, Timothy Lydon, Paula L. McConnell, and George Sala to the Private Roads Acceptance Committee, term to expire June 30, 2020.

Recreation Committee

Shawn Goulet, Roger J. Maiolini, and George Sala to the Recreation Committee, term to expire June 30, 2022.

Recycling Committee

Rosanne Bottaro and Jean Hills to the Recycling Committee, term to expire June 30, 2022.

Registrar of Voters

Penny Bergeson to the Registrar of Voters, term to expire June 30, 2022.

Selectmen's Energy Advisory Committee

Thomas Gray Curtis, Jr., Frank M. Kodzis, Robert E. Schofield, and Janice Marks to the Selectmen's Energy Advisory Committee, term to expire June 30, 2020.

Selectmen's Taskforce on Local Pollution

Stewart Bell, Jennifer Cheyne, Christine Kane, Marie C. Kane, and Christopher Pine to Selectmen's Taskforce on Local Pollution, term to expire June 30, 2020.

Shore and Harbor

Richard Libin to the Shore and Harbor, term to expire June 30, 2022.

Special Workshop Opportunity Program

Elizabeth Bohacs, Andrew D. Cormier, Susan E. Cronin, Don Rhodes, and Judith Shorrock to the Special Workshop Opportunity Program, term to expire June 30, 2020.

Street and Traffic Lighting Committee

George Sala, Robert Schofield, Norman Sylvester, Jr., and Dennis Woodside to the Street and Traffic Lighting Committee, term to expire June 30, 2020.

Vacancy – Eversource Representative

Transportation Advisory Committee

Johan Carroll – Bicyclist Pedestrian, Christopher Farrell, Stephen Mealy – Cape Cod Comm., Maria Oliva, Cynthia Parola, George Sala, and Dennis Woodside to the Transportation Advisory Committee, term to expire June 30, 2020.

Upper Cape Regional Transfer Station Board of Managers

Dan Barrett, and Phillip Goddard – At Large member to the Upper Cape regional Transfer Station Board of Managers, term to expire June 30, 2020.

Veterans' Graves Officer

Thomas Barclay to the Veterans' Graves Officer, term to expire June 30, 2020.

Voted George Slade moved and seconded by Jared MacDonald that the Zoning Board of Appeals slate appointments be approved as listed with the change of Kat Brennan as a regular member term to expire June 30, 2024. Vote: 3-0-0.

Board of Appeals

Kat Brennan as a member of the Board of Appeals, term to expire June 30, 2024.

Debbie Bryant and Chris Pine as associate members of the Board of Appeals, term to expire June 30, 2020.

4) Review of 2018/2019 Goals

Judy Froman read the report on the Board of Selectmen Goals for 2018-2019

Report on Board of Selectmen Goals 2018-2019

The Board held two workshops in June 2018 with the sole purpose to identify five goals for the town. The goals were overarching with several benchmarks for tasks identified in each category. The goals were identified in priority order by the new Board and posted to the town website.

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

Under the leadership of the Assistant Town Administrator an IT working group was formed. They met with and worked with the website provider to identify what services the town was underutilizing as well as industry standards and tools for managing postings.

Minor changes were made to the website as an initial step toward simplifying overall user-ship. Training was provided to staff to work toward consistent practices and format. Website responsibility is in the process of shifting from the IT department to the content area departments more consistently, while identifying the point people and protocol for handling updates.

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

The Town Administrator and Select Board reviewed the Board of Survey's report on blighted properties holding demolition hearings for five properties.

Two economic development workshops were hosted; one lead by the Board and the second organized by the Assistant Town Administrator with facilitation by the Cape Cod Commission. Each workshop involved various boards, departments, businesses, potential investors, and local non-profits. Ideas were shared along with identification of challenges. Out of the first workshop a Town Administrator lead working group on immediate parking concerns was formed. Much of the focus of that group was directed toward two parking Articles on the spring Town Meeting warrant.

The Board initiated discussion and subsequent approval by the town for an additional two percent hotel tax as well as the creation of a Community Engagement Committee to provide seed money for events and projects open to the public. The concept is to improve dynamic involvement in utilizing the various areas of town, bringing in more dynamic social interaction thus leading to a connection to "place" and people as well as opportunities for commercial endeavors. The Board also supported inclusion of an appropriation for Economic Development professional expertise in the FY 2020 budget.

Goal 3: To implement financial software package for town services.

As an underlying step, the Town Administrator hired a Finance Director and re-organized the finance area of the Town following the retirement of two long-term employees. Under the leadership of the Town Administrator a working group was formed to review financial software packages for the Town. The motivation was to find an integrated system that allowed forecasting as well as interdepartmental efficiencies. Additionally, the Town will be implementing an integrated municipal permitting software package and is reviewing a comprehensive software program for facilities management.

Goal 4: To prioritize town policies for need and review, mapping out the timeline to address 10 policies.

The Board compiled a list of all Board and Town Administrator policies as well as policies needed. A prioritization of these policies for review and creation was gathered and organized by the Assistant Town Administrator.

The Board adopted Rules and Procedures for the Board.

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

The Board and Finance Committee completed a survey by the Priority Based Budgeting consultant to identify town-wide budgeting goals and priorities.

In collaboration with the Town Administrator, Assistant Town Administrator lead the department heads and the accountant through completion of the steps to implement Priority Based Budgeting. All data was completed.

Summary

Going into the goal setting for 2018-2019, the Board had a common understanding that the deadlines for completion were ambitious and meeting the goals in their entirety in one year was not realistic, however, the Town Administrator supported the goals with his time and staff. There was a concerted effort to work collaboratively with staff, boards, committees, developers, commercial entities, the county, and local non-profits.

Respectfully submitted,
Judith MacLeod Froman
Chair, Board of Selectmen 2019-2020

5) Goal setting for 2019/2020

Judy Froman said a goal for 2019/2020 is a discussion of the Special Town Meeting for the fall. There has been a suggestion that it be at the end of September. Communicated with a number of different departments: Town Clerk, Town Counsel, Finance Director, Finance Committee, Planning Board, School, Moderator and Health Board and the feedback was for different dates on Mondays, September 23, September 30, October 7, October 21, and October 28. The strongest support was for October 28th, then October 21st. We can discuss the pro and cons for the different dates, so we can prepare ahead for the new electronic voting and make sure we have all the details in place ahead of time.

Tom Guerino said going for dates in September is being very aggressive; he recommends the October 21st date. Judy Froman said we are tentatively going to aim for October 21st for the Fall Town Meeting.

Tom Guerino said they had to do an addendum to the RFQ, regarding hiring a new Town Administrator, we pushed the date out to the 10th.

Voted Jared MacDonald moved and seconded by George Slade to recess for 10 minutes.
Vote 3-0-0.

Peter Meier and James Potter joined the meeting.

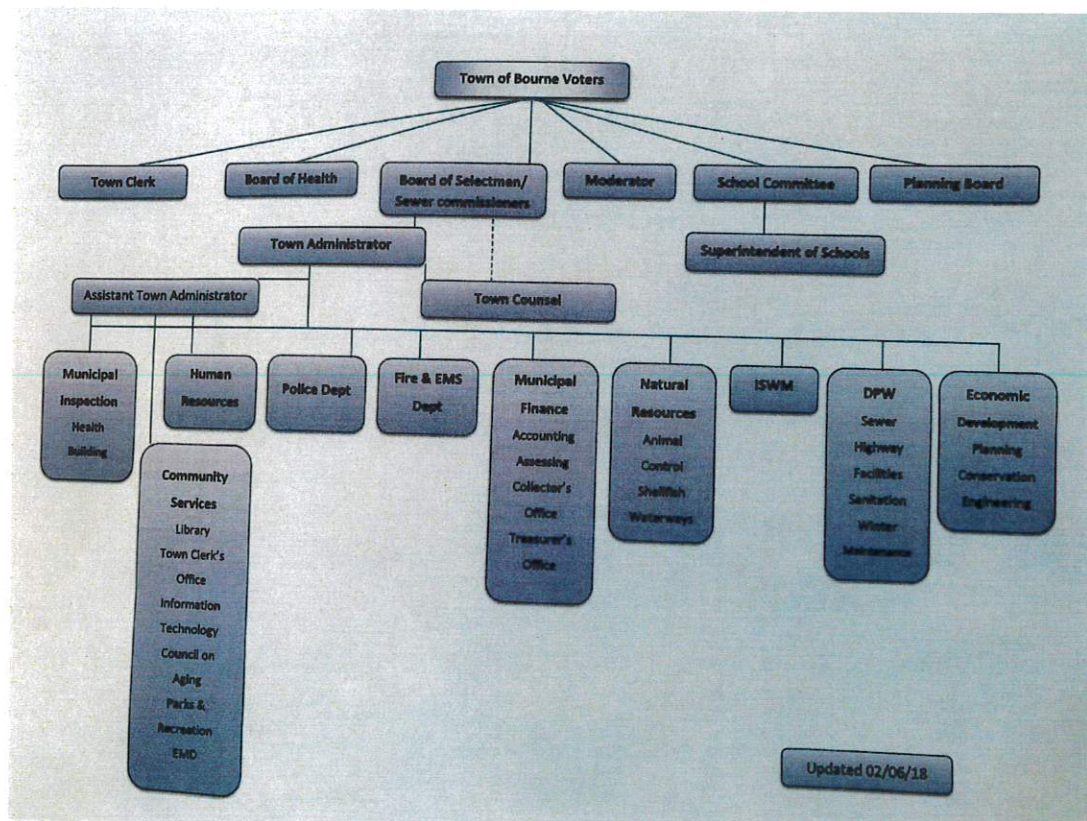
Voted Peter Meier moved and seconded by Jared MacDonald to reconvene in open session. Vote 5-0-0.

Judy Froman briefly spoke about the goals for 2019-2020. For the coming year would like to have more staff involvement in establishing some of the benchmarks. George Slade said we shouldn't make unilateral goals that effect staff.

Tom Guerino said the staff would have to follow the chain of command. The Board of Selectmen set the goals and let the Town Administrator or Assistant Town Administrator know the goals. Glenn or the Town Administrator can meet with the Department heads and explain what the goal is, the expectation of the Board, when they would like to see it implemented, and the role as the department leader. The department heads can discuss with staff, then department heads can get back to the Town Administrator or Assistant Town Administrator, and then the Town Administrator or Assistant Town Administrator brings that back to the Board of Selectmen.

Jared Macdonald agrees to use the staff more, because they are the ones that have to use it or abide by it daily.

Tom Guerino said besides the Board of Selectmen Goals all the departments are working on the MS4, the 208, the abandon building initiative, DPW is working on the pavement management, Barlow's Landing and the bridge; they all have other responsibilities. They will have to incorporate the Board's goals into their already busy schedule.



Judy Froman said the organizational chart also has to be reviewed and voted. Ms. Froman wanted to go through each of last year's goals to maybe keep it on the list of goals for the coming year.

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

Judy Froman said the website is a work in progress. George Slade said he'd still like to have this as a goal, the website has been improved but still needs more work. Jared MacDonald said some things on the website are from a long time ago, he'd still keep this as a goal. Tom Guerino suggested this be an ongoing goal.

Judy Froman wondered if the goal should be more IT generally focused – website security, streamline processes. Jared MacDonald suggest the new goal be IT upgrade/updates and under that can be the website. Tom Guerino suggested to talk the IT Director regarding this.

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

Judy Froman said this goal can be continued. Jared MacDonald said it is a long-term plan, we have a lot going on with our economic growth and it is important to keep this at the top. We should spread it around to other villages in town. It is vital for us to get more into economic growth.

James Potter said some of the economic growth might be tied to expansion sewer.

Tom Guerino said when you look at Economic Development you also have to look at the employment drivers, wages, development of the blue economy, employment base.

Jared MacDonald said we need more housing developed into our economic growth. Peter Meier suggested to talk to the Affordable Housing Partnership. James Potter said affordable housing should be its own goal.

Tom Guerino suggested to talk to Citizen Housing and Planning Association (CHAPA.) Also become legislatively active as it relates to the MBTA and the south connector to stay vigilant with Rep Straus and making sure that spur comes down here.

Goal 3: To implement financial software package for town services.

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

Tom Guerino said the Board wanted to let the new Finance Director get settled. The Finance Department should come in and briefly update the Board.

Mary Jane Mastrangelo said they need better reporting software, better budget reporting to make better budgetary decisions. It can be combined with Priority Based Budgeting. There

needs to be a conversation about financial software, what we are trying to accomplish, what kind of reporting we want, do we want to go with the GFOA budget process. We want to look at Priority Based Budgeting, what does it look like for the community, and how do we get the reporting and the results we need. We may not need new software; we may just have to figure out how to better use the software we have, and figure out how to get the reports that we need. We need to have reporting that work better functionally for us. Not sure if the Priority Based Budgeting that we are using is working for us.

Glenn Cannon said goal three is great because we should talk about what the new Finance Director wants to implement, and talk to her about the Board and what goals we have as a town. Priority Based Budgeting is hard to fit into our system.

Judy Froman said we have the opportunity to change the culture so our budgeting really does reflect our priorities in Town. The essence of the direction we are going with setting priorities and always looking at a dynamic budget is really critical. Our priorities will change overtime.

The Board members agreed that Goal 3 and Goal 5 could be combined.

Goal 4: To prioritize town policies for need and review, mapping out the timeline to address 10 policies.

Judy Froman said we had a big list and prioritized them; since we are the policy makers we should make that a higher goal.

Jim Potter said we need to look at some new policies and review some existing policies.

Judy Froman asked Board members if anyone has any other overarching goals that they would like the board to consider.

George Slade suggested goals:

Goals – FY 2020

1. **Hire a Town Administrator** – *find the best candidate to move the town forward given the current climate and activity. Use as a basis for talent the items on the TA's performance evaluation. There could be some new talent specifics that have emerged recently.*

Completion - by the end of Q1

2. **Continuation of Economic Development** – *Continue the movement to maximize revenue generation via businesses that are operating and businesses that we are attracting. This will increase our ability to offer services without having to seek an operational override.*
 - a. What needs to be accomplished during FY 20?
 - b. Hiring of a professional to offer oversight / review our work-in-process and pending developments

- c. Capital infrastructure – town needs to be prepared to accept investors in the areas of space, roads, adequate parking
- d. Interaction between Planning Department and Select Board
Completion – Ongoing

3. Infrastructure Improvements (non-capital) – *desired outcome is to create consistent value of certain services rendered for tax dollars, in a sustainable way, by having little or no impact on town expenses*

- a. Accepting Roads – a cost/benefit/analysis to determine whether this is a worthwhile venture
 - i. Establish ground rules/life of repair
 - ii. Chapter 90 reimbursement
 - iii. Non-monetary considerations

George Slade said we get \$6,000 per linear mile through Chapter 90 funds. Some of that has to go for seal cracking. Tom Guerino said we do put some of that money away because we don't appropriate additional money for roads each year. We have a bridge that we have to look at, Barlow's Landing Road intersection and sidewalks. James Potter said we should be using Chapter 90 funds to improve the roads, then take it off the Capital Project and put that towards the extra future needs for the roads.

- b. Town Services - Incremental cost analysis to neighborhoods that do not enjoy standard service available to residents (use Scraggy Neck Road snow plowing as an example?)
 - i. curbside services/snow plowing/de-icing/drain clearing
 - ii. Are unaccepted roads affected by runoff from town accepted roads?
- Completion - end of Q2

Peter Meier said we need to look at the possibility of the Marshfield option of creating the bylaw and appropriate money at Town Meeting for the purposes of fixing some of the town roads. We may not own some of these roads but the people that live on these roads are paying taxes.

4. Website improvement – *significant improvements were implemented in early Q3 with help from information technology staff. To make our town website among the best, the next phase should focus on making the key documents searchable and easily accessible.*

- a. Consistency in how docs are viewed
 - b. Reduce the number of keystrokes to reach desired information
 - c. Key documents like Zoning bylaws, General bylaws, LCP, Charter, etc.
- Completion – end of Q2

5. Select Board commentary – *demonstrate a leadership role in communicating in a unified way via social media.*

- a. Posts appear in many groups that are wide ranging from genuinely good conversations that engage the citizens in useful dialogue

- b. Too many gripe sessions that allow rapid spread of misinformation, some of which is slanderous, and reflect poorly on the town and its citizens.

Completion – Q4

Glenn Cannon suggested a goal for improving the overall environment of Bourne. Tom Guerino suggested to bring in department heads to find out what we are doing for the environment: MS4, coastal resiliency, Stormwater Management Plan, runoff; dredge; the harbor maintenance.

Mayr Jane Mastrangelo said one of the priority goals that came out of the Municipal Vulnerability Workshop was the wastewater management.

Peter Meier said it could be a goal for community sustainability.

Glenn Cannon also suggested social services: library, COA, rec department, to improve the lives of the general community.

Judy Froman would like to facilitate town departments involvement and engagement in the goals and move forward with the goals. Tom Guerino said we can facilitate a meeting with the department heads. Have the department heads meet, tell them what the Board wants done and they can figure out what and how they can get it done.

Jared MacDonald said it is up to the Town Administrator to get the staff together to talk about tasks that fit the goals the Select Board has set. Glenn Canon said the staff can come up with tasks that fit the goals the Selectmen have set.

Judy Froman will write up a draft of new/continuing goals.

George Slade suggested to think about a Select Board Commentary page, Facebook or some type of social media page. Glenn Cannon suggested a Social Media policy for the Board of Selectmen.

Judy Froman suggested it be tied into the website, we can make the website more interactive. Other town have Facebook pages that are run by Town Staff

Tom Guerino suggested to look for best practices in this, ICMA has good ideas and ELGL (Engaging Local Government Leaders) and also look at Denver.

Judy Froman said it is important as a Board that we show a united front and we do have a united voice.

James Potter said social media might be difficult to navigate, the town website might be the best option. Some residents won't have Facebook, Twitter, or social media platforms.

Judy Froman said we should be utilizing our website in a way that is active and dynamic.

6) Adjourn

Voted Jared MacDonald moved and seconded by Peter Meier to adjourn. Meeting adjourned at 9:04 pm. Vote 5-0.

Respectfully submitted – Carole Ellis, secretary.