

**Board of Selectmen
Minutes of Tuesday, July 23, 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

Documents

5:30 p.m. Call Public Session to order in Open Session

Executive Session: Motion to enter into Executive Session to discuss strategy ongoing litigation relative to Fire Department Local 1717. The Chair has declared that an open meeting may have a detrimental effect on the litigation position of the public body.

Motion to enter into Executive Session to conduct strategy in regards to negotiations with respect to easements on:

Map 35.0 Parcel 143 – 4 Henry Drive Extension;
Map 35.0 Parcel 144 – Henry Drive;
Map 35.0 Parcel 145 – 3 Henry Drive;
Map 51.3 Parcel 62 – 0 Squeteague Harbor Road;
Map 23.0 Parcel 4 – 90 Main Street;
Map 42.0 Parcel 89 – 11 Bassett's Island

The Chair has declared that an open meeting may have a detrimental effect on the negotiation position of the public body with respect to the easements.

Roll call vote to convene in Executive Session for the purposes stated.

The Board will reconvene in a workshop open session following the Executive Session.

Roll call vote to reconvene in Open Session

Meeting Called to Order

Madam Chair Froman reconvened the workshop meeting at 7:17 pm.

Judy Froman read the votes from Executive session.

RECEIVED
2019 AUG -9 AM 10:00
TOWN OF BOURNE

Motion to authorize Town Counsel to engage the services of Atlantic Title to research and examine the Title relating to parcels sought to be acquired by Thomas Donovan in Pocasset, MA.

Motion to authorize the Town Administrator to hire Jack Collins, Esquire, to represent the Fire Chief in the Barnstable Superior Court Civil Action filed by the Town in prosecuting the Town's Motion for Summary Judgement relative to Local 1717.

2) Refine Coals and discussion of time frames for Goals to be performed

The Board determined the overarching goals for the Town and identified numerous action steps. In many cases, the Town Administrator was directed to go to his department heads for details and timeline recommendations regarding the action steps. The Board did include timelines for reporting back to Judy Froman. The following goals have been agreed upon however the order of them was not discussed.

The goals are still in draft form.

- To improve the user-ability, organizational structure, and timely posting on the town website.
- To develop a town-wide unified economic growth plan with a five-year strategic implementation plan.
- To establish a multi-year financial and strategic plan involving Priority Based Budgeting and quarterly reporting.
- To prioritize town policies for need and review, mapping out the timeline to address 10 policies.
- To implement recommendations from financial audit regarding IT process and security.
- To hire a Town Administrator.
- To improve Town infrastructure.
- To develop a unified Board Social Media Presence.
- To implement environmental benefits and improvements.

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

Action Steps	Timeline	Resources Needed (financial, departments, boards, etc)	Status Update
1. Identify a working group consisting of staff, BoS.		IT, Rec Dept, BoS	
2. Working group identifies generally what works, what could be improved. Hire Interns		TA, TA's Office	
3. Rewrite of description/narrative of Bourne for the website. To BoS for approval and posting.	Aug 13	Outside Consultant	
4. Identify the 6-8 core website individuals for the team. Come forward with plan of action. Create protocol and standards for updates	Sept 1		
5. Present plan of action to BoS, including staffing recommendation short and long term.	Nov 1		
6. Reevaluate website	March 12		

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

Action Steps	Timeline	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 and unsafe structures. Report ongoing blight elimination program.	Sept 1 Quarterly		In process
2. Bourne Economic Summit Report. 8 Action Items Recruit members for the Economic Development Working Group	Sept 2019	Economic Development Working Group	
3. Create Charge for the Community Engagement Committee. Revisit implement 2% hotel motel tax	Sept 1 2 years		
4. Fund and hire an Economic Development Director.	Oct 1		
5. Identify modality infrastructure challenges and benefits. Formal Representation and Advocacy at regional and state wide meetings	Dec 4		
6. Develop an action plan for Economic Development.	April 2020		

Goal 3: To establish a multi-year financial and strategic plan involving a priority-based process with quarterly reporting.

Action Steps	Timeline	Resources Needed (financial, departments, boards, etc)	Status Update
1. Workshop August 20, 2019			

Goal 4: To prioritize town policies for need and review.

Action Steps	Timeline	Resources Needed (financial, departments, boards, etc)	Status Update
1. Identify sub group to identify new policies needed.	Sept 1		
2. Identify sub group to make known edits	Sept 1		
3 Identify sub group to review current policies	Sept 1		

Past ideas: 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 implement recommendations from financial audit regarding IT process and security.

Action Steps	Timeline	Resources Needed (financial, departments, boards, etc)	Status Update
1 Put in action items from Audit report	July 31		
2 Implement the redundancy plan and identify	Aug 20		

Goal 6: To hire a Town Administrator.

Action Steps	Timeline	Resources Needed (financial, departments, boards, etc)	Status Update
Go through RFP	Sept 30		

Goal 7: To improve Town infrastructure.

Action Steps	Timeline	Resources Needed (financial, departments, boards, etc)	Status Update
Savery Ave Septic	Go to TA for timelines		
Barlow's Landing	Go to TA for timelines		
South Side Fire Station	Go to TA for timelines		
Town Hall	Go to TA for timelines		
Shore Road Bridge	Go to TA for timelines		
Sewer	Go to TA for timelines		
Look at Private Roads – make public	Go to TA for timelines		
Hoxie RFP	Go to TA for timelines		
Bourne & Sagamore Bridges & Main Roads	Go to TA for timelines		
Create bylaw and funding mechanism for safety and temporary repair on private roads	Town Meeting - May		
Main Street Fire Station	Go to TA for timelines		

Goal 8: To develop a unified Board Social Media Presence.

Action Steps	Timeline	Resources Needed (financial, departments, boards, etc)	Status Update
Create Policy for BoS elected and appointed committees			

Review current policy for employees			
Identify means for a social media presence and assign responsibility			

Goal 9: To implement environmental benefits and improvements.

Action Steps	Timeline	Resources Needed (financial, departments, boards, etc)	Status Update
Task Conservation employees to identify and report priority issues and improvements	TA to report back to BoS on Timelines		
Selectmen's Task Force on Local Pollution and Phase II Stormwater Management Community Oversight Group – Revisit and update Charge based on Conservation Staff	TA to report back to BoS on Timelines		
Wastewater Advisory Plan	TA to report back to BoS on Timelines		
Comprehensive Wastewater Management Plan	TA to report back to BoS on Timelines		

Suggestions to do for goals

1. Website

Continuation of website improvements

Team report back to the Board

Bring in Interns

Work with Bernie and Sharon to write a profile

Add to Department Heads Job Description

Identify staff to update volunteer committee pages

Website consistent, people are trained, updates are made in a timely manner.

2. Economic Growth Plan

Quarterly report from Board of Survey

8 Action Items – Financial and Investment Strategies, Business Development Strategies, Infrastructure Strategies, Land Use Planning and Regulation Strategies, Housing Supply and Affordability Strategies, Strategies for Capitalizing on Community Assets, Place-Based Economic Development Strategies, and Resources

Current Economic Development Staff Working Group includes - Glenn Cannon, Coreen Moore, Tom Guerino, Marie Oliva, Kelly Everitt, and Jeff Elletson.

Recruit for the Economic Development Working Group
Have a core working group – change dynamic as needed
Network at One Cape Summit
Implementing the Hotel motel tax - Sent form in
People are interested in being on the Events Committee
Maybe take Community Engagement Committee out of Economic Develop and have it be its own goal.

3.A. Implement Financial Software Package - Glenn will talk with Finance Director; this goal was deleted.

3) Adjourn

Voted Jared MacDonald moved and seconded by Peter Meier to adjourn. Meeting adjourned at 9:43 pm. Vote 5-0.

Respectfully submitted – Carole Ellis, secretary.