

**Board of Selectmen
Minutes of Tuesday, August 27, 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

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2019 SEP 20 AM 11:52
TOWN OF BOURNE

6:00 p.m. Call Public Session to order in Open Session

Executive Session:

Motion to enter into Executive Session to review and take action on the following Executive Session Minutes for 2019.

- January 16 - Buzzards Bay Park/Playground (litigation); Haven Center (litigation; BFD (litigation)
- February 5 - Buzzards Bay Park/Playground (litigation); Easements (5)
- February 19 - Buzzards Bay Park/Playground (litigation); BFD (DLR)
- February 26 - Buzzards Bay Park/Playground (litigation); BFD (DLR)
- March 5 - Buzzards Bay Park/Playground (litigation); BFD (DLR); Easements (5)
- March 12 - Buzzards Bay Park/Playground (litigation);
- April 2 - Buzzards Bay Park/Playground (litigation); BFD (DLR); Easements (5)
- April 4 - Buzzards Bay Park/Playground (litigation);
- April 24 - Non-Union Personnel contract;
- May 7 - Buzzards Bay Park/Playground (litigation);
- May 8 - Town Administrator Contract
- May 13 - Town Administrator Contract
- May 14 - Town Administrator Contract
- May 14 - Buzzards Bay Park/Playground (litigation); BFD arbitration (DLR);
- May 20 - Town Administrator Contract
- May 28 - Cumberland Farms (litigation); BFD arbitration (DLR); Easements (5)
- June 11 - Buzzards Bay Park/Playground (litigation);

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

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

The Board of Selectmen will reconvene in open session at the conclusion of the Executive Session.

Reconvene in public session.

Board Chair will report out any actions and call for votes necessary as a result of the Executive Session.

6:45 p.m. Chair call public session to order in open session

Meeting Called to Order

Madam Chair Froman called the meeting to order at 6:49 pm.

Tom Guerino said the agenda item number 2 is to be deferred.

Judy Froman reported on Executive meeting. The Board approved, withheld from disclosure, and sent to the RAO Executive Session minutes from: January 16, Feb 5, Feb 19 - amended, Feb 26, March 5, March 12, April 2, May 7, May 8, May 13, May 14, May 20, May 28, and June 11. Two of the Executive sessions that are listed, those meetings were canceled. There was a roll call vote, it was 4-0-0. Peter Meier was excused.

- 1. Approval of DPW Mechanic**
- 2. Approval of DPW Promotion**

Tom Guerino spoke about the mechanic positions in the DPW department. There was a vacancy for a mechanic. DPW undertook the appropriate interviews, posted it internally, ended up going outside and interviewed a few individuals. They selected a mechanic that will be starting at the appropriate grade but at step 2 in that grade. Person has been brought onboard and is pending confirmation by the Select Board.

Voted Peter Meier moved and seconded by Jared MacDonald to support the Town Administrators personnel recommendation. Vote 5-0-0.

Voted George Slade moved and seconded by Peter Meier to recess until 7:00.
Vote 5-0-0.

Workshop - 7:00 p.m.

Judy Froman said this is a workshop to identify a screening search committee for the Town Administrator's position. Ms. Froman said there was concern whether James Potter should be part of the process, because of a family member who is a town employee. On August 8th James Potter received a statement from the State Ethics Commission, Mr. Potter shared the filing with the Chair. The ethics ruling allows him to fully participate in the process. The only matter that would have prevented him from participating would be if the family member/employee was under disciplinary review and since the Town Administrator confirms that the employee was not, it is fine for Mr. Potter to be part of the process. Disclosure 23B form is on file with the Town Clerk.

Glenn Cannon and Tom Guerino excused themselves.

3. Review, Discuss and Appoint Town Administrator Search Committee

Judy Froman said the Board sent out communication requesting people to send in their letters of interest to serve on the Town Administrator Search Committee. 17 people responded. The Board will determine the number of people who will serve on that committee this evening.

Ms. Froman said John Johnson's has withdrawn his request. Janet Butler sent a message stating she had a prior engagement for this evening but is available for all the upcoming meetings.

Ms. Froman said the Board would like to know how you're (the candidates) experience would benefit this intense process. Ms. Froman spoke about the process for tonight for selecting people for the Search Committee. Each Board member has written down eight names. The Clerk will tally the votes, and read the person(s) with the most votes. The people who will serve on the committee need to be a resident of Bourne; staff can be appointed as ex officio members – not a voting member; two town employees requested to serve on the Search Committee.

The Board members agreed that 7 voting members is a good number for the Search Committee, could have more as ex-officio non-voting members.

Judy Froman said she would like to consider entertain having Erica Flemming and possibly Dave Pelonzi, and possibly have someone from the School Department on the Search Committee as ex officio non-voting members. Board members agree that having those representatives as part of the search process would be good.

George Slade spoke about the criteria the Select Board is looking at for people to serve on the Search Committee. The decision needs to be what is best for the Town.

Mr. Slade read the candidates with 5, 4, and 3, votes. The candidates are:
Janet Butler – 5 votes. Rick Howe, Alexander Joyce, Stephen Mealy – 4 votes. Richard Conron, Renee Gratis, Maria Oliva – 3 votes

Each candidate spoke briefly about why they would be a good representative for the Town Administrator Search Committee: Maria Oliva, Rick Howe, Stephen Mealy, Dick Conron, and Renee Gratis.

George Slade suggested to also select an alternate in case one of the people chosen could not serve. Mr. Slade read the names of the candidates who received 2 votes: Perry Davis, Judy Flynn, Jeremy Hutton, John Mulkeen, Kathleen Peterson, and John Redman.

Judy Froman spoke about how Maria Olivia couldn't be at the Sept 14th meeting and how another person withdrew their request because they couldn't be at the September 14th meeting.

Each candidate spoke about why they would be a good representative for the Town Administrator Search Committee: John Redman, Jeremy Hutton, Judy Flynn, and Dr. Perry Davis – who said he would be grateful to serve as an ex officio member.

David Pelonzi - Fire Department; spoke about why he would be a good candidate for the Town Administrator Search Committee, Mr. Pelonzi said he would be willing to serve as an ex officio member.

Jared MacDonald suggested to go with 7 members + 1 alternate (replacement); and 2 ex officio members – Erica Flemming and Mr. Davis.

Voted Jared MacDonald moved and seconded by Jim Potter to have 7 voting committee members plus 1 alternate if someone has to be removed.

Peter Meier said the Charter does not allow an alternate member, it states 5 or 9 members. James Potter said the alternate isn't an alternate member it is an alternate replacement if someone could not serve.

Jared MacDonald withdrew his motion. James Potter withdrew his second.

Voted: Jared MacDonald moved and seconded by James Potter to have a 7-person committee. Vote: 5-0-0.

Voted: Peter Meier moved and seconded by Jared MacDonald to appoint Jane Butler as a voting member on the Town Administrator's Search Committee. Vote: 5-0-0.

Voted: Peter Meier moved and seconded by George Slade to appoint Rick Howe as a voting member on the Town Administrator's Search Committee. Vote: 5-0-0.

Voted: Peter Meier moved and seconded by Jared MacDonald to appoint Alexander Joyce as a voting member on the Town Administrator's Search Committee. Vote: 5-0-0.

Voted: Peter Meier moved and seconded by James Potter to appoint Stephen Mealy as a voting member on the Town Administrator's Search Committee. Vote: 5-0-0.

Voted: James Potter moved and seconded by Peter Meier to appoint Dick Conron as a voting member on the Town Administrator's Search Committee. Vote: 5-0-0.

Voted: Peter Meier moved and seconded by George Slade to appoint Renee Gratis as a voting member on the Town Administrator's Search Committee. Vote: 5-0-0.

Voted: Peter Meier moved and seconded by George Slade to appoint Maria Oliva as a voting member on the Town Administrator's Search Committee.

Maria Oliva withdrew her request to serve on the Committee because she would not be able to make it to the September 14th meeting.

Peter Meier withdrew his motion. George Slade withdrew his second.

Voted: Peter Meier moved and seconded by George Slade to appoint John Redman as a voting member on the Town Administrator's Search Committee. Vote: 5-0-0.

Rick Howe questioned what has been done to date. Judy Froman said the job has been posted, the applications have been sent to Community Paradigm Associates. They will meet on the 29th with the Town Administrator's Search Committee and hand over the hard copies of the profiles, which are confidential.

James Mulvey questioned if there is an Executive Order for the committee and who will be the Chair.

Judy Froman said the first meeting will include the consultant, she will be there as the Chair of the BOS. The session will open on August 29th at 6:00 p.m.; an introduction and election of officers. Ms. Froman read the Charge for the TA Search Committee.

The Town Administrator Screening Committee is responsible for presenting the names of 3-5 individuals, who shall be considered finalists, to the Board of Selectmen for consideration as appointment as the Town Administrator of Bourne. The Screening Committee members shall use their best judgment and understanding of the criteria for selection of the Town Administrator that is outlined in the Position Profile that has been prepared by the Town's recruitment consultant with the input and information of the Board of Selectmen and other town officials and community members; and that will be utilized in conducting outreach to solicit candidates for the position. The Screening Committee shall work collaboratively with the Town's recruitment consultant and Town designated Staff Leader in executing their responsibilities.

The Screening Committee's work shall include:

1. Meet to choose a committee Chairperson, Vice-Chairperson and Clerk
2. Meet with the Town's Recruitment Consultant to discuss questions regarding the Position Profile, review process of interviews, discuss questions as prepared by recruitment consultant and possible additional questions, and set interview dates.
3. Receive and review resumes of Semi-finalists as presented by the recruitment consultant.
4. Conduct interviews of selected candidates utilizing established questions.
5. Compare the experience, qualifications and interview performance of candidates to identify up to 5 finalists for reference and background check by the recruitment consultant.
6. Meet with the recruitment consultant to review the outcome of the reference and background checks and take a vote to present an unranked list of the chosen candidates to the Board of Selectmen.
7. Chairperson meets with the Board of Selectmen to present names and resumes of the Finalists.

It is anticipated that the work of the Screening Committee will be completed within 4-8 weeks. The Committee shall function as a governmental body of the Town as defined in the Massachusetts Open Meeting Law, and utilize the provisions of said law pertaining to Executive Session in order to act in the best interests of the Town. To the extent permitted by law, the Screening Committee shall maintain the names and any information about the candidates in strict confidence until it votes its recommendations. Names and information pertaining to candidates not chosen as Finalists shall be retained as confidential.

Voted: James Potter moved and seconded by Jared MacDonald to nominate Jeremy Hutton as a replacement member if one of the members cannot serve.

Peter Meier said he will be voting against this motion because the Charter does not allow an alternate member.

Dick Conron questioned has the Board generated any hiring requirements. Judy Froman said the consultant has that information.

Vote: 4-1-0.

Voted: Peter Meier moved and seconded by Jared MacDonald to appoint Erica Flemming and Dr. Perry Davis and David Pelonzi as ex-officio members. Vote: 5-0-0

Voted: Peter Meier moved and seconded by Jared MacDonald to authorize the town staff that creates the appointments to use the Selectmen stamp for these appointments. Vote: 5-0-0

Approximately 8:00 p.m. – Joint Meeting with Finance Committee

4. Priority Based Budgeting

Finance Committee members present are: Judy Flynn, Amanda Bongiovanni, Renee Gratis, Bill Towne, Richard Lavoie, Rob Wheeler, Kathy LeGacy, Jim Sullivan, and Mary Jane Mastrangelo. Mary Jane Mastrangelo call the Finance Committee to order at 8:15

Tom Guerino and Glenn Cannon rejoined the meeting; Peter Meier was excused at 8:15 p.m. Others Present: Erica Flemming and Michael Ellis

Tom Guerino spoke about the time and effort that went into the Priority Based Budgeting by Glenn Cannon, Erica Flemming, and Michael Ellis. There have been positive outcomes we got from this process. If we were going to do this program, we would need a fulltime staff person dedicated to Priority Based Budgeting. Don't think the entire program is worth it.

Renee Gratis questioned if the department heads learned skills from this experience that they carry forward with. Mr. Guerino said yes and no. There are some department heads that will not sign-on to this way of thinking. There is benefit to everyone by looking at what they do and how they apportion their time to that, at lease on an annual or bi-annual basis. There is a benefit in strategic planning and goal setting, and goal attainment.

Mary Jane Mastrangelo said you can take a lot of the information that has come out of Priority Based Budgeting in a less structured data driven way that doesn't talk with our budget. Our department heads have to do the budget in the budget SoftWright software and then for Priority Based Budgeting they have to redo it in another way, the software doesn't intergrade.

Glenn Cannon went over Priority Based Budgeting program. Program Inventory, these are the projects the staff members work on throughout Town. Program Costing, this is a breakdown of staff time. Priority Based Budgeting for Bourne can be viewed online at: Onlinepbb.net/home

Michael Ellis said each department head is responsible for putting in their own projects/day to day inventory.

Richard Lavoie questioned is there any long-term value in maintaining parts of it/the analysis. Tom Guerino said yes, if it is done on a bi-annual or annual basis you could see over time what is taking the most resources and time. You can adjust priorities within staffing. It provides insight for what the issues are within the community within each of the departmental budgets.

Mary Jane Mastrangelo said it is good for communicating to the town people what the departments are doing and it would be clear where their time and resources are being spent.

Tom Guerino said one of the problems is that it isn't importable from SoftRight. Erica said the priorities that we are scoring these against are old priorities, or suggested priorities. To go back and realign the priorities with what the current Board and Finance Committee has is going to be a huge task.

Glenn Cannon spoke about program scoring. 4-Essential; 3-Strong; this is where the mandated project would be, State or Self Mandate, By-Law, Policy of the town.

Mr. Cannon said Priority Based Budgeting assigned us priorities that are nation-wide. Most communities have these 8 priorities: Safe Community, Economic Vitality, Land Use and Development, Culture and Recreation, Livable Neighborhood, Utilities, Sustainable Environment, Good Governments. The time to do this is after the budget is done, you would have to ask staff to go back in and reassess their programs based on the budget that you just gave them. Mary Jane Mastrangelo said we were supposed to develop the budget from this. Tom Guerino said we were supposed to be able to create a budget from this program.

James Potter said this program is a review of what you did for the current year, it doesn't guide you on how to handle the upcoming budget. You would have to know the priorities from top down, then you would have to budget for those priorities.

Judy Froman said she would like to know what you are pulling from this and what we can use going forward, to incapsulate the priority setting in terms of the budget. Erica Flemming said she liked moving forward with the GFOA budget. This doesn't show us what we want, maybe there wasn't enough training. A lot of people don't understand it.

Glenn Cannon said this can show us how we set our budget for the next year, you should have department data driving the budget.

Mary Jane Mastrangelo said they wanted a strategic 5-year plan. We don't have, as a town, a strategic plan. We need to lay out the budget priorities, you need to relate your priorities to the budget.

Tom Guerino said this could be a wonderful tool but the town doesn't have the staff to do it. Richard Lavoie said a tool could be critical, but not this one.

Jared MacDonald said showing staff how to break down what is going on in a department is good so they can set a good budget.

Amanda Bongiovanni recommended if we could pull out the data, the tasks of what they are doing, the description, if the department heads can present that to us as this is our tasks, this is what we are focusing our time on, what percentage of that is by mandate/requirement, these are other accomplishments, and how it has changed from prior years. That information would be helpful when presenting their budget. From a management perspective it may be helpful to make sure everyone is aligned with the Board of Selectmen's goals.

Tom Guerino said the Select Board and the Finance Committee need to be cognizant of departments of 1 person and what they can or cannot do.

Judy Froman questioned Erica Flemming if she knows any programs that could help, or towns that are able to set directions. Erica Flemming said there are programs, but they are personalized for each town. There are a lot of programs that could help with data analysis, projections and trends. Tom Guerino said Needham, Lexington, Arlington, Ashland, Wilbraham. Mary Jane Mastrangelo said some towns use GFOA. We need to get models and create an implementation plan and tasks.

Judy Froman questioned Mr. Guerino what do you think a future Town Administrator would need to move that type of agenda forward, having an implementation plan with prioritizing budgets. Tom Guerino said having a Budget Analyst, someone who can focus their time on that, maybe bring in another ATA for Administration/Financing. You will need to ask department heads what they need.

Mary Jane Mastrangelo said from the SWAT analysis the questions were what are the challenges, what are the opportunities, what would you like to do, what are you not able to do because you don't have the resources. These are the questions we want to address and have it consistent with each department.

Glenn Cannon said maybe we need the 5-year strategic plan before we take the next step.

Tom Guerino said you can have a master plan and within that master plan there can be 3 or 4, or more, different strategic plans. You need to approach the new TA in a cogent way, in a vote of the Board this is what our policy is, this is what our priorities are, this is how we want this accomplished.

Rob Wheeler suggested to table this discussion until the new Town Administrator, who may have experience with this, is onboard.

Amanda Bongiovanni suggested to take some of the ideas with the tasks, time allocation, what is required, and what they are able to do and maybe a section on what they are not able to do and roll it out as a template to get started on what we have now even before we have a new TA, so when they come onboard they can look at what we have now.

Judy Froman said there has been more cross departmental communication and cross Board and Committee communication. The Selectmen have Over Arching Goals which can be broken down into smaller goals. As a town we need to be more cohesive.

Jared MacDonald said we can use a lot of this information as a tool. It is important that we keep lines of communication going through the proper people.

Judy Froman said one of the action items is to download the information from Priority Based Budgeting. Another is that we need to go towards having a 5-year strategic plan and implementing the recording budget prioritizing plan and moving forward with it. Also have the Board of Selectmen think of what we want to have accomplished during the budgeting process; possibly looking at a SWAT approach.

Tom Guerino said he asked department heads to have their budget in by Labor Day.

5. Adjourn

Voted: Jared MacDonald moved and seconded by Jim Potter to adjourn. Meeting adjourned at 9:34 pm. Vote 4-0-0.

Voted: Renee Gratis moved and seconded by William Towne to adjourn. Finance Committee Meeting adjourned at 9:34 pm. Vote: 9-0-0.

Respectfully submitted – Carole Ellis, secretary.