

**Board of Selectmen
Minutes of Tuesday, September 24, 2019
Bourne Veterans' Memorial Community Center
Buzzards Bay, MA**

.....

TA Tom Guerino
ATA Glenn Cannon

Selectmen

Judy Froman, Chair
James Potter, Vice Chair
George Slade, Clerk
Jared MacDonald - arrived at 7:06
Peter Meier - Excused

RECEIVED
2019 OCT -4 PM 1:02
TOWN CLERK BOURNE

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.

6:00 p.m. Executive Session Canceled

Judith Froman informed the public that they canceled the Executive Session. There is a proposed motion to continue the Public Session Agenda item on Henry Drive until the Public Session Meeting of the Board of Selectmen on October 1, 2019.

Voted: James Potter moved and seconded by George to Slade to continue the Public Session Agenda item on Henry Drive until the Public Session Meeting of the Board of Selectmen on October 1, 2019. Vote: 3-0-0.

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 7:00 pm.

Moment of Silence for our Troops and our public safety personnel /Salute the Flag

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.

Point of privilege

Judy Froman took a moment for a point of personal privilege. Ms. Froman spoke about the Bourne Intermediate School ribbon cutting. Thanked the School Building Committee and the leadership of Jim for having a project that came in under budget and on-time.

Ms. Froman read the Citation for Mr. Guerino. The Town of Bourne Board of Selectmen official citation. Be It hereby known to all that the Town of Bourne hereby offers its congratulations to Thomas Guerino in recognition of your outstanding contribution, dedication, and professionalism to the residents and staff of the Town of Bourne during your 14 ½ years as Bourne's second Town Administrator.

Tom Guerino expressed his appreciation during this transition period for the professionalism that the Board of Selectmen have provided. Thanked the Board for their understanding and help during this transition.

George Slade said there is an opportunity to stop by and say farewell to Mr. Guerino on Monday afternoon between 3:30 p.m. -5:00 p.m. here at the Community Center.

3) Discussion of Real Property – 3 Henry Drive, 4 Henry Drive, and 4 Henry Drive Extension**4) Paradigm Community announcing the Candidates for the Town Administrator position**

Stephen Mealy, Chairman for the Town Administrator Screening Committee.

Members include Janet Butler, Rick Howe, Richard Conron, Renee Gratis, John Redman, and the late Alec Joyce. Ex-officio members included Erica Flemming, Bourne's Financial Director, and Dr. Perry Davis, Bourne's Acting School Superintendent. Sharon Flaherty and Bernard Lynch of Paradigm Associates also assisted the committee.

Mr. Mealy spoke about the members that assisted in the meetings. They were tasked to review applications from 32 individuals, and bring forward those individuals to the Board whom we felt were experienced and pro-active municipal professional, with exceptional leadership and organizational skills. Mr. Mealy explained what qualifications they were looking for in the candidates. The committee met all the requirements and have brought to the Select Board a list of excellent candidates. All the meeting minutes for both regular and executive session have been filed with the Town Clerks office.

Bernard Lynch, Paradigm, spoke about the members of the screening committee and bringing forward the best possible candidates. The committee narrowed the candidates down to 6 that were interviewed. Bringing forward 3 candidates for the Select Board. We are working on the reference reports, will get those to the Board by October 4th.

First candidate – Robin Craver is the Town Administrator for the town of Charlton for approximately 13 years. Prior to that she had been with the town of Webster for 2 years. Holds a Master Degree in Public Administration from Bridgewater State College.

Second candidate – Anthony Schiavi was the Town manager for the town of Ashland for 3 years. Prior to that served as an officer in the Air Force and was stationed at Otis Air National Guard Base, Cape Cod. Has a Master's Degree in Business Administration from City University of Seattle and Bachelor's Degree from Assumption College.

Third candidate - Robert Whritenour is the Town Administrator for Oak Bluffs, for about 8 years. Before that he served as the Town Manager for the town of Falmouth. Prior to that he served as the Town Administrator for the town of Mashpee for 9 years. Has a Master's Degree from the University of Maine Orono.

All the candidate have experience as a Town Manager or Town Administrator. They all have a Master's Degree, and all meet the qualifications that the Board set forth. Mr. Lynch provided the Board members with a draft set of questions. Asked the Board Members to look over the questions and email him any edits/comments/other questions.

Meet with the Candidates on October 5th 11:00 a.m.

Tom Guerino requested to take agenda item 6 out of order.

Voted: George Slade moved and seconded by Jared MacDonald to take agenda item 6 out of order. Vote: 4-0-0.

6) Town Administrators Report

a. Appointment of Inspector of Buildings

Tom Guerino introduced and spoke about the new Inspector of Buildings Kenneth Murphy. He has a degree from Wentworth and has substantial building inspection experience in the town of Harwich. The screening committee included Roger Laporte, myself, Glenn Cannon and Tim Lydon.

Roger Laporte spoke about Kenneth Murphy and how he meets the needs for the town as the new Inspector of Buildings. He is presently the local inspector in Harwich, he has all his certifications and plans on starting October 15th. Kenneth Murphy briefly introduced himself.

George Slade spoke about Ken's position as Project Manager for Center Point Design in Chatham. Mr. Murphy said that is his own business, he wants to stay up to day on design work and what is going on in the industry of construction. James Potter brought up the conflict of interest, being wary of conflict of interest with providing any documents that he may be reviewing. Mr. Murphy said as a Building Inspector he is not allow to bring any design work to the town he works in. Tom Guerino requested the Select Board to consider waiving the 14-day waiting period.

Voted: Jared MacDonald moved and seconded by George Slade to waive the 14-day waiting period. Vote: 4-0-0.

4) Selectmen's Business

a. Appoint Acting Town Administrator

b. Appoint Acting Parking Clerk

c. Reconsider the date of the Special Town Meeting

d. Buzzards Bay Brewery – Blocks of 6-1 Day Licenses for the following dates:

- 1) 09-~~26~~-19; 09-~~27~~-19; 09-~~28~~-19;
- 2) 10-~~03~~-19; 10-~~04~~-09; 10-~~05~~-19;
- 3) 10-~~10~~-19; 10-~~11~~-19; 10-~~12~~-19;
- 4) 10-~~17~~-19; 10-~~18~~-19; 10-~~19~~-19;
- 5) 10-~~24~~-19; 10-~~25~~-19; 10-~~26~~-19;
- 6) 10-~~31~~-19; 11-~~01~~-19; 11-~~02~~-19

a. Appointing Acting Town Administrator

Judy Froman spoke about appointing an Acting Town Administrator which would be effective October 1st. Discuss the possibility of having the Assistant Town Administrator, Glenn Cannon serve at the Acting Town Administrator.

Voted: Jared MacDonald moved and seconded by James Potter to appoint Glenn Cannon to start serving as the Acting Town Administrator. Vote: 4-0-0

b. Appoint Acting Parking Clerk

Judy Froman spoke about appointing the Acting Town Administrator as the Acting Parking Clerk until further notice.

Voted: James Potter moved and seconded by Jared MacDonald to appoint the Acting Town Administrator as the Parking Clerk until further notice. Vote: 4-0-0

Tom Guerino said you will also have to look for an ADA coordinator.

c. Reconsider the date of the Special Town Meeting

Judy Froman said on July 9th we voted for the Special Town Meeting to be on October 21st. It came to our attention that October 28th might be a better date partially because of certain professional football team; it also extends our time to put together the articles and full warrant.

James Potter said he is fine to move the Special Town Meeting to October 28th, not because of the sports team but because we need the extra time because there is still a lot of work that has to be done. Jared MacDonald agreed with Mr. Potter that there is a need for extra time. Mr. Slade also agreed.

Glenn Cannon said staff would appreciate the extra week.

Don Pickard said a football game should not delay a Town Meeting and spoke about getting a quorum and maintaining a quorum.

Barry Johnson spoke about supporting the motion for moving the Special Town Meeting. The warrant for private petitions cannot close less than 25 days prior to the Town Meeting. At this point it would be Thursday October 3rd. Requesting the Selectmen sign the warrant on Tuesday October 8th. The warrant must be posted by the Constable no later than Friday, October 11th. We will be holding voter registration for that Special Town Meeting on Friday October 18th from 4:00 to 8:00 p.m. in the Clerk's office. In the Bylaw there is no limit for the timeframe for issuing a voter handbook, that extra week will help get that voter handbook out. This will be a great trial run for the electronic voting. Expecting around at least 750 registered voters, based on the last meeting. The company will come in and wire the place up Sunday afternoon. The pricing was based on anywhere from 200 – 900 handsets. I need a number for the amount I will need to order. He will bring 10-15% spares. Will hold a training session on Thursday afternoon prior to the 28th, because we will also be doing electronic check-in.

Don Pickard said they have been working on, with documents they received from the vendor, directions for how it is going to work and hopefully have it finalized in a day or two to get it to the press, to have it posted on the town website, and to the Selectmen.

Voted: Jared MacDonald moved and seconded by James Potter to rescind the vote taken at the Board of Selectmen meeting held on July 9, 2019, when we voted October 21, 2019 for the Special Town Meeting and set the date for holding the Special Town Meeting on Monday, October 28, 2019. Vote: 4-0-0

Barry Johnson said if anyone has a question about the electronic voting please email himself or Mr. Pickard with the questions; bjohnson@townofbourne.com

d. Buzzards Bay Brewery – Blocks of 6-1 Day Licenses for the following dates

William Russell, Buzzards Bay Brewing of Bourne LLC, 85 Main Street, Buzzards Bay, MA; 6 blocks of 1-day Licenses (18) for wine & malt beverages. Hours of operation: 11:00 a.m. to 9:00 p.m.

- 1) 09-26-19; 09-27-19; 09-28-19;**
- 2) 10-03-19; 10-04-19; 10-05-19;**
- 3) 10-10-19; 10-11-19; 10-12-19;**
- 4) 10-17-19; 10-18-19; 10-19-19;**
- 5) 10-24-19; 10-25-19; 10-26-19;**
- 6) 10-31-19; 11-01-19; 11-02-19**

Remarks: Planning Department – The PB voted on 9-26-19 (at their last meeting-not 9-26-19) not to oppose the issuance of a temp occupancy permit by the building Inspector, therefor Planning Dept concurs. Conservation Commission – The Commission has received revised plans and the revisions have been administratively approved by the department. Sewer Commissioners – Sewer Commissioners approved sewer allocation for 85-93 Main Street. Sewer Allocation Fee has not been paid. Town Clerk – INC – LLC Doing business under the LLC name. Assessors: fol in process 9/20/19. Police Department- Comments from last request are the same. Chief has met with the applicant but no

resolution has been advised to any of the previous comments stated on earlier routing slip: Concerns for using one day license for this type of situation. Alcohol cannot be stored on site on any night between the dates by state law, meaning each and every day at the conclusion of the event, the alcohol must be removed from the property. Has this location passed all required permits for occupancy? If this is going to be a permanent business, why requesting numerous one-day licenses? ABCC states no person may be granted a special license while an application for an annual license is pending before the licensing authority. Recommend this request be referred to the state ABCC for further guidance. If the ABCC states this is acceptable, we have no issue with the license being issued as long as all laws are being complied with, including no overnight storage. Fire Department - Completed as of 9-20-19 for Brewery Only - not other units in complex.

Tom Guerino gave an update on the routing slip. Where it indicates under the Sewer Commissioners the fee has not been paid; the fee has been paid in full.

Mr. Russell, owner, said all the paperwork is filed for the various one-day liquor permits. The routing slip should be complete.

James Potter questioned the number of seats, because the Sewer Commissioners approved a different number than what was just approved by Planning. Tom Guerino said don't believe the total number of seats has changed which includes all the different restaurants in the building. They may be shifting seats, but there are no additional seats, so the allocation is not changing for the building.

Judy Froman confirmed we will be getting updates along the way as the businesses evolve and requested that be put in as a stipulation.

James Potter requested that the Selectmen get a floor plan so they will understand the layout. Noreen Michienzi said she can get the Planning Board's approval floor plan for the Selectmen. Jared MacDonald suggested a letter and plan to be attached to the routing slip.

Judy Froman said we should build in the motion a follow up from the Planning Board stating the number of seats in total are remaining the same, if the seating number changes, they need to notify the Board of Selectmen.

Jared MacDonald spoke about the fact that the Police Department does not concur regarding the request to the ABCC as to the state requirement for the new license applications. Mr. MacDonald questioned if the ABCC has been contacted.

Tom Guerino said Nancy Sundman has spoken to the ABCC regarding this, this is a different type of license because of the Agricultural component.

Judy Froman requested to get it in writing from Mrs. Sundman that she has spoken to the ABCC so they have in on record.

James Potter spoke about not supposed to be able to request a one-day license while waiting for a liquor license

Jared MacDonald explained that during the process of filing for a permanent license for the establishment businesses are not supposed to get one day licenses during that period. This should be cleared up by the ABCC.

Voted: Jared MacDonald moved and seconded by George Slade to approve the 26th, 27th, & 28th of September for the beer and wine pouring one-day licenses.

Jared MacDonald moved and seconded by George Slade to amended the motion to state that it is located at 85 Main Street, Buzzards Bay. Vote: 4-0-0.

Tom Guerino took a point of personal privilege.

Mr. Guerino wanted to thank Nancy, Debbie, and all involved with putting together the surprise event. It was appreciated and heartfelt. Mr. Guerino said he has enjoyed the last 14 years with the Town of Bourne. He spoke about the amount of Select Board Members he has worked with over the years and the steps the town has taken to move the town forward. Mr. Guerino also spoke about the outstanding town employees and suggested to make the effort to let the town staff know that the Select Board values what they do.

Mr. Guerino left the meeting.

Judy Froman said this ends the televised portion of the meeting.

Workshop Agenda

Started Workshop at 8:08 p.m.

Note this part of the meeting is NOT being televised or recorded.

Selectmen's Goals

- **Community Engagement Committee**
- **Hire Town Administrator**
- **Update Town Website**

The 9 Goals are:

Goal 1 – To hire a Town Administrator by September 30, 2019

Goal 2 - Improve the user ability, organizational structure, and timely posting of the town website. This is an ongoing goal.

Goal 3 - To develop a town-wide unified economic growth plan with a five-year implementation plan.

Goal 4 - To establish a multi-year financial and strategic plan involving a priority-based process with quarterly reporting.

Goal 5 – To prioritize town policies, identifying those needing to be written as well as ones to be reviewed, establishing quarterly goals.

Goal 6 – To implement recommendation from the financial audit regarding IT process and security to be completed by May.

Goal 7 – To improve Town infrastructure with quarterly accomplishments.

Goal 8 – To develop a unified Board social media presence by January 2020.

Goal 9 – To implement environmental benefits and improvements with quarterly goals.

Hire A Town Administrator

Judy Froman suggested to talk about the hiring of a Town Administrator. We will get the reviews of the packet. It is very important that we send any question we have to Bernard. Bernard and Sharon will take the composite of the questions and put it together. Bernard facilitates the questions but we will be able to ask follow-up questions.

We have October 5th reserved here; we have to post a meeting. We will not start before 11:00. The Board members agreed that each interview time slot should be about 1½ hours. Ms. Froman said if the interview does go over 1½ hours it should be OK because this is a huge investment in the Town of Bourne. We want enough time to ask the questions and then any follow-up questions we may have.

The initial meeting with Bernie and Sharon will be at 11:00, which could be in Executive session for negotiations regarding non-union personnel. The first interview will start at 11:30.

The Select Board members agreed they should do research on each candidate.

James Potter suggested asking Bernard how the committee arrive at the three candidates that they brought forward.

George Slade confirmed we need to have our questions to Bernard by October 3rd.

Judy Froman questioned, as a Board, do we want to have a unanimous vote instead of a 4/1 vote.

Community Engagement Committee

James Potter went over the Community Engagement Review of the Bylaw and how its comprised, Next is the application Guidelines, Eligibility, Documentation needed.

This is a draft.

For a submission the applicant would fill out the Application Summary, a Narrative, an Expense Report, a Deposit Form, a Final Report, a Marketing Plan, and an Application Summary.

The Board members agreed they would like to get Bourne to have year-round engagement with the community, not just during the summer.

The Bylaw for the Community Engagement Committee has been approved. Should put a date on the official document for when it was approved (August 6, 2019).

The official name is the Bourne Community Engagement Committee

The committee will be appointed – three members at large and one member from the Bourne Cultural Council, Bourne Board of Selectmen, and the Bourne Finance Committee, and also the

Town Administrator or his/her appointee. The Committee can take these guidelines and improve them, then bring it back to the Board of Selectmen. The Community Engagement Committee will have quarterly reporting to the Select Board. The Community Engagement Committee should be able to fine-tune these as time goes on and they find out what works and what doesn't work.

The Committee will have to figure out how to balance those that are seeking funding for something that they may not have the funding for. It is written so that you have to make the expenditure then apply for reimbursement, but some situations may need some monies upfront. We may need to have an avenue for certain projects that would be OK for expenditures when the requestor doesn't have money upfront.

A question was asked, who is going to do the administration work, the Committee members or Town staff? It was suggested the non-profit person would put together the forms and the application should be emailed to the Chair of the Committee. The Committee would do the administration work. Then it would be sent to the Selectmen's office or the TA.

George Slade spoke about a few edits to some of the wording in the document. Look at Paragraph 2.3 – also under Required Documents. The Board members discussed some suggestions/edits for the Bourne Community Engagement Committee Document

Next step is to take the Charge and Bylaw and establishment and start promoting this. Put it out to the public for people who may want to send a letter of interest to the Board of Selectmen, by certain date. Reach out to the committees, sending communication regarding putting forward a member for the Bourne Community Engagement Committee. It can be put on social media, in the paper, on the town website.

James Potter spoke about the grant funding, if we need to ask for additional money in the Spring, and what expenses we will have by next March/April.

Give the staff a verbal charge to get the Committee started. By October 11th people need to submit their letters of interest, the Select Board will deliberate on October 15th.

The Community Engagement Committee can invite another Selectmen to their first meeting.

Adjourn

Voted Jared MacDonald moved and seconded by James Potter to adjourn. Meeting adjourned at 9:10 pm. Vote 4-0-0.

Respectfully submitted – Carole Ellis, secretary.