

**Board of Selectmen
Minutes of Tuesday, February 4, 2020
Bourne Veterans' Memorial Community Center
Buzzards Bay, MA**

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TA Tony Schiavi
ATA Glenn Cannon

Selectmen

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

RECEIVED
2020 APR -2 PM 2:31
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 - Karen Hunter Enterprise.

All items within the meeting agenda are subject to deliberation and vote(s) by the Board of Selectmen.

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

Madam Chair Froman called the meeting to order.

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.

Public Comment - Non-Agenda Items

Doug Oesterheld, Monument Beach, responded to an article in the Bourne Enterprise regarding Climate Change Hysterics. Judy Froman said we will tentatively have this topic on the agenda for the first meeting in March.

Richard Conron, Gray Gables, wanted to publicly recognize and thank the Town Administrator for working with him on a public safety issue down the street from Mr. Conron.

Judy Froman took a point of personal privilege. Ms. Froman wanted to share what the process is for the town public officials and how things get done. The Board of Selectmen want to do the

best they can for the Town of Bourne. To be clear, Public Comment is encouraged and allowed on non-agenda topics.

My job on Tuesday nights is to facilitate the agenda – within Roberts Rules of Order, Open Meeting Laws and the Board of Selectmen Rules of Procedures. Regarding agenda items, if the allotted time has run out, I may move to consider that topic for a future meeting. If discussions stray too far from the topic at hand, it may be moved to a future meeting. Public discussion is not required however it is encouraged at every meeting.

Regarding agenda planning, the goal behind having fewer meetings are as follows:

1. To allow to prepare as complete and comprehensive information as possible.
2. To manage presenter's expectations and make sure they feel supported in doing their best jobs.
3. To open other nights of the week for workshops with deeper and longer discussions, for Sewer Commissioners meeting, and to attend other important obligations on behalf of the town.

The Town Administrator and I meet weekly to review 100+ agenda topics to sort out when and how we can cover most topics aligned with mandates and with the Select Board's priorities.

Feedback – We gain feedback from all kinds of methods. Suggested that emails be sent directly to the person responsible for something or to myself as the Chair, is a great place to start. Sometimes that is enough but other times face-to-face meetings are best.

Broadcasting of meetings – Bourne TV airs the meetings live and has reruns on cable TV. They also post the YouTube videos online following each meeting. We are currently working with Bourne TV on understanding limitations for live streaming online past 9:00 p.m. Bourne TV will be presenting at our March business meeting.

The bottom line is we are here to serve you, the Town of Bourne, and to keep things moving through our complexity of topics; If we go too fast, speak up and slow us down. My modus operandi as Chair is to constantly be thinking of ways to make improvements.

6) Approval of Minutes: Jan 21, 2020; Jan 28, 2020

Voted: Peter Meier moved and seconded by James Potter to approve the minutes from January 21, 2020. Vote: 3-0-1. Judy Froman abstained.

Voted: Peter Meier moved and seconded by James Potter to approve the minutes from January 28, 2020.

Judy Froman questioned the Board of Health inspection and the seating capacity. The Town Administrator will confirm.

Vote: 4-0-0.

7) License/Appointments

- a. Sign Waiver & Release Claim of Easement - Donovan**
- b. Belmont Circle presentation by MassDOT**
- c. Council on Aging Director Appointment**
- d. Police Building Committee update by Charles Noyes**
- e. Town Administrator's Advisory Committee on Pedestrian Bicycle Pathway Update**
- f. Complete Streets Presentation**

7.a. Sign Waiver & Release Claim of Easement - Donovan

Tony Schiavi said we have the release from Mr. Donovan, which is for the town releasing the claim of easement.

Voted Peter Meier moved and seconded by James Potter to waive and release any claim in an interest in land referenced in an instrument from Winslow H. Tuttle to the Town of Bourne dated March 16, 1963, and recorded at Barnstable County Registry of Deeds on May 6, 1963 at 6 Book 1200, Page 76. The Board of Selectmen have ascertained that Winslow H. Tuttle did not possess the good and marketable title when the easement was conveyed to the Town of Bourne. Vote: 4-0-0.

b. Belmont Circle presentation by MassDOT

Presented by Tom Currier, Mass DOT Project Manager and Robert Hicks, TranSystems, Design Consultant. Advertise for construction will occur on April 18th.

Robert Hicks went over the project and the change to the project, which included: Project Goals; Project Area; Project Scope; Shared Use Path; Pedestrian Accommodations; Pedestrian Signal Upgrade; Crosswalks; Geometric Improvement; Project Schedule.

Peter Meier suggested to expand the sidewalk up to the Bourne Housing Authority State Operated Public Housing Complex Continental Apartments.

James Potter questioned if the HAWK would work where the flashing beacon is proposed, as long as you were able to stop traffic on the side street at the same time. Mr. Potter also questioned from the Bridge overpass over Scenic Highway down to the first turn, its labeled at 20 mph and is two lanes wide, who designates the speed limit there; it is not enforced. Tom Currier said the speed limits are determined by law, Commonwealth regulation that determin how to set speed limits.

Judy Froman suggested to get more visible signage on that stretch of road.

Mr. Potter questioned if any of this work that is being done going to be impacted as we start talking about the bridge replacement? Mr. Currier said some of it might get re-done, but it is pretty far in the future that we feel this is a worthwhile investment.


George Slade questioned if there is any traffic penalty by making the heavily traveled area pedestrian friendly. Mr. Currier said it should make things run smoother because everyone will be operating in a controlled way.

Glenn Cannon questioned the timeframe for construction. Tom Carrier said they'd start in the fall and potentially finish the next spring.

Judy Froman questioned the ongoing maintenance. Pamela Hasner, District 5, said we have multiple aspects we are looking at as far as maintenance. We like to partner with the communities whenever possible for maintenance. We have a pilot program we are enacting in each of the districts to start to focus more on the maintenance of our sidewalks and shared use paths; from that we hope to extrapolate information to see all the resources we will need to maintain the sidewalks throughout the Commonwealth. We are looking to put the utility poles outside the sidewalks.

James Potter suggested using the same idea as "sponsoring a stretch of highway" to have a sponsor the rotary and the funds you might get can be used for the maintenance of the rotary. Pamela Hasner said we do have an adopt a highway or location program and will suggest that to the maintenance section.

Project Cost - 6.7 million



massDOT
Massachusetts Department of Transportation
Highway Division

Welcome!

Traffic and Multi-Modal Improvements
Belmont Circle at Routes 6/25/28
Bourne, MA | Project File No. 606900

Board of Selectmen Meeting

Bourne Memorial Community Center
February 4, 2020 | 7:00 PM

6



Traffic and Multi-modal Improvements
Belmont Circle at Routes 6/25/28
Bourne, MA | Project File No. 606900

Introduction

- MassDOT Project Manager: Tom Currier
- Design Consultants: TranSystems
 - Project Overview: Rob Hicks



Traffic and Multi-modal Improvements
Belmont Circle at Routes 6/25/28
Bourne, MA | Project File No. 606900

Project Goals

- Improve Pedestrian and Bicycle Accommodations
- Minor Geometric Improvements
- Improve striping and signing through the rotary



Traffic and Multi-modal Improvements
Belmont Circle at Routes 6/25/28
Bourne, MA | Project File No. 606900

Project Area



Bourne, MA



Traffic and Multi-modal Improvements
Belmont Circle at Routes 6/25/28
Bourne, MA | Project File No. 606900

Project Area



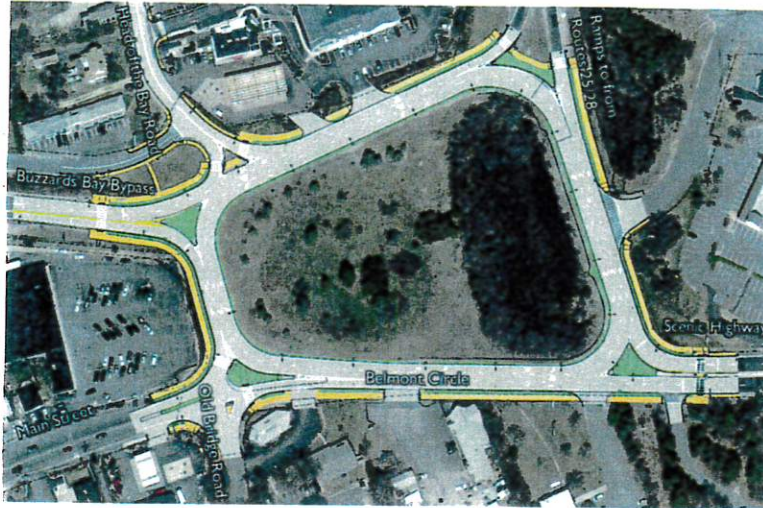
Bourne, MA

Approximate Limits of Work



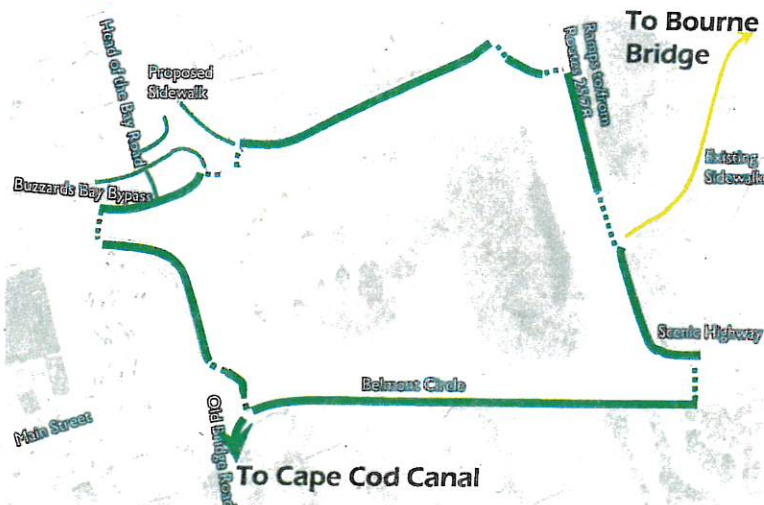
Traffic and Multi-modal Improvements
Belmont Circle at Routes 6/25/28
Bourne, MA | Project File No. 606900

Project Scope



Traffic and Multi-modal Improvements
Belmont Circle at Routes 6/25/28
Bourne, MA | Project File No. 606900

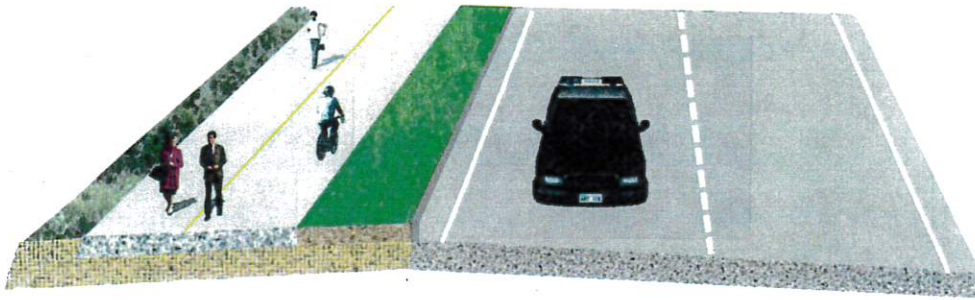
Proposed Shared Use Path





Traffic and Multi-modal Improvements
Belmont Circle at Routes 6/25/28
Bourne, MA | Project File No. 606900

Shared Use Path



Traffic and Multi-modal Improvements
Belmont Circle at Routes 6/25/28
Bourne, MA | Project File No. 606900



Pedestrian Accommodations



massDOT
Massachusetts Department of Transportation
Highway Division

Traffic and Multi-modal Improvements
Belmont Circle at Routes 6/25/28
Bourne, MA | Project File No. 606900

Pedestrian Signal Upgrade

Head of the Bay Road

Buzzards Bay Bypass

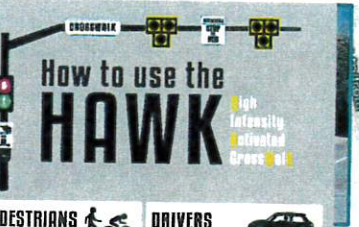

Main Street

Scenic Highway

massDOT
Massachusetts Department of Transportation
Highway Division

Traffic and Multi-modal Improvements
Belmont Circle at Routes 6/25/28
Bourne, MA | Project File No. 606900

Pedestrian Signal Upgrade














Head of the Bay Road

Buzzards Bay Bypass

Main Street

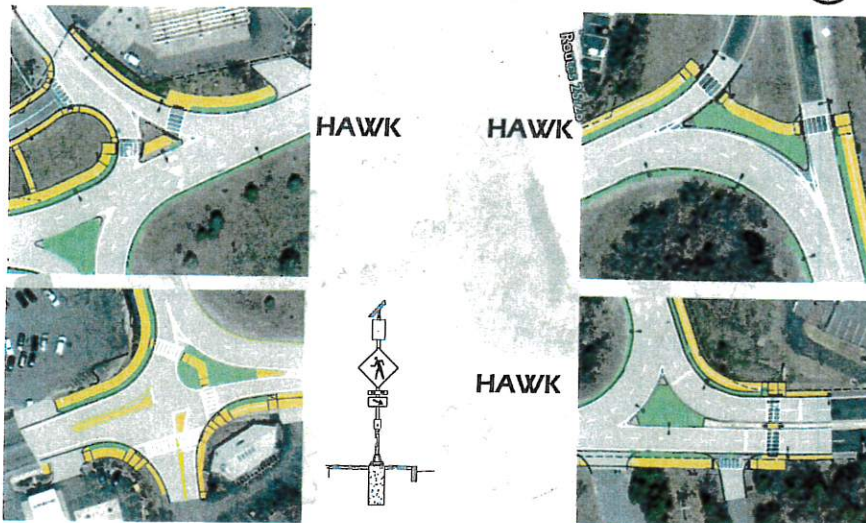
Scenic Highway

How to use the HAWK	
PEDESTRIANS	DRIVERS
SEE THIS 	SEE THIS 
DO THIS PUSH THE BUTTON 	DO THIS DRIVE 
STOP & WAIT For the next signal. 	SLOW DOWN Prepare to stop. 
START CROSSING When the signal turns green. 	PREPARE TO STOP When the signal turns red. 
FINISH CROSSING 	STOP FIRST When the signal turns red. 



Traffic and Multi-modal Improvements
Belmont Circle at Routes 6/25/28
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Crosswalks

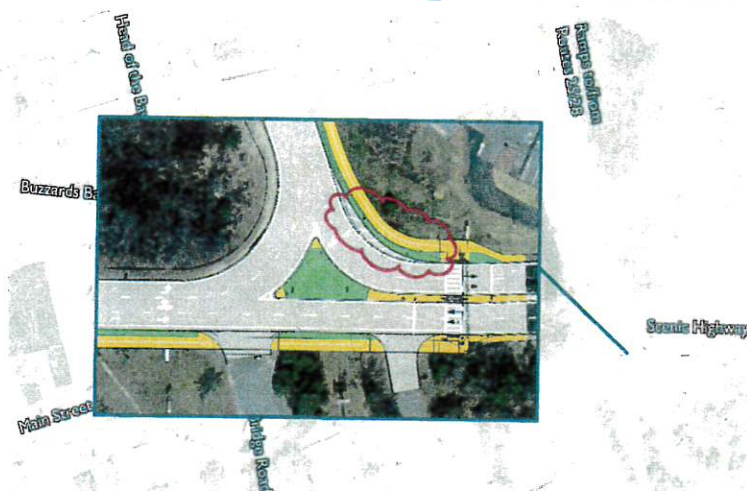


Rectangular Rapid
Flashing Beacon (RRFB)

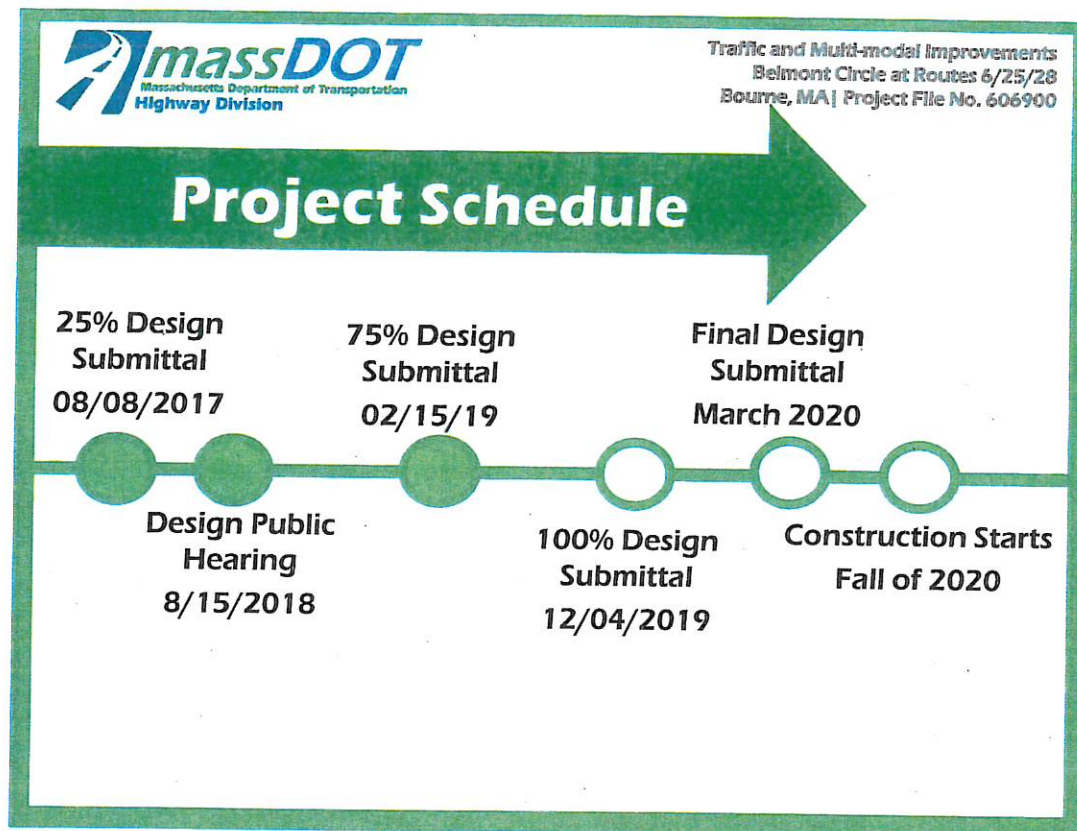


Traffic and Multi-modal Improvements
Belmont Circle at Routes 6/25/28
Bourne, MA | Project File No. 606900

Geometric Improvement



Rectangular Rapid
Flashing Beacon (RRFB)

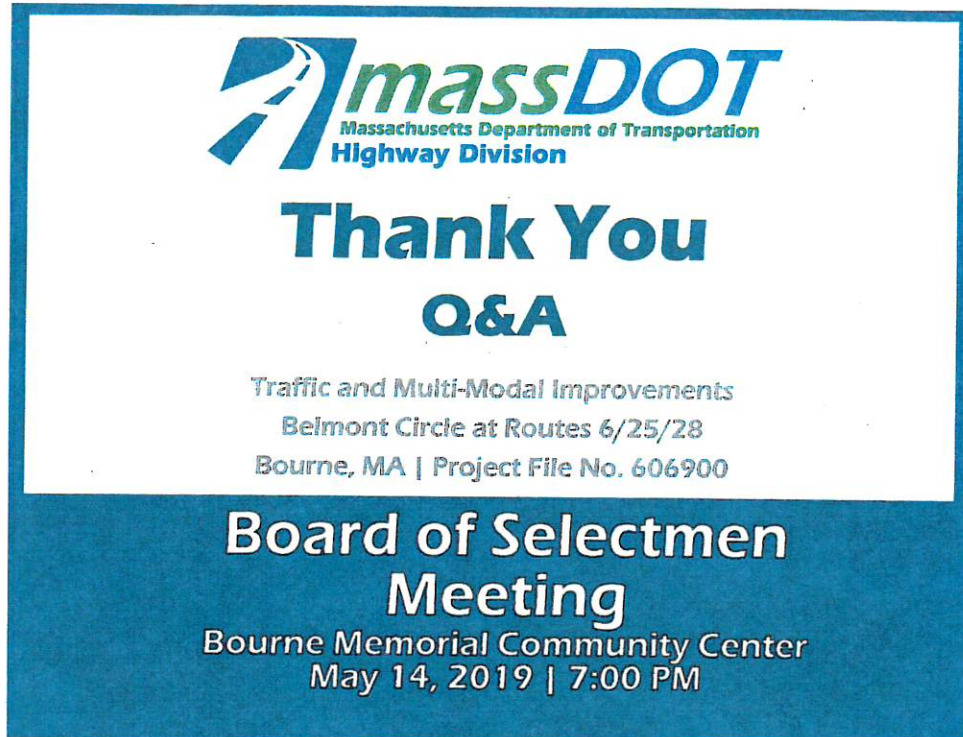


massDOT
Massachusetts Department of Transportation
Highway Division

Traffic and Multi-modal Improvements
Belmont Circle at Routes 6/25/28
Bourne, MA | Project File No. 606900

Contact Information

MassDOT Project Manager:
Tom Currier
thomas.currier@state.ma.us
(857) 368-9348

**c. Council on Aging Director Appointment**

Tony Schiavi said we are at the point where I am ready to make an appointment for the Council on Aging Director, and briefly went over the process; introduced Deborah. Start date would be Monday Feb 24th, which is after the 15-day waiting period.

Debora Oliviere-Llanes introduced herself, and spoke about what they would like to offer/accomplish.

d. Police Building Committee update by Charles Noyes

Charles Noyes, Chair of the Police Building Committee, updated the Board of Selectmen on what the Police Building Committee has been working on. Mr. Noyes read the letter regarding the update.

Mr. Noyes briefly went over sections of the new building, which included the Computer network/IT room – Main level; Interview room; Roll Call area; Second Floor – Conference room; Administrative Offices; Lt Office; Detectives Room; Clerical Area/Records Room. The Police Station project is listed on the Town of Bourne's website at <https://www.townofbourne.com/police-facility-building-committee/files/project-photo-update-february-2020>

Questions that were asked were:

When is the public open house? Mr. Noyes said once it is complete there will be an open house, around early summer.

Change orders, are we going to regret that some of the change orders weren't accepted?

Mr. Noyes said we found ways to do them at a reduced cost.

Should the general public be informed of the change in traffic in April, with the new curb cut, and different activity in that area? Mr. Noyes said permission has been provided by Mass DOT to do a right turn in from westbound.



Town of Bourne

24 Perry Avenue

Buzzards Bay, Ma 02532



Police Facility Building Committee

Board of Selectman Project Update
February 4, 2020

I am pleased to report that as of the beginning of January 8, 2020 the police station project is at the 85% completion mark. The project is targeted for substantial completion for the end of February 2020. This is beyond our initial projection for completion due to a number of delays including moisture remediation in the basement that occurred prior to the building being weather tight. This moisture problem in the basement then incurred delays in the installation of mechanical systems, including electrical and plumbing. Additional delays occurred due to conflict between the firing range equipment and mechanical systems in the range area and the installation of the siding. These have been resolved.

The project remains on budget. Of the 17.6 million dollars approved by the residents of Bourne for their new police station, just over 10.8 million has been spent. All of the remaining budget items are within their committee approved allocations. Of note on the financial side, is the tight cost controls and oversight in the project. As of December, sixty change order requests had been submitted totaling over \$263,000. Of these sixty requests most were rejected and only \$25, 820 in change orders have been authorized.

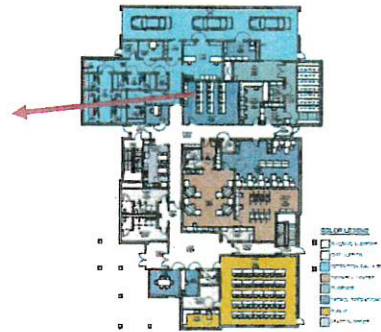
In addition to the oversight provided by the architect Kaestle Boos, and the owner's project manager Daedalus Projects, extensive cost monitoring and oversight has been provided by Chief Woodside and his staff, particularly Lieutenant Esip and Sergeant Stowe. The many hours they have been spent researching and evaluating systems and furniture to equip the new station has resulted in determining the right equipment at the best price for the building.

Finally considerable assistance provided by the Bourne Department of Public Works under the direction of Superintendent George Sala in the form of equipment to move material and to accomplish minor site work has resulted in considerable cost savings, while also providing materials to be utilized by the town on other projects.

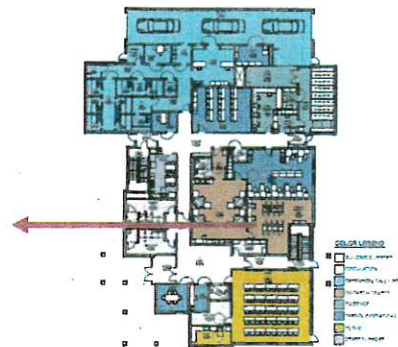
Charles K Noyes
Chairperson



35 Armory Road



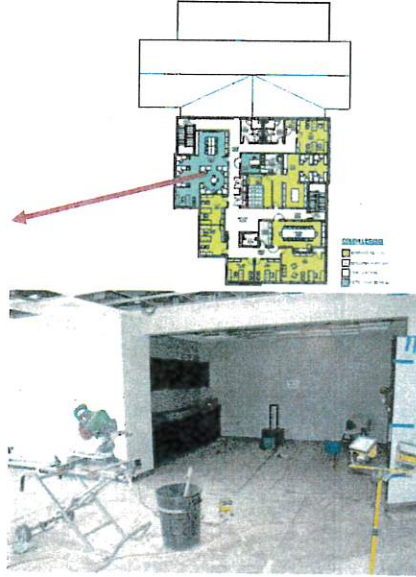
Roll Call



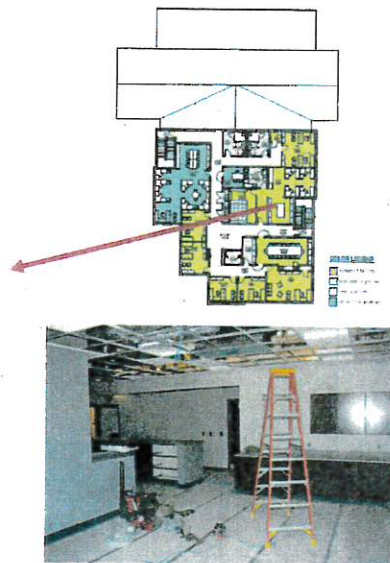
Computer Network/IT Room
Main Level



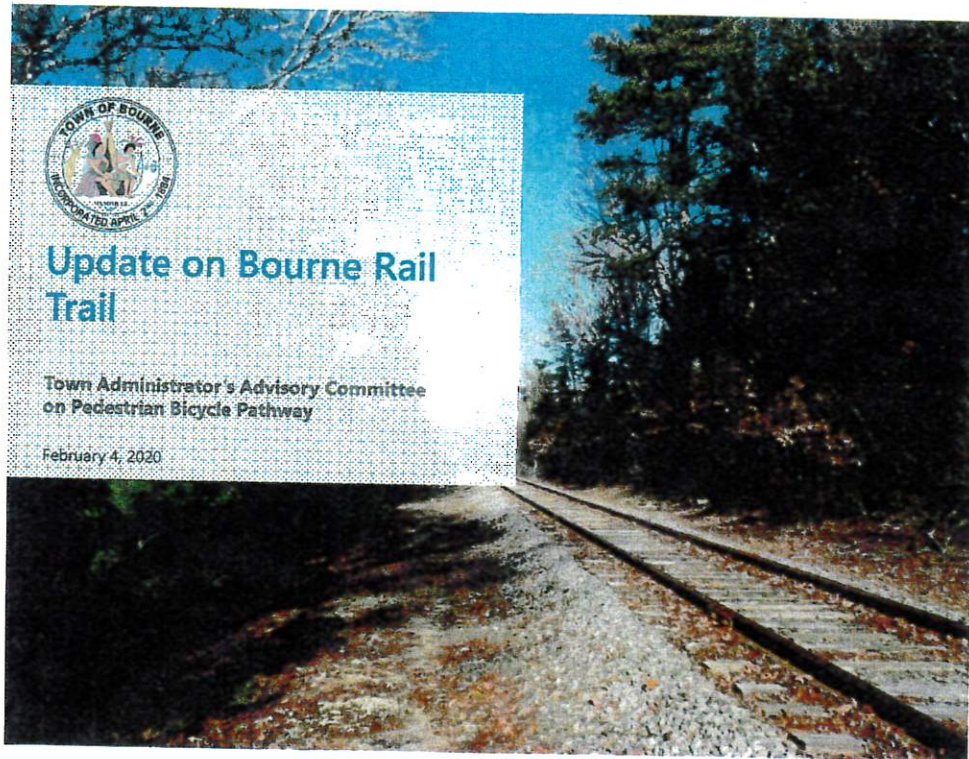
Detective's Area



Clerical

**e. Town Administrator's Advisory Committee on Pedestrian Bicycle Pathway Update**

David McPherson, Chairman of the Advisory Committee, updated the Board of Selectmen on what they have been doing. Been at work for over a year and a half, we meet once a month. We are trying to secure a design and working on construction funding.



Bourne Rail Trail Status

- Phase 1: 75% design under way by VHB.
 - Canal Railroad Bridge area to Gray Gables (Bell Road to Monument Neck Road)
 - Funded by 2018 Community Preservation appropriation & 2019 MassTrails Grant
- Phase 2: 25% design under way.
 - Gray Gables to Monks Park
 - Funded by 2019 MassTrails Grant

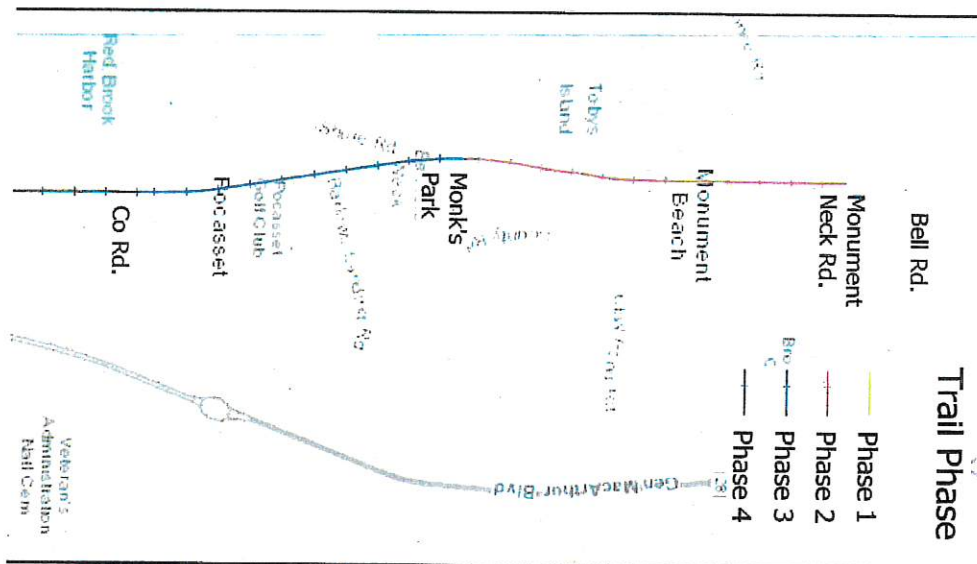
Bourne Rail Trail Status

• Phase 3

- Monks Park to Shore Road overpass by Kingman Yacht Club
 - On hold pending work on Phases 1, 2 and 4(b)

• Phase 4

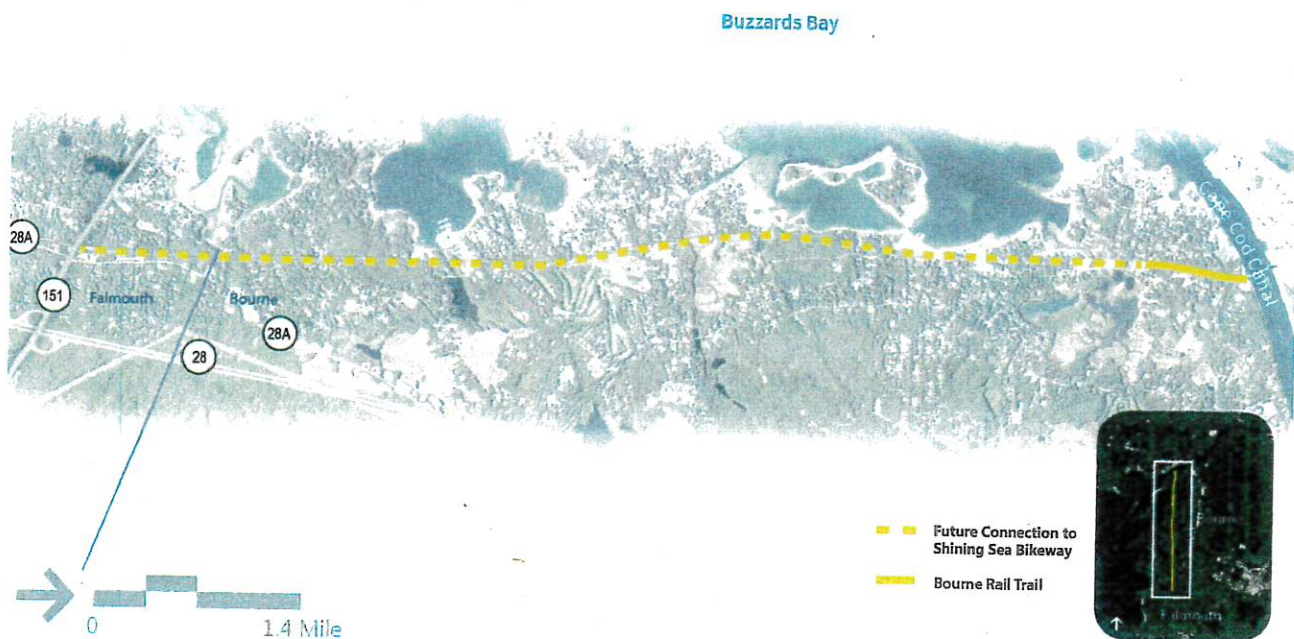
- 4(a) – Shore Road overpass to Scraggy Neck Road
 - On hold pending work on other phases
- 4(b) - Scraggy Neck Road to Falmouth Town Line
 - Part of 2020 MassTrails Grant application
 - Working in coordination with Falmouth



Bourne Rail Trail Status

- ### Construction

- Phase 1 included in 2020-2024 Transportation Improvement Program for construction in 2024
 - \$2.2 million
- Phase 2: Project Information Form filed for inclusion on 2021-2025 Transportation Improvement Program.
- Phase 4(b): Project Notification Form expected to be filed spring 2020.



Bourne Rail Trail Phase 1 & Future Connection

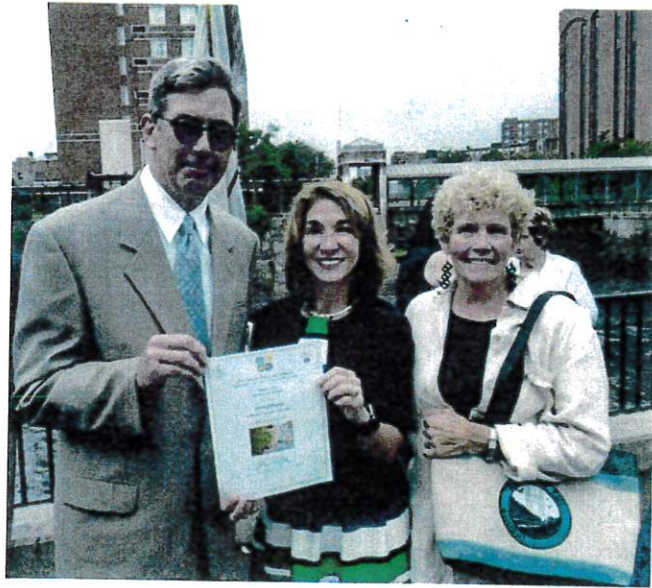
Bourne Rail Trail Status

- Funding sources
 - \$50,000 - 2018 Community Preservation appropriation
 - \$25,000 – Friends of Bourne Rail Trail
 - Includes \$15,000 Doppelt Family Trail Development Grant from Rails-To-Trails Conservancy
 - \$285,000 – 2019 MassTrails Grant
 - \$50,000 - 2019 Community Preservation appropriation
 - Total: \$410,000

Bourne Bicycle Transportation Plan

- Town wide bicycle facilities planning study by Cape Cod Commission
 - Looking at bicycle access throughout town
 - An opportunity to coordinate with planning for new canal bridges
 - Included in draft Unified Planning Work Program for Cape Cod for federal fiscal year beginning Oct. 1, 2019
 - \$48,875 cost funded by state and federal transportation funds
- Public hearing, March 11, 2020
 - 6:30 p.m., Bourne Middle School library

MassTrails Grant Award Ceremony



Jim Potter questioned if they're looking to fund the full design before any construction starts? Mr. McPherson said my understanding is we are looking to build it in phases. We are going to seek funding for the full design, but not expecting it to be constructed all at once.

f. Complete Streets Presentation

Tim Lydon, Engineering Department, explained the complete streets project. Mass DOT created this project. The complete streets project recognizes that towns and municipalities don't have formal roads that would be up to today's standards. This program was created from a 2014 Transportation Bond Bill that identifies that towns will make this commitment to try to make these improvements when they create new roads as well as maybe improvements to existing roads.

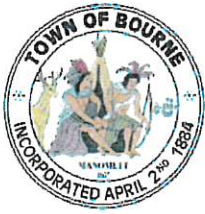
Judy Froman questioned if the bicycle study ties together with this? Tim Lydon said it is similar to the Complete Streets Prioritization Plan. Cape Cod Commission has been working on the bike plan, with the timing with the rail trail, it seemed to be the perfect time to act on this.

Glenn Cannon said with this program MassDOT will give design money and construction money. We have to review this policy, do the three readings, then sign the policy. We're eligible for \$35,000 for a consultant.

Tim Lydon said we have until August to file a policy or a plan with the Department of Transportation. We can enter into an agreement with a consultant as long as we sign a contract with MassDOT with the scope of services that's appropriate to them.

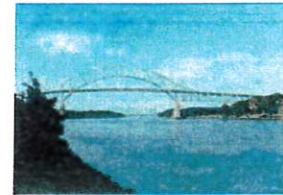
James Potter questioned is there a study for cost analysis for what it might take to improve a road to complete street standard vs. what we might have been doing? Tim said that is a concern with creating a standard. There are exemptions for ex. Cost of accommodations is excessively disproportionate to the need or probable use. You don't qualify for improvements and don't need to make these improvements in your community and there is a very low use, then that can be over looked. Those are analysis that we are making a promise that the DPW, the Engineering Department, the Planning Department will look at, and when we have planning projects that come before us, we are going to ask them to look at those same requirements. These are the goals that we are going to set, and we now have an outline on how to create a road that works for everyone.

Glenn Cannon said MassDOT is making the town of Bourne do this with our Chapter 90 Funds. Tony Schiavi said we would like to see acceptance of the first reading so we can move on to the second reading. That will give us a chance to put it on the website and get input from residence, the Board, and staff.



TOWN OF BOURNE BOARD OF SELECTMEN

24 Perry Avenue
Buzzards Bay, MA 02532
Phone 508-759-0600 – Fax 508-759-0420
Town Administrator: Anthony Schiavi
Asst. Town Administrator: Glenn Cannon



February 4, 2020

COMPLETE STREETS POLICY

I. VISION AND PURPOSE

The Town of Bourne's unique geography creates many difficulties for both vehicular traffic and other multi-modal forms of transportation. Situated around the Cape Cod Canal, the Town of Bourne is separated by a major geographic feature that creates a bottleneck for all traffic coming on and off the Cape with all three bridges of the Canal being located in Bourne. The traffic being the obvious concern, pedestrian safety in the surrounding roadways of the bridge system is as much of an issue as any. There are also several necks (the local term for a peninsula) and islands along the shore, which create several small coves and harbors. There are also several small ponds and rivers, all of which (except the Herring River, which feeds directly into the Canal) feed into Buzzards Bay. The largest of these inlets, Buttermilk Bay, lies along the border with Wareham. Because of the large parcel of land occupied by Otis A.N.G.B. in the eastern part of the town, the majority of settlement is either along the shores of the Canal or along Buzzards Bay.

Complete Streets are designed and operated to provide safety and accessibility for all the users of our roadways, trails, and transit systems. These users include pedestrian, bicyclists, transit, transit riders, motorists, commercial vehicles, emergency vehicles, and people of all ages and of all abilities. Furthermore, Complete Streets principles contribute toward the safety, health, economic viability, and quality of life in a community by providing greater opportunities in multi-modal and non-motorized transportation, along with accessible and efficient connections between home, school, work, recreation and retail destinations by improving the pedestrian and vehicular environments throughout communities.

The purpose of Bourne's Complete Streets Policy, therefore, is to accommodate all users by creating a road network that meets the needs of individuals utilizing a variety of transportation modes. The Town will integrate the planning, design, operation and maintenance of streets so that they are safe for all users of all ages and abilities as a matter of routine. This policy directs decision-makers to consistently plan, design, and construct streets to accommodate all anticipated users including pedestrians, bicyclists, transit, motorists, emergency vehicles, and freight and commercial vehicles.

II. CORE COMMITMENT

The Town of Bourne recognizes that all users of all modes, including, but not limited to, pedestrians, cyclists, transit and school bus riders, motorists, delivery and service personnel, freight haulers, and emergency responders, are legitimate users of streets and deserve safe facilities. "All Users" includes users of all ages and abilities.

The Town of Bourne recognizes that all projects, new, maintenance, or reconstruction, are included as opportunities to implement Complete Streets design principles. The Town will, to the maximum extent possible, design, construct, maintain, and operate all streets to provide for a comprehensive and integrated street network of facilities for people of all ages and abilities.

Complete Streets design recommendations shall be incorporated into all publicly and privately funded projects, as appropriate. All transportation infrastructure and street design projects requiring funding or approval by the Town of Bourne, as well as projects funded by the State and Federal Government, such as Chapter 90 funds, Transportation Improvement Program (TIP), the MassWorks Infrastructure Program, Community Development Block Grants (CDBG), and other state and federal funds for street and infrastructure design shall adhere to the Town of Bourne's Complete Streets Policy. Private developments and related street design components or corresponding street-related components shall adhere to the Complete Streets principles. In addition, to the extent practical, State-owned roadways within the Town of Bourne shall comply with the Complete Streets Policy, including the design, construction, and maintenance of such roadways within Town boundaries.

The Engineering Department and Department of Public Works shall use its best judgement regarding the feasibility of applying Complete Streets principles for routine roadway maintenance and projects. Other transportation infrastructure projects, including but not limited to roadway reconstruction, roadway reconfiguration, subdivisions, or transportation improvements may be excluded upon approval by the Director of Public Works and/or designee, where documentation and data indicate that:

- Specific users are prohibited by law, such as interstate freeways or pedestrian malls. An effort will be made, in these cases for accommodations elsewhere.
- Cost of accommodation is excessively disproportionate to the need or probable use.
- There is an absence of current and future need.
- Protected scenic, historic, and/or environmental features/qualities would be adversely impacted.

III. BEST PRACTICES

The Town of Bourne's Complete Streets Policy will focus on developing a connected, integrated network that serves all road users. Complete Streets will be integrated into policies, planning, and design of all types of public and private projects, including new construction, reconstruction, rehabilitation, repair, and maintenance of transportation facilities on streets and redevelopment projects.

Implementation of Bourne's Complete Streets Policy will be carried out by Town departments with multi-jurisdictional cooperation, to the greatest extent possible, among private developers, neighboring Towns, and regional, state, and federal agencies.

The Town of Bourne recognizes that "Complete Streets" may be achieved through single elements incorporated into a particular project or incrementally through a series of smaller improvements or maintenance activities over time.

Complete Streets principles include the development and implementation of projects in a context sensitive manner in which project implementation is sensitive to the community's physical, economic, and social setting. The context sensitive approach to process and design includes a range of goals by considering stakeholder and community values on a level plane with the project need. It includes goals related to livability with greater participation of those affected in order to gain project consensus. The design process may incorporate flexibility to balance user's needs. The overall goal of this approach is to preserve and enhance scenic, aesthetic, historical, and environmental resources while improving or maintaining safety, mobility, and infrastructure conditions.

The latest design guidance, standards, and recommendations available will be used in the implementation of Complete Streets including, but not limited to:

- Massachusetts Department of Transportation (MassDOT) Project Development & Design Guide
- American Association of State Highway Transportation Officials (AASHTO) A Policy on Geometric Design of Highway and Streets (latest edition)
- United States Department of Transportation Federal Highway Administration's Manual on Uniform Traffic Control Devices (MUTCD)
- Architectural Access Board (AAB) 521CMR Rules and Regulations
- National Association of City Transportation Officials (NACTO) Urban Street Design Guide and Urban Bikeway Design Guide
- Cape Cod Commission's Complete Streets/Living Streets Design Manual
- Cape Cod Metropolitan Planning Organization's Cape Cod Regional Transportation Plan
- Documents and plans created for Bourne, such as the Local Comprehensive Plan (LCP), and bicycle and pedestrian network plans.

The Town of Bourne's Complete Streets Policy will be consistent with project selection criteria for multi-purposed pathway and pedestrian projects utilized by the Town of Bourne Department of Public Works. Guidance for selection criteria may be found in the above cited references. Generally, selection criteria favor projects that meet one or more of the following categories:

- Continuity - These projects alleviate network gaps or deficiencies. The facilities integrate with or improve an existing network or link to either complete or extend systems. However, a project that is the first element of a planned multi or walkway system will also be valued. Isolated projects with no clearly defined origin or destination will be avoided.
- Destinations/attractions - The purpose of these facilities is to provide pedestrian or multi-modal links to destinations including transit stops, business districts/ shopping centers, beaches, and playgrounds and other pedestrian oriented destinations.
- Highly populated areas - These facilities support internal circulation and connectivity for denser residential neighborhoods.
- Schools - These facilities serve streets and the network surrounding schools. These may augment other programs such as Safe Routes to Schools.

- Regional connections - These projects integrate with regionally recognized routes or networks that extend through adjacent towns.
- Projects consistent with the goals and policies of the Town's Local Comprehensive Plan and Open Space & Recreation Plan.

IV. IMPLEMENTATION

The Town of Bourne shall make Complete Streets practices a routine part of everyday operations, shall approach every transportation project and program as an opportunity to improve streets and the transportation network for all users, and shall work in coordination with other departments, agencies, and jurisdictions to achieve Complete Streets.

The Town of Bourne will maintain a comprehensive inventory of pedestrian and bicycle facility Infrastructure that will prioritize projects to eliminate gaps in the sidewalk and bikeway network.

The Town of Bourne will incorporate Complete Street Projects into its Capital Improvement Priority Plan for Roadway Improvements.

All roadway projects in the Town of Bourne, including municipal road repairs, upgrades, or expansion projects, shall incorporate Complete Streets elements and principles as appropriate.

The Town of Bourne will review and either revise or develop proposed revisions to incorporate Complete Streets principles into the Town's Protective Zoning Bylaw, Subdivision Rules and Regulations, bylaws, and policies.

The Town of Bourne will train pertinent town staff on the content of Complete Streets principles and best practices for implementing policy.

The Town of Bourne will utilize inter-department coordination to promote the most responsible and efficient use of resources for activities within the public way.

The Town of Bourne will seek out appropriate sources of funding and grants for implementation of Complete Streets policies. The Town will maintain complete streets facilities under its jurisdiction and provide methods for the public to provide input on needed repairs/maintenance.

V. EVALUATION OF EFFECTIVENESS

Complete Streets implementation and effectiveness should be constantly evaluated for success and opportunities for improvements. The Director of Public Works and/or designee will develop performance measures to gauge implementation and effectiveness of Complete Streets policies using appropriate measures of effectiveness, which may include:

- A. Linear feet of new bicycle accommodations
- B. Linear feet of new or rehabilitated pedestrian facilities
- C. Improved Level of Service (LOS) for vehicles, pedestrians, and bicyclists
- D. Crash rates by mode of Transportation
- E. Rate of children walking or bicycling to school, and/or
- F. Number of trips by mode

These measures of effectiveness will be compiled into a report by the Department of Public Works and presented as needed, but no less than annually.

WITNESS our hands and seals this _____ day of _____, 20____

BOARD OF SELECTMEN:

Judith MacLeod Froman

James L. Potter

George G. Slade Jr.

Peter J. Meier

Jared P. MacDonald

Voted: Peter Meier moved and seconded by James Potter to accept the first reading of the Complete Streets Policy and move to the Board of Selectmen's Business Agenda in March 2020 for a second reading. Vote: 4-0-0.

8) Selectmen's Business

- a. 34 Diandy Road**
- b. Veteran Parking Spaces Update**
- c. Sign Presidential Primary Warrant & Special Primary for Senator in General Court**
- d. Tower Lane Easement Update**
- e. Vote to sign Wastewater Treatment Facility/Massachusetts Clean Water Trust Interim loan documents.**
- f. Appoint Election Workers**
- g. Town of Bourne Financial Management Policies & Guidelines Discussion**
- h. Board of Selectmen next meeting date — possible March 4, 2020**

Tony Schiavi said this property was a tax title taking. Within the allotted timeframe Mr. Francis Coffey filed a motion to vacate the foreclosure, did it on June 28, 2019, but he did not schedule a hearing on his motion. This is a letter from our Tax Title Attorney. The request tonight is to allow us to let Atty. Coppola to send the letter to Mr. Coffey.

Voted: Peter Meier moved and seconded by James Potter to authorize our attorney David J. Coppola, Jr., Coppola and Coppola, to file the attached letter as presented to Mr. Francis F. Coffey Vote 4-0-0.

b. Veteran Parking Spaces Update

Tony Schiavi said this was on the agenda to look at putting a veterans parking sign at the Bourne Veterans Memorial Community Center and maybe at a couple other town owned parking areas. My recommendation is not to do it under the Brave Act.

Peter Meier suggested to check with the trustees of the Community Center regarding veteran's parking at the Bourne Veterans Memorial Community Center.

Voted: Peter Meier moved and seconded by James Potter to support a Veteran parking spot at the Community Center at the discretion of the Town Administrator and approval from the Bourne Veterans Memorial Trustees.

George Slade questioned how it can be monitored.

Tony Schiavi said we can bring in a design for what the sign will look like so the Board and Trustees can approve.

Vote: 4-0-0.

c. Sign Presidential Primary Warrant & Special Primary for Senator in General Court

Voted: Peter Meier moved and seconded by James Potter to sign the March 3, 2020 Presidential Primary Election Warrant and Special State Election Primary for Senator and General Court. Vote: 4-0-0.

d. Tower Lane Easement Update

Tony Schiavi said this is regarding an easement that has been long standing. This was received from the Mass Maritime Academy; it includes the title search that they relied on. Peter Meier gave a brief history on the easement. Public access is getting less and less, I want to protect it. Asking the Board of Selectmen to entertain an option of doing our own title investigation with Coppola and Coppola to make sure it is the Commonwealth's and not ours. If it is ours, we have to protect it. If it is proven by the title search that it is owned by the Commonwealth, the next option we can do is a Mass General Law Article 97, which would take that area and file it as permanent conservation open space so the Academy can't take it and turn it into parking or another building.

Tim Lydon would like to do a full boundary research, look at the title and understand what the town vote was to give to Mass Maritime at that time. It seems there was a discrepancy of what the state might have tried to take.

Voted: Peter Meier moved and seconded by James Potter to ask the Town Administrator to do a title search on the properties at the end of Tower Lane, lot numbers 159 and 160 and Tower Lane ownership. Vote: 4-0-0.

e. Vote to sign Wastewater Treatment Facility/Massachusetts Clean Water Trust Interim loan documents.

I, George G. Slade, Jr., the Clerk of the Board of Selectmen of the Town of Bourne, Massachusetts, certify that at a meeting of the board held February 4, 2020, of which meeting all members of the board were duly notified and at which a quorum was present, the following vote was passed, all of which appears upon the official record of the board in my custody:

Voted: George Slade moved and seconded by Peter Meier

- (1) that the Town shall issue a bond or bonds in an aggregate principal amount not to exceed \$6,558,000 less any grants received (the "Bonds") pursuant to Chapters 29C and 44 of the General Laws and a vote of the Town passed October 30, 2017 (Article 2), which authorized a total borrowing of \$6,558,000 for the construction of sewers and other water pollution control facilities identified in such vote (the "Project");
- (2) that in anticipation of the issuance of the Bonds the Treasurer is authorized to issue an interim loan note or notes (the "Notes") from time to time in an aggregate principal amount not to exceed \$4,660,410;
- (3) that each Bond or Note shall be issued as a single registered security, and sold to the Massachusetts Clean Water Trust (the "Trust") at a price determined pursuant to the Financing Agreement;
- (4) that the Treasurer is authorized to determine the date, the form, the maximum interest rate and the principal maturities of each Bond and Note, and to execute a Financing Agreement (or Agreements) with the Trust with respect to the sale of the Bonds and Notes, such date, form and maturities and the specific interest rate or rates of the Bonds and Notes to be approved by a majority of the Board of Selectmen and the Treasurer and evidenced by their execution of the Bonds or Notes;
- (5) that all action taken to date by the Town and its officers and agents to carry out the Project and its financing, including the execution of any loan commitment or agreement by the Treasurer, are hereby ratified, approved and confirmed; and
- (6) that the Treasurer and the other appropriate Town officials are each hereby authorized to take any and all actions necessary or convenient to carry out the provisions of this vote, including execution and delivery of the Financing Agreement and the Project Regulatory Agreement relating to the Project.

I further certify that the vote was adopted at a meeting open to the public, that no vote was taken by secret ballot, that notice stating the place, date, time and agenda of the meeting (which agenda included the adoption of the above vote) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decisions in connection with the sale of the Bonds or Notes were taken in executive session, and that the official record of the meeting was made available to the public promptly and remains available to the public, all in accordance with G.L c.30A, §§18-25, as amended. I further certify that the vote has not been amended, supplemented or revoked and remains in effect on this date.

Dated: February 4, 2020

Clerk of the Board of Selectmen

James Potter wanted to make sure people knew that this is for the borrowing for the wastewater treatment plant and this does impact the rates, Town meeting did approve this.

Vote: 4-0-0.

f. Election Workers

Beverly L. Higgins, Christine Anne McManus, Susan H. Moeck, John F. Adams

Voted: Peter Meier moved and seconded by James Potter to appoint Beverly L. Higgins, Christine Anne McManus, Susan H. Moeck, John F. Adams as election workers for the Town of Bourne. Term to expire on June 30, 2020. Vote: 4-0-0.

g. Town of Bourne Financial Management Policies & Guidelines Discussion

Tony Schiavi said it makes sense to start to look at restructuring how we look at our financial policies. We should also look at what the outside independent agencies are saying about us. We should set a goal to become a AAA rated financial community.

- It would help us become a desirable community
- Have to have strong reserves
- Look at our free cash (not use it for the operating budget) – change % of GFOB
- Stabilization fund – have criteria for when to use stabilization fund
- Look at Financial Policy and how it is linked to the budget, maybe restructure the Financial Policy to not be linked to the budget
- Look at the amount of General Fund Borrowing (which affects the Operating Budget)

**TOWN OF BOURNE
FINANCIAL MANAGEMENT
POLICIES & GUIDELINES**

INTRODUCTION

The following financial management policies and guidelines set forth the board framework for overall planning and management of the Town of Bourne's financial resources. The policies are intended to be advisory in nature and serve as a point of reference for all policy-makers, administrators and advisors. It is fully understood that Town Meeting retains the full right to appropriate funds and incur debt at levels it deems appropriate, subject to statutory limits such as Proposition 2 1/2.

The policies are designed to ensure the Town's sound financial condition now and in the future. Sound financial condition may be defined as:

- Cash Solvency: The ability to pay bills in a timely fashion
- Budgetary Solvency: The ability to annually balance the budget
- Long-Term Solvency: The ability to pay future costs
- Service Level Solvency: The ability provide needed services
- Infrastructure Solvency: The ability to maintain infrastructure

It is equally important that the Town maintain flexibility in its finances to ensure that the Town is positioned to react and respond to changes in the economy and new service challenges without measurable financial stress.

BUDGET GUIDELINES

The Town defines a balanced budget as a budget in which revenues are greater than or equal to expenditures. The Commonwealth of Massachusetts requires all municipalities to present a balanced budget each year as a basic budgetary constraint intended to ensure that a government does not spend beyond its means and its use of resources for operating purposes does not exceed available resources over a defined period of time.

General Fund Operating Budget (GFOB) is defined as the operating budget (Town, Schools, Shared Costs and Debt Service). It does not include general articles, off-budget expenses, Enterprise Funds or Capital.

FISCAL RESERVES GUIDELINES

The Town's accumulation of prudent reserves is critically important to the fiscal health of the community for many reasons. Reserves are a resource to sustain a community during an economic downturn and may provide for cash flow needs until major revenues are received, reducing or eliminating the need for short-term borrowing. Rating agencies and investors also view reserves favorably as evidence of the community's financial flexibility. The Town will endeavor to establish and maintain the following reserve levels:

- A. Free Cash: To have a certified Free Cash balance of at least 5% the current Fiscal Year General Fund Operating Budget at the beginning of each Fiscal Year. The Free Cash Balance will be maintained at 5% of the General Fund Operating Budget during the Fiscal Year.
- B. Stabilization Fund: To maintain a long term Stabilization Fund for unforeseen emergency expenses and capital projects in accordance with Mass. General Laws Chapter 40 Section 5B. To maintain a Stabilization Fund balance of at least 6% of the General Fund Operating Budget. The Town may appropriate funds from the Stabilization Fund for any lawful purpose with a two-thirds vote of Town Meeting.
- C. Capital Stabilization Fund: To maintain a Capital Stabilization Fund for large capital items and to support the annual capital plan. Once the Stabilization Fund reaches 6% of the General Fund Operating Budget funds may be accumulated in the Capital Stabilization Fund.
- D. ISWM Stabilization Fund: Funds set aside to cushion the impact on the Operating Budget after the landfill closes.
- E. Employer Health Insurance Trust Fund: It shall be the policy of the Town of Bourne to hold a reserve in the Health and Dental dedicated fund an amount to be less than four (4) months of average costs of Health and Dental assessments including all administrative fees. Additionally, at no time shall the fund hold less than one million six hundred thousand dollars (\$1,600,000) in reserves at the close of any fiscal year. The Town Administrator shall report the status of the Trust Fund to the Board of Selectman in February of each year and make the necessary adjustments in conjunction with the Town Finance

Director. Should an appropriation be necessary, the Town Administrator shall bring forth an article for a Special or Annual Town Meeting for approval by the Board of Selectmen.

- F. Overlay Reserve: To establish an annual Overlay Reserve for abatements and exemptions at an appropriate level based on an analysis of historical data and specific circumstances such as a property revaluation project. The Board of Assessors will recommend annually in December the amount required to be kept in the Overlay Reserve for next Fiscal Year.
- G. Reserve Fund: To budget an annual Reserve Fund under the authority of the Finance Committee for unexpected and unforeseen budget needs of at least 0.5% of the General Fund Operating Budget
- H. OPEB Trust Fund: To maintain an OPEB Trust Fund to accumulate funds for Other than Pension Post-employment benefits. The long term goal for the Trust Fund is to fully fund the OPEB Liability.

USE OF RESERVES GUIDELINES

To the maximum extent possible, the Town shall only appropriate reserves as follows:

Free Cash, Stabilization Fund and Overlay Surplus: funds in excess of reserve policies established for each may be used for one-time, non-recurring expenses such as capital projects and equipment, emergency expenses and to fund the OPEB Trust Fund.

Capital Stabilization Fund will be used to support the annual capital budget and to fund large capital expenditures.

The Town should strive to appropriate no more than 50% of the Free Cash Balance that is in excess of the 5% policy as an operating revenue with a majority vote of Town Meeting.

It is understood that at times, reserves may have to be used to support the operating budget due to state aid reductions or other revenue and/or expenditure challenges. Any time that the use of reserves is necessary in a fiscal year to maintain an adequate level of essential services and the reserve fund balances fall below established guidelines the Town should

strategically plan on reducing and then eliminating the use of reserves in the coming fiscal years and should develop a plan to bring reserves to recommended guideline levels within two fiscal years.

FINANCIAL PLANNING & MONITORING GUIDELINES

Long-term financial forecasting and constant monitoring of current revenue and expenditure trends are vitally important to maintain quality service levels and fiscal discipline. As a result, it is the policy of the Town to undertake the following:

- A. Multi-Year Financial Forecasting: Establish and maintain an on-going financial planning model that projects revenues and expenses over the next five (5) years by using five (5) years of historical data and other fiscal trend analysis.
- B. Monitor and Track Current Year Financial Activities: Constantly monitor revenue and expenditure activities and publish periodic reports for policy-makers, administrators and department heads. To meet this objective, the Town should implement improved financial management systems to create the required revenue and expenditure reports, reduce duplication of effort, and maximize productivity of finance department staff.
- C. Revolving Funds
- D. Waterways Fund

CAPITAL PLANNING & DEBT SERVICE MANAGEMENT GUIDELINES

The Town's willingness and ability to address its capital needs (infrastructure, facilities, equipment, etc.) is very important to the community's quality of life and fiscal stability. At the same time, the Town must maintain a sound debt structure and debt ratio to ensure that all debt obligations will be satisfied without sacrificing the quality of on-going operations and/or burdening future generations with large debt obligations. To that end, it is the policy of the Town to undertake the following:

- A. Capital Improvement Plan: The Town shall establish and maintain a five (5) year capital improvements plan, to update the plan annually, to

develop capital financing strategies consistent with these policies, and to integrate any new operating costs associated with capital projects into the annual operating budget. The Town should capitalize expenditures of at least \$20,000 and having a useful life of more than five years.

- B. Debt Service Guidelines: The Town will budget 3 - 5% of the general fund annual operating budget (excluding debt service) on debt service for capital maintenance and equipment costs. This amount does not include the debt for Community Preservation, Enterprise funds, debt exclusions and self-supported debt.
- C. Debt Maturity Guidelines: The Town will strive to limit the average maturity of its debt to five (5) to ten (10) years. By adopting a conservative maturity schedule, the Town will not only reduce interest costs on its bonds but also recognize that capital needs will continue to be identified and recommended.
- D. Alternative Financing Strategies: The Town will continually pursue opportunities to acquire capital by means other than conventional borrowing such as grants and low-and no-interest loans programs such as MWPA T and Farmers Home.
- E. Cash Flow: The Town will prepare and update cash flow statements for each bonded project to borrow only those funds necessary, and to schedule debt payments over the course of the fiscal year.
- F. Reconciliation & Record keeping: The Town will periodically reconcile debt-related records of the Finance Director with the Town Treasurer, and will annually determine if any unissued bond authorizations needed to be rescinded at Annual Town Meeting.
- G. Internal Borrowing: The Town will utilize the option of internal borrowing when fiscally prudent to do so.
- H. Debt Issuance: The Town will work closely with its Financial Advisor and Bond Counsel to ensure that all legal requirements are met and that the lowest possible interest rate can be obtained. To that end, the Town Administrator, Finance Director and Town Treasurer will prepare and present a financial presentation to rating agencies in advance of a

permanent bond issue, and every effort will be made to secure as high a bond rating as possible.

- I. Capital Budget: The annual Capital Budget for Town and Schools includes direct cash expenditures, interest and principal of new bonds and debt service on prior bonded expenditures and will be maintained at 3% - 5% of the general fund operating budget. This amount does not include the debt for Community Preservation, Enterprise funds, debt exclusions and self-supported debt.

POST EMPLOYMENT BENEFIT LIABILITIES GUIDELINES

A. Pension Liabilities: The Town will fund pension liabilities on a pay as you go basis and will annually fund the recommended payments to the County Pension Fund and Mass. Teachers Retirement Fund.

B. OPEB (OTHER THAN PENSION POST EMPLOYMENT BENEFITS LIABILITIES)

Town Funding: In addition to the current year pay-as-you-go contributions the Town will fund OPEB as follows:

Within the Budget: The Town will fund the budget line for OPEB beginning with \$50,000 as the base amount in FY2019. The following year will be budgeted at the previous year's budget plus 10% of the actual new growth for the current year. Each year thereafter the OPEB budgeted amount will be the previous year's budgeted amount plus 10% of the current year's actual new growth.

By Article: The Town will fund an article at the fall special town meeting (or spring STM if no fall STM) in the amount of 10% of the excess free cash over policy. Minimum Funding: During any fiscal year the Town shall fund no less than \$250,000 in addition to the annual budget obligations until the normal annual required contribution is met.

Enterprise Funding: In addition to the current year pay-as-you-go contributions the enterprise funds will fund OPEB as follows:

By Article: The enterprise funds minimum funding will be the annual required contributions (ARC). Additional contributions to fully fund the required liability should be reviewed annually to align with the lifetime of the

enterprise funds.

REVENUE ENHANCEMENT GUIDELINES

To continue to maintain a reasonable level of services to its citizens and meet all future financial obligations, the Town will proactively seek new revenue sources in the following manners:

- A. Property Valuations: In addition to the mandated three (3) year property revaluation, the Town will perform interim valuation updates to keep pace with the real estate market and void wide swings in assessed values. In addition, the Town will regularly inspect properties to ensure up-to-date property data and identify additional sources of "new growth" revenue.
- B. Receivables: The Town will rapidly move all unpaid taxes into Tax Title when authorized by law, and will increase collection rates by increasing the use of a deputy collector and by attaching Town payments to vendors who also owe taxes to the Town.
- C. Foreclosure Properties: The Town will aggressively auction off foreclosed properties that are not reserved for town use, conservation or affordable housing purposes.
- D. Non-Tax Revenue: The Town will annually review and analyze fees and charges such as Licenses, Permits, Fees, etc. to determine if they are appropriate and comparable.

INVESTMENTS GUIDELINES: (Refer to Town of Bourne Investment Policy for full guidelines)

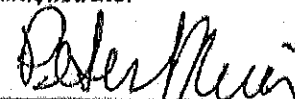
Massachusetts law requires that public funds be invested at the highest possible rate of interest reasonably available, taking into account safety, liquidity and yield. Therefore, these guidelines are intended to further the objective of securing the highest return that is consistent with safety of principal while meeting the daily cash requirements for the operation of Town business.

POLICY ENDORSEMENTS


Approved:



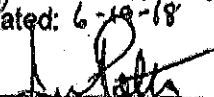
Town Administrator

Dated: 

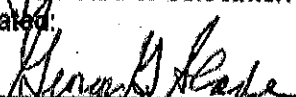
Chairman, Board of Selectmen

Dated: 


Vice Chairman, Board of Selectmen

Dated: 6-19-18


Clerk, Board of Selectmen

Dated: 


Board of Selectmen

Dated: 6/19/2018


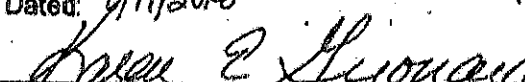
Board of Selectmen

Dated: 6/19/2018


Chairman, Finance Committee

Dated: 6/19/2018


Finance Director

Dated: 6/19/2018


Town Treasurer

Dated: 6/19/2018

Mr. Schiavi recommended to re-start the Financial Working Group

James Potter questioned if we should start a Wastewater Fund, that may help with our rating.

Peter Meier suggested to re-constitute the Bourne Financial Planning Working Group, suggested to make it a seven-member board to include someone from the Upper Cape Tech School. The members were: 2 members of the Select Board, 2 members of the Finance Committee, and 2 members from the School Committee, as well as the Finance Director as an Ex-Officio and the Town Administrator.

Tony Schiavi said we could establish a liaison group that would include the financial planning working group members and someone from the Upper Cape Tech School, that could meet on a regular basis.

Judy Froman said it would be helpful to have the Upper Cape Tech included; it is important for the strategic planning of how we get the most out of our money.

Tony Schiavi said he would like for the Board to vote to send to the Finance Committee that the Board of Selectmen would like to re-establish a Financial Planning Working Group to look at making prudent changes to the Financial Policy.

Voted: Peter Meier moved and seconded by James Potter to open up the Financial Management Policies & Guidelines for review and discussion for possible changes in conjunction with the Finance Committee and School Committee. Vote: 4-0-0.

h. Board of Selectmen next meeting date — possible March 4, 2020

Voted Peter Meier moved and seconded by James Potter to move the Board of Selectmen's Monthly Business Agenda from March 3 to March 4, 2020 due to the Presidential Primary Election and the Special State Election Primary for Senator. Vote: 4-0-0.

9) Town Administrators Report

a. Assessor Recruitment Update

Tony Schiavi updated the Board on the Assessors Recruitment. Have a meeting tomorrow with the Finance Director. We'll start developing the advertisement and get it posted internally, initially, and then put it on the MMA, and if there is an Assessors site, we can post it there also and start collecting resumes. Will appoint an interim Assessor at the Feb 18th meeting.

10) Correspondence

George Slade brought the Board and the public up to date on the correspondence

A. Letter from Office of the Attorney General regarding Open Meeting Law Complaint

- B. Letter from Department of Environmental Protection regarding Permit Approval – Authorization to Operate Phase 6 Landfill Expansion
- C. Letter from Buzzards Bay Coalition requests the immediate approval as final of the Megansett-Squeteague Harbor Estuarine System total maximum daily loads for total nitrogen.
- D. Letter from Sagamore Cemetery Association, M. Elizabeth Ellis who submitted a final report for project completed through CPA grants for work that was done to rehabilitation of 41 damaged gravestones. Extends its deepest thanks to all who contributed for this important public/private project.

The correspondence are posted on the town website and the hard copies are kept at the Town Administrators office. Also posted on the website are deadlines for elections and absentee ballots.

Start the joint meetings with Finance Committee Monday Feb 10th 7:00 p.m. at the Bourne Veterans Memorial Building. February 18th is the next Board of Selectmen workshop.

11) Adjourn

Voted Peter Meier moved and seconded by James Potter to adjourn. Vote: 4-0-0.

Respectfully submitted – Carole Ellis, secretary.