

**Board of Selectmen  
Minutes of Tuesday, May 1, 2018  
Bourne High School Library/Media Center  
Bourne, MA 02532**

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RECEIVED

2018 MAY 30 AM 10:54

TOWN CLERK BOURNE

TA Tom Guerino

**Selectmen**

George Slade, Chairman  
Peter Meier, Vice-Chairman  
Judith Froman, Clerk  
Don Pickard

Note this meeting is being televised and recorded. If anyone in the audience is recording or videotaping, they need to acknowledge such at this time - Michael Rausch Bourne Enterprise.

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

**Documents**

**7:15 p.m. Chairman call session to order in open session**

**Meeting Called to Order**

Chm. Slade called the meeting to order at 7:19 pm.

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

**Public Comment - Non-Agenda Items**

None requested.

**3) Approval of Minutes:**

No Minutes to approve

**4) Correspondence**

Judy Froman brought the Board up to date on the correspondence

- A. Letter from General Manager Daniel Barrett re: Bourne ISWM Facility Quarterly Groundwater and Landfill Gas Monitoring Results
- B. Letter from SITEC Environmental re: Bourne Landfill/Review of January 2018 Environmental Monitoring Events
- C. Letter from USDA regarding FY17 funding for the Cape Cod Water Resources Restoration Project
- D. Weights & Measurements quarterly report from January 1, 2018 - March 31, 2018

- E. Cape Light Compact activity for month of February 2018
- F. Letter from FEMA re: Preliminary Flood Insurance Rate Map [FIRM] and Preliminary Flood Insurance Study [FIS] Report for Barnstable County
- G. Letter from Richard Conron requesting feedback from Selectmen on three [3] different topics
- H. Letter from DEP re: Draft J-I Range Northern 2018 Annual Environmental Monitoring Report and Draft J-I Range Southern 2018 Annual Environmental Monitoring Report

#### **5) License/Appointments**

- a. Execution of the Assistant Town Administrator's Contract**
- b. Discussion and possible vote on Rules and Regulations for the use of Park and Recreation Areas**
- c. Discussion and possible vote on update fee schedules for Community Building, et.al**

Tom Guerino spoke about the Assistant Town Administrators contract. It requires a signature of the Town Administrator and the Board of Selectmen. Recommend we go forward with this so Mr. Cannon can get paid.

Peter Meier said we didn't appoint the Assistant Town Administrator he works for the Town Administrator so why are we the signatory on it? Under the Charter we appoint the Town Administrator not the Assistant Town Administrator.

Tom Guerino said because there is not specific provision in the Charter it is silent. We will rectify that at Town Meeting vote that will memorialize the position. Between now and that time it requires a signature from the Town Administrator and the Board of Selectmen.

Don Pickard agrees with Mr. Meier. Originally Town Counsel wanted the Board to make the appointment, but that was a violation of the charter. We do need a contract for the Assistant Town Administrator, but I think it would be more beneficial to have the Board authorize the Chairman to sign on behalf of the Board. If there is a charter complaint filed it will be reflecting on the entire Board.

Judy Froman said we were told this is a position that will report to the Town Administrator. It is confusing that we would be signing the contract, would be happy to give the Town Administrator the authority to sign the contract.

Tom Guerino said it was under the advice of Town Counsel that this Board sign the contract. It needs to be signed so we can move forward and the Assistant Town Administrator can get paid. We can change it later. Please send questions to me and I will forward them to counsel. Linda Marzelli needs a document to pay Glenn Cannon.

George Slade said he is willing to sign the contract.

Peter Meier requested Tom Guerino to ask Mr. Troy put something in writing stating why we have to sign this contract. Tom Guerino said I believe you have a document in your email indicating why you need to sign the contract.

Tom Guerino read: The Board of Selectmen is asked to execute the contract for the Assistant Town Administrator as a result of the request for documentation from Clerk and the Administrator relative to the creation of the position. Spoken to Mr. Guerino and he confirmed that he will submit language to the Special Town Meeting to adding a provision that identifies in the Charter as well as information about the appointing authority. After this is effectuated the position will be governed by the terms of the Charter.

**Voted** Peter Meier moved and seconded by Judy Froman to execute the contract of the Assistant Town Administrator. **Vote 4-0.**

**5.b. Discussion and possible vote on Rules and Regulations for the use of Park and Recreation Areas**

Tom Guerino said we needed to put together new rules and regulations for the new Buzzards Bay park area.

Krissanne Caron, briefly spoke about the Policy for the Buzzards Bay Park.



Town of Bourne  
Special Event Policy for Buzzards Bay Park

**Scheduling:** Events are scheduled on a first come, first served basis, subject to preference based upon degree of benefit to the general public, as determined in the following order: events held to raise funds for charitable purposes, events held by other non-profit entities, all other events. The Town does not discriminate on the basis of race, religion, sex, national origin, sexual orientation or other class protected under Federal or State law.

**Fees:**

*Application Fee:*

*Commercial Events (All businesses and not-for-profit groups): \$75 non-refundable*

*Non-Commercial (Small weddings, family functions, etc.): No application fee*

*Utility Fees (All groups):*

Water: Rate to be determined by the Buzzards Bay Water District

Electrical: \$40/hour\*

\*Utility fees are charged for the duration of the event, including set-up and break-down.

*Security Deposits:*

*Commercial Events:*

Up to 100 people: \$100

101 to 500 people: \$250

More than 500 people: \$500

*Non-Commercial Events:*

Up to 50 people: \$50

51 to 100 people: \$100

\*Security deposits will be returned at the discretion of the DPW Superintendent.

Additional fees may be assessed by the Town. Police/Fire staff will be charged separately. *Permission to place portable toilets on Town property must be requested in writing and approved by the Department of Public Works Superintendent.*

**Insurance:** A Certificate of Insurance with the Town of Bourne named as an Additional Insured, in the amounts of \$2,000,000/person and \$3,000,000/occurrence is required with the application **for all commercial events.**

**Grounds for Denials:** The Town shall deny permission for any event based on a finding that the organizer has not provided reasonable safeguards adequate to protect the safety and welfare of event participants, bystanders and the general public before, during and after such events. In addition to safety and welfare concerns, the Town of Bourne reserves the right to deny an event request based on conflicts with other events or activities.



Town of Bourne  
Special Event Policy

*Rules & Regulations:*

All posted rules and regulations shall be followed.

Vehicles are not allowed within the park layout. Please see attached diagram.

Nothing can be placed below ground surface. This includes but is not limited to: tent stakes, portable fencing, horseshoe pits, volleyball nets.

The Town's carry in, carry out policy for trash is in effect. All litter, trash or debris generated from the event shall be removed by the event organizer.

Public access to and from the park may not be blocked at any time.

Organizer is responsible for any damage sustained to buildings, structures and grounds occurring during the event.

Cooking grills and open flames are prohibited. Permits may be revoked for misuse of the property.

For larger events, the organizer is responsible for traffic control and public safety through the Bourne Police Department and/or Bourne Fire Department. Police/Fire details may be required at an additional cost.

No placards of a commercial nature may be displayed on Town property. No tacks, nails or staples may be used on the gazebo or pavilions.

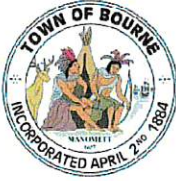
Any person or organization granted use of Town property shall assume liability for any damage to the property, injury to participants, damage to or loss of equipment or property. Please see the attached Indemnification and Release. If the person or organization applying shall not be deemed to be of sufficient responsibility, permission will not be granted.

Alcoholic beverages are not permitted on Town property without a license issued by the Board of Selectmen. Per Town of Bourne By-Laws, smoking and E-Cigarette use is prohibited on Town owned or operated playgrounds and recreational areas.

Unauthorized use of Town facilities for organized activities is not allowed. Permits are issued for the outdoor space only and do not include access to any storage areas, buildings or equipment.

Permission for use of Town facilities shall not be granted for any purpose that will, in any way, interfere with their use by the Town.

Cancellation due to inclement weather/poor park conditions will be at the discretion of the Town Administrator, Assistant Town Administrator, DPW Superintendent or the Recreation Director.



Town of Bourne  
Special Event Permit Application for Buzzards Bay Park

Date of Application \_\_\_\_\_ Name of Organization \_\_\_\_\_

Organization's Mailing Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Contact Person's Mailing Address \_\_\_\_\_

*Event Information:*

Event Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Set Up Date \_\_\_\_\_ Set Up Time \_\_\_\_\_ End Clean Up Time \_\_\_\_\_

Description of Event \_\_\_\_\_

# of Participants \_\_\_\_\_ # of Spectators \_\_\_\_\_

Will your event require street closing? If Yes, see Bourne Police \_\_\_\_\_

Will there be food? \_\_\_\_\_ If Yes, see Board of Health \_\_\_\_\_

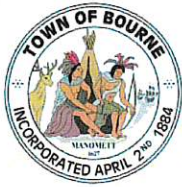
Will there be vendors? \_\_\_\_\_ If Yes, see Board of Selectmen's Office and the Board of Health \_\_\_\_\_

Use of electricity/generators? \_\_\_\_\_ If Yes, see Bourne DPW \_\_\_\_\_

Will the Event require water? \_\_\_\_\_ If Yes, for what purpose? \_\_\_\_\_

Use of Tents? \_\_\_\_\_ If Yes, please see \_\_\_\_\_

Wish to block parking spaces? \_\_\_\_\_ If Yes, see DPW \_\_\_\_\_



## INDEMNIFICATION AND RELEASE

### Town of Bourne Facility Rentals

THIS IS A LEGALLY BINDING DOCUMENT. DO NOT SIGN IT UNTIL YOU HAVE READ THE CONTENTS HEREOF AND UNDERSTAND THE SAME. IF YOU ARE IN DOUBT, CONSULT AN ATTORNEY PRIOR TO SIGNING THIS DOCUMENT.

In consideration of the permission granted to it by the Town of Bourne for the purpose of using playing fields and recreational properties owned by the Town of Bourne, the undersigned, in recognition of the fact that Bourne has no lawful obligation to permit said usage by any person, group or other entity not sponsored by the Recreation Department, does hereby release the Town of Bourne, its agents, servants, employees and volunteers from any liability whatsoever in the event of injury to any persons or any actual or perceived infringement of the personal security of any person using the said playing fields and/or recreation areas while engaged in usage authorized by the Town or to any person attending such activity and the undersigned intends this release to be effective and binding on himself/herself and all members, guests, invitees or observers of the group activity which she/he herein represents. This release is provided in addition to, and without limitation on, any and all defenses available to the Town of Bourne pursuant to the Massachusetts General Law and common law.

The undersigned, on behalf of him/herself and the members of the group or entity he/she represents, does hereby agree to indemnify the Town and its agents, servants, employees and volunteers against any and all claims, suits, actions, debts, damages, costs, charges and expenses including court costs and attorney's fees, and against all liability, losses and damages of any nature whatsoever, that the Town shall or may at any time sustain or be put to by reason of the usage of the Town owned property, as contemplated herein.

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Signature

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Date

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Title

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Name of Organization

Town of Bourne  
Wedding Ceremony Policy

There are many beautiful places in Bourne to hold a wedding ceremony! In addition to Buzzards Bay Park, we recommend the following locations: 3-Mile Look, Sagamore Beach, Monument Beach, Hen's Cove.

For locations other than Buzzards Bay Park, there is no permit process. Town of Bourne public areas are to remain open and available at all times. Scheduling a wedding ceremony is at the participant's discretion and the Town is not responsible for ensuring a private ceremony.

If holding a wedding ceremony on Town property, all rules and regulations pertaining to the property must be adhered to; including but not limited to:

- Parking permits required for all Town beaches.

- No tents or anything staked into the ground.

- No alcohol.

- No open flames.



SB

## Bourne Recreation Outdoor Facility Reservation Policies

### **How to request a field/outdoor recreation facility:**

Availability for all locations can be found on [www.bournerec.com](http://www.bournerec.com). Click on "Facilities" then select calendar. From the drop down menu you can select a specific location.

1. The requesting group must have an account on [www.bournerec.com](http://www.bournerec.com). Accounts should be set up for the organization, not an individual household.
2. Field requests are pending and will not be approved without receipt of the following:
  - a. Indemnification and Release (Acknowledged during online request process)
  - b. Copy of Certificate of Insurance. Coverage will be required in the minimum amounts of **\$2,000,000 per person, \$3,000,000** per occurrence for all private groups/organizations. The Town of Bourne must be named as an Additional Insured. Proof of insurance must be uploaded to your bournerec.com account prior to your request.
3. Any non-profit group must submit the following:
  - a. Copy of current Non-Profit Certification (Upload to your account prior to request)
4. Once the above listed documents are received, the request will be reviewed by the Recreation Department. Notification of the status will be sent to the email listed on the account.
5. Once approved, full payment must be made prior to the permit start date. There are no refunds for dates reserved and not used.

### **Application Deadlines:**

*May 1<sup>st</sup>:* Summer Season Activities (End of school until the beginning of school)

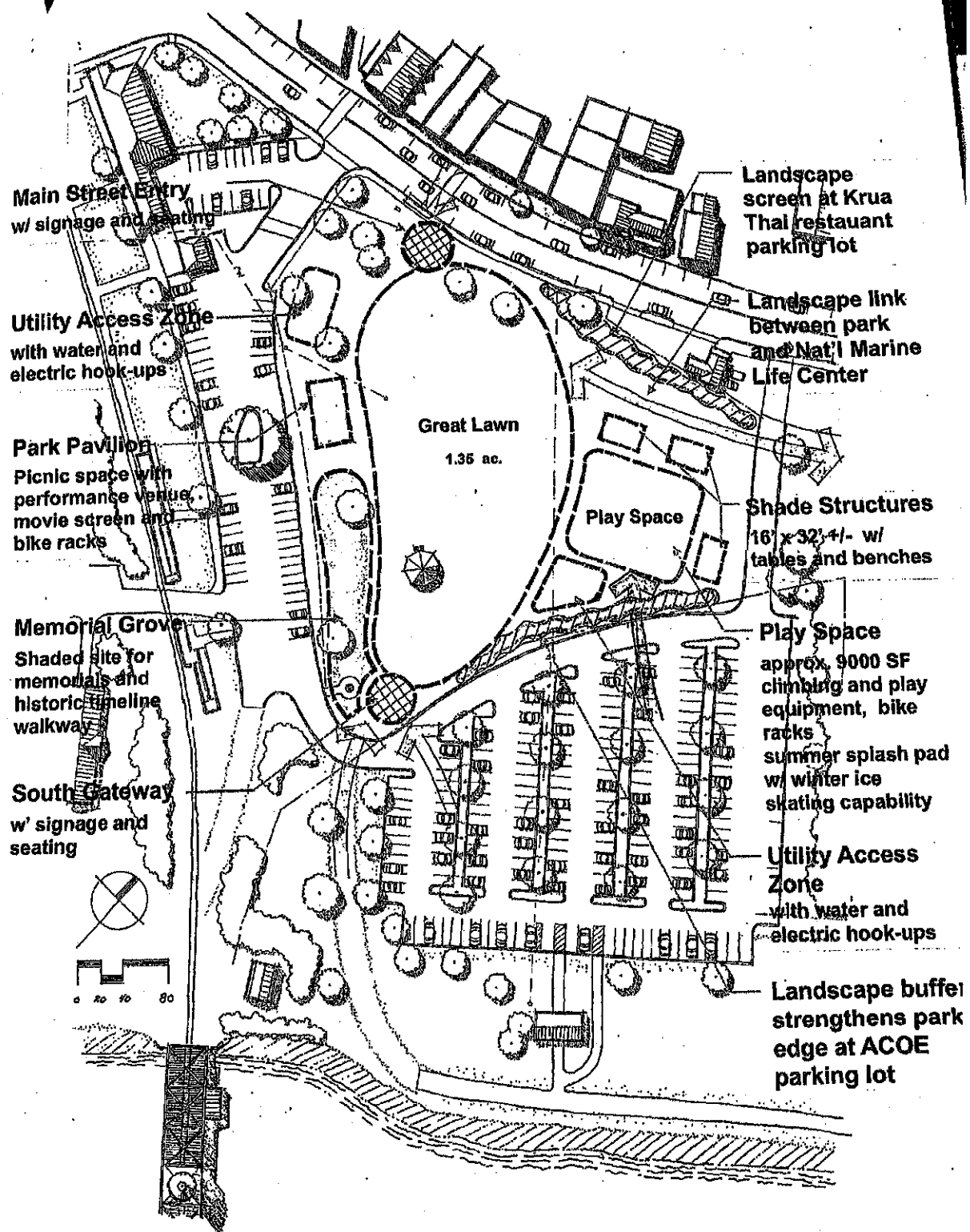
*August 1<sup>st</sup>:* Fall Season Activities (Beginning of school until November 1<sup>st</sup>)

*February 1<sup>st</sup>:* Spring Season Activities (April 1<sup>st</sup> until the last day of school)

\*Any group requesting use of the fields prior to April 1<sup>st</sup> must obtain permission from both the Department of Public Works and the Recreation Department.

All applications need to be submitted at least 7 days prior to requested day.

Groups wishing to use Town Property for fundraising purposes must submit an online facility request.



**Buzzards Bay Park - Concept Plan**

## Bourne Recreation Outdoor Facility Reservation Policies

### ***Scheduling Priorities:***

Town of Bourne Recreation Department sanctioned or sponsored functions, activities, or events will take precedent over all other events or activities. The Bourne Public Schools or school sponsored organizations will have priority in scheduling after the Town of Bourne Recreation Department. After that, priority will be as follows: in-town non-profit youth groups, in-town non-profit adult groups, out of town non-profit youth groups, out of town non-profit adult groups, for profit youth groups (private), for profit adult groups (private). Availability of fields is not a guarantee of approval for use.

In order for an organization to receive the appropriate priority in scheduling, all requests must be received by the above deadlines. After the deadline, the Town reserves the right to permit facilities to groups with lower priority.

### ***Rules and Regulations:***

Unauthorized use of Town facilities for organized activities is not permitted, and may be cause to have any current permit revoked. Permits are issued for the outdoor space only and do not include access to storage areas or equipment unless specified by the Town. Permission for the use of Town facilities shall not be granted for any purpose that will, in any way, interfere with their use by the Town.

Subletting your scheduled field time to another group or organization is strictly prohibited and will result in permit revocation.

For profit use will be restricted to league play. No private instruction, clinics or workshops are allowed on Town property (ballfields, courts, beaches etc.).

All leagues must show compliance with the Commonwealth of Massachusetts CORI policies and procedures.

All coaches, parents and spectators must adhere to the individual league's Code of Conduct. The Town of Bourne reserves the right to deny access to permitted events to individuals who have violated the Code of Conduct.

Routine maintenance will be scheduled at the discretion of the Town, and may affect any previously approved permit schedule. The Town will do its best to provide 24 hours notice of any cancellations. Only Town issued locks may be used on any facility.

Cancellation because of inclement weather will be at the discretion of the Town of Bourne. Organizations should make sensible decisions regarding play during inclement weather. If there are puddles, standing water, or water forming when someone steps on the field, practices or games must be cancelled.

## Bourne Recreation Outdoor Facility Reservation Policies

### ***Rules and Regulations (cont.):***

At the end of the season, all organizations are required to leave the property in the condition that it was in at the beginning of the season. The Town will determine what, if any action needs to be taken by an organization in regards to maintenance or repairs. The Town of Bourne reserves the right to cancel any activity at any time for any reason. The Town of Bourne will make every attempt to provide 24 hour notice in the event of cancellation.

All Town recreational facilities are to remain open and available for use by the general public when not permitted for specific group use.

No placards of a commercial nature may be displayed on Town property without prior permission from the Board of Selectman.

Any person or organization granted the use of Town property shall assume full liability for any damage to the property, injury to participants, damage to or loss of equipment. If the person or organization applying shall not be deemed to be of sufficient responsibility, no permission will be granted.

A permit may be canceled if its provisions or intent are violated in any manner.

The use of Town property must not violate any local, state, or federal law or regulation, and any such violation shall be deemed sufficient cause for the refusal of any subsequent application by the person or organization involved.

There is a carry-in, carry-out policy for trash. All trash must be removed by the permitted group at the end of the event.

Alcoholic beverages are not permitted on Town property. Vehicles are not allowed on the fields.

Maintenance Request Forms must be completed and approved by the Town prior to work on Town property. Exclusions are routine mowing and field lining by the permitted league. Outside contractors are not permitted to perform work on Town property without prior written approval from the Town.



**Bourne Recreation Department Outdoor Facility Fee Schedule**

Location	Facility	1-Time Use (2 Hours)	10 or More Uses/Season	1-Time Use (2 Hours)
		Non Profit Groups	Non Profit Groups	For Profit Leagues
<b>Bourne Community Building</b>	Adult Softball Field	\$35 \$40	\$350 \$400	\$50 \$80
	Youth Baseball Field	\$30 \$40	\$300 \$400	\$45 \$60
<b>Queen Sewell Park</b>	Youth Softball Field	\$30 \$40	\$300 \$400	\$50
<b>Clarke Field Recreation Area</b>	Multi-Use Field	\$40 \$50	\$400 \$500	\$75 \$125
	Youth Baseball Field	\$30 \$40	\$300 \$400	\$50 \$60
	Tennis Court	\$25		\$25 \$40
	Basketball Court	\$25		\$25 \$40
<b>Hoxie Field</b>	Youth Baseball Field	\$30 \$40	\$300 \$400	\$50
<b>Keith Field</b>	Regulation Baseball Field	\$30 \$40	\$300 \$400	\$50 \$60
<b>Pocasset Recreation Area</b>	Youth Baseball Field	\$30 \$40	\$300 \$400	NA
	Tennis Court	\$25		\$25 \$40
	Basketball Court	\$25		\$25 \$40
<b>Monument Beach Ballfield</b>	Youth Baseball Field	\$30 \$40	\$300 \$400	NA
<b>Chester Park</b>	Basketball Court	\$25		\$25 \$40
	Tennis Court	\$25		\$25 \$40

Non-Profit groups can request a reduction in fees for special events or in exchange for field upkeep. For-profit groups and private businesses will not be granted any fee reductions. Fees are per facility and per season.

For profit use will be restricted to league play. No private instruction, clinics or workshops are allowed on Town property (ballfields, courts, beaches etc.).



Bourne Recreation Department  
 Bourne Veteran's Memorial Community Center  
 239 Main Street  
 Buzzards Bay, MA 02532  
 Phone: (508) 759-0600 ext. 5302  
 www.bournerec.com

### TOWN OF BOURNE FACILITY RENTALS

#### Hold Harmless Agreement

(Acknowledged during online reservation process)

It is agreed by \_\_\_\_\_ hereinafter called the Organization, that the Town of Bourne be absolved of any and all liability brought about by actions of the participants and/or patrons of the Organization while using the facilities of the Town of Bourne for the purpose of \_\_\_\_\_. It is further agreed that the Organization accepts responsibility for any and all damages caused by the participants and/or patrons of the Organization that are determined to be above and beyond what is considered normal wear and tear of the facilities. I have read and understand the policies as outlined above for use of Town property. I further understand that violation of the above stated policies will result in all organizational privileges being revoked.

#### Indemnification and Release

(Acknowledged during online reservation process)

This is a legally binding document. Do not sign it until you have read the contents hereof and understand the same. If you are in doubt, consult an attorney prior to signing this document.

In consideration of the permission granted to it by the Town of Bourne for the purpose of using playing fields and recreational properties owned by the Town of Bourne, the undersigned, in recognition of the fact that Bourne has no lawful obligation to permit said usage by any person, group or other entity not sponsored by the Recreation Department, does hereby release the Town of Bourne, its agents, servants, employees and volunteers from any liability whatsoever in the event of injury to any persons or any actual or perceived infringement of the personal security of any person using the said playing fields and/or recreation areas while engaged in usage authorized by the Town or to any person attending such activity and the undersigned intends this release to be effective and binding on himself/herself and all members, guests, invitees or observers of the group activity which she/he herein represents. This release is provided in addition to, and without limitation on, any and all defenses available to the Town of Bourne pursuant to the Massachusetts General Law and common law.

The undersigned, on behalf of him/herself and the members of the group or entity he/she represents, does hereby agree to indemnify the Town and its agents, servants, employees and volunteers against any and all claims, suits, actions, debts, damages, costs, charges and expenses including court costs and attorney's fees, and against all liability, losses and damages of any nature whatsoever, that the Town shall or may at any time sustain or be put to by reason of the usage of the Town owned property, as contemplated herein.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Name of Organization

Judy Froman questioned regarding the grounds, what happens when an event happens on the weekend, will DPW go and clean or inspect the park after the event. George Sala said the DPW could just check the park after the event to make sure it was left as stated in the

contract. This policy is to prevent any future damage to a beautiful park, which has happened in the past. We now have rules the applicant will have to abide by.

Krissanne Caron, said applications will be reviewed as they come in.

**Voted** Peter Meier moved and seconded by Judy Froman to approve.

Peter Meier amended his motion to move this from first reading over to second reading, Judy Froman seconded that amendment. Vote: 4-0

**5.c Discussion and possible vote on update fee schedules for Community Building, et.al**

Tom Guerino said this is an amendment to an existing policy so the Selectmen could vote on this tonight.

Krissanne Caron said there are changes on page 2.

5C

**Bourne Veteran's Memorial Community Building Reservation Policies****How to request a room/gym at the Community Building:**

Availability for all locations can be found on [www.bournerec.com](http://www.bournerec.com). Click on "Facilities" then select calendar. From the drop down menu you can select a specific location.

1. The requesting group must have an account on [www.bournerec.com](http://www.bournerec.com). Accounts should be set up for the organization, not an individual household.
  - a. Once an account is created, the request is to be made online. Login to your account and click on the "Reserve" icon then follow the prompts to complete your request.
2. Gym requests are pending and will not be approved without receipt of the following:
  - a. Indemnification and Release (Acknowledged during online request process)
  - b. Copy of Certificate of Insurance. Coverage will be required in the minimum amounts of \$2,000,000 per person, \$3,000,000 per occurrence for all private groups/organizations. Proof of insurance must be uploaded to your [bournerec.com](http://www.bournerec.com) account prior to your request.
3. Any non-profit group must submit the following:
  - a. Copy of current Non-Profit Certification (Upload to your account prior to request)
4. Once the above listed documents are received, the request will be reviewed by the Recreation Department. Notification of the status will be sent to the email listed on the account.
5. Once approved, full payment must be made prior to the permit start date. There are no refunds for dates reserved and not used.

**Rental Information:**

Availability of space is not a guarantee of approval for use.

Meeting space can be reserved in 3 hour blocks. Rooms will be available at the requested time. The 3 hour block includes set-up/breakdown time needed by the group.

Town of Bourne sanctioned or sponsored committees, functions, activities, or events will take precedent over all other events or activities.

Town of Bourne Departments, Committees and local support groups can reserve rooms up to 12 months in advance. All others may reserve up to 3 months in advance.

Reservations may be cancelled based on the needs of Town Departments and/or Committees. We will do our best to provide a minimum of 24 hours' notice for all cancellations. Fees will be credited for future use for all cancellations made by the Town of Bourne. If no future reservations are needed, a refund will be issued if cancelled by the Town of Bourne. Groups requesting a cancellation will be issued a credit/refund if cancelled 7 or more days prior to the date.

Any person or organization granted the use of Town property shall assume full liability for any damage to the property, injury to participants, damage to or loss of equipment. If the person or organization applying shall not be deemed to be of sufficient responsibility, no permission will be granted.



### **Bourne Veteran's Memorial Community Building Reservation Policies**

The use of Town property must not violate any local, state, or federal law or regulation, and any such violation shall be deemed sufficient cause for the refusal of any subsequent application by the person or organization involved.

#### ***Scheduling Information:***

In inclement weather, the Town of Bourne reserves the right to close the Community Building and cancel all scheduled activities. Any decision to close is made by the Town Administrator. Fees will be credited for future use.

Meeting rooms are often scheduled back to back. Rooms will be available at the requested time.

We reserve the right to change room assignments.

#### ***Building Policies:***

Alcoholic beverages are not permitted on Town property.

**Smoking is not allowed on Community Building Property.**

Exterior doors in Rooms 1 and 2 are emergency exits only. These doors are not accessible from the outside and need to remain closed except in case of emergency.

All visitors to the Community Building must enter and exit through either the main lobby doors or the rear door located in the back of the building.

**After 4:30pm, all visitors must enter through the main lobby doors.**

All exterior gym doors are to remain closed at all times.

All groups are responsible for the set-up and break-down of the room. Rooms need to be returned to the original set-up after all meetings. If extra time is needed, please build that into your reservation request, but please note fees are based on a 3 hour block.

**Due to limited space, supplies needed for group meetings and gym rentals cannot be left in the building. The Town of Bourne is not responsible for items left behind.**

All participants must adhere to any other policy/rules set by the Town of Bourne.

#### ***Restrictions:***

**We do not allow clinics or private instruction rentals in the gym.**

**We do not allow rentals for individual profit in the Community Building. For profit use will be restricted to in-house trainings, etc., no fee based trainings or seminars are allowed.**

**Bourne Veteran's Memorial Community Building Reservation Policies****Fee Information:**

In-town boards, committees and State/Federal agencies can reserve meeting rooms at no charge. Fees listed below are for events scheduled during regular operating hours, Monday – Friday 9:00am – 8:45pm and Saturdays 9:00am – 5:00pm (September – June). The building reduces evening/weekend hours in July and August. The 3-hour time block includes set-up/breakdown time.

**Room Fees and Set-Up:**

- Room 1:** Small groups (under 15 people): \$40/up to 3 hours  
All other groups: \$60/Up to 3 hours  
Corporate Meetings/Trainings: \$75/Up to 3 hours  
*Capacity:* 32 people. Tables set in 2 rectangle sets of 16  
Sunday Rental: \$270 for up to 3 hours. Includes room and custodial fees
- Room 2:** Small groups (under 15 people): \$50/up to 3 hours  
All other groups: \$70/Up to 3 hours  
Corporate Meetings/Trainings: \$100/Up to 3 hours  
*Capacity:* 40 people. Permanent U-Shaped conference table at one end. Appropriate for boards and committees. 5 rows with 8 chairs each. This room comes equipped with a screen and projector.  
Sunday Rental: \$300 for up to 3 hours. Includes room and custodial fees
- Room 3:** Small groups (under 18 people): \$40/up to 3 hours  
Corporate Meetings/Trainings: \$75/Up to 3 hours  
*Capacity:* 18 people. Tables set in 1 large rectangle.  
Sunday Rental: \$270 for up to 3 hours. Includes room and custodial fees
- Cafeteria:** Small groups (under 15 people): \$50/up to 3 hours  
All other groups: \$70/Up to 3 hours  
*Capacity:* 56 people. Round tables of 8. Kitchen use not included.  
Sunday Rental: \$300 for up to 3 hours. Includes room and custodial fees
- Gym:** Registered non-profit: \$40/Up to 2 hours 1/2 gym; \$80 whole gym  
All others: \$80/Up to 2 hours 1/2 gym; \$160 whole gym  
Game Rental: \$50/Up to 3 hours: Includes use of our scoring equipment  
*Capacity:* Up to 4 teams for practice (full gym).  
Sunday Rental: \$630/whole gym, up to 3 hours. Includes rental and custodial fees

After hours/Sunday scheduling may be available but is not guaranteed. There are no half-gym rentals on Sundays. Per the Board of Selectmen, two special event waivers per non-profit group may be requested in a calendar year. Any waiver would not include the custodial fee of \$150 (Up to 4 hours) or \$300 (Up to 8 hours).

Don Pickard questioned clinics or private instruction rentals in the gym and rentals for individual profit in the community building. For profit use will be restricted to in-house trainings no fee based training or seminars are allowed.

Krissanne Caron said we have never allowed a private business come in and charge people to attend their function.

Tom Guerino said when these policies first came before the Selectmen, the Board was very strong that there was not to be a for-profit business come in and use the building where people had to pay to attend. It was for municipal purposes and recreational non-profit purposes.

**Voted** Judy Froman moved and seconded by Peter Meier to approve the update fee schedule for the Community Building. **Vote 4-0.**

**6) Barry Johnson, Open Space Committee, request approval of naming town-owned recreational parcel next to the Aptuxcet Trading Post parcel**

Barry Johnson requested personal privilege to state that Mr. Cannon has already had an impact on the staff and the public, and it is refreshing to see the extra help in the town office. He is a tremendous addition to the Staff of the Town Hall.

Mr. Johnson, Chairman of the Open Space Committee, said pursuant to the Selectmen's policy on naming town property and on behalf of the members of the open space committee I am here to formally request the Board approve the naming of a town owned open space passive recreation parcel located at 10 Aptuxcet Road, which is directly adjacent to the Aptuxcet Trading Post. We understand that we need to provide to the Board a design of the sign that we will be installing on the site. It will be the same design as the other open space signs we have been using throughout the town that show that a parcel may be used for open space passive recreation purposes. The name of the parcel will be part of the sign. The cost for making and installing the signs as well as replacing them as necessary will be paid from the Open Space recreations line item of the Community Preservation Fund. We are asking the Board to vote its initial approval of naming this parcel as the "Canal Overlook" as the Open Space Committee has suggested.

Jack Mulkeen suggested the parcel be called the Cape Cod Canal Overlook.

**Voted** Peter Meier moved and seconded by Judy Froman to move it to the meeting on May 22, 2018. **Vote 4-0.**

**Voted** Peter Meier moved and seconded by Judy Froman to take 8C out of order. **Vote 4-0.**

**8c. Signing of the 2018 Annual Town Election**

**Voted** Peter Meier moved and seconded by Judy Froman to authorize the Board to sign the 2018 Annual Town Election Warrant. **Vote 4-0.**

**7) Dan Barrett, ISWM General Manager - Inter-municipal Agreement to extend the Upper Cape Regional Transfer Station**

Dan Barrett presented the Board with the proposed extension of the inter-municipal agreement between Falmouth, Mashpee, Bourne and Sandwich for the operation of the Upper Cape Regional Transfer Station. It has minor changes. It is a 4½ year extension.

There was a slight change to the portion of potential revenues. Any potential excess funds will be apportioned equally amongst the towns. We don't expect there to be a lot of revenue from this project. It is a 4 ½ year contract to expire on December 31, 2022, with a 4 year potential extension to match the RFP.

**Voted** Don Pickard moved and seconded by Peter Meier to accept the recommendation from Mr. Barrett on the inter-municipal agreement extending the Upper Cape Regional Transfer Station. **Vote 4-0.**

**8) Selectmen's Business**

- a. Rules of Procedure Workshop - 10 minute discussion**
- b. Composite review reporting of TA annual evaluation**
- c. Signing of the 2018 Annual Town Election**

George Slade said we will defer item 8A Rules of Procedure Workshop to the next Board of Selectmen meeting on May 22<sup>nd</sup>.

**8.b Composite review reporting of TA annual evaluation**

George Slade said this evaluation is done every year. The Board members have prepared their individual evaluation and sent them to the Chair. The Chair has compiled all the comments.

George Slade read:

**CHAIRMAN'S NARRATIVE OF THE TOWN  
ADMINISTRATOR'S 2017-2018 PERFORMANCE  
EVALUATION  
GEORGE SLADE, CHAIRMAN**

The town administrator is evaluated annually in May for his performance from the prior May's election to the present. The evaluation is a combination of numerical scoring and narratives provided by board members. The evaluation covers five areas of performance: Relationship with the Board; Financial Management; Town Management; Community and Public Relations; and Accomplishment or Progress on Annual Goals. At the end of the review each member is asked to answer the following questions: What has the Town Administrator



done well? What could the Town Administrator do better? What steps could the Town Administrator take to improve performance?

**Relationship with the Board –**

The board enjoys one-on-one collegiality with the administrator. He allocates time to plan the agenda while being aware of open meeting requirements. His responses to questions are usually answered expeditiously.

Communication with Board is usually good, however, not as consistent as it should be. Without a more robust mutual trust component, continuous improvement toward town initiatives will be threatened. Periodic reports have been reduced to once per month per mutual consent. Instances in which specific requests for information go unanswered, while rare, happen on occasion. Organization skills need to be improved. A certain degree of chaos is inherent within the top level of municipal government. With the benefit of a full-time, well qualified assistant, he must gradually and strategically transition his responsibilities to conform to the recently aligned organization chart.

He has developed a wealth of institutional knowledge. The board acknowledges that his ability to fill in missing information or answer general questions that come up during a meeting is helpful and sees value in the fact that he will often respond quickly. However, when he relies too heavily on memory, his details are vague. There is a feeling that he would be well served to have information properly sourced.

**Financial Management**

Board members generally graded the administrator quite well in this area. The budget process is a well-oiled process that benefits from his years of experience.

It was pointed out that corrections and revisions occur during the review of the budget; however, the frequency is reduced compared to prior years. By having a reasonably effective working relationship with Finance Department and committee, he usually works through the budget season without many problems. Updates at certain key points during the process allow for budget revisions to be easy to follow. By adhering to the Financial Management Policies and Guidelines, the chances for unpleasant surprises during the fiscal year are greatly reduced. Priority Based Budgeting is progressing, albeit slowly. The board needs to be kept abreast of any road blocks. The eventual roll-out must be as smooth as possible.

The board's assessment of long term planning was mixed; it feels that the administrator must use the Financial Management Policies and Guidelines as a reference and the document should be gone through by a working group to ensure its continued relevancy. It will be necessary to blend the Excel sheet projections with a narrative that aligns with the Capital Plan and Local Comprehensive Plan. The town continues to enjoy it's above average bond rating.

**Town Management**

Town Hall is an aging building that needs the cooperation and organization skills of all to avoid losing data. A town of this size and complexity needs to have its top management on top of everything and have quick access to data. Being more receptive to challenges to the traditional working arrangements, it will allow for more effective administration.

Recent staff hires have been seen as well qualified and competent. Emphasis on succession planning is extremely important to maintain continuity within the town's workforce. By coordinating with the Assistant Town Administrator, the strengthening of the human resources function must take place. While it works reasonably well, it is currently de-centralized and must be coordinated.

### **Community and Public Relations**

Administrator worked with his staff to have the Selectmen's agenda posted on the website so that it can be concurrently followed by the public as meetings progress, enhancing transparency.

He is given high marks for maintaining healthy relations with the legislative delegation and officials from neighboring towns.

While one member cited that the administrator seldom responds to problems brought up by citizens, others feel that he has done well within his time constraints. He has acknowledged occasional lapses.

### **Accomplishment or Progress on Annual Goals**

Hiring an Assistant Town Administrator was accomplished recently; it was a coordinated effort involving key people to ensure best practices in proper vetting of candidates and the eventual hire.

The Economic transformation has begun with a particular focus on the village of Buzzards Bay. While the Board of Survey has continued its work to address the badly blighted buildings, the results have not been communicated to the Board. As the other elements approach completion, the town will look forward to the main commercial area of town becoming viable. The next phase of the local comprehensive plan must move forward in a consistent manner.

The professional leadership had begun with historical benchmarks, and morphed into a legal policy that confirmed best practices. The board liaison and town administrator need to combine to summarize the outcomes of the Emergency Services, DPW and Finance portion.

Quality of Life has been in process and is continuing as the beach mat project is refined; the community building hours will be extended to an additional day and the accommodations in the repairs will address the emerging popularity of pickle ball.

The Blue Economy initiative is also a project in process that is dependent on grants that are in various degrees of progress. Through the efforts of the Seaport Economic Council and its investment in the testing platform, it is hoped that the effort will result in new products and jobs.

### **General Comments**

Through mutual agreement, contacts between Town Administrator and the Board should be streamlined so to avoid redundancy. A board member has suggested less frequent board meetings to allow for better agenda preparation.

One board member dedicated considerable space in this evaluation to suggestions for constructive criticism as a way to pave the way for improved performance. This includes trust, the management skills of prioritization, time management, and the presentation and integration

of plans. It ended with the attempt to manipulate the course of conversations.

The weather-related challenges that came about during the third fiscal quarter were significant. The town administrator demonstrated good seasoned leadership and interacted well with his staff to get the town to the point where it is able to recover from the setbacks.

Administrator is often generous in recognizing staff accomplishments for favorable comments in a public setting. Recognizing the spirit of cooperation in securing suitable meeting places while the town recovers, he commended the staff.

The commitment to using Owner Project Managers on a project of significant size is an absolute necessity; administrator has acknowledged the need to determine threshold when it is time to employ one.

### **Selectmen's Narration Sheet**

*Newly hired staff has been good additions, along with an additional health inspector and other shared positions.*

*Allowing autonomy among his department heads is good; The administrator's position as top executive of the town commands a salary commensurate with his longevity and significant role; along with this responsibility is the expectation to meet the goals and challenges of this role. It is often a thankless job, but none-the-less, it is the job.*

*Effective time management needs to be practiced. One-on-one meetings, while sometimes necessary, do need to be kept brief. Both TA and board members must be conscious that unplanned meetings and contacts can cause inefficiencies if duplicated.*

There was also a compilation of numerical scores. The complication from the four Board members put the Town Administrator in satisfactory rating.

Don Pickard said according to the Administrator's contract the Board is to discuss and award the merit increase.

Tom Guerino stated the Town Administrator isn't seeking a merit increase. At the meeting in October if there was no salary adjustment then the budget will be reduced at the Special Town Meeting in October.

### **9) Selectmen's Reports**

#### **a. Events attended past week**

#### **b. Events anticipated to attend current week**

Peter Meier said last Wednesday at the School Building Construction meeting and the next day at the School Building meeting we were given a letter regarding an error on the school building site. Peter Meier read the letter. This will be paid out of the error and omission's insurance policy by the land surveyor, there will be no additional costs occurred on the taxpayers of the town.

Tomorrow at 9:30 is the Beam Raising Ceremony at the Peebles Elementary School.

Don Pickard said he is going to attend Special Town Meeting.

Judy Froman stated there are Candidates Night coming up. Thursday night is the Planning Board Meeting at the Sagamore Fire House at 7:00 p.m.

**10) Town Administrator Report**

**a. Cape Cod Regional Transit Authority**

**b. Update of Crab Rock Way**

**c. Buzzards Bay Park Update**

**d. Update on Community Center**

**e. Report Meeting Mass DOT Re; Bypass/St. Margaret's Street/Armory Road**

Tom Guerino requested a moment of personal privilege. He spoke about what Mr. Pickard has brought to the Board and to the community as Chair and a member of the Board of Selectmen. Peter Meier spoke highly of Mr. Pickard and what he has done for the Board and the Town. Mr. Slade also spoke highly of what Mr. Pickard has done for the Board and the town. Judy Froman thanked Mr. Pickard for his years of service.

Tom Guerino spoke about the Regional Transit Authority, Mr. Guerino said the budget was passed and spoke briefly about the budget. The budget is up 2.3% overall. The assessments are up 2.5%. Only about 7% of the revenue for the Regional Transit Authority comes from local assessments. They are working on the potential of getting the registry in Hyannis. We are buying the trolleys and they will start the summer of 2019. Mr. Guerino also spoke about the service of the Boston hospital bus trip. The Transit Authority is starting to work with Cape Cod Health Care and some of the services they can provide to the hospital.

**10.b.** Mr. Guerino gave an update on Crab Rock Way. The roadwork and drainage has been accomplished. The stairs are complete. There are some plantings that have to go on some of the levels. There is a piece of rail that has to be installed.

**10.c.** Mr. Guerino gave an update on the Buzzards Bay Park. The pavilion is up and done, the splash pad is being put in, paving will be done tomorrow then the sawed will go in. Then we will start working on the punch list.

**10.d.** Mr. Guerino gave a brief update on the Community Building. The sheetrock is done, the painting is taking place, the court flooring is in the café, hope to have the Council On Aging moved into their location before the elections. We hope to have the Veterans agent in his office and the COA and Rec Departments back in their offices within the next 5-7 business days. The gym has not started yet. The Trustees authorized some alteration in the windows at the COA, to bring them down. A lot of the painting has been done. We found another area that is dripping and we will be addressing that.

**10.e.** Mr. Guerino said Chief Woodside, Glen Cannon and I met with Mass DOT as it relates to the bypass.

Glenn Cannon spoke about the meeting they had with Mass DOT. They seem to be willing to negotiate on the needs of the town. Mr. Cannon spoke about the paving, guardrail, sideline



fencing, and updating the traffic signal. Tom Guerino said one of the negotiating items was the plowing of the road would be two winter seasons.

Tom Guerino also spoke about the Fix Group. We pressed them on a common message to the Corp of Engineers for what they need to be communicating to the communities as well as the commonwealth on their construction and what the long term is for the bridges, concerning repairs. We requested for the fall work that was currently planned for the Bourne Bridge be delayed until spring of next year. We discussed with them the enormous amount of inconvenience of what this does to the side roads. The last traffic study was done in 2016; we want to get new numbers. Spoke about how there is just about the same amount of traffic coming on to Cape as going off Cape. That sparked the new traffic update. They will provide us a new traffic update. There isn't a big budget for the Corp and roadwork is not their main priority.

Jim Mulvey requested a moment of person privilege. He stated he appreciates the service that Mr. Pickard has put forward for the town.

Judy Froman spoke about the plan that is out for public review from the Cape Cod Metropolitan Planning Organization. It can be found at [capecodcommission.org](http://capecodcommission.org) then look for the Cape Cod Metropolitan Planning for the transportation improvement program federal fiscal year 2019-2023.

#### **11) Future Agenda**

- a. Massachusetts Maritime Academy to give formal update to the Board of Selectmen meeting and to answer questions**
- b. Stop and Shop Rotary and Clay Pond Road update**
- c. Cable TV Contract - opt out and renewal preliminary discussion**
- d. Cape Cod Commission update from Director Kristi Senatori 4/17/18**

#### **12) Adjourn**

**Voted** Peter Meier moved and seconded by Judy Froman to adjourn. Meeting adjourned at 9:01 pm. **Vote 4-0.**

Respectfully submitted – Carole Ellis, secretary.