

**Joint Meeting with Board of Selectmen and Finance Committee**  
**Minutes of Tuesday, February 25, 2019**  
**Bourne Veterans' Memorial Community Center**  
**Buzzards Bay, MA**

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**Selectmen**

Peter Meier, Chairman  
Judy Froman, Vice Chair  
James Potter, Clerk (Arrived at 7:20PM)  
George Slade  
Jared MacDonald (Excused)

**Finance Committee**

Jane Mastrangelo, Chairmen  
Renee Gratis, Vice Chairmen (Arrived at 7:20PM)  
Michele Ford, Vice Chairmen  
Amanda Bongiovanni  
Richard Lavoie  
Kathleen Legacy  
Brian Lemeé  
George Smith  
Jim Sullivan  
Dr. Bill Towne  
Rob Wheeler

RECORDED  
2019 APR 24 AM 11:41  
TOWN CLERK BOURNE

**Town Administrator** Tom Guerino

**Assistant Town Administrator** Glenn Cannon

**Finance Director** Erica Flemming,

**Library Director** Patrick Marshall

**Council on Aging Director** Felice Monteiro

**Department of Natural Resources Interim Director** Chris Southwood

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

**Meeting Called to Order**

Chairmen Meier called the meeting to order at 7:10 pm.

The Finance Committee entered into Joint Session with the Board of Selectmen for FY20 Budget Review

**Distribute Any Updates for Department Budgets or Sources and Uses, etc.** None.

**Library:** Department Head Patrick Marshall reviewed the "Value of the Library: Additional hours this year have allowed the library to be open on Mondays which has been very

popular and helpful to the staff. New Services include Daily Digital, Acorn TV and Great Courses online. The physical plan to longer meets the needs of the library. There are Accessibility issues with handicap doors, shelving not spaced for wheelchairs, and a lack of program space. Any programs for more that 40 – 50 need to go to another location. Select member Froman asked if it was clear to participants that the Library was sponsoring a program when it was held in another location. Marshall indicated that it was not always apparent. There are 11 staff in the library – 8 Full time and 3 part time. The budget increases this year is approximately \$21,000 with \$16,000 of the increase in salaries and about \$5,000 in expenses. The major expense in Data Processing line item for \$50,000 is the CLAMS cost of \$34,000. This budget meets library certification requirements. One of those requirements is 15% of the budget to be spent on materials. \$88,000 for books and magazines meets that requirement.

**Council on Aging:** Department Head. Felicita Monteiro reviewed the COA programs and budget. The COA Budget for FY 2020 has been level-funded. COA had (2) staff retire this FY; (1) Admin Assistant and (1) Bus Driver, these 2 positions have been replaced; with a decrease in hours for the Bus Driver (transportation demonstrates this program can run successfully with 35 hrs.90% of seniors age 65 and older own a vehicle and drive) (2 tax work off drivers help when needed and there is the availability of 2 volunteer drivers to help with medical appointments). We opened our doors to our community in September 2018, after the January 2018 Flood. Thanks to the generous outpouring of support from the Bourne Community 29 out of 30 programs were relocated to other facilities.

COA Personnel: The COA has a total of 11 staff (including Director), 5 FT, 2 PT (COA budget) and 1 FT Revolving Fund and 3 PT Formula Grant.

The COA provides multi-purpose programs with a focus on health, education, socialization and recreation, including: Health & Wellness/Screenings/Dental, Café, Financial Assistance, Outreach, Transportation, and Human Services

The BOOMERS have arrived! Town Hall records: age 65+ 5,307 and Age 60+ 4,266 Projection between 2010-2030 there will be an increase of 50-100% Growth in older population 60+in the Cape. By 2030 28% of Massachusetts will be 60 and older Cost to town: Impact on essential town services such as COA, Fire, Police, DPW

Some Quick Facts about COA Services for FY18- 19: There were 4,592 telephone calls received from 905 Individuals, 1,871 rides were provided to medical appointment and food shopping for 132 individuals, 2,529 meals were served to 284 low and moderate income elders including Supportive Day Program (FY18 closed for 9 months, only serviced SDP) and 506 individuals participated 5,412 times in programs, including exercise, support group, and recreation, health screenings.

(OUTREACH) Elders at Risk Case Management has had an FY 19 caseload of 1,952 with 33 non-seniors were served.

Human Services for seniors & family caregivers includes Fuel Assistance-help with applications, SNAP Assistance-help with applications, and Salvation Army for homeless.

Bridging the Years/Supportive Day Program-provides a safe and stimulating environment designed to engage seniors socially and helps foster independence and provides respite to the caregiver. 36 Clients in 232 service days with 1,917 units of service in FY 18-19  
Manages the Bourne Memory Café offered to folks with memory issues and their care-companion/family a chance to connect with other individuals in our community with the same concerns.

Tax Work off Program placed 76 residents of the program out of the 80.

In August 2018, through a Mass DOT grant the CCRTA provided the Bourne Council on Aging with a brand new 2018, 12 passenger Bus.

The Barnstable County Regional Age-Friendly/Dementia Friendly Assessment and Planning Project is an initiative to have communities create a more "Age Friendly" and "Dementia Friendly" environment. Bourne has agreed to be a part of this initiative and one of the ways we can accomplish this is by offering a "Memory Café". A Memory Café is a welcoming place for people with memory concerns/forgetfulness to meet in a social gathering with their care partners and/or their families/friends. They are able to engage in a variety of activities like Music and Creative Arts, while fostering new friendships in a safe and supporting environment. Massachusetts currently has seventy-eight Memory Cafes.

The Bourne COA held the first Memory Café on December 21, 2018 with entertainment, crafts, food and fun. 18 people registered and all 18 attended. COA hopes that this program will continue as a monthly event with funding from the Formula Grant.

**Natural Resources:** Acting Department Head Chris Southwood reviewed the Department budget. Department Head Tim Mullen retired at the end of 2018. Two other Natural Resource Officers also retired. Chris has been hired as the new Department Head and there is one new NRO going through the academy who should be joining soon. In addition to Harbor Master duties, the department handles animal control, shellfishing, marinas and dredging. Dredging will be at Pocasset River and Little Bay. There are two Pump out Boats operated by the department. There will be an ADA compliant lift at the Monument Beach boat ramp this summer. Salaries are down due to the retirements. Most other costs are level funded except for fuel which is increasing. Rob Wheeler asked about cell phone costs – which includes service and replacement costs for cell phones used by the NRO's. Due to the type of work there is often a need for replacement due to accidental damage by water or other hazard.

**Non-Electricity Shared Costs:** Town Administrator Guerino and Finance Director Flemming reviewed non-electricity shared costs. The OPEB budget line item has been increased \$60,199 based on the actual new growth in 2018. This meets the new financial

policy regarding OPEB. Unemployment Compensation is down based on experience. FICA is funded according to salaries.

Group Insurance is shown increasing about \$340,000. The Town uses Cook & Co. to review insurance options. They met with Blue Cross to review the rates. We may be able to reduce the budget somewhat. There was a budget turn-back of about \$600,000 in FY18. The average monthly claims are \$616,000 which requires about \$2.4 million to be in the trust fund to meet the financial policy requirement of 4 months of average costs. There is currently just over \$6 million in the trust fund, so the financial policy has been met. The Town is self-insured and pays 75% of the claims from the Employer trust fund. The employee trust fund pays 25% of the cost. The stop loss re-insurance covers costs of a claim over \$125,000. There are 369 active town and school employees and 250 retired town employees in the plan. Retired teacher costs are assessed under the cherry sheet.

County Retirement is the amount billed from the Barnstable County Pension Plan. State retirement is level funded. Special Legislation retirement is funded according to COLA/collective bargaining. Insurance covers workers comp, building insurance, liability insurance, auto insurance, etc. There is a \$60,000 increase from FY19. There are new buildings going on line. Worker's comp is audit based on both job classifications and actual claims.

**Capital Outlay:** Due to the time being 8:50 pm this item was deferred to 3/11/19.

**Public Comment** – none.

**Adjourn**

**Motion was made and duly seconded to adjourn the Board of Selectmen's meeting.  
Motion approved 4-0-0. Board of Selectmen's meeting adjourned**