

Joint Meeting with Board of Selectmen and Finance Committee
Minutes of Tuesday, February 11, 2019
Bourne Veterans' Memorial Community Center
Buzzards Bay, MA

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TOWN CLERK BOURNE

Selectmen

Peter Meier, Chairman (Excused)
Judy Froman, Vice Chair
James Potter, Clerk
George Slade
Jared MacDonald

Finance Committee

Jane Mastrangelo, Chairmen
Renee Gratis, Vice Chairmen
Michele Ford, Vice Chairmen
Amanda Bongiovanni
Richard Lavoie
Kathleen Legacy
Brian Lemeé
George Smith
Jim Sullivan.

Assistant Town Administrator Glenn Cannon

Finance Director Erica Flemming,

Conservation Agent Sam Haines

Town Planner Coreen Moore

Engineering Technician Tim Lydon

Health Agent Terry Guarino

Building Inspector Roger Laporte

Paul Gately
Michael Rausch

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.

Meeting Called to Order

Vice Chair Froman called the meeting to order at 7:00 pm.

Distribute Any Updates for Department Budgets or Sources and Uses, etc.

Finance Director Erica Flemming distributed an updated Sources and Uses reflecting a 9.3% reduction in net state aid based on the governor's budget, an increase in Motor Vehicle Excise of \$60,000, a reduction in the Upper Cape Tech assessment and a reduction in Group Health Insurance of \$60,000.

Planning

Department Head Coreen Moore reviewed the Planning Department budget. The budget shows the same number of personnel with 1 Dept. Head, 1 Assistant Planner and 1 Administrative Assistant with contractual increases. The major reduction is in the other contracted services for the Local Comprehensive Plan for which funding is reduced based on the expectation the LCP will be completed by the Fall Special Town Meeting. LCP costs include website, consultant, and printing.

Engineering

Department Head Tim Lydon reviewed the Engineering Budget. The number of staff in the budget is the same. The increases in the budget are related to cost of licenses for software tools such as AutoCAD license to digitize plans, People GIS for stormwater, and GPS licenses. The goals include digitizing plans, updating the zoning map, and asset management.

Conservation

Department Head Sam Haines reviewed the Conservation Budget. He stated that \$31,000 of fees were brought in last year and fees were on the same track for this year. He noted that the request for an administration staff person was not included in the recommended budget but that the addition of staff in the Inspections budget would help with staffing issues. He noted new responsibilities that have been added to the conservation department including MS-4 stormwater regulations and that he attends monthly meetings with county on this issue and is involved in coordination. Other issues that require attention are FEMA ratings, dredging, climate change, sea level rise and municipal vulnerabilities. There will be a conference on this in early to mid-April that boards and committees will be invited to. One aspect climate change and rising sea levels that has been noted for future planning is the impact on assessed values and other infrastructure improvements that may be required.

Inspections

Department Head Roger Laporte reviewed the Inspections Department budget. He noted that the budget was different as it reflected succession planning for his retirement in December of 2018. The recommended budget shows the Dept. Head (5111) for six months

plus some additional time for consultation after retirement, line 5117 with a request of six months for the newly hired department head to shadow the Department Head and six months of salary as the new Department Head, the recommended amount is for three months for the newly hired department head to shadow the Department Head and six months of salary as the new Department Head. Also added is the increase of the administrative secretary from a shared position with the Board of Health to a full-time position for the Inspections Department. It is expected that this position will also help with Conservation administrative needs. The concept is that 3 administrative positions in Planning Board, Board of Health and the new Inspections position will be cross trained and be able to cover each other for vacations. Roger noted that the department issues about 1,200 permits and that permit fees have subsidized the cost of the department each year except in a year of economic downturn. He noted that there were some changes in the positions of Gas and Wiring inspections have stabilized.

Health Department

Department Head Terry Guarino reviewed the Board of Health Budget. There is an increase in the hours for the administrative support position that will no longer be shared with the Inspections Dept. The budget line for meetings is increased so that 3 staff members can attend. Selectman Potter asked if an additional staff position would be needed for inspections due to the short-term rental taxes that have been implemented. There was discussion on the issues, and it was noted that inspection regulations required by either the new law or the Board of Health might require additional inspections and additional staff. It was noted that there should be fees to offset the cost and that this was a topic for future discussion.

Public Comment (for informational purposes only) – No public comment was offered.

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