

**Board of Selectmen
Minutes of Tuesday, February 2, 2021
Zoom Remote – Public Access**

TA Tony Schiavi
ATA Glenn Cannon

Selectmen

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

Others: Allen MetCalfe, Jed Johnson, Jeff, Joanne Throwe-Throwe Environmental, Daniel Ness, Lt. Brandon Esip, Mandy Holway, Michael Carlowicz, Neil Langille, Francis MacDonald, Randy, Renee Gratis, Rob Frangieh, Rob Wheeler, Timothy Lydon, Stephen Mealy, MJ Mastrangelo, Mike Rausch, Justin Heckman, Ann Marie Siroonian, Barbara Princiotta,

Note this Zoom videoconference meeting is being televised, streamed or recorded by Bourne TV. If anyone from the public wishes to access the meeting, they can do so by calling the following conference line: 1 929 205 6099 Meeting ID: 826 7599 9486 Password: 597737.

If you already have the Zoom App downloaded to your device or computer, you may simply join the meeting by entering the Meeting ID and Password noted above, or go to <https://zoom.us/meetings> look for the Join Meeting button.

Participants wishing to speak should click the "Participants" icon on the lower toolbar and then click "Raise Hand" in the dialog box to notify the Chair. The Chair will recognize participants. For Participants who are calling into the meeting and wishing to speak should press *9 to notify the Chair. The Chair will recognize participants. Please mute your phone/microphone upon entry.

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

Documents: [Bourne BOS Strategic Plan](#)

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

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

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

TOWN CLERK BOURNE

2021 MAR 29 AM 9:30

RECEIVED

Vision: Bourne is a proud 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 and the amenities that it affords. Bourne embraces excellent education, 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 responsible 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.

Judy Froman took a point of personal privilege

My comments tonight are in response to a flurry of social media posts referencing a multitude of challenging decisions we as a town and as a Board have before us. Under my leadership I can give you my word that 360 degrees of perspective and factual information will be considered as best as possible; my direct experience with this Board is that this sentiment is shared. As a Board we cannot possibly think of every angle, so we rely on you, the citizens who are impacted, to respectfully participate through formal channels. I understand that our society is infiltrated with distrust and fiction and the drama of it all. Please work with us and not against us even in social media. We believe that bringing out the best in each other and having a united general direction through the Vision, Mission, and Strategic Plan benefits our Town of Bourne.

Public Comment - Non-Agenda Items

Public comments are allowed for up to a total of 12 minutes at the beginning of each meeting. Each speaker is limited to 3 minutes for comment. Based on past practice, members of the Board are not allowed to comment or respond.

Neil Langille spoke about how he had to drive far to get his COVID vaccine shot. Thinks Bourne should work on getting vaccines for its residents.

Tony Schiavi said the Cape communities are taking a County approach. He explained why the Cape has received a limited supply of vaccines.

6) Approval of Minutes: 09-30-20; 01-05-21

Voted: Jared MacDonald moved and seconded by Peter Meier to approve the minutes from September 30, 2020.

Roll Call Vote: James Potter - Yes, George Slade - Yes, Peter Meier - Yes, Jared MacDonald - Abstained, Judy Froman - Yes

Vote 4-0-1.

Voted: Jared MacDonald moved and seconded by Peter Meier to approve the minutes from January 5, 2021.

Roll Call Vote: James Potter - Yes, George Slade - Yes, Peter Meier - Yes, Jared MacDonald - Yes, Judy Froman - Yes

Vote 5-0-0.

7) License/Permits/Appointments

a. Final Report Presentation on Southeast New England Program (SNEP) Grant

b. Charter Review Committee Update — Stephen Mealy (Chair)

c. Change in Manager: Bopha Angkor's Stir Crazy, LLC from Chanrith Uy to Sreyppov Hor

d. Request for Coin Operated Amusement License Steve Corey—170 Clay Pond Rd.

e. License Renewals: Taxi — Bourne Bridge 24HR Taxi, Inc. [2 vehicles]; Public Livery — Bourne Bridge 24HR [3 vehicles]; Class II Auto Dealer's License — SVZ Auto Group, Inc., d/b/a Cape Cod Car Care

f. Carl L. Georgeson

i. Energy Advisory Committee ii. Historic Commission [currently associate]

g. Mandy Holway

i. Cape Cod Water Protection Collaborative

h. Richard Kantor

i. Historic Commission [associate]

i. David Quinn

i. Barnstable County HOME Consortium Advisory Council [Bourne Rep.]

7. a. Final Report Presentation on Southeast New England Program (SNEP) Grant

Tim Lydon briefly spoke about the SNEP Grant program. Applied for Bourne to look for assistance for conducting a vulnerability assessment, including a cost benefit analysis of low-lying roads and identifying prioritization set of adaptation strategies to reduce our vulnerability. Development assessment potential green storm water infrastructure projects, pilot green stormwater project, gain further buying from other departments, to restore salt marshes and area beaches, learn about sustainable finance mechanisms.

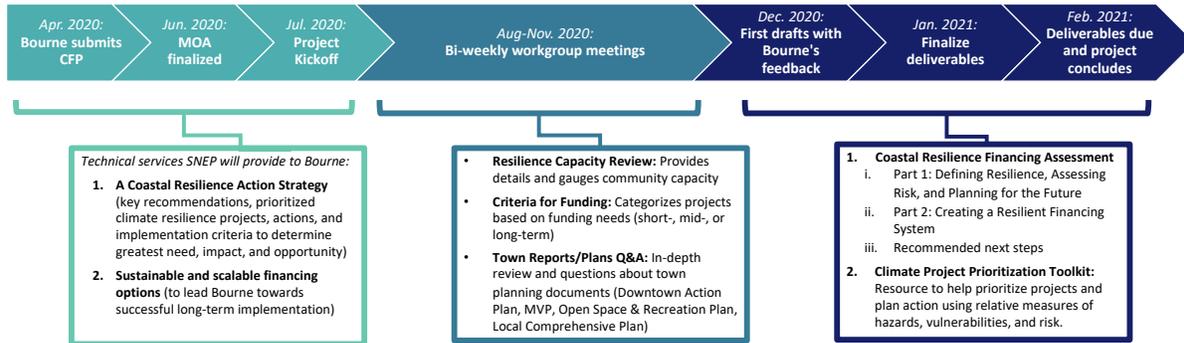
Joanne Throwe - Throwe Environmental, and Dan Ness went over the SNEP project.

7a.



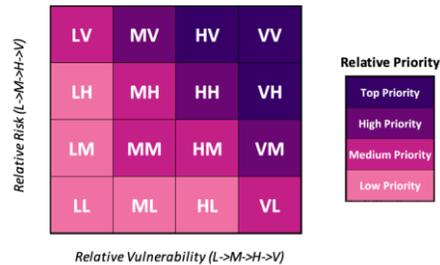
**Project Overview:
SNEP Network
Town of Bourne, MA**

Project Summary

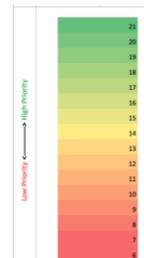


Step 5

ASSET SNAPSHOT			
Asset Name <small>(By automatically from Step 1)</small>	Relative Vulnerability <small>(By automatically from Step 1)</small>	Relative Risk <small>(By automatically from Step 4)</small>	Relative Priority <small>(By automatically from previous steps)</small>
Buzzards Bay Fire Station	HIGH VULNERABILITY	VERY HIGH RISK	TOP PRIORITY
Bourne/Sagamore Fire Station	VERY HIGH VULNERABILITY	HIGH RISK	TOP PRIORITY
Monument Beach Fire Station	MEDIUM VULNERABILITY	VERY HIGH RISK	HIGH PRIORITY
Bourne Town Hall	HIGH VULNERABILITY	HIGH RISK	HIGH PRIORITY
Bourne Housing Authority	VERY HIGH VULNERABILITY	MEDIUM RISK	HIGH PRIORITY
Monument Beach Marina	VERY HIGH VULNERABILITY	MEDIUM RISK	HIGH PRIORITY



CLIMATE ACTION PRIORITIZATION TOOL									
Actions <small>(Drawn from data tables, user studies, reports, etc.)</small>	Assets Addressed <small>(See Step 1)</small>	Climate Resilience Factors Addressed			Other Prioritization Factors				Prioritization Score
		Hazard Probability <small>(From Step 2)</small>	Relative Vulnerability <small>(From Step 3)</small>	Relative Risk <small>(From Step 4)</small>	Environmental Impact	Economic Impact	Social Impact	Implementation	
Proposed Action 1: Expand the Monument Beach Marina, create new parking lot and encourage diverse modes of transit.	Monument Beach Marina	●	●	●	●	●	●	●	17



Key Findings

- There's been encouraging progress on resilience so far. A clear community-based vision would provide framework for future investments.
- There's a growing understanding of hazards and assets. A standardized process to prioritize action and improve preparedness would create efficiency and improve resilience.
- Climate threats will require expanding funding, investment, and institutional capacity (short-term and long-term).
- Enhancing resilience and improving infrastructure has direct linkages to economic development.
- Bourne has a strong economy, very strong financial management, and dedicated leadership. **Bourne is well-positioned for the resilience financing process.**

Recommendations

Part 1: Defining Resilience, Assessing Risk, and Planning for the Future

- Build on MVP to create a community outreach plan that develops understanding of the changes that are needed for resilience vision
- Develop COOP Plans for all departments in the Town
- Ensure community planning addresses resilience on all fronts (economic, environmental, social)

Part 2: Creating a Resilient Financing System

- Plan for and create a dedicated financing institution or enterprise program
 - Directly connect resilience planning to infrastructure and economic development priorities
 - Identify appropriate corporate structure
 - Identify the most sufficient, stable, and equitable revenue streams
 - Codify procurement policies (selection of competition, contract type, and payment structure, etc.)

Conclusion & Discussion

- **Recommended next step: Establish an enterprise program to better position Bourne for the future** (*no fiscal commitment yet*)
 - Bourne can be a leader on climate resilience planning and financing on Cape Cod and across Massachusetts.
 - By prioritizing investments and dedicating revenue through a resilience financing system, the SNEP Network envisions Bourne attracting private and philanthropic capital, maintaining its bond rating, and leveraging additional state/federal funding.
 - Questions and feedback?
-

James Potter questioned if there are any insurance benefits?

Daniel Ness said yes, primary through the FEMA system and Community Rating System. In the long term it will have an impact on the community.

Mary Jane Mastrangelo said she would like to see the full report, make it available to the Capital Outlay Committee. It's a good opportunity for us to pursue different things in our Capital Plan.

George Slade questioned would this filter into one of the metrics they look at to receive the AAA bond rating. Daniel Nell explained how it would affect the bond rating.

Tony Schiavi said when we were working on the report for the AAA bond rating there was a section in that report on resiliency.

Tim Lydon would like to continue the relationship with the SENP network.

Voted: Jared MacDonald moved and seconded by George Slade to move forward with the SNEP folks and take the next step.

James Potter said he is interested in the data and how we arrived at, and the steps we can take to work on particular buildings.

Roll Call Vote: James Potter - Yes, George Slade - Yes, Peter Meier - Yes, Jared MacDonald - Yes, Judy Froman - Yes
Vote: 5-0-0.

7. b. Charter Review Committee Update — Stephen Mealy (Chair)

Stephen Mealy, Chair Charter Review Committee, gave an update on the Charter Review Committee

*Town of Bourne Charter Review Committee
Report to the Board of selectmen
February 2, 2021*

Good evening Madam Chair, thank you for asking the Committee to provide you with an update as to our progress in the 2020 Bourne Charter Review.

Our first meeting of organization, conducted with the Board of Selectmen was on October 14, 2020. This was somewhat of a late start for the Review Committee and we will endeavor to complete our task in a timely matter.

We have held 13 public meetings to date, this being our 14th. Early meetings were spent with review of the current charter and comparing the Bourne Charter with charters from other towns including Falmouth, Plymouth, Mashpee, Orleans, and Chatham.

We met with Michael Dutton, the Town Manager from Bridgewater to discuss possible approaches of the review.

Mr. Dutton suggested to focus on structural changes, staying away from personal biases and focus on long term structure and the sustainability of any recommendations that the committee was suggesting.

Mr. Dutton advised committee members prioritize and make a manageable list of what generally works and does not work in the town to determine if recommending changes would be appropriate. He recommended keeping the town attorney informed through regular communications, which we have done.

We met with the Falmouth Charter Review Committee who have been working on rewriting their charter and are entering their third year. Recall that Falmouth has representative town meetings and thus scheduling the large task of reviewing and approving a complete rewrite has been spaced over time. We are not suggesting, after our initial review this will be necessary for Bourne.

We identified an initial list of 24 individuals we'd like to interview. The list is primarily leadership and department heads in the town, and Committee and Board Chairmen.

We also developed a list of 15 questions we could present to the interviewees. To date we have completed 7 interviews. These have ranged from 20 minutes to over 90 minutes in length.

Regarding outreach to the public, we are discussing a survey for residents. In our discussions with Falmouth, they used a survey, and some of the Falmouth survey questions and resulting data from the response will be used to compile our approach.

There have been no decisions or votes taken on any specific changes at this time. The suggestions have been excellent and on behalf of the committee I want to thank those folks who have taken the time to discuss our charter during interviews.

All meeting agendas and minutes from our meetings are posted on the town's website. Meetings are held almost every Wednesday evening at 7 PM via Zoom.

On a personal note, I would like to compliment all of the members of the Charter Review Committee. I have had the pleasure of working with many town residents during my 40 plus years and this Committee is one of the best.

We have seven members including myself:

*Barbara Princiotta, our Committee Clerk
Anne-Marie Siroonian, serving as Recording Clerk
Renee Gratis, our Vice Chairman
Griffin Girard
Joseph Gordon
Michael Carlowicz*

All have been outstanding in their preparation for meetings and contributions. I look forward to meeting them all someday.

Several of the members are here this evening if they would like to add anything. I would be happy to answer any questions.

*Stephen F. Mealy
Chairman*

7. c. Change in Manager: Bopha Angkor's Stir Crazy, LLC from Chanrith Uy to Sreypov Hor

Bopha Angkor's Stir Crazy, LLC, Sreypov Hor, Manager. Location: 570 MacArthur Blvd, Bourne, MA 02532. Request: Change in Manager only, from Chanrith Uy to Sreypov Hor for Stir Crazy for food, liquor and entertainment. Everything else is the same. Remarks: Town Clerk – Chanrith Uy needs to sign business certificate and return to us with payment in order to be completed in full and valid. Assessors – Form of List on file.

Voted: Jared MacDonald moved and seconded by Peter Meier to approve the change in manager at Bopha Angkor's Stir Crazy, LLC from Chanrith Uy to Sreypov Hor

Roll Call Vote: James Potter - Yes, George Slade - Yes, Peter Meier - Yes, Jared MacDonald - Yes, Judy Froman - Yes

Vote: 5-0-0.

7. d. Request for Coin Operated Amusement License Steve Corey—170 Clay Pond Rd.

Stecore Enterprises, LLC, Steve Corey. Location: 170 Clay Pond Road, Monument Beach, Laundromat. 1 coin-operated amusement device for laundromat – Plan, LLC and application on file in the Town Administrator's Office. Owners Remarks: Located within a unit in a strip mall with other businesses. Staff Remarks: Planning Department..... Planning Board-As long as it is not a principal use. Town Clerk-Coin Operated Amusement Device Not applicable, Business Certificate on file for Bourne Laundry Center. Police Department-Applicant advised that this is a machine that pushes out cash winnings (quarters) to the player. Per AGO Gaming Enforcement, they have taken enforcement action these types of machines in the past, no comment on future enforcement. There are 4 bills that have been presented at the state to add clarity to the legality of those "pusher" devices and classify them as games of skill. All 4 bills have failed to be enacted as law.

General Bylaw: Section 3.1.38: Video Poker Machines/Slot Machines. A. This Bylaw is adopted pursuant to the authority granted to the Town in accordance with Massachusetts General Laws, Chapter 140, Section 177A, as amended from time to time. B. The Licensing Authority of the Town of Bourne shall not grant or issue a license for automatic amusement device, or game of chance which presents a risk for misuse as a gaming device to those establishments which are licensed under Chapter 138. For the purpose of this Bylaw, automatic amusement devices and games of chance are those devices, which simulate actual gaming devices, and/or games which involve matching of random, number combinations, including those...

Lt. Brandon Esip said this was explained as a quarter-based coin pusher machine that would push out quarters to the winner. The AG Gaming and Enforcement Division advised this type of machine is classified as an illegal gaming device. I don't see how this could move forward.

Steve Corey, Applicant, hoping to open a new laundromat in Bourne. This is a game of skill. It's an amusement device for customers.

Lt. Esip said it pays the player out in quarters (money), not prizes or tickets. It is not a game of skill according to the Atty Generals Office, it is a game of chance. The 4 Bills that were presented to the Senate were to recategorize those as games of skill and they failed to move forward.

James Potter questioned if we already have these machines in town, are they at arcades. Steve Corey said they are at arcades.

Barbara Princiotta questioned how to prevent underage gambling, keep our kids from going into there and gambling.

Steve Corey said it isn't gambling, it is strictly for amusement, mostly a game of chance. Anyone could go in and play the game, it is in an unattended space.

George Slade questioned how are these marketed, are they marketed to teenagers.

Steve Corey said he hasn't had any issues with the other laundromat he has in Middleborough that has the game. He questioned is the license game specific.

Lt. Esip said the Attorney General's Office did shut down a business that had a collection of these devices. According to the information found, if the device has tickets it still falls under illegal gaming devices.

James Potter questioned is it necessary for the business, is there another device that won't have controversy over it.

Jared MacDonald said if you are putting money in and getting money out, it is gambling. The Attorney General's Office states it is illegal. The business can open without it.

Steve Corey said it is a profit center for us, like selling soap.

Judy Froman questioned are you open to a different type of entertainment.

Steve Corey said he is open to a different type of game machine.

Voted: Jared MacDonald moved and seconded by Peter Meier to deny the request by STECORE Enterprises, LLC (Steve Corey) to provide coin operated amusement at 170 Clay Pond Road.

Peter Meier suggested to have a continuance so the applicant can work with Lt. Esip to find something that would be appropriate for that place, and they wouldn't have to re-file again.

Jared MacDonald said having a denial of that specific part of the request makes it clear that we are not allowing a gambling specific machine. He can come back to us with a different request.

James Potter said we could give the business owner the opportunity to withdraw his application and speak with the Staff or the Police to find a device that would work and reapply.

Judy Froman said even if we deny it, we still want to encourage the business owner to find something that would be appropriate. Agree we should deny it so it is in writing that we did not approve that type of machine.

Roll Call Vote: James Potter - Yes, George Slade - Yes, Peter Meier - Yes, Jared MacDonald - Yes, Judy Froman - Yes
Vote: 5-0-0.

**7. e. License Renewals: Taxi — Bourne Bridge 24HR Taxi, Inc. [2 vehicles]; Public Livery — Bourne Bridge 24HR [3 vehicles]; Class II Auto Dealer's License — SVZ Auto Group, Inc., d/b/a Cape Cod Car Care
Taxi**

Bourne Bridge 24HR Taxi, Inc [2 vehicles]

Voted: Jared MacDonald moved and seconded by Peter Meier to approve the Taxi License for Bourne Bridge 24HR Taxi, Inc. (2 vehicles) for calendar year 2021.

Roll Call Vote: James Potter - Yes, George Slade - Yes, Peter Meier - Yes, Jared MacDonald - Yes, Judy Froman - Yes

Vote: 5-0-0.

Public Livery

Bourne Bridge 24HR Taxi, Inc [3 vehicles]

Voted: Jared MacDonald moved and seconded by Peter Meier to approve the Public Livery License for Bourne Bridge 24HR (3 vehicles) for calendar year 2021.

Roll Call Vote: James Potter - Yes, George Slade - Yes, Peter Meier - Yes, Jared MacDonald - Yes, Judy Froman - Yes

Vote: 5-0-0.

Auto Dealer's Class II

SVZ Auto Group, Inc., d/b/a Cape Cod Car Care

Voted: Jared MacDonald moved and seconded by Peter Meier to approve the Class II Auto Dealer's License for SVZ Auto Group, Inc. (d/b/a Cape Cod Car Care) for calendar year 2021.

Roll Call Vote: James Potter - Yes, George Slade - Yes, Peter Meier - Yes, Jared MacDonald - Yes, Judy Froman - Yes

Vote: 5-0-0.

7. f. Carl L. Georgeson

i. Energy Advisory Committee

ii. Historic Commission [currently associate]

Carl Georgeson briefly spoke regarding why he would like to be appointed to the Energy Advisory Committee

Voted: Jared MacDonald moved and seconded by Peter Meier to appoint Carl L. Georgeson to the Energy Advisory Committee for a term to expire on June 30, 2021.

Roll Call Vote: James Potter - Yes, George Slade - Yes, Peter Meier - Yes, Jared MacDonald - Yes, Judy Froman - Yes

Vote: 5-0-0.

Carl Georgeson briefly spoke regarding why he wants to become a full-time member to the Historic Commission.

Voted: Jared MacDonald moved and seconded by Peter Meier to appoint Carl L. Georgeson as a full-time member of the Historic Commission for a term to expire on June 30, 2021.

Roll Call Vote: James Potter - Yes, George Slade - Yes, Peter Meier - Yes, Jared MacDonald - Yes, Judy Froman - Yes
Vote: 5-0-0.

7. g. Mandy Holway

i. Cape Cod Water Protection Collaborative

Mandy Holway briefly spoke about her background and why she wants to be appointed on the Cape Cod Water Protection Collaborative.

James Potter said according to the Charge from the County, we pick a representative from town (Bourne) and the County picks two other representatives from that town (Bourne).

Glenn Cannon said the town appoints one representative member and the county appoints two at large members from the Cape Cod region. Will look into this.

Voted: Jared MacDonald moved and seconded by Peter Meier to appoint Mandy Holway to the Cape Cod Water Protection Collaborative for a term to expire on May 2, 2021.

Roll Call Vote: James Potter – Yes, George Slade – Yes, Peter Meier – Yes, Jared MacDonald – Yes, Judy Froman - Yes
Vote: 5-0-0.

7. h. Richard Kantor

i. Historic Commission [associate]

Richard Kantor spoke briefly as to why he wants to be appointed to the Historic Commission.

Voted: Jared MacDonald moved and seconded by Peter Meier to appoint Richard Kantor as an associate member of the Historic Commission for a term to expire on June 30, 2021

Roll Call Vote: George Slade – Yes, Peter Meier – Yes, Jared MacDonald – Yes, Judy Froman – Yes (James Potter's internet connection froze)
Vote: 4-0-0.

7. i. David Quinn

i. Barnstable County HOME Consortium Advisory Council [Bourne Rep.]

David Quinn spoke briefly about his background and why he wants to be appointed to the Barnstable County HOME Consortium Advisory Council.

Voted: Jared MacDonald moved and seconded by Peter Meier appoint David Quinn to the Barnstable County HOME Consortium Advisory Council for a term to expire on June 30, 2021.

Roll Call Vote: James Potter – Yes, George Slade – Yes, Peter Meier – Yes, Jared MacDonald – Yes, Judy Froman - Yes
Vote: 5-0-0.

8) License/Appointments

a. Review and discuss Mass Maritime Academy MOU

b. Establish Cable Advisory Committee

i. Review, discuss and vote on Cable Advisory Committee Charge

ii. Review, discuss and vote on Cable Advisory Committee size

iii. Discuss Cable Advisory Committee letters of interest/talent bank forms

1. Richard Kantor

2. Robert Manz

3. Gerald "Jed" Johnson

4. Jeffrey Leshin

5. Justin Heckman

6. Robert Wheeler

7. Robert Frangieh

iv. Discuss and vote members to the Cable Advisory Committee

c. Final Review, questions and changes related to the F Y22 Budget and Capital Program

i. Discussion and vote to forward the F Y22 Budget and Capital Program to the Finance Committee

d. Discuss draft list of Articles for May 3, 2021 Special and Annual Town Meeting

e. Review Town Administrator Organization/Reorganization plans and take votes as necessary

f. Review final draft of BoS/Town Administrator Strategic Plan

g. Declaration of surplus — radio unit under control of Emergency Management

8.a. Review and discuss Mass Maritime Academy MOU

Presented by President Francis MacDonald and Allen MetCalfe

Francis MacDonald briefly went over the Memorandum of Understanding

MEMORANDUM OF UNDERSTANDING
Massachusetts Maritime Academy
And
Town of Bourne

This Memorandum of Understanding is made this ____ day of _____, 2021, by and between the Massachusetts Maritime Academy, an educational institution with an address of 101 Academy Drive, Buzzards Bay, Massachusetts ("Academy") and the Town of Bourne, a Massachusetts Municipal Corporation with an address of 24 Perry Avenue, Buzzards Bay, Massachusetts ("Town").

RECITALS

Whereas the Academy acknowledges that its location in the Town of Bourne is desirable and is advantageous for the operation of the Academy and,

Whereas the Town of Bourne acknowledges that having a State University located in the Village of Buzzards Bay provides a positive economic impact to the Village and the Town and,

Whereas the Town of Bourne and Massachusetts Maritime Academy wish to further mutually beneficial opportunities between the two parties, the following items are defined.

Now therefore, in consideration of the mutual covenants herein contained, the parties agree as follows:

- 1) The term of this Memorandum of Understanding (MOU) is for 3 years commencing on 01 January 2021. This Memorandum of Understanding will automatically renew for a second three-year term.
 - a) Either party may terminate this MOU by giving written notice 120 days in advance.
- 2) The Town is hereby authorized to use Academy parking spaces at Taylor Rd (Lot C) and Kendall Rae Place when the Academy is not in session or when the Academy is not using the lots for special events.
 - a) The Town shall notify the Academy of purpose and dates of use.
 - b) The Town is prohibited from performing any maintenance and/or repairs to the lots without approval from the Academy. Any damages including fluid leaks on surfaces of any lots will be reported to the Academy for appropriate corrective actions.
 - c) The Town may not assign any rights under this Memorandum of Understanding and may not sublet any lots.
 - d) The Town and the parking lot users agree to hold the Academy harmless and indemnify the Academy for all risk of loss, damage or injury, of any nature, to persons or property, by reason of individual actions or inactions under this Memorandum of Understanding by its' employees, invitees, contractors, etc., and the parking lot users release the Academy, and its successors and assigns, from any and all claims for loss, damage or injury sustained that may arise from the parking lot users use of the Academy's parking lots at

Taylor Rd (Lot C); Kendall Rae Place; and if agreed to under item 6 of this MOU, 320 Main St.

- 3) Town residents shall have access to "Cadet Beach" with entry point on Loop Road. Further, the Academy shall provide 3 designated parking spaces adjacent to the Beachmoor on Tower Lane for Town resident use.
- 4) The Academy agrees to not pursue the use of eminent domain as a method of acquiring property in the Town of Bourne for the term of this agreement.
- 5) The Academy will notify the Town Administrator and the Select Board Chairperson if the Academy accepts or purchases any real property in the Town of Bourne. Such notification will be made in an expeditious fashion but shall not interfere with acquisition negotiations.
- 6) The Academy agrees to explore with the Town the concept of Town use of approximately 1,500 sq. ft. of office space at 320 Main Street for use as Town administrative space. The parties acknowledge that any such agreement shall be formalized by a separate MOU/lease.
- 7) If any provision of this Memorandum of Understanding shall be held to be invalid or unenforceable as against any party, the Memorandum of Understanding shall be null and void in its entirety, with no further or continued obligations hereunder.

Witness the hands and seals of the Massachusetts Maritime Academy and the Town of Bourne as of the date set forth above.

Massachusetts Maritime Academy

Town of Bourne Administrator

CAPT Allen G. Metcalfe, Jr.

Anthony E. Schiavi

Peter Meier said regarding #3 Cadet Beach with entry points on Loop Road and the Academy shall provide 3 designated parking spaces adjacent to the Beachmoor. This is a 3-year agreement. At any time if things change, we may lose this access. Can we take that paragraph out and put it in a separate MOU, and codify it in perpetuity going forward?

Francis MacDonald said we can check the language with the Attorney, but the access point for fishing and fowling cannot be changed. That is an easement interest in that stretch down to the waterfront. The remainder of the beach, that the deed records found, belongs to the Academy. Separate from fishing and fowling, residents can go down to use the beach. If we don't have the MOU, that beach could change at any time; at least with the MOU it won't change at least for a few years.

Peter Meier questioned for the signatory does Capt. Metcalfe have the authority to sign on behalf of the academy or does it have to be President Francis MacDonald?

Francis MacDonald said he would be the signatory of the document.

James Potter said this is a good document for both sides. Would like to see if Admiral MacDonald had interest in another MOU with wastewater as our Sewer Commissioner Capacity? To work together on wastewater issues with/as Sewer Commissioners.

Francis MacDonald said we are open to that. Being part of a local conversation and trying to look at the resources we have between the town and the Academy and how we can best handle the need for all of us. We could do another MOU or we could put another line on this MOU that states we agree to communicate and begin to work together.

Voted: Jared MacDonald moved and seconded by Peter Meier to approve the Memorandum of Understanding between the Town of Bourne and the Massachusetts Maritime Academy relative to parking at Kendall Rae Place, access to "Cadet Beach" and possible office space at 320 Main Street, with the signatory being Admiral MacDonald.

Peter Meier withdrew his second. Jared MacDonald withdrew his motion; there was someone trying to connect to the zoom meeting, wanted to see if they had a comment.

Voted: Jared MacDonald moved and seconded by Peter Meier to approve the Memorandum of Understanding between the Town of Bourne and the Massachusetts Maritime Academy relative to parking at Kendall Rae Place, access to "Cadet Beach" and possible office space at 320 Main Street, with the signatory being Admiral MacDonald.

Roll Call Vote: James Potter – Yes, George Slade – Yes, Peter Meier – Yes, Jared MacDonald – Yes, Judy Froman - Yes
Vote: 5-0-0.

8. b. Establish Cable Advisory Committee

i. Review, discuss and vote on Cable Advisory Committee Charge

ii. Review, discuss and vote on Cable Advisory Committee size

iii. Discuss Cable Advisory Committee letters of interest/talent bank forms

1. Richard Kantor

2. Robert Manz - withdrew

3. Gerald "Jed" Johnson

4. Jeffrey Leshin

5. Justin Heckman

6. Robert Wheeler

7. Robert Frangieh

iv. Discuss and vote members to the Cable Advisory Committee

Judy Froman read the Cable Advisory Committee Charge.

Bourne Cable Advisory Committee Charge

The Cable Advisory Committee is charged with the responsibility to conduct the following tasks:

- Provide an advisory role in the process to negotiate and approve new or renewal licenses with the town's cable provider and make recommendations to the Issuing Authority, i.e. the Board of Selectmen;
- Obtain community input in developing the "Ascertainment of Needs" surrounding cable television in Bourne
- Inform and educate the public about cable television service;
- Assess the cable needs of the community and recommend policy changes;
- Conduct regular meetings with cable company representatives to discuss matters of mutual interest;
- Report to the Issuing Authority (IA) on company compliance with the license;
- Assist in dispute resolution and serves as a liaison between cable customers and the cable provider regarding questions on service contracts, unresolved billing errors and persistent repair problems;
- Respond to residents' questions regarding the cable television system;
- Keep abreast of community programming issues.

Tony Schiavi said these are one-year terms.

- Every ten years we enter into renegotiations with Comcast as our cable provider.
- The Board is the issuing authority.
- We are approaching one year out from renewing.
- The main task should be focused on the license renewal and getting ourselves set up for the ascertainment hearing that the Board will hold to make sure the ascertainment of needs for the community is adequately presented to Comcast.
- Negotiations on the financial piece, as it relates to capital and the percentage of fees the town collects to support PEG access through Bourne TV.

James Potter said the Cable Advisory Committee doesn't need to focus on informing and educating the public on cable television service, we have Bourne TV for that. They also don't have to assist with disputes, serve as liaison between cable customers and the provider.

Rob Wheeler questioned should we include internet access, more people are doing away with cable TV and moving toward internet. We should look at internet as well as the cost of cable TV.

James Potter said as we bring on an attorney to help the committee, we might find the internet might not be something we can regulate with the FCC license.

Voted: Jared MacDonald moved and seconded by Peter Meier to approve the Charge of the Cable Advisory Committee as presented.

Judy Froman wondering if the expiration date (one-year appointment) is a requirement.

Tony Schiavi said the appointment is for a one-year appointment. We can do it for a year and then extend it. The expiration date of the license is April 2022.

Peter Meier suggested to extend it out to June 30, 2022 so it is in-line with the FY.

Roll Call Vote: James Potter – Yes, George Slade – Yes, Peter Meier – Yes, Jared MacDonald – Yes, Judy Froman - Yes
Vote: 5-0-0.

Judy Froman said we currently have 6 people on our list. Recently we received a talent bank form from another person so we now have seven people that are requesting appointment.

The Board members agree that 7 is a good number of members for the committee.

Voted: Jared MacDonald moved and seconded by Peter Meier to set the size of the Cable Advisory Committee at seven (7) members.

Roll Call Vote: James Potter – Yes, George Slade – Yes, Peter Meier – Yes, Jared MacDonald – Yes, Judy Froman - Yes
Vote: 5-0-0.

James Potter questioned is anyone applying affiliated with Bourne Community TV organization. Judy Froman said it doesn't look like anyone is associated with Bourne TV.

Voted: Jared MacDonald moved and seconded by Peter Meier to appoint the following people to the Cable Advisory Committee: term to expire 6/30/2022.

1. Richard Kantor
2. Gerald "Jed" Johnson
3. Jeffery Leshin
4. Justin Heckman
5. Robert Wheeler
6. Robert Frangieh

Roll Call Vote: James Potter – Yes, George Slade – Yes, Peter Meier – Yes, Jared MacDonald – Yes, Judy Froman - Yes
Vote: 5-0-0.

8. c. Final Review, questions and changes related to the F Y22 Budget and Capital Program

i. Discussion and vote to forward the F Y22 Budget and Capital Program to the Finance Committee

Tony Schiavi said we presented the Budget and the Capital Program to the Selectmen on January 5th. We had 2 meetings after that to go through details. Need the Board to vote to transfer the budget to the Finance Committee.

The Process: Last week the Governor came out with his initial budget.

Our budget strategy is to use the current year's State Aid for the following year's budget development.

*Anthony E. Schiavi Phone: [508] 759-0600
Town Administrator Fax: [508] 759-0620*

December 31, 2020

*The Honorable Board of Selectmen
Town of Bourne - Town Hall
24 Perry Avenue
Buzzards Bay, MA 02532*

Dear Honorable Board Members:

As required by the Town of Bourne Charter, I am forwarding the proposed Fiscal Year 2022 (FY22) Operating Budget and Capital Program along with this budget message. This message includes a summation of projected revenues, anticipated expenditures and presents a structurally balanced budget for FY22, the towns first in at least 15 years. As mentioned in my budget message last year, I plan to bring a requirements/outcomes focused approach to developing an operating budget that will truly reflect a policy document and statement of community values. The FY22 budget represents the next step in that process as we will be publishing along with the budget, a budget book that will outline departmental descriptions, organizational structure, accomplishments from the prior year, and goals and investments planned moving forward; matching these planned investments to the newly developed Strategic Plan. Only in this way, matching resources to goals, will we be able to accomplish the needed investments outlined in the plan and prevent it from becoming simply a "paper" exercise.

The Town of Bourne remains in a good financial position overall with healthy reserves and an operating budget that maintains a "core" level of service to the community across all departments, while at the same time beginning the investments needed to address the town's organizational construct. We continue to monitor the issue I highlighted last year in that certain "fixed costs" are rising faster than the rise in our revenue projections and the resultant pressure it puts on the operating budget. In that regard, we plan to investigate areas where we can generate internal savings that can then be reinvested back into the budget or used to support certain initiatives, e.g. considering an energy performance contract, further consolidating our energy contracts with the schools to achieve better rates.

Bourne continues to adhere to and remain in compliance with its financial policies as presented by the Finance Director in our recent FY20 financial review presentation. As I have stated since my arrival, in addition to structurally balancing the budget, one of my top goals along with the finance team is to have Bourne achieve the Government Finance Officers Association (GFOA) "Distinguished Budget Presentation Award". Although there are a number of steps we would need to accomplish in getting us to this level, the two most urgent ones were to structurally balance the operating budget, and move away from using the operating budget to fund capital debt service costs. Neither of these is considered a financial best practice, and are generally frowned upon. To that end, in addition to structurally balancing the budget for FY22, the Fall 2020 Special Town Meeting approved our request to move \$3M in free cash to the Capital Stabilization Fund for the purpose of paying the debt service on future capital borrowing, thereby relieving the operating budget of that stressor. Changes such as this will generate the need to re-work the town's financial policy in order to

bring them in line with, and to support this shift in focus and better align us with the future landscape while providing sound guidance for long-term sustainability. These moves or shifts in our business practices will also support our goal to protect the town's strong credit and to position us to sustain and/or improve our bond rating to AAA.

I would like to highlight that even with our efforts and success in presenting a structurally balanced budget, we remained true to widely accepted practice of municipal finance to use a conservative approach to revenue estimates. To use this approach during normal times is important, but in the midst of an unprecedented pandemic, it is even more important. Thankfully, we received the final FY21 state budget in time for this budget presentation. Like last year, these state revenue numbers are carried forward for FY22. This approach is not only generally conservative, it also adds needed stability to the budget process by avoiding the tendency to "chase" hopeful revenue increases during the state budget development process. There is no avoiding the fact that the state budget process is subject to many political influences, none of which are in our control. In fact, it has become more common place that the state budget isn't even final until well after the start of the fiscal year. Lastly, when and where the pandemic bottoms out as it relates economically, means that the fallout may not truly be felt until FY22 or even later.

For the reasons noted above, total general fund revenue estimates for the FY22 operating budget are expected to increase by 2.04% or \$1,548,985, which is slightly less than FY21. The main difference here, as compared to FY21, is that zero dollars of free cash was used to bring the FY22 budget into structural balance. It was not an especially easy task to get us here, given the long standing practice of using free cash to support the operating budget. I want to commend the finance team, Board of Selectmen, Finance Committee and others for their support. My finance team is to be especially thanked as they took my "tall order" to get us here faster not slower, and their counsel, ideas and ingenuity are to be especially recognized. Given that we made a number of major movements in the FY21 budget, it was especially important to get us to this point as we shift our methodology to one where free cash will now be used as intended; for those one-time, non-recurring expenses, such as funding capital projects and replenishing other reserves. This again underscores the need to refine our financial policy toward this new way of thinking and executing the town's financial program.

As mentioned earlier, increases in "fixed" and "must pay" costs can quickly gobble up the available revenue, thereby decreasing the amount available for town/school expenses. The most notable increases were Health Insurance (3%), County Pension Assessment (3.33%), Insurances (3%) and contractual increases (2% town). It should be noted that although I negotiated a one-year extension to the Bourne Fire Department contract for FY21, contract negotiations will be commencing soon and will cover Fiscal Years 2022-2024. In addition,

I will be negotiating several other individual contracts. You will see in the budget documents that I have established a contractual reserve line in the Town Administrator's section for this purpose. Likewise, the Bourne teacher's contract is also due to expire on June 30, 2021. The cumulative impact of these moving parts, are not fully known at this time.

For FY22, overall general government expenses are estimated to rise 2.95%, compared to 0.03% in FY21. The FY21 budget reflected our first major move toward future balancing of the operating budget (structurally), and requiring department heads to produce more accurate and realistic appropriation requests. The town's strategic plan began in FY20, with major progress being made at our retreat last summer and that work will be reflected in the new budget book due out later in January 2021. In addition to this work, I spent considerable time looking at the town's organizational structure and determining if there were any deficiencies, beyond some already identified, e.g. human resources, that needed addressing in FY22 in preparation for future initiatives. In this regard, two additional areas were identified; information technology and facilities. All three are vitally important and specialized to a degree, requiring personnel whose experience, training and education make them especially suited to the role. In addition, all three can be considered for potential partnership with the Schools, with some conversations having already occurred. Although an economic development position remains on the organizational chart, it will be looked at in FY23+ as we anticipate additional sources down the road. Funding will remain budgeted for consultant services in this area in the interim.

Similar to last year, I have met with and had discussions with the Superintendent of Bourne Public Schools (BPS) and staff regarding the BPS budget for FY22 and the plan for shifting our process to release additional revenue strains in the operating budget in the coming few years. In regards to opportunities to share high level, specialized positions like HR, IT and Facilities, we agreed that the town side would shoulder the cost burden to get this going on behalf of both of our interests in these important areas.

I am comfortable with both the revenue and expense budgets for the Integrated Solid Waste Management (ISWM) enterprise fund for FY22. The big news on the horizon for ISWM will be waiting for an answer on the extension to its operating permit, the application being sent to the Department of Environmental Protection this past fall. The Sewer Enterprise fund on the other hand will be looking at its most significant change since its inception. Most notably will be the addition of the new Waste Water Treatment Facility (WWTF) which will become operational right around the beginning of FY22. An additional sewer technician is being added in the FY22 budget as there is currently only one employee in the sewer division. As an offset to the added personnel cost, the Operations Manager has been moved fully to the DPW budget. The true operational costs for the new plant are still being worked on and its impact to the overall enterprise fund must be looked at in concert with the town's current agreement with Wareham, as well as, anticipated future capital expenses planned at their plant.

The Capital Outlay committee has not quite finished its process that will result in its recommendation to myself, the Board of Selectmen and the Finance Committee. What follows is my recommendation for the FY22 Capital Program. It proposes \$1,664,010 in Free Cash for Town and School Capital projects/items. It is further proposed that \$200,000 be used from the Waterways Fund and \$1,002,500 from enterprise retained earnings for capital purchases. Total recommended capital funding for FY22 is \$2,866,510. This plan aligns with our strategy to move capital costs out of the operating budget and to shift capital

debt service costs to the capital stabilization fund and utilize pay-as-you go capital spending through the use of free cash. Revision of our financial policies to reflect this new construct are underway and will be provided to the Board of Selectmen and others in the very near future.

In summary, the recommended TOTAL FY 2022 General Fund Operating Budget excluding Enterprise Funds is \$71,990,945 or a 2.04% increase from FY21. I would be remiss to not end with a big Thank-you and recognition as it clearly takes a team effort to pull together a complex budget such as this. I wish to thank all the department heads, members of my finance team and everyone who assisted me in crafting the FY22 Operating Budget and Capital Program as well as embracing an exciting future codified in our strategic plan and reflected in both individual department and collective goals/initiatives.

I look forward to discussing the budget in more detail with the Board of Selectman, Finance, School Committees and the residents of Bourne.

Respectfully,

*Anthony Schiavi
Town Administrator*

Mary Jane Mastrangelo suggested it be run by the Capital Outlay Committee. It would be good for them to weigh in on this proposal in terms of the Capital Plan.

James Potter questioned if the budget numbers from the state are short, where do you think we will go for any shortages that we may need in this budget.

Tony Schiavi said we take a conservative approach in our revenue estimating. There are a number of places we can look to make sure we can get the budget back in balance.

Jared MacDonald questioned are we adding in the changes, such as the mechanical change and the funding for that, or are we going to send it as presented.

Voted: Jared MacDonald moved and seconded by Peter Meier to forward the FY 22 Budget as presented to the Finance Committee.

2:25:16

James Potter said it would be good to adjust the scheduling, so we have more time to work with the budget before we have to turn it over (to the Finance Committee.)

Judy Froman agrees it would be nice to have more time with the budget

Roll Call Vote: James Potter – Yes, George Slade – Yes, Peter Meier – Yes, Jared MacDonald – Yes, Judy Froman - Yes

Vote: 5-0-0.

Voted: Jared MacDonald moved and seconded by Peter Meier to forward the Capital Program as presented to the Finance Committee.

Judy Froman suggested to amend the motion to include the Capital Committee to have a chance to review it; have it be part of the motion

Jared MacDonald rescind the motion; Peter Meier withdrew his second

Voted: Jared MacDonald moved and seconded by Peter Meier to forward the Capital Program as presented to the Finance Committee and also to the Capital Outlay Committee for review.

James Potter questioned we are approving the Capital Program with amendment and sending it to Finance, but we are also sending it back to the Capital Outlay Committee. If there is a conflict with the Finance Committee does it come back to the BOS again?

Judy Froman wants to make sure the Capital Outlay Committee has a chance to review it.

Glenn Cannon said it is the Capital Plan as amended.

Tony Schiavi said the way the budget process is

- I present the budget and the Capital Plan to the BOS, the Capital committee provides its recommendations separately.
- Once the Board has it, they can make changes as they see fit.
- The final Capital Program, which the BOS votes on, that is the one that has to go before Town Meeting.
- If the BOS votes to forward it to the Finance Committee and at the same time asks the Capital Committee what their recommendation may be is OK, as long as the final one the BOS votes on is the one that goes before Town Meeting.

Mary Jane Mastrangelo said the Capital Committee hasn't had a chance to review it and determine if they would be in concurrence. It would be good for the Capital Outlay Committee to have an opportunity to review it. It would be good for the Capital Outlay Committee to have a presentation on this change of recommendation from the Town Administrator from what was originally proposed by the Town Administrator to the Capital Outlay Committee. It would be best if the Capital Outlay Committee and the BOS have a consensus on the proposal that is going to Town Meeting.

James Potter said this is a late change, it would be good to have more time to get the change in and review this.

Roll Call Vote: James Potter – Yes, George Slade – Yes, Peter Meier – Yes, Jared MacDonald – Yes, Judy Froman - Yes
Vote: 5-0-0.

8. d. Discuss draft list of Articles for May 3, 2021 Special and Annual Town Meeting

Tony Schiavi said we have our Special Town Meeting and Annual Town Meeting on May 3. Tony Schiavi briefly went over the articles

Town Meeting – Potential Articles**May 2021 Special Town Meeting**

1. Article 1 – Unpaid Bills – IT & School PY Encumbrances

May 2021 Annual Town Meeting

1. Article 1 - Annual Consent Article
 - A) Regularly Required Authorizations
 - B) Elected Officials – set salaries, not appropriate
 - C) Chapter 90
 - D) Reserve Fund
 - E) Revolving Funds
 - F) Host Community Fee
 - G) Accrued Compensated Absences – consider reducing to \$100k?
2. Article 2 – Fiscal Year 2022 Budget
3. Article 3 – Fiscal Year 2022 Sewer Budget
4. Article 4 – Fiscal Year 2022 ISWM Budget
5. Article 5 – Fiscal Year 2022 Capital Budget
6. Article 6 – Reports and Recommendations
7. Article 7 – CPC Close Out/Transfer Balances
8. Article 8 – CPC Admin & Operating Expenses
9. Article 9 – CPC Fund Projects
10. Article 10 – Stabilization Fund – may not be needed, as of 12/31/20 balance meets policy
11. Article to correct capital stabilization – waiting on response from DLS
12. Article to fund capital stabilization
13. Potential Amendments
14. Article Closeouts?
15. Remove Police/Fire Chief from Civil Service
16. Bylaw Revision – Storm water regulations (Article 3.7 § 3.74 & 3.712)
17. Bylaw Revision – Solicitation
18. Bylaw - Plastic Bottle Ban
19. Energy Performance Contract
20. 20. Planning Board – Zoning Changes
 - o Change R40 to VB
 - o Revised Section 2800 Bylaw – Townhouses
 - o Revised Section 2830 Bylaw – Floor Area Ratio
 - o Revised Section 2800 Bylaw – Mixed Use Building
 - o Revised Section 2800 Bylaw – Apartment Building
 - o Revised Upland Definition

Fall 2021 Special Town Meeting

1. OPEB Contribution
2. Capital
3. Budget Amendments
4. Transfer Excess host community fee to Capital Stabilization
5. Consider transfer to SPED Reserve Fund

Tony Schiavi said he added "Will need to have Town Meeting accept and adopt the FEMA FIR maps."

The Warrant closes on February 26th.

After the Warrant closes, we'll be looking for the BOS to vote to post the Warrants for both the Special and Annual Town Meetings at the end of March.

We will put together the voter handbook, and make sure it is out by the 16th of April for the May 3rd Town Meeting.

Mary Jane Mastrangelo commented on the Civil Service question. Interested in a more expansive discussion regarding Civil Service particularly the Police Department, making the Police Department non-Civil Service.

Renee Gratis suggested to make sure it is explained thoroughly for people, the pros and cons of Civil Service.

James Potter questioned do we want to bring back the warrant article that split the Community Preservation Funds? Mr. Potter also spoke about the Citizens Petition articles. Do we owe those to be on the warrant? Planning is changing some zoning, is any of it related to the MBTA zoning changes that were just made, if not, can we start to incorporate those in our downtown area.

Tony Schiavi said he doesn't think the ones on the list are related to the MBTA changes. The one regarding the change in CPC, because of the timing, recommend we spend time and prep that for the Fall.

The citizens petition, we had 3 – plastic bottle ban, change the State flag, Plymouth Nuclear Power Plant and the storage there.

The article related to the Plymouth Nuclear Power Plant Storage facility and changing of the State flag was to have the BOS send a letter to the Governor related to those, could we do those with a different process other than taking it to Town Meeting. Think the changing of the State flag is in process. The article related to the Plymouth Storage facility is already written, it can be added. We agreed the BOS would be the proponent for those so they didn't have to go through and refile all the signatures. Can add either one or both of those back on.

Judy Froman said in terms of the recommendation for the Bylaws for the MBTA, we can put on our agenda to vote to send a letter of support to the Planning Board for consideration.

8. e. Review Town Administrator Organization/Reorganization plans and take votes as necessary

This agenda item is being deferred to a future meeting.

8. f. Review final draft of BoS/Town Administrator Strategic Plan

This agenda item wasn't discussed.

8. g. Declaration of surplus — radio unit under control of Emergency Management

This agenda item wasn't discussed.

9) Town Administrators

- a. **Gardner Bridge Update**
- b. **Fire Chief Recruitment Update**
- c. **Liquor License Working Group Update**

This agenda item wasn't discussed.

10) Correspondence

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

- A. Letter from Roger & Sharon Forget thanking the Police Department their compassion and support on the loss of their son.
- B. Email from Ben Spalding interested in committee vacancies on the Cable Advisory Board and the Cape Cod Water Protection Collaborative.
- C. ABCC approval for Chart Room alteration of licensed premise.
- D. Letter from E. Ellis regarding a gas company on Freighthouse Road and response from the Fire Chief.

The correspondence is posted on the Town website under today's date.

11) Adjourn

Voted: Jared MacDonald moved and seconded by Peter Meier to adjourn. Meeting adjourned at 10:03 pm.

Roll Call Vote: James Potter – Yes, George Slade – Yes, Peter Meier – Yes, Jared MacDonald – Yes, Judy Froman - Yes

Vote 5-0-0.

Respectfully submitted – Carole Ellis, secretary.