

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

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TA Tony Schiavi
ATA Glenn Cannon

Selectmen

Judy Froman, Chair
James Potter, Vice Chair
George Slade, Clerk
Jared MacDonald – arrived at 7:36 p.m.
Peter Meier

Others: Barry Johnson, Ben Spalding, Chris Southwood, Jean Lanahan, Erica Flemming, Kerry Horman, Kristy Senatori, Mandy Holway Oliver, Mike Rausch, Mary Jane Mastrangelo, Paul Abbott, Paul Bushueff, Renee Gratis, Robert Troy, Stephen Mealy, Don Pickard, Amy Wright

Note this Zoom videoconference meeting is being televised, streamed or recorded by Bourne TV.

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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" or "Reactions" 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: [Cape Cod Commission Annual Update](#), [Capital Improvement Plan FY22-FY26](#), [Other Post-Employment Benefits \("OPEB"\) Trust](#), [Correspondence](#)

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

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TOWN CLERK BOURNE

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.

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.

6) Approval of Minutes: None

7) License and Appointments

- a. Cape Cod Commission Annual Update — Kristy Senatori
- b. School Committee request to withdraw funds from the Special Education Reserve Fund
- c. Discussion with Town Moderator and Town Clerk related to date, time and location for the upcoming Special and Annual Town Meeting
- d. Bourne Community Boating — 2021 Summer Season Update
- e. Health Insurance Trust Fund Update
- f. Vote member to the Cable Advisory Committee
 - I. Ben Spalding
 - II. Paul Abbott
- g. Seasonal Liquor License Renewal and companion licenses — Chart Room.
- h. 2021 Seasonal Population Increase Estimation for the Alcoholic Beverage Control Commission as of July 10, 2021
- i. Request by Chamber of Commerce to Save the Date for Summer 2021 Concerts on the Canal and Canal Day in September 2021
- j. Buzzards Bay Marina LLC, d/b/a East Wind Lobster and Grille change of owner Common Victualer [food license only].
- k. Go Harder Nutrition — Common Victualer License

7.a. Cape Cod Commission Annual Update — Kristy Senatori

Kristy Senatori provided updates, and highlights on work done in 2020 and what they are planning on doing in 2021. More information can be found at <https://datacapecod.com/>



From the Desk of the Executive Director



Kristy Senatori
Executive Director

2020 was a year that brought us numerable new and difficult challenges.

As we navigated a global pandemic, together we adapted to new health and safety regulations, learned new ways of engaging with the community, and transitioned successfully to conducting work in the virtual space. We continued to promote meaningful economic progress balanced with the environmental protections our region needs. We have been resilient through unexpected change.

The Commission was pleased to assist the region during these challenging times, developing a community alert heatmap system using the best available tools and information, a data dashboard with key statistics relative to pandemic recovery, and a municipal planning

strategies toolkit with resources for planners and staff to help support the needs of local businesses. Using data collected through a series of business impact surveys, we are currently working to develop a regional Economic Resilience Plan that will help support the Cape Cod now and into the future.

We initiated development of the first ever Cape Cod Climate Action Plan – a plan that is being created through significant data collection and analysis, meaningful stakeholder engagement, and mitigation and adaptation strategy development. Discussions throughout the process have been robust and thoughtful and we look forward to sharing the plan in the coming months.

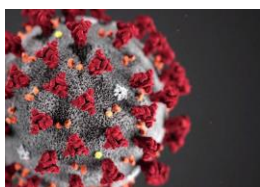
This year the Commission had its 30th anniversary. The Cape Cod Commission Act was signed into law in 1990 and continues to be relevant and effective in protecting the unique values and quality of life on Cape Cod. We look forward to bringing the community together in 2021 to celebrate this milestone and to collaborate on solutions to the key issues facing our region.

The support and dedication of community leaders, Commission staff and members, and the residents of Cape Cod are vital to the success of our agency and mission of keeping a special place special.

I look forward to sharing brighter days with the people of Cape Cod in 2021.



COVID-19 Pandemic Response



COVID-19 Pandemic Response

To help support the region during the COVID-19 pandemic, the Cape Cod Commission developed a number of new tools, resources, and strategies to assist residents, business owners, non-profit organizations, and municipalities. The Commission also received significant grant funds that will help the local and regional economy recover from the devastating impacts of the pandemic.

COVID-19 Heatmap Provides Online Resource for Pandemic Planning and Response

In early April, the Cape Cod Commission partnered with Cape Cod Healthcare and Barnstable County Department of Health and Environment to create an online COVID-19 community alert heatmap system showing numbers of confirmed cases of COVID-19 within Barnstable County. The application is intended to empower residents on Cape Cod to make informed choices about public health safety precautions to minimize the risk of infection and transmission of COVID-19 within the County.

Developing this application provided an opportunity to bring the strengths of different disciplines together in one place for the betterment of the region. Commission staff worked closely with Cape Cod Healthcare to design the



View and explore the map: capecodcommission.org/our-work/cape-cod-covid19

user interface, which displays dynamic data sets on both desktop and mobile platforms.

The map includes COVID-19 patient case data managed by the Visiting Nurse Association (VNA) of Cape Cod. The data represents running totals for every zip code summa-

rized at the subregional level across Cape Cod and is classified using three color codes that represent infection risk potential. Individual zip code level data is available for participating towns. The data continues to be updated on a regular basis.

"Cape Cod is facing serious challenges due to the pandemic," said Kristy Senatori, Executive Director of the Cape Cod Commission. "We look forward to supporting our communities and helping to strengthen our local economy as we respond to and address the economic impacts of the COVID-19 pandemic."



COVID-19 Pandemic Response

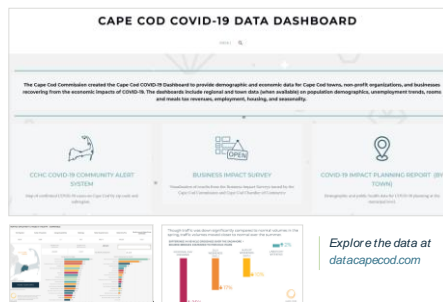
COVID-19 Municipal Planning Strategies Toolkit

Cape Cod's local businesses and communities faced new and significant challenges opening and operating during the pandemic. To support municipal planners and staff, the Cape Cod Commission created resources related to COVID-19 and responding to community and business impacts.

The COVID-19 Municipal Planning Strategies Toolkit provides information for Cape Cod towns on how they can support the needs

of local businesses as they operate during this period of social distancing requirements. It contains strategies to accommodate the new operational standards and includes examples from other municipalities that have expanded opportunities for businesses to offer their goods and services during the COVID-19 pandemic.

View the toolkit and explore other resources: capecodcommission.org/our-work/covid-planning-resources



CAPE COD COVID-19 DATA DASHBOARD

The Cape Cod Covid-19 Data Dashboard provides demographic and economic data for Cape Cod towns, non-profit organizations, and businesses recovering from the economic impacts of COVID-19. The dashboards include regional and town data (when available) on population demographics, unemployment trends, income and meals tax revenues, employment, housing, and seasonality.



\$400,000 GRANT TO SUPPORT PANDEMIC RECOVERY AND RESILIENCY EFFORTS

The Cape Cod Commission received a \$400,000 Coronavirus Aid, Relief, and Economic Security (CARES) Act Recovery Assistance Grant from the US Department of Commerce's Economic Development Administration to support efforts to respond and recover from the devastating economic impacts caused by the COVID-19 pandemic and develop strategies to improve resilience in the future.

Funding will be used to provide technical assistance to Cape Cod communities and regional partners and engage stakeholders in developing plans and strategies to diversify and strengthen the regional economy.

2020 YEAR IN REVIEW | WWW.CAPECODCOMMISSION.ORG

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Economic Development

New Study Shows Economic Impact of Cape Cod's Harbors

In Spring 2020, the Cape Cod Commission and the Urban Harbors Institute set out to better understand the economic importance of maintaining the functionality of Cape Cod's harbors. Results of the study indicate that maintaining and/or enhancing harbor functionality should be a priority for coastal communities in order to secure and improve the economic benefits, including employment, of these industries.

The towns that will be most successful in maintaining long-term functionality will also integrate planning for sea level rise, coastal flooding, and increasingly intense storms as climate change continues to impact the region's fragile coastline.

The report concludes with a set of recommendations for towns, including maintaining functionality to support economic benefits of employment; integrating sea level rise impacts into planning efforts to minimize disruption to those benefits into the future; improving region-wide data collection on climate impacts and capital expenditures; and continuing to research other harbors to better articulate regional benefits.



The harbor survey focused on six harbors in four towns: Provincetown Harbor, South Harbor in Dennis, Stage Harbor and Aunt Lydia's Cove (Fish Pier) in Chatham, and Great Harbor and Inner Harbor in Falmouth. It was directed towards owners of businesses located along the coast or otherwise reliant on access to the harbors.

The final report and survey results are available at: capecodcommission.org/our-work/harbor-study/



Census 2020: Striving for a Complete Count

Understanding that our community must work collaboratively to ensure all residents are correctly counted in the 2020 US Census, the Cape Cod Commission, the Town of Barnstable, and Barnstable County partnered to establish the Cape Cod Complete Count Committee. The Complete Count Committee is a volunteer advisory committee representing a broad cross-section of Cape residents, leaders and organizations, bringing together those best suited to reach traditionally hard-to-count populations.

Supported by US Census Bureau staff and the Massachusetts Secretary of State's office, the Commission facilitated meetings with community leaders, working to connect with various sectors of the hard-to-count population.

With the Census response extended through October, due to the effects of the pandemic, the Commission developed a public relations campaign, including radio ads, social media posts, print advertisements and direct mail to connect with citizens across Cape Cod to ensure a complete count. Resources were widely distributed over the summer and included local voices with a Cape focus.

Data collected through the Census determines the distribution of more than \$675 billion in federal funds every year to state and local governments. Government, businesses, and non-profit organizations also rely on the data that the census questions produce to make important decisions.

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Economic Development

License Plate Grant Funds Awarded for COVID-19 Recovery and Resiliency Projects



The Barnstable County License Plate Grant Program, funded by proceeds from the sale of Cape Cod and Islands specialty license plates, supports regional priorities for economic development and achievement of long-term economic diversity and sustainability.

A special round of funding was made available to local or regional governmental or nonprofit agencies for projects that support recovery from the COVID-19 pandemic and resiliency to such impacts in the future. Projects selected for funding address a documented impact of the pandemic and align with and support implementation of the region's Comprehensive Economic Development Strategy (CEDS).

\$136,347 in license plate grant funds were awarded to six recipients: Sustainable Cape, Love Live Local for the Cape Cod Resilience Fund, Cape Cod Community College, Arts Foundation of Cape Cod, Cape Cod Young Professionals, and Lower Cape Community Development Corporation.



ECONOMIC IMPACTS OF COVID-19: CAPE COD BUSINESS SURVEY

The Cape Cod Commission and the Cape Cod Chamber of Commerce issued a series of online surveys to Cape Cod business owners to better understand the current and anticipated economic impacts of COVID-19. Data collected through the surveys support economic recovery and can be leveraged by businesses, towns, and other organizations in grant applications and reports.

Business owners were asked to share their experiences and answer specific questions on topics including business closure, revenue loss, seasonality, employment impacts, and the need for assistance.

Visualizations and a report on the survey results are available online at the Cape Cod COVID-19 Data Dashboard: datacapecod.com/second-business-impact-survey.



The guide highlights sector challenges and opportunities for growth, providing case studies on Cape Cod and beyond.

UPDATED ARTS AND CULTURE GUIDE

The Cape Cod Commission's updated arts and culture guide, "Leveraging Cultural Assets in Economic Development on Cape Cod," is intended to share best practices and lessons learned, inspire collaboration, support strategic planning, and build stronger ties between creativity and commerce. The updated guide provides an overview of the economic impact of the arts and culture sector, including information on employment and wages. It includes ways that arts are currently integrated into local and regional planning efforts, identifies resources for those working in the sector, and provides recommendations to support and expand impact over the next ten years.

See the updated guide at: ccom.link/arts-and-culture

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Transportation

Helping Towns Adapt to New COVID-19 Health and Safety Standards

The Cape Cod Commission provided technical assistance and guidance on grant opportunities allowing communities to adapt their transportation system to provide more space for pedestrian and bicyclists.

Commission staff helped towns improve infrastructure for cyclists with free bicycle racks and other related equipment through the Cape Cod Bike Rack Program. Staff also helped develop projects

and prepare applications for grant funds available through the Massachusetts Department of Transportation's (MassDOT) Shared Streets and Spaces Grant Program.

The grant program provided assistance to help cities and towns engage residents and businesses to conceive, design, and execute shared streets and spaces that help comply with new health and safety regulations due to the COVID-19 pandemic.

Provincetown, Dennis, and Barnstable were each awarded funding that allowed them to support health and distancing with improvements like enhanced pedestrian spaces, additional public seating, and improved parking measures.

The Shared Winter Streets and Spaces program was announced in November, and several Cape towns applied for funding in this phase.



Enhanced pedestrian spaces along a new walkway in downtown Hyannis.

\$200 MILLION FOR TRANSPORTATION PROJECTS OVER THE NEXT FIVE YEARS

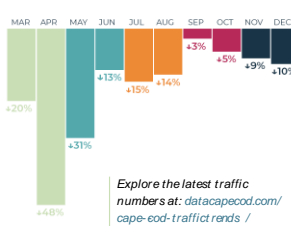
The 2021-2025 Transportation Improvement Program, adopted in May by the Cape Cod Metropolitan Planning Organization, includes over \$200 million in funded projects that will be implemented in the next five years. Highlights of the program include improvements to the Mashpee Rotary and Route 151; construction of a shared use path along Bears Way in Barnstable; installation of a median along the Scenic Highway in Bourne; enhancement to Cape Cod Regional Transit Authority services; funding for Phase 1 of the Bourne Rail Trail; and Route 28 reconstruction in Dennis and Harwich.

Pandemic Impacts Cape Traffic Trends

In addition to normal traffic tracking work, this year Commission staff has been examining impacts to traffic related to the pandemic.

Traffic counts show that once schools and businesses began to close in March, volume over the Bourne and Sagamore bridges dropped significantly. Labor Day weekend saw an uptick in travel, with volume up over both bridges. Bike path traffic along the Cape Cod Rail Trail continues to be higher than in 2019.

DIFFERENCE IN VEHICLE CROSSINGS OVER THE SAGAMORE + BOURNE BRIDGES AS COMPARED TO 2019



Explore the latest traffic numbers at: datacapecod.com/cape-cod-traffic-trends/

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Transportation

Cape Cod Commission and The Canal Bridges: Role in Reconstruction

In April, the U.S. Army Corps of Engineers announced support of a recommendation to replace the aging Bourne and Sagamore Bridges. Instead of major rehabilitations that would require extensive bridge and lane closures, the recommendation is to replace the nearly 80-year-old structures with new bridges, at an estimated cost of over \$1 billion with associated approach improvements.

The next phase of the project includes evaluation of bridge type, design, and location as well as funding strategies for the two new bridges.

Cape Cod Commission staff shared its regional planning work, contributed data on population and visitation to the Army Corps' initial studies, and has served as technical advisors. The Commission also works closely with MassDOT, which will be leading efforts to connect the new bridges to existing roadways.



Public outreach and engagement with local towns and citizens is paramount as the project moves forward. The Commission will assist the Army Corps and MassDOT with connecting citizens and key stakeholders with critical information. The Cape Cod Metropolitan Planning Organization anticipates updates from the Army Corps and MassDOT as the project progresses.

Links to the studies and further information are available at: capecodcommission.org/canal



CAPE RAIL STUDY PROCESS BEGINS

A new study that will examine options to extend passenger rail service to Cape Cod with connections to the communities of Middleborough and Wareham began in November. The Cape Rail Study, led by MassDOT and assisted by a consultant team, will also provide the region with critical data and information. The first advisory group meeting for the Cape Rail Study was hosted by the Cape Cod Metropolitan Planning Organization (MPO) on November 19, 2020. The advisory group will be the driving force in the development of the study. It comprises a wide range of community representatives, including regional elected officials, municipal staff, and leaders from the transportation, business, tourism, and education sectors.

See more about the study at: capecodcommission.org/our-work/cape-rail-study/



CREATING COMPLETE STREETS

With funding provided by the Massachusetts Department of Transportation, the Cape Cod Commission provides technical services to Cape Cod towns wishing to develop a Complete Streets plan. A Complete Street is one that provides safe and accessible options for all travel modes – walking, biking, transit and vehicles – for people of all ages and abilities.

This year, the Cape Cod Commission completed a draft plan for Orleans and began work with the towns of Bourne, Falmouth, and Brewster. A Complete Streets prioritization plan helps towns gain access to state and federal funding.

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Climate Resiliency

Cape Cod Commission Collaborates to Create a Cape Cod Climate Action Plan

The Cape Cod Commission is in the process of creating Cape Cod's first-ever climate action plan, a strategic framework that details the policies and actions necessary to reduce greenhouse gas emissions, adapt to existing climate hazards, and track progress.

Our region is vulnerable to sea level rise, storm surge and flooding, erosion, and damaging winds. The hazards we face can cause loss of life, damage buildings and infrastructure, impair coastal environments, all impacting our community's economic, social, and environmental well-being.

A climate action plan for the region will set forward a clear path and framework for adapting to and mitigating the causes of climate change through development of specific and measurable actions and recommendations at a variety of scales.

The process began in October 2019 with a series of sub-regional community meetings.

Climate Action Plan

Through collaborations with stakeholders and partners, the Commission is developing an action plan to address the critical challenges posed by climate change.

Staff worked with 150 stakeholders from across Cape Cod to better understand actions taken to date, structure a stakeholder process, and identify priorities for development of a climate action plan. The Commission hired the Consensus Building Institute to facilitate stakeholder discussions.

Beginning in October 2020, subregional municipal working groups and stakeholder

working groups met in multiple sessions to discuss Cape-specific greenhouse gas emissions and climate impacts, identify strategies and actions, and contribute to development of the climate action plan. Stakeholder working groups convened on the topics of energy, transportation, housing and development, and natural resources and working lands. The Commission also worked with eight non-profit organizations in the region to gather additional input through focus groups, and better understand the intersections between their organizational priorities and climate action.

In addition to the stakeholder process, the Commission worked with consultants to complete a fiscal and economic impact analysis, as well as a legal and jurisdictional analysis, and collect data through a public survey, among other efforts that will contribute to the climate action plan. A draft plan will be complete in early 2021.



SERIES HIGHLIGHTS LOCAL CLIMATE ACTION

The Commission's first podcast series highlights the work of the agency and its community partners to build resiliency to climate change in our region.

Listen: capecodcommission.org/our-work/cape-cod-climate-action-podcast/



CLIMATE ACTION TIMELINE

A compilation of organizations, reports, and events that have helped shape and advance the recognition and understanding of climate change.

Explore: capecodcommission.org/our-work/climate-change-action-timeline/

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Regional Greenhouse Gas Inventory Complete

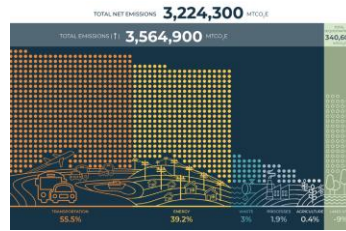
Cape Cod Commission staff compiled a greenhouse gas (GHG) emissions inventory for a base-line year of 2017, following the Intergovernmental Panel on Climate Change (IPCC) Guidelines for National Greenhouse Gas Inventories, which focuses on GHG emissions and removals from man-made sources and activities.

A GHG inventory is a comprehensive accounting of total greenhouse gas emissions for all man-made sources. The Cape Cod inventory provides a complete

picture of GHG emissions from the region, identifies high emissions sectors, and establishes an accounting method that is comparable and reproducible so emissions can be measured going forward.

Using local, state, and federal data, the inventory calculated emissions of carbon dioxide, methane, nitrous oxide, hydrofluorocarbons, perfluorocarbons, and sulfur hexafluoride from six sectors: stationary energy (building energy use), transportation, industrial processes and product use, agriculture, waste, and land use.

This baseline can provide communities with the information to understand the contributing factors to Cape Cod's GHG emissions. The inventory has pro-



vided the Commission with the baseline necessary to support development of the Cape Cod Climate Action Plan. Data was integrated into the planning process to help identify measures and strategies to reduce GHG emissions and mitigate the impacts of

climate change on the region.

Learn more at: capecodcommission.org/our-work/climate-action-plan/greenhouse-gas-emissions-inventory/

ALL 15 CAPE COD TOWNS ACHIEVE MVP STATUS

The state's Municipal Vulnerability Preparedness (MVP) Program provides support for cities and towns to plan for climate change resiliency and implement priority projects. As of June 2020, all 15 Cape Cod towns are designated MVP communities.

The Cape Cod Commission, in cooperation with the Cape Cod Cooperative Extension, assisted several Cape Cod towns with the MVP planning process to understand the impacts of natural hazards and a changing cli-

mate, and to develop priority actions to improve the community's resilience to these threats.

Workshops were attended by town staff representing a wide variety of departments, public safety officials, appointed committee members, concerned citizens, and other community stakeholders. Through these workshops, towns identified hazards such as flooding, winter storms, erosion, sea level rise, and temperature changes that have the

potential to threaten infrastructure, human health, and the environment. Initiatives such as vulnerability assessments, feasibility studies, infrastructure improvements, and better communication were also identified through the workshop process.

These community strengths, vulnerabilities, and priority actions were compiled into reports that were approved by each community and certified by the state.



All Cape Cod towns are now designated MVP communities and eligible for MVP Action Grants and other funding opportunities

Developing a Solar Screening Tool for the Region

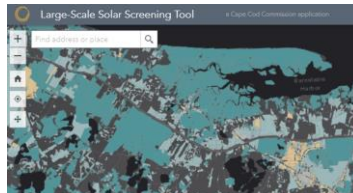
Created by Commission staff and reviewed by a group of external stakeholders and potential users, the Large Scale Solar Screening Tool is designed to help guide projects toward appropriate areas and away from important conservation areas.

The tool considers both built and natural environments to identify areas more or less appropriate for solar development. It is designed for use by anyone interested in

developing or reviewing large-scale solar facilities.

Within the map tool, parcels are color-coded based on their built and natural features. While parcels with more natural features may be less appropriate for large-scale ground-mounted solar arrays, sizable built features present on these parcels may be appropriate for solar photovoltaic (PV) installations. Built and natural feature layers are provided as well as contextual features, all for use in helping inform the siting of solar PV projects on Cape Cod.

The tool, created using ESRI's ArcGIS software suite, was pre-



An application designed to assist in appropriate siting of large-scale solar photovoltaic projects. Watch the explainer video: youtu.be/_9GH3_tyvek

viewed during the Northeast Arc Users Group (NEARC) conference held virtually on November 16. It won recognition at NEARC for

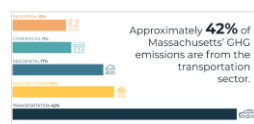
most impressive use of GIS for analysis or to solve a problem.

View the app: arcg.is/1rvj5v

Siting Electric Vehicle Charging Stations

The transportation sector accounts for the largest portion of greenhouse gas emissions (GHG) in Massachusetts. One way to reduce GHG emissions and slow the rate of climate change is to support the increased adoption of electric vehicles (EV) and the infrastructure necessary for their use, such as publicly available EV charging stations. Because their fuel source is electricity, rather than fossil-fuel based gasoline, EVs do not directly produce tailpipe emissions of GHGs.

The 2018 Regional Policy Plan recommended the Commission complete a GIS screening analysis of potential EV charging station locations. Commission staff have completed this analysis. This analysis includes information on the current state of electric vehicle charging stations on the Cape,



such as the types of locations that currently host charging stations, an interactive map representing the distribution of the network across Cape Cod, and identification of areas suitable for future infrastructure.

Additional information can be found at: storymaps.arcgis.com/stories/ed59c97140ff4b1298d31d77dd0d915

REGIONAL POLICY PLAN CLIMATE CHANGE ACTIONS

The Regional Policy Plan (RPP) identifies climate change as one of the key challenges facing the region. It includes a section on climate change response, readiness, and mitigation and planning actions that support creation of the Solar Screening Tool, development of the EV Charging Station Siting Analysis, advance Green Community designations, and develop a baseline of greenhouse gas emissions that will help communities better understand opportunities for mitigation.

Cape Cod Commission Receives \$1 Million Federal Grant to Support Resiliency Efforts on Cape Cod

In April, the Cape Cod Commission was awarded a \$1 million grant through the United States Department of Commerce's Economic Development Administration (EDA) to develop and implement a multi-pronged planning initiative to help address Barnstable County's vulnerability to storm induced impacts.

This major investment from the EDA will help the region devise and implement long-term economic recovery strategies and identify and plan for future economic challenges.

The project aims to provide data and information that allows communities to better prepare for and respond to impacts, develop a framework for improving resiliency, and create tools

"Our administration is dedicated to working with municipalities to build resilience and protect people and property, and this grant from the U.S. Department of Commerce will build on those efforts to ensure Barnstable County communities are prepared for future impacts of extreme weather."

— Massachusetts Governor Charlie Baker —

to promote better local decisions regarding critical vulnerable assets.

Enhancing and developing digital map layers and decision support tools will facilitate high-impact, targeted implementation projects and improve planning efforts for all 15 towns on Cape Cod. The work proposed will help communities determine effective approaches to

address the risks faced today and implement initiatives to reduce impacts moving forward.

Proposed work will build on the priorities identified by many Cape Cod towns through the Municipal Vulnerability Preparedness (MVP) planning process by supporting assessments, feasibility studies, and solutions for low-lying roads.

The Commission engaged Eastern Research Group, Inc. and Synapse Energy Economics, Inc. to assess the economic impacts of coastal hazards, such as sea level rise and storm surge on Cape Cod. This analysis will address a wide range of impacts on jobs, tax revenues, infrastructure, public health, tourism, and ecosystem services provided by our salt marshes and eelgrass.

The funds will also provide an opportunity to develop regional design guidelines for buildings in flood hazard areas, which will highlight appropriate ways to reduce or eliminate hazards while also protecting the region's distinctive character and historic resources.

Model Coastal Resiliency Bylaw Underway

A model coastal resiliency bylaw designed to help Cape Cod towns better manage the impacts of climate change is under development.

This is a key component of the Cape Cod Commission's climate work, and a critical follow-up to the MVP Program planning the agency has done with many towns in the region. This



project provides a unique opportunity to consider and advance the use of existing zoning to promote more resilient practices.

To create the model bylaw, the Cape Cod Commission is working with four partner towns - Bourne, Sandwich, Eastham, and

Brewster - and has contracted with the Urban Harbors Institute (UHI). UHI has assembled a team of experts comprised of coastal floodplain and erosion specialists, those with expertise in preserving historic character and the elements of historic structures, and legal and policy specialists with expertise in coastal resiliency issues.

The work is funded through grants received from the state Office of Energy and Environmental Affairs and through the federal Economic Development Administration.

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Community Design and Planning



Updating the Downtown Hyannis Design and Infrastructure Plan

Cape Cod Commission staff developed a report that identifies potential design guidelines, zoning changes, and infrastructure improvements for neighborhoods within the downtown Hyannis Growth Incentive Zone (GIZ). This is the first step towards an updated Downtown Hyannis Design and Infrastructure Plan.

This report identifies different neighborhoods within the GIZ, design features that define each area, and challenges to maintaining each neighborhood's desired character. It recommends zoning or design review standards to enhance each neighborhood's character and address its key challenges. The report also acknowledges the importance of historic resources within the GIZ and incorporates

lessons learned from recent developments into recommendations to improve design regulations and address infrastructure constraints in each of the neighborhoods.

The recommendations and considerations will ultimately be reflected in a new Design and Infrastructure Plan that outlines a clear design review and permitting process, with coordination between zoning and dimensional regulations, historic district review, and public and private investments in infrastructure. The report also includes a one-page Development Checklist that town board members, staff, and developers can use to evaluate the design of development proposals and help ensure they enhance and support the character of downtown Hyannis.

DEVELOPING A WAYFINDING PLAN FOR DOWNTOWN ORLEANS

The Cape Cod Commission worked with the Orleans Planning Board in 2020 to develop a wayfinding plan for key destinations in and around downtown Orleans.

Wayfinding is a system of visual cues such as signs, landscaping, pavement markings, or other objects that help people orient themselves in physical space and navigate from place to place.

The project will produce recommendations for wayfinding signage or pavement treatments, as well as possible technological options that could help facilitate improved movement for motorists, pedestrians, and bicyclists downtown, while highlighting Orleans' special character and features.



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Cape Cod Commission Assists in Creating New Guide to Floodplain Regulations and Historic Structures

The Cape Cod Commission, Cape Cod Cooperative Extension, and Woods Hole Sea Grant created a new guide to floodplain regulations and historic structures in Massachusetts that aims to clarify common questions and help identify when structures are eligible for exemption from the Substantial Improvement and Substantial Damage floodplain requirements.

Currently, Commission staff are working to develop design guidelines that can be used by local towns to help ensure consistency in flood hazard areas across the region. This new guide and the forthcoming guidelines will help communities and property owners plan for the future and make educated decisions about what is best for their community.

Reducing Solid Waste Costs on Cape Cod

Towns across the Cape are seeing municipal solid waste (MSW) disposal costs rise due to diminishing regional disposal options, and recycling capacity decrease due to the lack of available markets that process these materials. The Cape Cod Commission, working with Barnstable County and the Cape Cod Cooperative Extension, solicited two studies to help towns plan for future MSW management.

One study examines options and costs to divert household recyclables and hard to dispose materials, like mattresses and textiles, for reuse and recycling, so that they are diverted from landfill

On-Cape opportunities to collect, process, and recycle materials at Joint Base Cape Cod UCRIS, Bourne Integrated Solid Waste Management facility, and Yarmouth Transfer Station will be examined as part of the study

or incinerator disposal. The study will examine on-Cape options to collect and process materials for eventual reuse and recycling and will identify potential markets for processed materials.

Another study will provide a cost/benefit analysis for transportation and disposal options of remaining solid waste that cannot be reduced, reused, recycled or repurposed and must be transported to a disposal facility such as a traditional landfill or waste incinerator. The analysis will examine innovative disposal options on Cape Cod and traditional disposal options for out-of-state disposal.



FORM BASED CODE WORKSHOP

Nearly 50 municipal officials and staff from 12 Cape Cod towns came together on February 10 for a workshop organized by the Housing Assistance Corporation on using form-based code. Form-based code is a tool to enable communities to create zoning that encourages the development of the types of housing that could help ease the region's housing crisis. Commission Executive Director Kristy Senatori and Chief Planner Chloe Schaefer kicked off the workshop with presentations on the housing challenge facing the region and some of the work the Commission has done to address it, including the Community Resiliency by Design project.

See more about the project at: capecodcommission.org/crbd

Water Quality Progress

Cape Cod and Islands Water Protection Fund



From July 2019 through August 2020, the Cape Cod and Islands Water Protection Fund (CCI-WPF) generated \$10.9 million to help Cape Cod and the Islands pay for necessary wastewater infrastructure and water quality remediation projects.

Established by the Massachusetts Legislature in 2018, the CCIWPF is a dedicated fund within the state's Clean Water Trust, set up to benefit communities in Barnstable, Dukes, and Nantucket Counties. Creation of the CCIWPF was the result of efforts by a diverse set of stakeholders who recognized the need for new financial tools to address the region's degrading water quality and lack of wastewater infrastructure.

Its source of revenue is a 2.75% excise tax on traditional lodging and short-term rentals.

The fund is administered by the existing Clean Water Trust and overseen by a management board comprised of representation from every member town, executive directors of the Cape Cod Commission and Martha's Vineyard Commission, and the Nantucket Town Manager. Currently, the 15 Cape Cod communities are members of the fund.

New regulations governing fund distribution were approved in October. These regulations guide the way in which funds are awarded to eligible member communities working to develop

and implement wastewater and water quality projects.

Projects eligible for funding include innovative strategies and alternative septic system technologies, the completion and update of water quality and wastewater management plans, the construction of sewer collection systems and wastewater treatment plants, and the implementation of drainage improvements and water treatment programs to improve water quality in freshwater ponds and marine resources. Member communities must go through the State Revolving Fund, or SRF, program to receive CCIWPF funds.

STORMWATER UPDATES TO THE TECHNOLOGIES MATRIX

The Cape Cod Commission's Technologies Matrix is a single source of the most up to date information on nutrient management technologies. It serves as a planning and evaluation tool for town staff, consultants, and experts; and an informational tool for interested stakeholders and the public.

The Matrix was originally published in 2015 after two years of research by Commission

staff and private consultants, review by a panel of experts, and vetting by State, Federal, and other stakeholders.

The 2020 update to the Technologies Matrix incorporates new information regarding the performance of stormwater technologies. These updates will help practitioners choose stormwater control measures by providing information on the expected range of nitrogen

and/or phosphorus removal. Design choices are included to help optimize stormwater management approaches already selected for other reasons or purposes.

The Technologies Matrix summarizes information that can help Cape Cod communities evaluate various nutrient mitigation strategies to address their water quality issues and inform adaptive management.



Water Quality Progress

Regional Water Quality Monitoring Database Takes Shape

In 2018 the Cape Cod Commission and partners were awarded a Southeast New England Program (SNEP) Watershed Grant to improve the recording, management and translation of water quality monitoring data on Cape Cod. This work builds on the Commission's efforts to establish a regional database that makes monitoring data easily accessible from a single location.

Over the past year Commission and partner staff have worked

with an End User Group through a series of virtual meetings to establish a framework for the monitoring database and web interface. The feedback provided has informed the development team as they build out the water quality database, establish data protocols, and create analysis scripts. The regional water quality monitoring database will include new methods for data analysis, evaluation, reporting, and translation to improve understanding of water



The water quality database includes new methods for analysis, evaluation, and reporting to improve understanding of water quality trends

quality trends and better integrate results into local planning and policy development, creating a path forward for the pro-

vision of data and information that will serve the 15 Cape Cod communities and the region well into the future.

SNEP NETWORK MAKES PROGRESS IN FIRST YEAR

The Southeast New England Network (SNEP Network) is a grant-funded partnership among 15 environmental organizations, academic institutions, regional planners, and consultants (including the Cape Cod Commission) who work collaboratively to provide stormwater planning and technical expertise within the watersheds of Southeastern Massachusetts and Rhode Island.

In Spring 2020, the Town of Bourne and the four Pleasant Bay Alliance communities received technical assistance awards from

the SNEP Network. The Pleasant Bay Alliance will receive assistance with a review of land use regulations and stormwater bylaws in its four member towns. Bourne will receive assistance with the development of a coastal resilience action strategy and sustainable and scalable financing options. Other work includes a review of local ordinances and bylaws pertaining to stormwater, a stormwater resource inventory, and development of a regional runoff and pollutant load mapping tool.



COMPLIANCE REPORTS ISSUED

As the Commission tracks implementation of the 208 Plan Update, it has committed to developing annual compliance reports that document local progress. 2020 compliance reports were issued in December with criteria that was refined through feedback from the Cape Cod Water Protection Collaborative, MassDEP, and US EPA. The reports document water quality funding, intermunicipal agreements and permits in priority watersheds, status of water quality projects, and all town actions on wastewater and water quality.

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Regulatory Update

Herring River Restoration - Phase One Approved

A project to restore habitat and re-establish tidal flow within the Herring River estuary and floodplain system in Truro and Wellfleet is moving forward. On June 11, 2020, the Cape Cod Commission granted Development of Regional Impact approval to Phase One of the project.

Approximately 570 acres will be restored during Phase One, located mostly within the Cape Cod National Seashore. Tidal flow will be restored through the installation of various new tide control structures, and a new Chequesset Neck bridge. The project aims



to restore the area and create a healthy, productive salt marsh, which is a vital component of a healthy ecosystem.



Salt marshes can help prevent flooding by absorbing excess rainwater. They also act as a buffer, protecting our shorelines from erosion. Additionally, salt marshes filter stormwater runoff and excess nutrients, helping to promote clean water.



MASHPEE COMMONS BEGINS DEVELOPMENT AGREEMENT PROCESS

Mashpee Commons plans to develop nearly 187 acres of its land over the next seven years, adding more retail and housing. The project moved forward in March 2020, when the Cape Cod Commission approved a Development Agreement that includes the Town of Mashpee, Mashpee Commons, and the Cape Cod Commission and streamlines future negotiations.

Expanding the Economic and Industrial Trade Center in Barnstable

In order to facilitate the growth of year-round living wage jobs on Cape Cod and to promote economic sustainability, the Town of Barnstable applied to the Cape Cod Commission to modify its 2019 "Chapter H" decision that designated the Greater Hyannis Economic Center and Industrial Trade Center.



The amendment sought to add wholesale uses to the research and development and light manufacturing uses included in the zone. Prior to coming before the Commission, local public hearings were held, followed by

unanimous, respective votes of the Barnstable Planning Board and Town Council. The Commission approved the amendment during its meeting on June 11, 2020.

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Commission Staff

Kristy Senatori, Executive Director

<i>Abigail Bliss</i>	<i>Tara Lewis</i>
Meghan Boudreau	Lev Malakhoff
<i>Madden Bremer</i>	Maria McCauley
Chelsea Bruck	Heather McElroy
<i>Maria Carlani</i>	Colleen Medeiros
Slobhan Cavacco	David Nolan
Jennifer Clinton	Timothy Pasakarnis
<i>Kristen Clothier</i>	Erin Perry
Sarah Colvin	Gary Prahm
Gail Coyne	Jessica Rempel
Patty Daley	Anne Reynolds
Philip Detjens	Jeffrey Ribeiro
Lisa Dillon	Chloe Schaefer
Danielle Donahue	David Still
Martha Hevenor	<i>David Sullivan</i>
Jonathan Idman	Steven Tupper
Elizabeth Kellam	Jordan Vellozo
Mallory Kender	Michele White
Sarah Korjeff	Jessica Wielgus

2020 new hire 2020 departure

Cape Cod Commission Members

Harold Mitchell | Sandwich, *Chair*

Dr. Cheryl Andrews | Provincetown
 Ron Bergstrom | County Commissioner
 Joyce Brookshire | Eastham
 Fred Chingotis | Barnstable
 Richard Elkin | Wellfleet
 Jacqueline Etsten | Harwich
 Douglas Fromm | Orleans (April - Present)
 Kevin Grunwald | Truro
 John D. Harris | Minority Rep.
 Michael Maxim | Governor's Appointee
 Charles McCaffrey | Falmouth
 John H. McCormack, Jr. | Yarmouth
 Stephen Mealy | Bourne
 Richard Roy | Dennis
 Leonard Short | Orleans (Jan - April)
 Elizabeth Taylor | Brewster
 Ernest Virgilio | Mashpee
 David Weeden | Native American Rep.
 Tom Wilson | Chatham

Stephen Mealy spoke about his involvement.

Cape Cod Commission 2020 Year in Review

Bourne Board of Selectmen, March 2, 2021

Stephen Mealy, Bourne Representative to the Cape Cod Commission

Good evening. Since being appointed to the Commission as Bourne's representative in the spring of 2019, I have participated in several significant projects across the cape.

As Kristy mentioned, one of the major undertakings this past year was in response to a private petition requesting the Commission address Climate Change and more specifically reducing greenhouse gases through a number of changes to the Regional Policy Plan.

The Commission undertook this request as a means to incorporate the needs of the region to address with specific requirements that could be incorporated into the Regional Policy Plan, to include those details, policies and actions necessary to reduce greenhouse gas emissions, adapt to existing climate hazards, and track our progress.

I had the privilege of serving on the Sub-committee which was tasked with taking the petitioner's requests and developing a plan, with a great deal of support from several incredible Commission staff members, for adapting to and mitigating the causes of climate change with specific and measurable actions.

The resulting changes were as you know approved by the Assembly of Delegates this past January, adopting the amendments to the 2018 Regional Policy Plan that will promote clean energy, carbon sequestration, and greener alternatives in the building and transportation sectors.

Additionally, as you have heard, I am the chairman of the subcommittee for the review of the Bourne ISWM expansion of Phases 7, 8 and 9 which will start in the next several weeks.

Just to touch on an incredible project, or series of projects that will transform Bourne like no other. I am referring to the replacement of the canal bridges. Bourne has already started to work with MassDOT.

The Commission will also work closely with MassDOT, who will be leading efforts to connect the new bridges to existing roadways, almost all of which are in Bourne. The Commission's coordination of public outreach and engagement with the effected local towns and residents will become more important as the project moves forward. As with other major projects, the Commission will support both the Army Corps and MassDOT with our town leaders and residents as the project proceeds.

I would like to express my gratitude to Kristy and the members of the Commission staff. It has been a great deal of work for both the staff and the Commissioners, but it has been an incredible journey that I have thoroughly enjoyed.

*Stephen F. Mealy
Bourne*

Judy Froman requested Kristy Senatori's presentation 2020 Year in Review from the Cape Cod Commission, be posted to the News section on the Town of Bourne's website.

7.b. School Committee request to withdraw funds from the Special Education Reserve Fund

Section 13E. Any school district which accepts this section, by a majority vote of the school committee and a majority vote of the legislative body or, in the case of regional school district by a majority vote of the legislative bodies in a majority of the members community of the district, may establish and appropriate or transfer money to reserve funds to be utilized in the upcoming fiscal year, to pay, without further appropriations, for unanticipated or unbudgeted cost of special education, out-of-district tuition or transportation. The balance in such reserve fund shall not exceed 2% of the annual net school spending of the school district. Funds shall only be distributed from the reserve funds after a majority vote of the school committee and a majority vote of the board of selectmen or city council, or, in the case of a regional school district by a majority vote of the Board of Selectmen or City Council and the majority of the members communities of the district. The district treasurer may invest the monies in the manner authorized in section 54 of chapter 44 and any interest earned thereon shall be credited to and become part of the fund.

Kerri Quinlan-Zhou gave a little bit of background of the Special Education Reserve Fund, which is for the purpose of unforeseen costs associated with out-of-district placement for special education. Ms. Quinlan-Zhou Explained why they are requesting the withdrawal of

funds. When children with significant needs are moving between districts, the receiving district has to honor the IEPs.

Requesting this Board to approve the request of \$100,000 from the Special Education Reserve Fund. The reserve fund has approx. \$102,000, it would go down to about \$2,000. We are working with Mr. Schiavi to look at replenishing the fund.

James Potter questioned if this is to cover just this year or will it cover long term. Kerri Quinlan-Zhou said this request will allow us to be solvent for this FY. Going into the next fiscal year, these students will still be with us. We are working on a budget for next year that will account for these students to still be with us.

Tony Schiavi said this fund was established under Chapter 40 Section 13E. After this withdrawal the balance of the fund will be at \$4,802. We have a Warrant Article to put \$50,000 back into the account at the May Town Meeting.

Voted: Peter Meier moved and seconded by George Slade to approve the transfer of funds in the amount of \$100,000 from the Special Education Reserve Fund to the Bourne Public Schools FY21 budget as requested by the Bourne School Committee.

Roll Call Vote: James Potter – Yes, George Slade - Yes, Peter Meier - Yes, Judy Froman - Yes
Vote: 4-0-0.

7.c. Discussion with Town Moderator and Town Clerk related to date, time, and location for the upcoming Special and Annual Town Meeting

Tony Schiavi said the Town Meeting will be on Monday, May 3rd at 7:00 p.m. We are still in a state of emergency. Should Town Meeting be held inside or outside; we could hold it in the Middle School Gymnasium.

Don Pickard reminded the Board if Town Meeting is pushed beyond the election there will be a new moderator.

James Potter said if we are over 200 people, we will also have to use the overflow section. If it is held outside, we have less concern about the space, but more concern regarding the weather.

Don Pickard said if there is an overflow you will need to have two moderators; one will be in the main room and the other will have to be in the overflow room.

Tony Schiavi said we could go to an essentials only Town Meeting if we have to. It may be best to have Town Meeting on May 3rd.

Peter Meier said he doesn't have a problem having Town Meeting inside the Middle School gymnasium with the overflow in the media room. Don't want to scale back the warrant, we already pushed off some of the articles from last year.

Barry Johnson said he would support the indoor venue, very important for this Town Meeting to have Don Pickard continue as the moderator.

Renee Gratis said for high-risk people, instead of having to decide whether to risk going in to vote or stay home and not get to vote, would prefer to push some items to a later date.

Judy Froman would like to have Town Meeting before the election because Bob Troy and Don Pickard are still available.

Tony Schiavi said we will plan Town Meeting for indoor at the Middle School Gymnasium.

7.d. Bourne Community Boating — 2021 Summer Season Update

Amy Wright describe their plans for summer 2021 youth programming and wanted to thank the Town and the Select Board for their continued support of letting us operate on Town land at the back of the Monument Beach Marine for the past 10 years.

- In 2020 we decided the risks were too high to be able to hold a program so we held off.
- This is our 15th year in operation and our 10th in this location.
- The programs will be different because of pandemic, there will be smaller groups, 15 kids at a time, half day programs, one-week sessions.
- Encouraging people to join with people they are already in close contact with.
- We offer residency-based tuition discounts for full-time year-round residents. We also offer a generous scholarship program.
- Planning to - Run a virtual 5K, auction off boats.

Information is available on the website at www.bournecommunityboating.org. questions can be sent to amy@bournecommunityboating.org

7.e. Health Insurance Trust Fund Update

Erica Flemming gave a status of the health insurance trust fund.

Health Insurance Trust Fund

Status Update to the Board of Selectmen
March 2, 2021

What is the Health Insurance Trust Fund?

- **Internal Service Fund** (Funds used to account for the financing of services provided by one department to other departments or governmental units)
- This fund is used to account for risk financing activities related to the employee's health insurance
- **Self-Insured Health Claims Trust per MGL c. 32B § 3A** (a self- insured plan is one in which the employer and employees assume the financial risk for providing health care benefits to employees, retirees and other covered members)

Major Highlights

- Trust Fund Balance remains healthy
- Meets financial policy requirements
- Town has provided a quality product at an affordable rate
- 75%/25% Contribution Rate
- Cost to employees has remained stable –
 - 0% increase for FY18 & FY19
 - 2% increase in FY20
 - 3% increase in FY21
- 3% Expected Increase for FY22 medical; 0% for dental
- Effects of COVID remain unknown – any savings from FY21 is a direct result of delayed services by members
- PEC Agreement valid through 6/30/2022

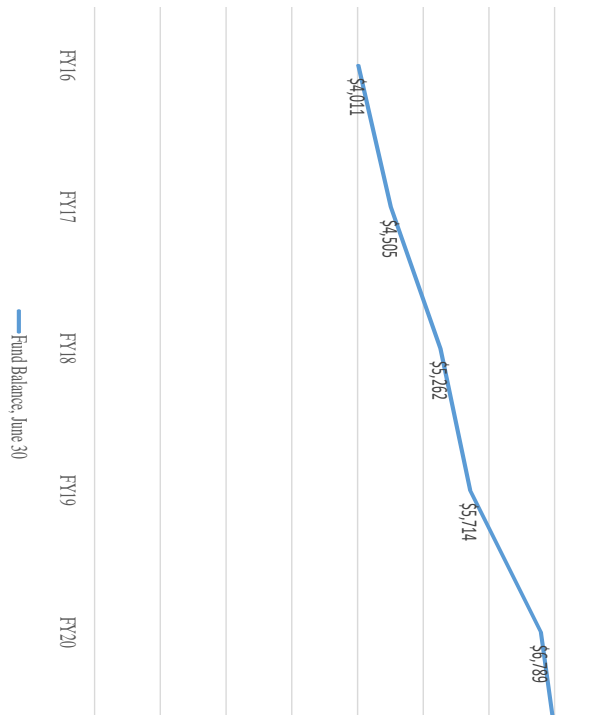
Health/Dental Plan Enrollment		
	Jan-21	Jan-20
PPO - Individual	93	84
PPO - Family	119	132
HMO - Individual	79	75
HMO - Family	148	147
Total Medical plans	439	438
Approx. 84% Active; 16% Retirees		
Medex - Retirees	193	190
Dental - Individual	351	356
Dental - Family	347	342
Total Dental Plans	698	698
Approx. 61% Active; 39% Retirees		
Total Members - PPO	480	493
Total Members - HMO	602	612
Total Members	1,082	1,105
***All persons covered by plan - includes spouses and dependents		

Fund Balance History

Overall, minimal change in enrollment ¹ and our groups are getting older – this is a factor we will continue to monitor						
Balance	Deposits	Withdrawals	Change in FMV	June 30 Balance	% Inc from	
\$ 789,491	\$ 6,416,878	\$ (6,543,937)	\$ 424,961	\$ 7,087,393	***as of:	
\$ 714,319	\$ 10,652,188	\$ (10,235,694)	\$ 658,678	\$ 6,789,491		
\$ 262,490	\$ 10,633,622	\$ (10,300,135)	\$ 118,342	\$ 5,714,319		
\$ 505,415	\$ 10,325,500	\$ (9,715,019)	\$ 146,594	\$ 5,262,490		
\$ 1010,629	\$ 9,930,541	\$ (9,526,403)	\$ 90,648	\$ 4,505,415		
\$ 1,07,655	\$ 10,580,191	\$ (9,790,732)	\$ 113,515	\$ 4,010,629		

is been on an upward trend, but need to evaluate the effects of COVID – mostly due cal services; Town is watching this and will review ways to mitigate excess funds tc via insurance holiday, rate decrease, etc. in future periods

Health Insurances Trust Fund Fund Balance History



Future Enhancements/Maintenance

- Fitness Reimbursement will include virtual classes
- Expansion of telehealth services
- Integrated Health Solutions
 - Ahealthyme – online resource for better living; lets employees assess, inform, and track their health, all from their computer or smartphone; guide employees on how to reach their personal wellness goals
 - Healthy Now App – complements the ahealthyme website experience by providing an interactive and personalized way to log and track activity on the go.



Peter Meier suggested to look at, as part of negotiating the next package, an orthodontic option, if it is affordable. Tony Schiavi said we will be looking to start a health and wellness committee within the town.

7.f. Vote member to the Cable Advisory Committee

- I. Ben Spalding
- II. Paul Abbott

Judy Froman said we have one opening and we have 2 people who have shown interest. Each candidate will have an opportunity to speak.

Ben Spalding spoke briefly regarding why he is volunteering to be on the Cable Advisory Committee.

Paul Abbott gave a brief background and why he is volunteering to be on the Cable Advisory Committee.

James Potter said he would like to have both candidates serve on the committee. It's our committee, we can determine how many people can be on it.

Jared MacDonald said they both have a qualified background, would also like to have both gentlemen serve on the committee.

Peter Meier said procedurally we have to go by the book, agenda states we are appointing one person.

Judy Froman said we could hold off on both and vote them at the next meeting or vote one now and one at the next meeting.

Voted: Peter Meier moved and seconded by George Slade to appoint Paul Abbott as a member to the Cable Advisory Committee. Term to expire on June 30, 2022.

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

7.g. Seasonal Liquor License Renewal and companion licenses — Chart Room.

Seasonal Common Victualer All Alcoholic, DBA Jarvis Inc. d/b/a Chart Room. Manager: David C. Jarvis; Street – Shipyard Lane 997 Shore Road, Cataumet

Voted: Peter Meier moved and seconded by George Slade to renew the Seasonal Liquor License and companion liquor licenses (food and entertainment) for the Chart Room. Term to expire June 30, 2022.

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

Voted: Peter Meier moved and seconded by George Slade nullify the previous motion and second for the Chartroom.

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

Voted: Peter Meier moved and seconded by George Slade to renew the Seasonal Liquor License and companion licenses (food and entertainment) to the Chart Room. License to expire on 12-31- 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. 2021 Seasonal Population Increase Estimation for the Alcoholic Beverage Control Commission as of July 10, 2021

Tony Schiavi said this is our annual requirement to submit our population vote for the summer season, it is a formality.

Voted: Peter Meier moved and seconded by George Slade to establish the Seasonal Population at 40,000 as of July 10, 2021 and to forward the Seasonal Population to the Alcoholic Beverage Control Commission.

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

Vote: 5-0-0.

7.i. Request by Chamber of Commerce to Save the Date for Summer 2021 Concerts on the Canal and Canal Day in September 2021

This agenda item has been postponed to a future meeting.

7.j. Buzzards Bay Marina LLC, d/b/a East Wind Lobster and Grille change of owner Common Victualer [food license only].

Buzzards Bay Marina LLC, d/b/a East Wind Lobster and Grille, Edward H. Perkins Mgr. Location: 2 Main Street, Buzzards Bay. Nature of Request: for a Common Victualer License (food only-no liquor); change in ownership. Remarks: Sewer Commissioners – tied into the Town of Bourne Sewer System. Town Clerk – In the process of obtaining a business certificate. Assessors – Need fol from new owner; recvd fol 2/23/2021

Jean Lanahan and Ed Perkins briefly spoke about the change of owner.

Voted: Peter Meier moved and seconded by George Slade to approve the change in ownership as it applies to the Common Victualer (food license only) at Buzzards Bay Marina d/b/a East Wind Lobster and Grill from Jean Lanahan to Edward Perkins. License to expire 12-31-2021

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

Vote: 5-0-0.

7.k. Go Harder Nutrition — Common Victualer License

They have not filed with the Board of Health for permits and have not returned Nancy Sundman's call. No action should be taken on this at the March 2 meeting.

8) Selectmen's Business

a. Covid Update

b. First Right of Refusal — 14 Honora Court — Affordable Home

- c. **Review and discuss list of Articles for the May Special and Annual Town Meeting**
- d. **Discussion and possible vote related to changes to the FY22 Capital Plan/Program**
- e. **Discussion regarding plan to fill the Board of Health vacancy and timeline**
- f. **Declaration of Surplus — Radio assigned to Emergency Management**
- g. **Discussion regarding appointing a Retiree to the OPEB Trust**
- h. **Discuss and vote DPW Superintendent Appointments**
- i. **Review, discussion and possible vote regarding Town Counsel Request for Qualifications/Interest**

8.a Covid Update

Tony Schiavi gave an update on COVID

Vaccines

- Working on getting more vaccines available to Cape Cod, to include a max vaccination site; out of that came the Cape Cod Vaccine Consortium – made up of Barnstable County Dept of Health and Environment, Town of Barnstable, Cape Cod Community College, outer Cape Health Center, and the Cape Cod Health Center.
- Broken down into segments: – Lower Cape - Melody tent; Upper Cape – Cape Cod Fairgrounds
- Supply is still an issue
- Main focus is on 75 years+, people that are homebound (having trouble getting to vaccination sites)
 - Phase 1 people who can get to the vaccination site (2500 doses), people that may require a home visit to get vaccinated (2500 doses)
- Upper Cape Primary partner, Cape Cod health center, vaccination site is for 3,000 doses weekly
 - Other sites 2500 first doses, 2500 second doses

Reopening plans

- Going to Phase 3 Step 2 – additional opportunities for businesses and some activities to open up.
 - Performance venues, indoor recreational activities, at a 50% capacity.
 - Arcades are opening at a 50% capacity
 - Libraries and office spaces – we are going to plan on how we can open our buildings safely
- Working with Council on Aging and the Rec Department – what they can do and how they accomplish it.
- Town Hall - need to put procedures in place regarding our next step and how we will start to let people into the building, possibly sometime in April or May to start letting some folks into the building.
- Want to provide uninterrupted government service to the folks in Bourne.
- March 22nd if continuing a positive trend the Governor said we can transition to Phase 4 Step 1 – allow more indoor and outdoor capacity increases, private setting are still at 10 people indoors and 25 people outdoors.
- Stadiums, ballparks, theaters will start to accommodate more people inside the buildings.
- Road races, festivals, street fairs, water parks, breweries are still not allowed.

Calamar project (across from Town Hall) –

- Not much activity – some windows have been put in.
- Building Commissioner is in contact with the site supervisor.

- Recommend we issue a letter to Corp Calamar to ask them to come before the Board to prove the town with an update on the project.

Voted: Peter Meier moved and seconded by George Slade to draft a letter asking representatives from (Corporate) Calamar to come before the Board of Selectmen to update their active project ASAP.

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

Vote: 5-0-0.

8.b. First Right of Refusal — 14 Honora Court — Affordable Home

Karry Horman, Bourne Housing Partnership & Housing Trust, said this property is a deed restricted condominium. The deed restriction calls for the Town of Bourne to have the right of first refusal to purchase the property if the owner decides to sell. We conducted a broad advertising campaign to develop a resale ready buyer list for cases like this. If the Board of Selectmen chose not to exercise their right, we are ready to go with an already identified buyer for this property. On a resale we are not allowed to restrict the sale to a Town resident. 70% of the affordable houses can be set aside for town residents, but that isn't allowed on a resale.

Voted: Peter Meier moved and seconded by George Slade to NOT exercise the right of first refusal to purchase the deed restricted property at 14 Honora Court.

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

Vote: 5-0-0.

8.c. Review and discuss list of Articles for the May Special and Annual Town Meeting

Tony Schiavi went over the timeline and the Articles.

Timeline:

- Post an update on the website
- Last Friday 26th February the Special and Annual Town Meeting warrants closed
- Board of Selectmen have a meeting on Tuesday, March 30 to vote to post the warrant – posted by Friday, April 2nd
- Voter handbook available in the Town Hall & Library on Friday, April 16th

There is 1 Special Town Meeting Article and 20 Annual Town Meeting Articles.

Special Town Meeting Article:

ARTICLE 1: To see if the Town will vote to appropriate a sum of money for the purpose of the payment of unpaid bills from a previous fiscal year that are legally unenforceable due to the insufficiency of appropriation or take any other action in relation thereto.

Sponsor – Board of Selectmen

Annual Town Meeting Articles:

ARTICLE 1: To see if the Town will vote the **following Consent Articles**, or pass any vote or take any other action relative thereto.

Sponsor – Board of Selectmen

ARTICLE 2: To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money to defray the **regular annual expenses** of the Town, or take any other action in relation thereto.

Sponsor – Board of Selectmen

ARTICLE 3: To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to **operate the Sewer Department**, or take any other action in relation thereto.

Sponsor – Board of Sewer Commissioners

ARTICLE 4: To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to operate the **Integrated Solid Waste Management Program**, or take any other action in relation thereto.

Sponsor – Board of Selectmen

ARTICLE 5: To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money for the purpose of funding the **Fiscal Year 2022 Capital Budget**, or take any other action in relation thereto.

Sponsor – Board of Selectmen

ARTICLE 6: To see if the Town will vote to hear **Reports and Recommendations** of Committees and Town Officers, or take any other action in relation thereto.

Sponsor – Board of Selectmen

ARTICLE 7: To see if the Town will vote to close out and transfer available balances in previous Town Meeting Articles whose purposes have been satisfied or take any other action in relation thereto.

Sponsor - Community Preservation Committee

ARTICLE 8: To see if the Town will vote, upon the recommendation of the Community Preservation Committee, to appropriate a sum of money for the following **Community Preservation Fund purposes**, and to meet said appropriation, to transfer from available funds or reserve from the FY2022 estimated Community Preservation Fund Revenues a sum of money for the purposes of this article, or take any other action relative thereto:

Sponsor - Community Preservation Committee

ARTICLE 9: To see if the Town will vote, upon the recommendation of the Community Preservation Committee, to appropriate a sum of money for the purposes of the **administrative and operating expenses of the Community Preservation Committee**, or take any other action in relation thereto.

Sponsor – Community Preservation Committee

ARTICLE 10: To see if the Town will vote to appropriate, borrow or transfer from available funds a sum of money to the **Capital Stabilization Fund**, or take any other action in relation thereto.

Sponsor – Board of Selectmen

ARTICLE 11: To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money for the **Human Services Grant program**, or take any action in relation thereto.

Sponsor – Board of Selectmen

ARTICLE 12: To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to the **Special Education Reserve Fund**, or take any action in relation thereto.

Sponsor – Board of Selectmen

ARTICLE 13: To see if the Town will vote to authorize the Board of Selectmen to petition the Massachusetts General Court for special legislation, *as set forth below*, provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approve amendments to the bill before enactment by the General Court, and provided further that the Board of Selectmen is authorized to approve amendments which shall be within the scope of the general public objectives of this petition

ARTICLE 14: Shall the Town of Bourne request the Board of Selectmen to communicate to Governor Baker and the State Legislature that the Town favors using all means available at the **Pilgrim Nuclear Power Station** to ensure that: (1) spent nuclear fuel be secured in better quality dry casks and hardened onsite storage; and (2) spent fuel and dry casks be protected with heightened security to prevent intrusion in order to protect the health, welfare, and economic interests of the Town?

Sponsor – Board of Selectmen on behalf of Leona Bombaci and others

ARTICLE 15: To see if the Town will vote to adopt the following as **Chapter 3, Article 3.1, Section 3.1.46 of the Town of Bourne Bylaws**:

The purchase by the Town of Bourne of either water or any other beverage in single use plastic containers is prohibited on town property. Any Town department when engaged in public health and safety operations shall be exempt from the Bylaw, Effective date: As soon practicable but no later than January 1, 2021. In the event of a declaration (by Emergency Management Director, or other duly-authorized Town, Commonwealth, or United States official) of an emergency affecting the availability and/or quality of drinking water for Bourne residents the Town shall be exempt from this Bylaw until seven (7) calendar days after such declaration has ended.

Sponsor – Board of Selectmen on behalf of Wendy Welsh and others

ARTICLE 16: To see if the Town will vote to amend **Article 3.7. Wetland and Natural Resources Protection, Section 3.7.4 Definitions; Regulations, “Wetland Resource Values”, Section (d)**, by deleting the current Section (d) and inserting in its place. **d) Storm Damage Prevention** means the project must be designed in a manner that ensures the prevention of damage to the Wetland Resource Area and abutting properties caused by, but not limited to, erosion and sedimentation, damage to vegetation, damage to property or buildings, or damage caused by the displacement of water, water-borne debris or water-borne ice. Within a velocity Zone the Commission may approve, “Dinghy Docks”, as defined at Section 15.0 of the Town of Bourne Waterways Rules and Regulations; a seasonal small pier/dock as defined by the Massachusetts Department of Environmental Protection “General license Certification”; walkways permissible under 310 CMR 10.32(4); FEMA compliant structures; and other small projects deemed by the commission to meet the intent of this section. All projects must meet FEMA regulations and guidance for work within a flood zone and the Massachusetts State building code. Within the velocity zone the Commission may require the project engineer to certify in writing that the design of said project complies fully with the first sentence of Section 3.7.4(d) or that the project is designed to meet or exceed FEMA regulation & guidance; and the Massachusetts State building code regulations. Projects that fail to gain certification shall be deemed a threat to the health and safety of Bourne's residents and the proposed project shall be denied by the Commission, or take any action in relation thereto.

Sponsor – Conservation Commission

ARTICLE 17: To see if the Town will vote to amend **Article 3.7. Wetland and Natural Resources Protection, Section 3.7.12 Promulgation of Rules and Regulations**, by deleting the current Section 3.7.12 and inserting in its' place. Section 3.7.12 **Section 3.7.12 Promulgation of Rules and Regulations**. After public notice and public hearing the Commission shall promulgate such Rules and Regulations to effectuate the purpose of this by-law. Failure by the Commission to promulgate such Rules and Regulations or a legal declaration of their invalidity by a court of law shall not act to suspend or invalidate the effect of the by-law or any Rules and/or Regulations promulgated hereunder, or take any action in relation thereto.

Sponsor – Conservation Commission

ARTICLE 18: To see if the Town will vote to amend the Town of Bourne Bylaws, Article 3.1.17 Hawkers and Peddlers, by deleting it in its entirety and inserting a new "Article 3.1.17 Hawkers and Peddlers: Door-to-Door Sales" *as printed below*, or take any action in relation thereto.

Tony Schiavi said Article 19 & 20 are under legal review related to the effort to consider an energy performance contract for the town and the schools. Article 19 & 20 will be withdrawn.

ARTICLE 19: Energy Performance Contract – Language under legal review

Sponsor - Board of Selectmen

ARTICLE 20: Energy Performance Contract – Language under legal review

Sponsor - Board of Selectmen

ARTICLE 21: To see if the Town will vote to authorize the Board of Selectmen to Petition the General Court to amend the provisions of **Massachusetts General Laws Chapter 29C, Section 19** by adding language authorizing the Cape Cod and Islands Water Protection Fund to provide subsidies and other assistance for Water Pollution Abatement Projects for Buzzards Bay in accordance with an Intermunicipal Agreement pursuant to Massachusetts General Laws Chapter 40, Section 4A, or take any action in relation thereto.

Sponsor - Board of Selectmen

ARTICLE 22: To see if the Town will vote to amend the Bourne Zoning Bylaws as follows, or to take any other action in relation thereto:

Sponsor – Planning Board

8.d. Discussion and possible vote related to changes to the FY22 Capital Plan/Program

Tony Schiavi went over the changes to the FY22 Capital Plan. A request for a loader for the DPW and a placement packer. The suggestion was to not purchase a new packer but to take a used packer and put a split body unit on the back. Board of Selectmen requested the Capital Committee review that information and make any additional recommendation.

There is one additional change related to Capital. The 800 MHz upgrade for Public Safety, the radio system that Public Safety uses. Updating from analog frequencies to the new digital frequencies. What it entails is the replacement of 20 mobile radios and 80 portable radios. We will get over \$300,000 grant money, the town's share is approx. \$91,000. Asked the Capital Committee to review that request, and bring back to the Board for consideration in FY22 to add. The Board of Selectmen

have to vote on the new Capital Plan program and budget for FY22 with the changes as indicated in the packet.

Voted: Peter Meier moved and seconded by George Slade to approve the change to the Capital Plan and FY22 Capital Budget, as presented and to forward the revised Capital Program and budget to the Finance Committee.

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

Vote: 5-0-0.

8.e. Discussion regarding plan to fill the Board of Health vacancy and timeline

Tony Schiavi said we issued the vacancy announcement for the BOH vacancy. That closes at 4:00 p.m. on March 9th. Those will be reviewed in a joint meeting on Tues, March 16th at 7:00 p.m. Applications will be going to George Slade.

8.f. Declaration of Surplus — Radio assigned to Emergency Management

Tony Schiavi said Charlie Noyes, who is the Emergency Manager for the Town of Bourne, had an old low band 2-way radio. Request the Board of Selectmen approve the disposition of that to salvage /recycle.

Voted: Peter Meier moved and seconded by George Slade to declare the radio unit under the control of Emergency Management Department as surplus and to direct the Town Administrator to dispose the radio as salvage.

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

Vote: 5-0-0.

8.g. Discussion regarding appointing a Retiree to the OPEB Trust

Tony Schiavi said according to the OPEB trust documents the Board of Selectmen are to appoint a retiree as a trustee annually.

Voted: Peter Meier moved and seconded by George Slade to authorize the Town Administrator to put out an announcement to seek volunteers that are retirees from the town of Bourne that wish to sit on the OPEB trust as a trustee.

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

Vote: 5-0-0.

8.h. Discuss and vote DPW Superintendent Appointments

Voted: Peter Meier moved and seconded by George Slade to appoint Shawn Patterson to the Cape Cod Joint Transportation Committee, Local Emergency Planning Committee, Private Roads

Acceptance Committee, Street & Traffic Lighting Committee, and the Transportation Advisory Committee for a term to expire on June 30, 2021 for all the positions.

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

Vote: 5-0-0.

8.i. Review, discussion and possible vote regarding Town Counsel Request for Qualifications/interest

Tony Schiavi said he took the input the Board of Selectmen had for some of the additional areas for qualifications and added those in where appropriate. Heightened up the qualifications, experience, accessibility, and billing. Incorporate for potential responders to think out-of-the-box on how they might propose their structure for everything from potential retainer for a specified scope of service to a flat rate for uninhibited access to them via phone and email that don't require significant legal research to answer general questions. The title has to reflect and it has to be clear that this is not a 30B Procurement; Legal is exempt from 30B. Section 9 clearly indicates that "The Board of Selectmen are not bound by M.G.L. c.30B or by any other constraints apart from sound judgment of its members. This process is being used to communicate the desired qualifications of Town Counsel and to solicit information in an orderly fashion for comparative purposes. Ultimately the selection will be by the BOS that they deem in the best interest of the town of Bourne in its sole discretion." That section is meant to clearly state how the Board will go through the selections process for Town Counsel.

James Potter had an edit comment: the 2nd sentence in the 1st paragraph – two words together "belowand" need a space.

Tony Schiavi questioned what we want for a response date. Peter Meier suggested 3 weeks. Jared MacDonald suggested 30 days. Tony Schiavi said he can put it out to get responses by April 9th.

Tony Schiavi questioned do we target a number of firms to send to or put it out to target everyone for submittals. We can put it up on the MMA and send it out to well-known firms that do this kind of work.

Voted: Peter Meier moved and seconded by George Slade to approve the Town Counsel Request For Qualifications and Information as presented.

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

Vote: 5-0-0.

9) Town Administrator

- a. **Gardner Bridge Update**
- b. **Fire Chief Recruitment Update**

9.a. Gardner Bridge Update

Tony Schiavi gave an update on the Gardner Bridge.

- We have a fully signed contract with Robert B Our for the Gardner Bridge replacement.

- Ordered the timbers on the 17th of February with a 6-8 week lead time.
- It will be about a 3-week project – should be no issues with meeting the May 31st completion date.
- Will do a site walk the week of 3/15/21.
- Have been updating the residents as new information comes available.
- Should have project schedule the week of 3/15/21.

9.b. Fire Chief Recruitment

Tony Schiavi gave an update on the Fire Chief recruitment. Had the assessment center on the 14th of January and we still don't have a certified list yet. Found out all the applicants received their score from Civil Service.

10) Correspondence

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

- A. Letter from Board of Health - Future Generation Wind, LLC
- B. Letter from Joanne Levesque regarding Future Generation Wind
- C. Letter from David Gay (carry over from 02.16.21)
- D. Request for Human Services Committee Jo Ann Johnson
- E. Sign Request - Margaret C. Crosby
- F. Votes taken during Workshop -MJ Mastrangelo
- G. Letter from Dr. Bodrie regarding a gas company on Freighthouse Road
- H. Minutes from the Upper Cape Cod Regional Technical School District Committee
- I. Correspondence from Elizabeth Ellis regarding propane facility on Freighthouse Road
- J. Correspondence from Kevin Burke regarding plowing bridge sidewalks
- K. ABCC violation Parrot Bar & Grille
- L. Letter from Town of Oak Bluffs commending Bourne Fire Department
- M. Correspondence from Eversource regarding Vegetation Managemen.

All the correspondence is on the Town of Bourne website under the agenda for today's date.

11) Adjourn

Voted Jared MacDonald moved and seconded by George Slade to adjourn. Meeting adjourned at 9:48 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.