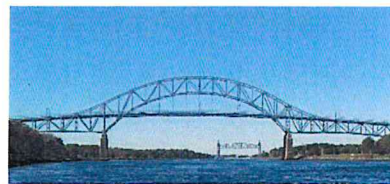


Board of Selectmen Meeting Notice AGENDA **Amended**



Date
February 1, 2022

Time
7:00 PM

Location
Zoom Remote
Public Access – See Below

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: 858 3809 4075 Password: 527393**

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/join> and look for the Join Meeting button. Please MUTE your phone/microphone upon entry.

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.

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

7:00 PM Call Public Session to Order in Open Session

1. Moment of Silence to recognize our Troops and our public safety personnel
2. Salute to the Flag
3. 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.
4. 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.
5. Public Comment on Non-Agenda Items
 - a. 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.

2022 JAN 28 PM 1:26
TOWN CLERK BOURNE

RECEIVED

6. Minutes: 12/14/21 and 12/21/21
7. Appointments and Licenses
 - a. Discussion and possible vote to rescind the 2022 pouring, food and entertainment permits for the Buzzards Bay Brewing of Bourne, LLC. The applicant has ceased operations as of December 24, 2021.
 - b. Discussion and possible vote to abate the 2022 pouring permit fee for the Buzzards Bay Brewing of Bourne, LLC.
8. Selectmen's Business
 - a. Discussion and possible vote to accept the resignation of Patrick Ross from the Shore and Harbor Committee.
 - b. Discussion and possible vote on the following dates relative to the 2022 Special and Annual Town Meeting:
 - i. Open the 2022 Special and Annual Town Meeting Warrant on February 2, 2022.
 - ii. Close the Annual Town Meeting Warrant **on a date selected by the BOS.**
 - iii. Close the Special Town Meeting Warrant **on a date selected by the BOS.**
 - c. Discussion relative to the current Town Meeting process.
 - d. Discussion and possible vote on the Integrated Solid Waste management (ISWM) Financial Policy. The ISWM financial policy was voted by the Board of Selectmen on April 30, 2019 and never signed. Possible vote to reaffirm the policy.
 - e. Discussion and possible vote on the Buzzards Bay Water District American Rescue Plan Act (ARPA) funding requests.
 - f. Discussion and possible vote to consider appointing a South Side Safety Complex Committee instead of the South Side Fire Station Committee.
 - g. Discussion and possible vote to establish a South Side Fire Station Charge and Committee Membership.
 - h. Discussion and possible vote to advance the Fiscal Year 2023 Operating Budget, the Capital Improvement Program (the 5 year plan) and the Fiscal year 2023 Capital Budget to the Finance Committee.
9. Town Administrator
 - a. Future Board of Selectmen Meeting Schedule:
 - i. Discuss the February 15, 2022 Board of Selectmen Meeting.
 - ii. Discuss possible dates to review the Operating Budget in the spring of 2022.
 - b. Lanyards and ID badges for Town Committee Members.
 - c. **Town Charter update on the submission of the Town Charter to the State Legislators.**
10. Correspondence
11. Committee Reports
12. Adjourn

**Board of Selectmen
Minutes of Tuesday, February 1, 2022
Zoom Remote – Public Access**

ATA Glenn Cannon

Board of Selectmen

Peter Meier, Chair
George Slade, Clerk
Judy Froman, Vice Chair
Mary Jane Mastrangelo
Jared MacDonald

RECEIVED
2022 JUN 29 PM 1:45
TOWN CLERK BOURNE

Others: Renée Gratis, Bernie Lynch (7:48), Dan Barrett, Director of ISWM, Steven Souza, Superintendent, Buzzards Bay Water District, TK Menesale, Treasurer, Buzzards Bay Water District, Wendy Chapman, Chair, Board of Commissioners, Buzzards Bay Water District, Steve Donais, Stephen Mealy, Fire Chief Dave Cody, and Assistant Fire Chief David Pelonzi.

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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.

5. Public Comment on Non-Agenda Items

- a. 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.

Mary Jane Mastrangelo said that the Executive Session was canceled tonight due to an error in posting.

6. Approval of Minutes: 12/14/21 and 12/21/21

Voted: Judy Froman moved, and Jared MacDonald seconded to approve the minutes of December 14, 2021.

Roll Call Vote: Mary Jane Mastrangelo – yes, Judy Froman – yes, George Slade – yes, Jared MacDonald – yes, and Chair Meier – yes.

Vote: 5-0-0.

Voted: Judy Froman moved, and Jared MacDonald seconded to approve the minutes of December 21, 2021.

Roll Call Vote: Mary Jane Mastrangelo – yes, Judy Froman – yes, George Slade – yes, Jared MacDonald – yes, and Chair Meier – yes.

Vote: 5-0-0.

7. Appointments and Licenses

- a. **Discussion and possible vote to rescind the 2022 pouring, food and entertainment permits for the Buzzards Bay Brewing of Bourne, LLC. The applicant has ceased operations as of December 24, 2021.**
- b. **Discussion and possible vote to abate the 2022 pouring permit fee for the Buzzards Bay Brewing of Bourne, LLC.**

- 7.a. **Discussion and possible vote to rescind the 2022 pouring, food and entertainment permits for the Buzzards Bay Brewing of Bourne, LLC. The applicant has ceased operations as of December 24, 2021.**

Acting Town Administrator Glenn Cannon said that the owner of Buzzards Bay Brewing has ceased operations in Bourne, and he did put in a request to rescind the pouring permit. Mr. Cannon reached out to him to see if he wanted to rescind his food and entertainment licenses as well and he said he did and he would like to file for an abatement.

Ms. Froman asked what the permit costs were and what is the amount of the abatement. Mr. Cannon said the pouring permit fee was \$1,100.00. The food and entertainment permits were \$50.00 each. He is looking for a full abatement because he did not open at all in 2022.

Voted: George Slade moved, and Judy Froman seconded, to rescind the 2022 pouring (Permit 05564-PP-0118 – 19H, Permit 05559-BP-0118 – 19B and Permit 05560-PP-0118 – 19C), food (Common Victualer license #24) and entertainment (weekday amusement license #15) for the former Buzzards Bay Brewing of Bourne, LLC located at 85 Main Street, Buzzards Bay.

Roll Call Vote: Mary Jane Mastrangelo – yes, Judy Froman – yes, George Slade – yes, Jared MacDonald – yes, and Chair Meier – yes.

Vote: 5-0-0.

Voted: George Slade moved, and Jared MacDonald seconded, to authorize the use of the Board of Selectmen stamp for the letter to the Alcoholic Beverages Control Commission to rescind the liquor licenses for Buzzards Bay Brewing of Bourne, LLC.

Roll Call Vote – Judy Froman – yes, Mary Jane Mastrangelo – yes, George Slade – yes, Jared MacDonald – yes, and Chair Meier – yes.

Vote: 5-0-0.

7.b. Discussion and possible vote to abate the 2022 pouring permit fee for the Buzzards Bay Brewing of Bourne, LLC.

There was some discussion about the support of the abatement. The commission feels that they made a valiant effort to have their business open in Bourne.

Voted: George Slade moved, and Mary Jane Mastrangelo seconded, to abate all the 2022 license fees (pouring, food and entertainment) for Buzzards Bay Brewing of Bourne, LLC located at 85 Main Street, Buzzards Bay in the amount of \$1,200.

Roll Call Vote – George Slade – yes, Mary Jane Mastrangelo – yes, Judy Froman – yes, Jared MacDonald – yes, and Chair Meier – yes.

Vote: 5-0-0.

8. Selectmen's Business

- a. **Town Administrator update and discussion and possible vote to appoint a new Town Administrator.**
- b. **Discussion and possible vote to accept the resignation of Patrick Ross from the Shore and Harbor Committee.**
- c. **Discussion and possible vote on the following dates relative to the 2022 Special and Annual Town Meeting:**
 - i. **Open the 2022 Special and Annual Town Warrant on February 2, 2022.**
 - ii. **Close the Annual Town Meeting Warrant on a date selected by the BOS.**
 - iii. **Close the Special Town Meeting Warrant on a date selected by the BOS.**
- d. **Discussion relative to the current Town Meeting process.**
- e. **Discussion and possible vote to on the Integrated Solid Waste Management (ISWM) Financial Policy. The ISWM financial policy was voted by the Board of Selectmen on April 30, 2019, and never signed. Possible vote to reaffirm the policy.**
- f. **Discussion and possible vote to on the Buzzards Bay Water District American Rescue Plan Act (ARPA) funding requests.**

- g. Discussion and possible vote to consider appointing a South Side Safety Complex Committee instead of the South Side Fire Station Committee.**
 - h. Discussion and possible vote to establish a South Side Fire Station Charge and Committee Membership.**
 - i. Discussion and possible vote to advance the Fiscal Year 2023 Operating Budget, the Capital Improvement Program (the-year plan) and the Fiscal Year 2023 Capital Budget to the Finance Committee.**
- 8.a. Town Administrator update and discussion and possible vote to appoint a new Town Administrator.**

Chair Meier said that over the last 36 hours things have changed and the applicant that was chosen to be the next Town Administrator has withdrawn her interest and he read aloud a letter that she submitted to the Town, that was addressed to The Town of Bourne, Board of Selectmen, Peter J. Meier, Chairman, Town Hall, Perry Ave, Buzzards Bay MA and dated January 31, 2022:

Dear Chairman Meier,

It is with sincere regret to inform you that I need to withdraw my candidacy from the Bourne Town Administrator search process. Due to extenuating family medical issues, I will not be able to continue the process at this time. The Board has been very gracious and diligent in its duties in offering me the position as it conducted a deliberate and highly professional search with the assistance of Community Paradigm Associates. I was very pleased to become a finalist and decided to have the Board place confidence in my candidacy by offering me the position. After speaking with you, I appreciate your understanding and willingness to share with the Board this very difficult decision. Please inform the Board that this decision is strictly a personal one and not a result of anything other than my love for family. The Town of Bourne is a truly vibrant community and is rich in history and natural beauty. It deserves to have the full attention and leadership energy of its next Town Administrator. I am grateful to the Board and to the screening committee for the honor and privilege of selecting me as a finalist and ultimately extending me the offer for the position, for it is truly a wonderful professional opportunity. Despite this difficult personal decision, please know that I both wish the Board my very best going forward and the Town tremendous success in those future endeavors.

*Respectfully submitted,
Jennifer M. Callahan*

Chair Meier said the letter has been stamped in with the Town Clerk. He also said that Ms. Callahan said that due to her family issue, she does not feel that she could give Bourne 100%, so she had to withdraw her candidacy. He said this now brings them to candidate B, Marlene McCollem, whom he said was one of two finalists. Chair Meier said that the board can either offer Ms. McCollem the position or go back to the screening committee and the consultant to find new candidates.

Jared MacDonald asked where this topic is on the agenda as he does not see it. Chair Meier said it is Selectmen's Business, item 8.a. He said that the agenda was amended this morning at 8:30 AM, and he said it was within the time allowed to amend and he did consult with Town Counsel on the

timeframe to amend the agenda. Mr. MacDonald said he thinks there is a lot more look into before moving forward.

Mary Jane Mastrangelo said she would like the Board to have a serious discussion about considering Marlene McCollem for the position, as she was her top candidate, and she has had a lot of people tell her that she was their top candidate. Ms. Mastrangelo gave examples of two other Towns in similar situations.

Mr. Slade said he would be uncomfortable moving forward and wants to know if the consultant has been informed and if he has reached out to the other candidate. Chair Meier said that the consultant is aware of the situation and Ms. McCollem is still available. One option that was discussed is posting a separate meeting because he amended this agenda just to read Ms. Callahan's letter and to just get the discussion going, and he does not feel comfortable voting on anything this evening regarding this topic. Judy Froman said she is not comfortable moving forward this evening either. Ms. Mastrangelo said she was not ready to move forward tonight either and feels a separate meeting with a discussion is needed.

Chair Meier said he will work on setting a meeting up for this discussion and he will get back to the Board via email about the meeting.

8.b. Discussion and possible vote to accept the resignation of Patrick Ross from the Shore and Harbor Committee.

Chair Meier said that Mr. Ross sent a letter saying he would like to resign from the Shore and Harbor Committee.

Voted: George Slade moved, and Jared MacDonald seconded, to accept the resignation of Patrick Ross from the Shore and Harbor Committee.

Roll Call Vote – Jared MacDonald – yes, Judy Froman – yes, George Slade – yes, Mary Jane Mastrangelo – yes, and Chair Meier – yes.

Vote: 5-0-0.

8.c. Discussion and possible vote on the following dates relative to the 2022 Special and Annual Town Meeting:

- i. **Open the 2022 Special and Annual Town Warrant on February 2, 2022.**
- ii. **Close the Annual Town Meeting Warrant on a date selected by the BOS.**
- iii. **Close the Special Town Meeting Warrant on a date selected by the BOS.**

Mr. Cannon said they would like to open the Town Meeting warrant to give people a chance to get their information out there. He said the voter handbook needs to be done 14 days before Town Meeting and needs to go to the printer the week before. He said that according to the charge the Board of Selectmen has not less than 25 days before Town Meeting to close the Special and the Annual Town Meeting.

Chair Meier said that the Town Clerk has suggested March 11th for the Annual and April 7th for the Special. Ms. Mastrangelo said that she is in favor of earlier closing so that there are final

motions by April 1st, so her suggestion is March 4th to close the Annual and March 18th to close the Special, which will give a week to get the draft motions done.

There was some discussion on Fridays being the day of deadlines for the warrant, and Mr. Cannon said that a Wednesday or Thursday could be better than a Friday. He also said that he supports Ms. Mastrangelo's suggested dates. Ms. Froman also thinks that the earlier dates are good to have more preparation time.

Voted: Mary Jane Mastrangelo moved, and Judy Froman seconded, to open the 2022 Special and Annual Town Meeting Warrant on February 2, 2022.

Roll Call Vote – Mary Jane Mastrangelo – yes, Judy Froman – yes, George Slade – yes, Jared MacDonald – yes, and Chair Meier – yes.

Vote: 5-0-0.

There was more discussion on what day of the week the warrant should close.

Voted: Judy Froman moved, and Mary Jane Mastrangelo seconded, to close the 2022 Annual Town Meeting Warrant on March 3, 2022.

Roll Call Vote – Jared MacDonald – yes, George Slade – yes, Mary Jane Mastrangelo – yes, Judy Froman – yes, and Chair Meier – yes.

Vote: 5-0-0.

Voted: Mary Jane Mastrangelo moved, and Jared MacDonald seconded, to close the 2022 Special Town Meeting Warrant on Thursday, March 17, 2022.

Roll Call Vote – George Slade – yes, Judy Froman – yes, Mary Jane Mastrangelo – yes, Jared MacDonald – yes, and Chair Meier – yes.

Vote: 5-0-0.

8.d. Discussion relative to the current Town Meeting process.

Chair Meier said that this is on the agenda because last night the Finance Committee had this as a discussion point.

While waiting for Renée Gratis to call in to discuss the Town Meeting Process Chair Meier filled in Bernie Lynch about what had been previously discussed regarding the meeting that will be set up to discuss the next steps in hiring a Town Manager.

Renée Gratis said that the last Special Town Meeting was her first time at Town Meeting as Chair of the Finance Committee. She said she is still learning and has asked a lot of questions about why the process was the way it was, and she kept getting answered that that was the way they have always done it. She said she feels that some of the items that the Finance Committee has always done, she does not feel like they are Finance Committee charges, and she feels that another entity should be handling those items. She brought it up to the Finance Committee last night and a lot of them agreed.

Ms. Gratis said that in the handbook that goes to voters, the Finance Committee does the explanations of yes and no votes and it is not in the Charter or Bylaws that this is a Finance

Committee function, and it is just something that has been done. She said that Finance Committee member, Kate Jones, said that a lot of technicalities and research goes into the explanations of a yes or no vote and she and Ms. Gratis feel like the votes would be better explained by Town staff.

Ms. Gratis said another discussion that was had at the last Finance Committee meeting was about who presents the articles at Town Meeting. It was brought up that other towns have the Board of Selectmen, the Town Administrator or the Moderator present articles.

Mr. MacDonald said that Ms. Gratis brought up some great points. He thinks it is a great idea to re-visit the process and fine-tune the process. Ms. Froman said the whole process has evolved and she thinks what does need to be looked at is having staff do the yes and no vote explanations because they have the information.

Ms. Mastrangelo explained that the Finance Committee took on the yes/no explanations recently which has to do with the motion recommended by the Finance Committee, which almost makes it a Finance Committee responsibility, and she thinks that help from staff and Town Counsel would be good. She also feels that a discussion with the moderator could be helpful also.

Mr. Cannon said that regarding the yes/no explanations, he does not feel like it is a lot of work for the staff. He said that it flows naturally while writing the article and the motion. Ms. Froman and Mr. MacDonald do feel that this discussion should be had. Chair Meier said that a workshop can be set up sometime in February to go over the Town Meeting process.

8.e. Discussion and possible vote on the Integrated Solid Waste Management (ISWM) Financial Policy. The ISWM financial policy was voted by the Board of Selectmen on April 30, 2019, and never signed. Possible vote to reaffirm the policy.

Dan Barrett, Director of ISWM, gave a brief description of the ISWM Policy.

Voted: Mary Jane Mastrangelo moved, and Jared MacDonald seconded, to reaffirm the Board of Selectmen vote originally voted on April 30, 2019, on the ISWM Finance Policy as presented.

Roll Call Vote – Jared MacDonald – yes, George Slade – yes, Judy Froman – yes, Mary Jane Mastrangelo – yes, and Chair Meier – yes.

Vote: 5-0-0.

Voted: Mary Jane Mastrangelo moved, and Judy Froman seconded, to authorize the use of the Board of Selectmen stamp for the ISWM Financial Policy.

Roll Call Vote – George Slade – yes, Judy Froman – yes, Mary Jane Mastrangelo – yes, Jared MacDonald – yes, and Chair Meier – yes.

Vote: 5-0-0.

8.f. Discussion and possible vote on the Buzzards Bay Water District American Rescue Plan Act (ARPA) funding requests.

TK Menesale, Treasurer, Buzzards Bay Water District, said that their request is to participate in the ARPA funds for Capital Improvements for the betterment of the Buzzards Bay Water District. She said that have several projects that have a long-term planning process and many of them are over

the million-dollar mark which is a stretch for them. Their main project is a Water Main Redundancy Plan, and they would like to use the ARPA funds for this project. Wendy Chapman added that there has been a lot of development in downtown Buzzards Bay and the water lines were not put in for that type of volume.

Mr. Cannon said that staff should sit down with the Water District staff to formulate their plans and come up with a schedule. He also said that currently, Bourne has about 1,00,000. in ARPA funds and the County is still deciding what to do with the portion of ARPA funds they will distribute to the Towns.

Mr. Slade said that he will be recusing himself if there are any votes on this because he is on the Assembly of Delegates. Judy Froman said she is pleased that the Water District is coming forward with their request, and if possible, she feels the Town should support it. Stephen Mealy said that he thinks the Board should think of all three districts and not just Buzzards Bay Water District.

Ms. Mastrangelo said she agrees with Mr. Cannon about having a meeting and she said that a process is needed in how to evaluate all the priorities for the ARPA funds. Ms. Mastrangelo also asked if the letter has gone out to the County on the prioritization yet and Chair Meier said it will be finalized tomorrow, and he will send the Board the draft before sending it.

8.g. Discussion and possible vote to consider appointing a South Side Safety Complex Committee instead of the South Side Fire Station Committee.

Chair Meier said that the reason for this is that in the process of evaluating the need to replace a fire station on the south side of the Canal, there were some thoughts about maybe including a police station substation as part of it. To do this, the focus of the committee needs to be changed. He talks about some options for a police substation.

Ms. Mastrangelo said her preference is to leave it as the South Side Fire Station Committee because she does not think that there has been a request on the part of the Police Department through Capital Outlay. She is concerned about increasing the need for the land and about increasing the cost without a defined need. She feels the focus should be on the need that has been identified and the priority that has been there for several years.

Ms. Froman said that she wants to know what both Chiefs think about this concept. She said her sense about it is that it is a move toward collegiality and a move towards making sure the Town is servicing both sides of the Canal.

Fre Chief Cody said that it has been addressed in the past few years about a small police substation, and it has not been addressed in length and he is not ready to speak on it tonight.

Mr. MacDonald said that the biggest thing right now is to see if there is a benefit to having some sort of combined station. Ms. Froman asked if there were any comments from the police Chief and Mr. Cannon said he does not have any feedback at this time and he will sit down with the two Chiefs and discuss this.

Ms. Mastrangelo said that the South Side Fire Station Committee has been to Town Meeting and has received funding from Town Meeting for the feasibility and the study of a South Side Fire Station Committee and changing that charge would require that the use of the funds would require a Town Meeting vote.

8.h. Discussion and possible vote to establish a South Side Fire Station Charge and Committee Membership.

Ms. Mastrangelo went over the changes that were made in the amended charge of the South Side Fire Station Committee. Ms. Froman has some recommendations for some changes. She thinks that they should change it so that the charge of the committee is to make recommendations to the Board of Selectmen. She said that this committee originally reported to the Town Administrator. Mr. Cannon said that he feels that the committee should report to the Board of Selectmen. Ms. Mastrangelo said she would like to add Town Meeting in there.

There was some more discussion on some changes that the Board would like to make to the charge of the committee. There was a discussion about the processing and signing of the invoices and Mr. Cannon said it needs to be clarified and add subject to the approval of the Town Administrator to the charge. There also was some discussion about the order of the charge. Ms. Mastrangelo made the changes to the charge as discussed.

The membership stayed as written. Chair Meier said that some of the committee members from the last committee may want to be appointed to the new committee.

Voted: Mary Jane Mastrangelo moved, and Jared MacDonald seconded, to approve the South Side Safety Fire Station Committee charge and membership as amended tonight.

Roll Call Vote – George Slade – yes, Judy Froman – yes, Mary Jane Mastrangelo – yes, Jared MacDonald – yes, and Chair Meier – yes.

Vote: 5-0-0.

8.i. Discussion and possible vote to advance the Fiscal Year 2023 Operating Budget, the Capital Improvement Program (the 5-year plan) and the Fiscal Year 2023 Capital Budget to the Finance Committee.

Chair Meier said there will be some edits to some areas in the budget before it goes to the Finance Committee for their review. Mr. Cannon explained some of these edits. He said there is one split in the Town Administrator's office with a position that was split between Town Administrator and Board of Selectmen at 25% and 75% Sewer Department, and it is now opposite, which is 25% for Sewer and 75% for The Board of Selectmen. There also was a change to longevity. He said they also increased the library's overall budget. He said that the loan for the Wastewater Treatment Facility has been delayed again due to the closing being postponed.

Voted: Mary Jane Mastrangelo moved, and George Slade seconded, to forward the Fiscal Year 2023 Budget and Capital Plan as amended.

Roll Call Vote – Jared MacDonald – yes, George Slade – yes, Mary Jane Mastrangelo – yes, Judy Froman – yes, and Chair Meier – yes.

Vote: 5-0-0.

9. Town Administrator

a. Future Board of Selectmen Meeting Schedule:

- i. Discuss the February 15, 2022, Board of Selectmen Meeting.**
- ii. Discuss possible dates to review the Operating Budget in the spring of 2022.**

b. Lanyards and ID badges for Town Committee members.

c. Town Charter update on the submission of the Town Charter to the State Legislators.

9.a. Future Board of Selectmen Meeting Schedule:

- i. Discuss the February 15, 2022, Board of Selectmen Meeting.**

Chair Meier said that originally, he had planned on holding the meeting on February 15 in Pocasset, but due to still being on Zoom, the focus of the meeting will change and Jerry Hill of Calamar will be coming into the meeting to give an update. Mr. Cannon talked about a few items on the agenda tracker and possible agenda items for the February 15 meeting. There was some discussion of a railroad crossing in Monument Beach.

- ii. Discuss possible dates to review the Operating Budget in the spring of 2022.**

Chair Meier said that he was thinking sometime in late March. Ms. Mastrangelo suggested that the Board of Selectmen ask the School Committee to vote their budget by March 30th. Ms. Froman agrees and thinks they should vote sooner rather than later. Chair Meier said a letter will be drafted to send to the School Committee. There was a discussion about when to talk about the budget at the meetings in March.

9.b. Lanyards and ID badges for Town Committee members.

Mr. Cannon said that the Board of Selectmen had requested ID badges to go site visits and they are now starting to issue badges to other committees as well.

9.c. Town Charter update on the submission of the Town Charter to the State Legislators.

Mr. Cannon said that once the Charter Review Committee had finished their work, he said they reached out to State Rep. David Vieira to see how to go about getting the Charter approved at the Statehouse. He recommended that it get turned over to Bourne's Town Counsel because there is a very prescribed manner for how the legislators want to see the Town Charter and the format that they want to see it in. It took Town Counsel weeks to put it into that format. It will now get forwarded to Rep. Vieira and the entire delegation and they will do a courtesy review to make sure that Town Counsel has done it in the correct format. Once signed off, the formal submission will be made to the Statehouse for review. There was some discussion about the format of the charter. Mr. Mealy said that the Charter needs to be done again in 4 ½ years and Mr. Slade questioned him

and he said that it must be done every five years. He said that the Board of Selectmen needs to appoint the committee on time. Ms. Froman said that they worked with Town Counsel, and they were within what the Charter said. Mr. Mealy said that per the Charter they are to appoint the Charter Review Committee immediately following Town Meeting, and October is not immediately following Town Meeting. Ms. Froman responded by saying that they did go to Town Counsel, who is no longer the Town Counsel for Bourne, and he gave an opinion.

10. Correspondence

George Slade said letters, that are all listed on the Town's website in the calendar section under this date, were received from the following:

- He said that Talend Bank Forms were received from:
 - Paul Forsberg stating qualifications and interest in the Shore and Harbor Committee and a secondary choice to serve on the Historical Commission.
 - Peter Doyle stating interest in the Road Acceptance and as a Veterans Grave Officer.
- Letter received from Kristy Senatori, Executive Director, Cape Cod Commission, relating to the District Local Technical Assistance Award Fund outlining deadlines for distribution and best practices for each element of each grant area.
- Email for Sue Barrachini concerning two proposed intersection changes and possible shortcomings of each of the reports.
- Email from Richard Conron seeking timetables for the analysis of the sole source Aquaphor and effects of the proposed multi-purpose machine gun range at Joint Base Cape Cod.
- Email from Joe Kriboski concerning the dissolution of the South Side Fire Station Committee and appointing a new committee and new site possibilities and his thoughts.
- Three DEP letters from the Director addressed to Rose Forbes on PFAS engineering and one letter concerning a fuel spill.

11. Committee Reports

Chair Meier said that this morning he, Ms. Froman, and Mr. Cannon were on a conference call for the status of state road projects. Ms. Froman said that this was a very preliminary discussion the Canal area and rotaries and it was a brainstorming session.

12. Adjourn

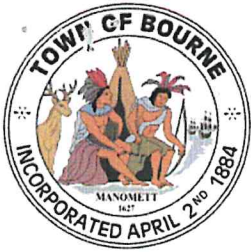
Voted: Jared MacDonald moved, and Judy Froman seconded to adjourn.

Roll Call Vote – George Slade – yes, Judy Froman – yes, Mary Jane Mastrangelo – yes, Jared MacDonald – yes, and Chair Meier – yes.

Vote: 5-0-0.

Respectfully Submitted,

Kim Johnson, Recording Secretary



TOWN OF BOURNE

Acting Town Administrator

24 Perry Avenue – Room 101
Buzzards Bay, MA 02532
Phone 508-759-0600 x1503 – Fax 508-759-0420



GLENN D. CANNON
Email: gcannon@townofbourne.com

January 12, 2022

Mr. William Russell
Buzzards Bay Brewing of Bourne, LLC
98 Horseneck Road
Westport, MA 02790

RE: Buzzards Bay Brewery

Dear Mr. Russell:

It has been brought to our attention that you have ceased operation of your business; namely, Buzzards Bay Brewing of Bourne, LLC.

Please contact this office regarding the closure. Failure to do so will result in the necessity of a public hearing in accordance with Massachusetts General Laws Chapter 138, Section 23 to determine whether your license should be modified, suspended or revoked for failure to conduct your business.

Respectfully,

Glenn D. Cannon
Acting Town Administrator

000261-RT-APP05564-PP-0118

License

Fee: 1,100.00

Alcoholic Beverages

The Licensing Board of

The Town of Bourne

Massachusetts

Hereby Grants a

Farmers Series Pouring Permit

License to Expose, Keep for Sale, and to Sell

Wine and Malt Beverages

Under Chapter 138, Section 19H

To Be Consumed On the Premises

To: Buzzards Bay Brewing of Bourne, LLC

William Russell, Mgr.

85 Main Street,

Buzzards Bay, MA 02532

On the following described premises: Single ground-level area with both inside and outside service and consumption. The inside area is 3000 square feet and has one main room with a bar and three restrooms. It has one double door (front entrance) 2 single doors (back entrance and delivery entrance), one door to the production area in the cellar, and one overhead garage door (rear of building). There is 3250 square feet in the rear of the building that will be clearly delineated (with fencing, rope and plantings).

This License is granted and accepted upon the express condition that the licensee shall, in all respects, conform to all the provisions of the Liquor Control Act, Chapter 138 of the General Laws, as amended, and any rules or regulations made thereunder by the licensing authorities.

This license is valid from 1st day of January 2022 until the 31st day of December 2022, unless earlier suspended, cancelled or revoked.

The hours during which Alcoholic Beverages may be sold are from:

11:00 a.m. to 9:00 P.M. Weekdays 11:00 A.M. to 1:00 A.M. Sundays

NOTE: ALL GLASSES OFF TABLES AND BAR AND ALL PATRONS OUT BY 1:30 A.M.

IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signatures on this 30th day of November 2021.

Peter Meier
John M. Loman
Heather H. Blade
J. P. M. B.
Mary Jane Mastaglio

Licensing Board

Capacity: 132 inside/48 outside

NUMBER

24

THE COMMONWEALTH OF MASSACHUSETTS

FEE

\$50.00

TOWN OF BOURNE

This is to Certify that **Buzzards Bay Brewing of Bourne, LLC**
William Russell, Mgr.
85 Main Street, Buzzards Bay MA 02532

IS HEREBY GRANTED A
COMMON VICTUALLER'S LICENSE

In said Place and at that place only and expires December thirty-first **2022** unless sooner suspended or revoked for violation of the laws of the Commonwealth respecting the licensing of common victuallers. This license is issued in conformity with the authority granted to the licensing authorities by General Laws, Chapter 140, and amendments thereto.

In Testimony Whereof, the undersigned have hereunto affixed their official signatures.

Dated: November 30, 2021

Peter Meier
John M. Loman
Heather H. Blade
J. P. M. R.
Mary Jane Kostiglo

Licensing
 Authorities

15

THE COMMONWEALTH OF MASSACHUSETTS

\$50.00

TOWN OF BOURNE

LICENSE FOR INNOLDERS, COMMON VICTUALLERS
 AND OTHER KEEPS OF RESTAURANTS AND OTHER ESTABLISHMENTS

In accordance with the provisions of Chapter 140 of the General Laws as amended by Chapter 299 of the Acts of 1926, and amendments thereto, LICENSE is hereby granted to **Buzzards Bay Brewing of Bourne, LLC - William Russell, Mgr.**

to conduct the amusement as herein described in connection with his/her regular business of Innholder, common victualler, or owner, manager or controller of a café, restaurant or other eating or drinking establishment, on the premises owner by Located **85 Main Street, Buzzards Bay**

Description of premises: **Single ground-level area with both inside and outside service and consumption. The inside area is 3000 square feet and has one main room with a bar and three restrooms. It has one double door (front entrance) 2 single doors (back entrance and delivery entrance), one door to the production area in the cellar, and one overhead garage door (rear of building). There is 3250 square feet in the rear of the building that will be clearly delineated (with fencing, rope and plantings).**

Description of amusements to be conducted: **live music-amplified, film screening, karaoke, comedy, recorded music-amplified. Hours: 11:00 A.M. to 9:00 P.M. Monday through Friday 11:00 A.M. to 9:00 P.M. Saturday**

To be conducted on weekdays between the hours of: **11:00 a.m. to 9:00 P.M. Weekdays**

This LICENSE is granted as subject to the provisions of the General Laws, Chapter One Hundred and Forty, Sections Twenty-Two to Thirty-Two inclusive, and Chapter Two Hundred and Seventy-Two, Sections Twenty-Five to Twenty-Seven inclusive, and amendments thereto, and shall not be valid for a location other than as herein described.

LICENSE granted by

Date: November 30, 2021

EXPIRES: December 31, 2022

Peter Meier
John M. Loman
Heather H. Blade
J. P. M. R.
Mary Jane Kostiglo

Licensing
 Authorities

LICENSE MUST BE POSTED IN A CONSPICUOUS PLACE



85 Main Street :: Bourne, MA

Buzzards Bay Brewing of Bourne LLC
98 Horseneck Rd
Westport, MA 02790

BOURNE BD OF SELECTMEN
RCUD 2022 JAN 24 AM 10:17

January 19, 2022

To Whom It Concerns:

After notifying the Town Selectmen's Office earlier this month via a phone call, it was suggested that I also write this letter. We have formally ended our business at 85 Main St and are surrendering our 2022 pouring permit. Our last day of business was 12/24/21. As we are surrendering our pouring permit without ever having used it, I'd like to ask if that fee might be refunded to us. Please let me know and thank you for your assistance.

Sincerely,

William Russell

Manager

Rebello, Mary

From: Patrick Ross [REDACTED]
Sent: Monday, January 24, 2022 12:43 PM
To: Cannon, Glenn
Cc: Rebello, Mary
Subject: Shore and Harbor Resignation

BOURNE BD OF SELECTMEN
RCVD 2022 JAN 24 PM 1:15

Dear Mr. Cannon,

Please accept this e-mail as notification of my resignation from the Shore and Harbor Committee, effective immediately.

I am thankful to the Select Board for appointing me to the Committee and I hope I can serve the Town in some capacity again in the future.

Sincerely,
Patrick Ross
Gray Gables

This email has been scanned for spam and viruses by Proofpoint Essentials. Click [here](#) to report this email as spam.

Cannon, Glenn

From: Johnson, Barry
Sent: Friday, January 28, 2022 10:54 AM
To: Cannon, Glenn
Cc: Fernandes, Mary
Subject: RE: Closing Dates of the 2022 Special and Annual Town Meeting

Glenn:

On the DRAFT BOS agenda...the only *change is to item 8-3...should read: Close the Special Town Meeting Warrant on April 7, 2022.*

Otherwise the rest is OK. BJ

From: Cannon, Glenn
Sent: Friday, January 28, 2022 9:58 AM
To: Johnson, Barry <BJohnson@townofbourne.com>
Cc: Fernandes, Mary <MFernandes@townofbourne.com>
Subject: Closing Dates of the 2022 Special and Annual Town Meeting

Hi Barry,

As shown in the attached DRAFT BOS agenda for Tuesday, February 1, 2022.

The BOS plan on closing the Warrant for the Annual Town Meeting on March 11, 2022 and

Closing the warrant for the Special Town Meeting on March 25, 2022.

Do you agree that those dates comply with the requirements of the Town Charter.

Section 2-5: Initiation of Warrant Articles.

- (b) The board of selectmen shall close the warrant not less than 50 days prior to the date for the annual town meeting and not less than 25 days prior to the date for any special town meeting. By majority vote, the board of selectmen may waive the aforementioned requirements for the special town meeting in case of emergency.

Glenn

Glenn Cannon, P.E.
Town of Bourne
Acting Town Administrator
24 Perry Avenue
Buzzards Bay, MA 02532
(508) 759-0600 Ext 1348
gcannon@townofbourne.com

**Board of Selectmen
Minutes of Tuesday, April 30, 2019
Bourne Veterans' Memorial Community Center
Buzzards Bay, MA**

.....

TA Tom Guerino
ATA Glenn Cannon

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

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

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

Documents

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

Meeting Called to Order
Chm. Meier called the meeting to order at 7:00 pm.

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

Vision: Bourne is a 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, embraces excellent education, and the amenities that it affords and offers to citizens a healthy, active lifestyle.

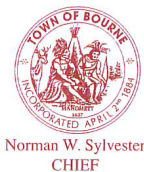
Mission: Bourne will maximize opportunities for social and economic development while retaining an attractive, sustainable and secure coastline and environment for the enjoyment of residents and visitors. Through responsibility and professional leadership and in partnership with others, Bourne will strive to improve the quality of life for all residents living and working in the larger community.

Public Comment – Non-Agenda Items

George Seaver, military coordinator for the military section of Bourne's Fourth of July parade, asked to have the support of the town government. Requesting a note to be sent

stating you support the parade. Ask people in the audience and viewers to volunteer and submit their floats for the parade. Mr. Guerino said he will send the letter he sent last time.

Chief Sylvester, Fire Chief, Town of Bourne, wanted to respond to the articles that were put in the paper last week. Wanted to make sure the press got a valid response, regarding the Vote of no Confidence from Local 1717. Wanted to respond to the allocation against me. Mr. Sylvester read the letter he wrote.



Norman W. Sylvester
CHIEF

TOWN OF BOURNE

Fire/Rescue & Emergency Services
51 Meetinghouse Lane
Sagamore Beach MA 02562
(508) 759-4412
Fax: (508) 888-2658



April 29, 2019
Peter J. Meier, Chair
Board of Selectmen
Town Hall
24 Perry Avenue
Buzzards Bay, MA 02532-3441

Re: Union Vote of "No Confidence"

Dear Chair Meier and Board Members:

I want to thank each of the Selectmen, as well as the Town Administrator, for the support you have shown me in the face of the recent outlandish action by the union. I am also comforted by the "confidence" and support extended to me by the leadership and members of the Barnstable County Fire Chiefs Association as well as the Fire Chiefs Association of Massachusetts. As you can imagine, it has been difficult to sit quietly as news reports repeatedly recite the litany of baseless accusations the union has concocted. This has been difficult as well on my family.

First, I want to make it clear that I am proud to serve with a fine group of men and women on the Bourne Fire Department that do their jobs every day, caring for the fine citizens of this community. These days Fire Chiefs have to have thick skin and not become too distracted by union attacks that resemble a child's temper tantrum but do not truly reflect the concerns of all department members. If the union had any intention of trying to change things, or they had real concerns about their members' safety or well-being, they would have brought some or all of these matters to my attention long ago. The fact that they never even sent me a copy of their undated and un-signed "vote" undercuts their pretense of sincerity. By the time I first saw their letter, the story had been reported for two days in the local media. I could not comment on a document the union intentionally neglected to send to me.

Some have suggested that I remain calm and not address the union's accusations. Many have been telling me that most people will see this for what it is, a last-ditch effort by some disgruntled union leaders to put pressure on me and the Selectmen in matters that are more properly dealt with at the bargaining table or other forums. While I debated whether to issue a formal response to the union's assertions, I feel I must now do so, rather than let anyone think that by making no comment I was somehow acknowledging that some or all of the union's claims had any merit.

"Smoke Detectors Save Lives"

As you know, a vaguely worded "vote" such as this one is often the result of frustration resulting from other issues. And, as is typical, this one lacks not only specificity but also accuracy. This "vote of no confidence" route is generally seen as an out-of-date union tactic that most often backfired and has been discarded by most responsible unions across the country and in this state. You can tell by the poorly written litany of complaints that this "vote" was a product of certain local union leaders and not of their state or international union.

Let me comment on each allegation:

Complaint:

the Chief of Department has lowered the bar on the level of training that is provided to new Bourne Fire Department recruits by allowing a part-time call/volunteer firefighter academy to take the place of a full-time recruit firefighter academy that has been the standard for over 25 years;

Response:

Since taking over as Fire Chief in 2015, I have personally sent 21 firefighters to the Fire Academy. The members were sent to the Career Academy in Stow and presently a career academy in Brockton. The one firefighter not sent to the Academy was an individual who already went to a Call/Volunteer Academy and came out with the same certifications a Career Firefighter obtains. At no time was the intention to replace a full-time academy with a call academy if an individual didn't already have any training or certifications. This included a member who failed to complete the call academy or to obtain the proper certifications. He was sent to the Career academy even though he went to the call/volunteer academy. The alleged "standard" of sending people for over 25 years didn't include the fact the State started offering call academies with the proper certifications that are offered to full-time day academies.

If the union had simply asked, I could have cleared this up immediately.

Complaint:

the Chief of Department has weakened the Bourne Fire Department public fire and life safety education program by returning almost \$7000 in Student Awareness of Fire Education (SAFE) and Senior SAFE grant funds back to the Commonwealth of Massachusetts; that grant funding

was intended to provide fire and life safety education to vulnerable populations in the town, including, but not limited to older adults and children; trained public fire and life safety educators were previously hired to teach education programs, they have now been replaced with on-duty firefighters who may not have had appropriate training, and who may have to leave to respond to emergencies;

Response:

Let's recognize this complaint for what it is: the union is unhappy that I was able to provide the same training more cost-effectively by using available on-duty personnel rather than hiring off-duty union members at an overtime rate. Their complaint has nothing to do with safety. The exact same classes were delivered; the same "vulnerable populations" were covered; and, we were able to do so at virtually no additional cost to the taxpayers.

The idea of my weakening the SAFE Program (Student Awareness of Fire Education) and Senior SAFE program is absolutely false. We covered each training session with department staff members who are trained and qualified SAFE instructors while they were on duty. The duty crews were assigned to teaching the programs while on duty. The previous practice of hiring members at overtime while still having members on duty was stopped. A qualified SAFE instructor was sent to the appropriate training session and we covered shifts as needed with overtime.

This last Fall the training provided to all the schools and seniors cost the Town of Bourne only 4 hours of overtime. There was no lack of available on-duty firefighters. At no time did the crews leave during a training session because we filled with all off-duty firefighters prior to needing the crew assigned to the SAFE training. We have been using this model of filling shifts when the members are committed to training since 2015 when I took over as chief. We would fill when members were committed to boat and other vital training courses, with off duty staff. This allowed the members doing the required training to stay focused on their task and minimize the impact on our day to day operations.

The idea of spending close to \$7,000.00 dollars of taxpayer's money when we could provide the exact same training to students and seniors while the members were on duty made absolutely no sense.

Complaint:

that grant funding enabled the Bourne Fire Department to purchase smoke and carbon monoxide alarms for crews to install in homes that were identified as lacking proper smoke and carbon monoxide alarm protection;

Response:

The 8 members that teach SAFE at no time came to me to complain or voice their concerns about how we would cover the cost of replacing smoke detectors and carbon monoxide detectors for those individuals who need them. We currently keep a certain number of detectors in the service vehicles and, when we run low, I replace them as needed. This minimizes the possibility of detectors becoming out dated while being stored.

The SAFE instructors also were paired up with the American Red Cross since I became Chief to put a list together and go out to homes and assist them with smoke/CO detector replacement program. This joint program was developed to get the word out to individuals or businesses about the importance of fire safety. We have provided the needed equipment whenever and wherever requested.

The bottom line here is that I have been able to provide the exact same level of service and training in a more cost-effective way. The same qualified instructors are used. The same populations are served. All this was done without sacrificing public safety. Let's call this what it is: certain disgruntled union leaders trying to fabricate an issue and pretending they are simply looking out for the financial well-being of their members. I have never been one that opposed paying firefighters well for the valuable service they provide. But I do not see my job as spending taxpayer funds needlessly. The program that we have been following for several years without incident now somehow becomes a basis for a union "lack of confidence." No one can be so naive as to believe that! The real reason for the complaint was that certain individuals

were no longer getting overtime for a function that could be done while on duty and has been done for several years without any adverse impact on the training program or departmental operational needs.

Complaint:

the Chief of Department choses to ignore nationally recognized standards and practices for the response to active shooter and hostile events; the Chief of Department refuses to provide proper training and equipment for Bourne Fire Department personnel to respond to active shooter and hostile events, and properly protect the residents of Bourne;

Response:

The assertion of me not wanting to provide training to deal with active shooter responses and hostile events is baseless and offensive. No one should question my commitment or concern for the safety and well-being of the members of this department or the citizens of Bourne.

The union leadership should be aware that the NFPA 3000 standard is a New Standard which is constantly changing and evolving. The Bourne Fire Department held a training session on Active Shooter response offered by the Massachusetts Fire Academy on January 8, 2019 at the Massachusetts Maritime Academy Auditorium. I scheduled a Deputy Chief and a Bourne Police Officer to attend training scheduled at COMM Fire Department. This Course would include the most current standards and training techniques so that this information can be taught to the members of the Bourne Fire Department.

The "Stop the Bleed" course was taught to anyone who requested the training at all the Bourne Schools. This training included the Bourne Fire Department purchasing 10 "Stop the Bleeding Packs" out of my budget to be placed in the AED cabinets located at the schools. The last school will be scheduled once time permits.

In regards to equipment for the members, this is still being looked at and evaluated. Once a standard procedure is developed between local law enforcement and fire personnel, we will obtain the proper procedure equipment that is consistent with the NFPA 3000 standard and training. I am not going to allow members to purchase or obtain whatever equipment they feel is appropriate without having a standard or policy in place to make clear how and when to put this equipment to use. (We have already had one instance where an individual department member was told to remove a vest he brought into the station without getting any prior approval.)

Complaint:

the Chief of Department refuses to ensure that the Bourne Fire Department is promptly notified of motor vehicle crashes, some requests for medical aid, downed power lines, and water leaks inside of structures;

Response:

Notification of dispatch is a process established between the Bourne Police Department and the Barnstable County Dispatch. If there is any delay in notification or not being dispatched to calls, we would not know about it until after the situation occurred. I discussed this with the Police Chief and County Dispatch Supervisor and was assured neither one was holding calls or not giving us proper information. Until we get dispatch into one building there might always be a slight delay in transferring information from one dispatch to another dispatcher.

Complaint:

the Chief of Department has jeopardized public safety by eliminating details once provided by the Bourne Fire Department for events such as high school graduations, ice skating shows, and one of the largest fundraising campaigns in the Commonwealth of Massachusetts—the Pan Mass Challenge, which brings an influx of riders, visitors, and volunteers to the Massachusetts Maritime Academy during an already busy summer weekend;

Response:

The union leadership is aware of how inaccurate this complaint is. They intentionally left out an important reason why the detail policy changed at the Bourne Fire Department. The Local grieved the fact a member was held for a graduation detail last year and in the paper work they submitted they highlighted the members' need to be willing to work details. There was no provision for the Town of Bourne to go outside fire departments for assistance when the details couldn't be filled by Bourne Fire Department staff. The Union and I discussed ways to come up with a solution to the word "willing" in the contract. I tried to work with them until September without any solution. The details are voluntary and all parties involved were advised of the current situation. Since last September and continuing through the summer, any details that are required by the Fire Code are being covered. Outside private details are not required and such individuals or entities have been told to hire their own staff or personnel. The Bourne Fire Department has allowed outside vendors to work events for years without the union ever filing any grievances. The events that the Union contends I jeopardized public safety by not assigning staff on a detail basis are all private events and I assure you that we continue to cover all Town of Bourne events with Department staff members.

Complaint:

the Chief of Department has prevented members of the Bourne Fire Department from conducting fire and life safety inspections for any new construction at the Massachusetts Maritime Academy, which increases the risk to cadets and staff, because fire department members no longer witness testing of fire and life safety systems that are installed on campus; the Chief of Department prohibits Bourne Fire Department personnel from participating in joint inspections, personnel are not informed of new construction that takes place on a college campus that houses over 1,700 undergraduate students, which could significantly impact department operations during an emergency;

Response:

This is another bogus issue. The Massachusetts Maritime Academy is a State-owned facility. The State uses their own inspectors to certify and maintain the safety of the students, staff and visitors.

We have no authority to sign-off or to validate their fire alarm systems or to test. We would like to assist the State inspectors with their building and system checks, but Town of Bourne inspections come first. The increased inspections we are required to perform is making it more difficult for us to take on additional responsibilities for complexes we have no control over. We continue and will continue to respond and provide fire and EMS services as needed to the MMA campus.

Complaint:

the Chief of Department refuses to communicate any of his decisions in writing, which creates confusion and inconsistency within the department;

Response:

The idea that information isn't being communicated is also false. Since taking over as Chief, I have upgraded from using a daily handwritten log book to using a computer-based system. The computer system now has all the Department's Standard Operating Procedures and Rules and Regulations.

This system also requires each member to sign off they receive any new notifications of important department changes. As with any organization that has four groups, certain information that only applies to one group wouldn't be discussed or transmitted to the other groups. The new current structure of Bourne Fire has added an Assistant Chief (Non-Union) With the addition of this position, the Shift Supervisors (Deputy) have been put more in line with what they do, i.e., oversee a shift and handle some day-to-day operations. The union leadership's complaint was not specific as to what decisions they want communicated to them so I am left to guessing what they are looking for or want. We made significant progress in

regards to updating SOP's and Regulations so that the members know to find them and how to use them.

Complaint:

the Chief of Department refuses to follow the collective bargaining agreement that he participated in negotiating, resulting in numerous grievances, arbitrations, and unfair labor charges against the Town of Bourne; the Chief of Department fails to follow Massachusetts General Law, Chapter 150e, the collective bargaining law for public employees; the Chief of Department refuses to accept an arbitration award from the American Arbitration Association, which is the final and binding, previously agreed upon method to resolve contract grievances;

Response:

In regards to matters involving the state's collective bargaining law, MGL Chapter 150E, the union leadership is not pleased with the Town's handling of the numerous matters the union has tried to have the state Department of Labor Relations handle. I am confident that this issue is being addressed competently by Town Counsel and the upper management in the Town of Bourne.

Complaint:

the Professional Firefighters of Bourne, Local 1717 has pursued every available avenue to remedy these health and safety concerns, including requests to meet with the Town Administrator and Board of Selectmen; Therefore be it resolved that on Monday, April 1, 2019, by unanimous vote, the members of the Professional Firefighters of Bourne, Local 1717 declare that they have no confidence in the leadership of Chief Norman Sylvester, Jr., and call upon the Board of Selectmen, and Town Administrator Thomas Guerino to suspend the Fire Chief.

Response:

As discussed above, few, if any, of these issues have been brought to my attention previously. Nor am I aware of any requests to discuss these with the Town Administrator or Selectmen.

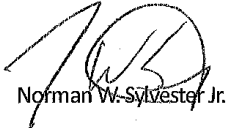
The "no confidence" letter was not signed by any member of Local 1717 or even placed on the union's letterhead. It threatened to go to the media if I were not suspended, yet the document was distributed to the press before the Selectmen or I ever saw a copy.

As a Civil Service Chief, I am entitled to due process. Nothing in the letter comes close to alleging any violations by me of any rules or standards of conduct.

You know that I had planned on retiring in June of this year. At your Board's request I agreed to stay longer. One can only speculate that had we stuck with that time-table, the union leadership would have been less inclined to mount this attack. I can tell you one thing for sure: I do not shy away from a fight and I am proud to lead so many fine men and women in the Bourne Fire Department and will continue to do so even in the face of these shallow and misguided allegations.

Lastly, I want to speak from my heart. The courage and integrity your Board and the Town Administrator have shown in the face of these senseless attacks deserves recognition. Elsewhere, in similar situations other municipal officials have been too quick to scapegoat a chief to make themselves look better in the eyes of the public. My family and I truly appreciate your support. You are what President Kennedy called a "profile in courage".

Sincerely,



Norman W. Sylvester Jr.
Chief of Bourne Fire Department

CC: Town Administrator Thomas M. Guerino

Town Counsel

In the letter Mr. Sylvester addressed each allegation.

Mr. Sylvester went on to say I was going to retire the end of June 2019, but I was definitely not going to resign. I will be a Fire Chief for the next 12 years if you want me. In lite of this I would stay here and run the fire department.

Glenn Cannon said tomorrow night we have a Bourne Rail Trail Phase 1 public information meeting at 6:00pm at the Bourne High School Auditorium. The committee wanted the town to know what they have been up to for the past 6-7 months. They received Community Preservation Funds last year in the amount of \$50,000; they have applied that money.

3) Approval of Minutes: No Minutes to approve

4) Town Administrator Report

- a. FY 2020 Budget – This will be an ongoing piece of this part of the agenda.**
- b. Meeting update of the Buzzards Bay Coalition joint wastewater discussion related to Wareham, Plymouth, Marion, etc.**
- c. Private Roads Acceptance Committee – reinvigoration – Mr. Cannon, Mr. Slade**
- d. Town Meeting 101 update**
- e. Annual Town Meeting – Special Town Meeting Warrant review and possible votes of the Board of Selectmen**

4e.

Barry Johnson, Town Clerk, spoke about Electronic Voting at Town Meeting.

Mr. Johnson spoke about what the committee has been doing and why they are making this recommendation. This idea/presentation is not being given as a cost saving method; it will not save any money doing this. It will speed up the voting process, ensure the privacy of each town meeting attendee, it's a transparent process, it eliminates the intimidation factor, and encourages more participation at Town Meeting. The voting period will be shortened. We looked into this because we have been approached to do something to speed up Town Meeting. The committee feels a system would provide a greater accountability and communication.

How this would happen. When they check in and return each night they will be given a remote handset. They would vote by pressing yes or no, or a third button corresponding to abstain or present. Each handset would be numbered and assigned to the member who checked it out. Members would return the remote handset as they leave the meeting.

Electronic voting at town meeting produces an accurate and instant vote count. Results from an electronic vote may immediately be displayed and be easily published online for public review. Some concerns were; is the technology available, feasible, and easy to use – Yes. What does it cost to obtain and operate; we did an RFP for the lease of the equipment. We are estimating the use of 500 sets for 1 or 2 nights. The RFP is for \$17,749. We will only be charged for the actual sets that we use. On the second night the price may go down. In the RFP we have committed ourselves to give the company at least a week's notice of the number of devices we need.

Management of the handsets, handset check-in was rapid and did not cause backups at the door. Handsets are collected each night as members leave. We will be providing bins for rapid return.

We feel the savings in time and efficiency will offset the cost. If this project goes forward the committee and the company is committed to doing education, training, and demonstration, long before the start of any Town Meeting. That would continue as each Town Meeting goes forward, it will become less as more people get used to the handsets. We would go on local access channel to give a demonstration.

Appropriate accommodations would be made for people with physical disabilities at Town Meeting. It is the intention of the committee to meet with members of our own Commission on Disabilities to develop certain policies to address this issue.

Article 19 to appropriate fund for the electronic voter use equipment. The committee believes the contracting was a vendor will provide both the equipment and personnel to operate the equipment is the best long-term solution to start with. It would provide the most trouble-free operating equipment with no additional personnel to manage and authorize this special equipment.

Peter Meier said you can't put a price on a comfortable level for people to vote at Town Meeting. It speeds up efficiency and time. It's an option I think this town should support and try, if we don't like it we don't have to do it again.

Jared MacDonald said we need to try to bring more people in and younger people to Town Meeting. If the meetings are shorter, you'd give more people and younger people the time to come in and vote. This gives everyone a better opportunity to vote in a shorter period of time.

Jim Potter said we'd eliminate the counters. This concept at first is the way to do it, but long term maybe buying the handsets would be a better way to handle it, because it would increase attendance. Town Meeting is a community event, and we need to make that community event better.

Barry Johnson said we could put out an RFP for up to 2-3 years, and put out a lease/purchase option. Some people may love it and some people may hate it. We would be able to get more in-depth discussion on Articles. One question from last night was what happens, is my personal vote recorded. Mr. Johnson said No, all the handsets are cleaned out by the company, and only the votes are recorded.

George Slade said he agrees we have to engage younger voters. He is concerned about the learning curve.

Mr. Johnson said we'd like to try it, I hope you will support it. The Finance Committee did vote to support the article.

Voted Judy Froman moved and seconded by Jared MacDonald to support the article.
Vote 5-0.

Voted James Potter moved and seconded by Jared MacDonald to take 8C out of order. Vote 5-0.

8.c Parking Working Group discussion – Mr. Meier and Ms. Froman

Judy Froman said the parking working group is a temporary group that was formed by the Town Administrator. Ms. Froman said she is speaking on behalf of this because she attended the meeting and expect to speak on this matter at Town Meeting. Ms. Froman gave a brief summary of what they gathered as a working group.

We have a good problem...we need to talk about our parking.

To provide context, the Working Group is comprised of Town Administrator, Planning Dept, Engineering Dept, Planning Board Chair, and 2 Board of Select members, Mr. Meier and Ms. Froman. Initially the idea of the group came out of our first economic development workshop, however the two articles on our STM forced the emphasis to be short term information gathering in preparation for the support of the motions. It's been significant and helpful fact gathering by a number of people.

The Group recognized the needs to be immediate, short term (2-4 years), and long term as it supports economic development of the Town of Bourne. The immediate attention has landed squarely on the potential growth of Buzzards Bay, the NMLC and MMA.

What we know:

NMLC (National Marine Life Center)

- Been leasing their parking lot to MMA since 2009 under the idea that the 'no subleasing' pertained only to the building.
- They worked with MMA as collaborators and saw the arrangement a win for both organizations in alleviating parking stresses in Town and on campus, providing a trustworthy landlord, and providing some cash to their budget.
- Only recently was it brought to light that they are in violation of their lease with the Town. They have been cooperative and open to discussion.
- The Board of Selectmen had a decision to make, either put forward a *cease and desist* or put the request for the Board of Selectmen to amend the lease. The Board voted to put the request to STM.
- Due to timing for the Warrant for the STM, the article had to be posted prior to the NMLC being on the agenda for the Board of Selectmen. The Working Group arranged for a meeting with NMLC and some of their Board. It was a candid and productive meeting.
- The land is "brown" land that Mobil Oil Corp gave to the Town under the express directive that the land be used for marine related endeavors (marine animal rehab, science and education programs) or for open space. If the Town no longer had NMLC

there, we would be very limited on what could happen there. The process would take some time to arrange. It would not likely be income generating.

- Income is approx. \$40,000
- NMLC currently does not stop the public from parking in its front lot and they have offered the back lot to the Town during the non-academic year. 130 spaces being leased to MMA directly. 40-44 spaces are available in the front lot.
- The NMLC Board has voted to support negotiating in good faith with Board of Selectmen
- Long term plan for NMLC includes building on some of the back parking and on the front parking.
- We can discuss payments in lieu of taxes to the Town, in our negotiations.
- There is conservation easement through the middle of the back lot. It is not likely that the easement could be used for parking. Tom to check with Troy.
- 9,000 in person visitors last year are documented to have visited NMLC.

MMA

- Currently have about 100 cadet cars at NMLC and 130-200 at Liberty Liquor lot
- Plan to increase enrollment 3% each year for 5 years...that's maybe 50 students a year.
- There is no first-year cadet parking provided by MMA.
- They appreciate the possible 80 spaces Columbus Day to Memorial Day at the Marina lot as discussed with the Town. On the Article being put forward.
- They would prefer having control over where their students parked, stickers, patrol, et
- Procurement Law 30b is applicable. Appraise the value and put out to bid. If rate is less than appraised value, then we could arrange for an offset (exchange of spaces could be an option. ie. 240 spaces at Taylor's Point (Mass Maritime Lot)
- 60 vehicles in MassDOT parked illegally. (The MassDot lot is located behind the Chamber of Commerce)

MassDOT Lot

- Controlled by license agreement between Chamber and the rail division of the MassDOT.
- Transient and tourism – 61 spaces
- The 6 spaces with the signs for the condos/apartments are not leased...The Chamber is just being a good neighbor; made their own signs
- We are confirming that the Chamber does have the right to sign and enforce overnight parking
- Cape Flyer is asking for parking. Marie Oliva will verify all this with MassDOT/rails.
- Board of Selectmen needs to review/revisit parking rules to enforce overnight parking

Math

Town needs 100 to 150 public parking spaces for the commercial support.

- 60 in MassDOT lot
- 40 in NMLC front lot

- \$15,000 from Cape Cod Commission to help plan efficiency of parking for GIZ (Growth Incentive Zone)

NMLC needs vary based on activities during the day. Open during the day.

MMA needs 300.

- 100-130 at NMLC
- 130-200 at Liberty Liquors lot
- 50 at St Peters

Working Group is looking for Immediate short-term plans.

"We don't want to be short-sighted because we don't have a long-term solution"

At this stage we have 3 Choices

1. Cease and desist NMLC (130 cars displaced)
2. NMLC can work with the Board of Selectmen to lease for 2-3 years benefiting from full revenue of 100-130 spaces
3. Shared benefit (between the town and the NMLC)

George Slade reiterated that he would like to attend some of the meeting. Tom Guerino said there has been additional request to be included in the working group. It is looking like it will be a large group where it will have to become a committee on parking. We need to get DPW involved, Chief Woodside or his designee should be involved. The business community has been attending but they should have a seat at the table. It would have to be a committee and subject to the open meeting law, and we will have to post meetings.

Judy Froman said with the goals the Select Board put forward in the summer time we talked about economic development. From that workshop there was a request and a need for more conversation about parking and a committee about parking. It would be better for the town to have it be broader in focus in terms of who is involved.

Tom Guerino said he can put together a draft of a working of a task, scope of service for this committee. It can be established through the administration or have a standing committee, through the Select Board.

Peter Meier said this needs to be a priority going forward. Would hate to see the progress we have made on Main Street fall apart because of parking.

Judy Froman would like the Board to weigh in on the need and looking at it from the town's perspective. It would be helpful if the Board voted or had a statement stating it is to the benefit of the town to vote in favor of article 12 and article 13.

Jared MacDonald said he wasn't trying to force a cease and desist to the National Marine Life Center. It is in our best interest as a town to work/negotiate with them for the best interest of the town.

Tom Guerino said we have been working on the west end but the Town Planner makes a good point there are issues on the east end as well. We have to look at the entire downtown area.

Peter Meier said we will make sure we have the town best interest.

James Potter said we have to take a more global approach. It would be helpful to have a parking study done. In a year the police station will be empty and there is property there that can be used for parking. There are also business in the future that will have parking of their own. We have to catch business when they come in for planning.

George Slade said we need to make this a village that people would like to visit and then to come back to.

Judy Froman said the Planning Board has been studying the parking and looking at zoning bylaws, and number of spaces for buildings. We have to work on parking management so we have enough parking for the appropriate types of businesses at the appropriate times.

Vincent Michienzi said this has been an issue for a while. There isn't plenty of parking. No one is here to fight the Maritime; but they are making their problems ours. We should be concerned about the tax payer first; the parking should be available for the taxpayers.

Elmer Clegg, Planning Board Chair, said regarding chain links, there are zoning bylaws that regulate what a permanent parking lot has to look like, it doesn't include chain link fence. Regarding parking studies – we have done parking studies, in 2007-2008 the town spent a lot of money on parking studies. The studies focused on the full build out of Main Street. They all concluded that when that happens, parking structures are going to be needed. There is an abundance of striped asphalt on downtown Buzzards Bay; the problem is the town doesn't control an adequate amount of it. The only parking lot the Town controls is the Marina parking lot. Getting a solution that involves designated public parking at the train station and designated public parking at the front lot of the Marine Life Center, 2 parking lots that sit on either side of our town park and within 300-400 feet walking distance of the downtown businesses in the west end, is a necessity. The Planning Board will not be able to approve the next project that comes before us where the landlord/developer is not able to provide the full amount of parking that is required. At Town Meeting people are going to voice opposition to giving any parking to Mass Maritime, and the Marine Life Center should not get revenue from parking on town parking. Please have a stated position on what you are going to attempt to achieve through negotiation with those two organizations as we move forward.

Jim Mulvey said parking is a problem in Buzzards Bay. All this discussion is centered on the continual expansion of student parking associated with the Mass Maritime. Their growth of students is going to continue, they show no indication of putting a cap on increasing the student body. The town will continually give way to the need of the academy by dedicating public lands, these are temporary solvents. The problem will continue to exist. When all

these spaces of public parking have been assigned to solve their problem, what do we do as downtown develops. What are we going to do when the town property is needed for the growth of the town's economy, its tax payers and its businesses? It has to be stopped.

Judy Froman said Mass Maritime Academy is not asking for additional spaces. They are asking for areas that are controlled, areas they can sell permits, they are asking us to work together in town so it's not on main street with chain link fences. The number of spaces the Mass Maritime Academy needs off campus is 300. We can accommodate and gain some income at the Marina of 80 spaces during a specific time frame from Columbus Day thru Memorial Day. We have been working with Maria Oliva at the Chamber of Commerce, the lots where there are 61 spaces where students are parking illegally, the Chamber is willing to work together with the town to make sure that lot is available to the town for public parking for the need specifically at the west end and rail. The area in back at the Nation Marine Life Center is not an area that can be used as public parking unless we negotiate that area. We are putting forward a short-term plan, 2-3 years max. We are determined to make sure we come up with a comprehensive management plan. Mass Maritime Academy is only seeing 3-5% enrollment growth.

Jared MacDonald said Mass Maritime Academy isn't taking these spaces, they are renting/leasing, they are providing income to the Marine Life Center, the town of Bourne. It is our job to work on this. Don't feel Mass Maritime Academy should be condemned for bring monies into our town and bring a support system into our community. They are the most willing participants to make it work for everyone. The lots they would like to have at the Marina are for freshmen and only during certain times of the year. This is important for everyone. Mass Maritime Academy is doing what they can to provide parking for students correctly. The problem isn't Mass Maritime Academy, the problem is the shortage of parking. The article going forward gives us the opportunity to negotiate to make it work for everyone.

James Mulvey said the Mass Maritime Academy is the problem, it is a teaching educational facility. It is a state non-tax paying organization. The Academy and the student contribute nothing of consequence to the town financially. They have on campus their own snack bar access to drinks; they have little reason to come to downtown. They pay no taxes on that state property. They wiped out 200 of tax paying houses on Taylor point to build that facility.

Roger Laporte wanted to clarify the state pays us money for the properties we don't get taxes from, and houses that Mass Maritime took. We get money in lieu of taxes.

Chris Farrell, Monument Beach, said he was involved in the study of downtown Main Street. We have studied parking issues. We pointed out issues years ago. Two issues that are going to inhibit economic development for down town are wastewater and parking. If you lease the Marina parking lot, Columbus Day to Memorial Day, 80 cars, where are the cars from September 1st to October; they will find another place to park. We also looked at shared parking. On the West end we have to maximize the parking. The committee should look at

all the documents from when we did the parking study years ago. The old police station could be used as parking.

Tom Guerino said state owned land in lieu of tax payments in FY19 was \$573,392. It looks about level for FY20, that includes Joint Base Cape Cod, the Maritime, any state land. The Finance Committee voted 11-0 to support this article.

Voted Judy Froman moved and seconded by Jared MacDonald to support article 12 of the Special Town Meeting.

Judy Froman read the motion: We move to authorize the Board of Selectmen to amend the lease between the Town of Bourne and the National Marine Life Center on terms and conditions deemed to be in the best interest of the Town by the Board of Selectmen, to permit the National Marine Life Center to sublet a portion of the leased property for the purpose of providing additional parking in Buzzards Bay.

Vote: 5-0.

4a. Budget

Tom Guerino said the Finance Committee re-voted the motion, even though the dollars hadn't changed, on article 3 the budget article to re-affirm their vote. There is nothing more to report on the budget. Everyone from the Select Board and the Finance Committee are supportive of the budget article.

4.b. Meeting update of the Buzzards Bay Coalition joint wastewater discussion related to Wareham, Plymouth, Marion, etc.

Tom Guerino said there was a meeting last week, I attended. The group had a gentleman from Taunton to discuss IMA (inter-municipal agreements) as an approach to partnerships within these types of joint ventures. The prior month we had a discussion relative to governance boards/districts. It was the opinion of the committee members present that IMA was a more cumbersome way to go on a project of this size and scale, and looking at an overall governance board was the way to go. In addition to that I brought up the idea of a joint-powers agreement, Coreen Peterson was going to reach out regarding that.

c. Private Roads Acceptance

Glenn Cannon said they had a productive meeting last week. This committee has been around for a while. Tim Lydon put together an Unaccepted Road Betterment Guide. This is in relation to town bylaw 3.1.28 Temporary Repairs of Private Roads. This gives resident an idea how to get a betterment done, how to get paving done. This policy will have to come to the Board of Selectmen. He was also working on the bylaw for Layout and Acceptance of Private Ways.

George Slade said it was a committee that was dormant for a couple years. We have to think about making the directions more intuitive and put them on the website. Mr. Lydon has a map on the website which has what are accepted roads and what are unaccepted roads. We have about 100 miles of unaccepted roads.

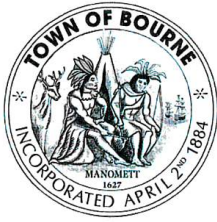
4.d. Town Meeting 101

Tom Guerino said that will be Thursday night at 7:00 at the Community Building. It will be a review not a debate of the articles. We will provide information on each of the articles. The Town Meeting Warrant Book is available online. Mr. Guerino thanked George Slade for the idea of the road acceptance handbook.

4.e. Annual Town Meeting – Special Town Meeting Warrant review and possible votes of the Board of Selectmen

Tom Guerino said the article relative to reconvening a Special or Annual Town Meeting on Saturday was voted down by the Finance Committee last evening. The Saturdays in May are very busy month, traffic, first communion, confirmations, and spring sports.

James Potter said Town Meeting usually elects to continue to the next night; you'd have to be into at least a 3-night Town Meeting before you'd hit Saturday. We just wanted an option for a Saturday, doesn't mean it was for May, it was for any month.

5) ISWM Enterprise Fund Financial Policies and Guidelines – Third Reading

3rd Reading
TOWN OF BOURNE
24 Perry Avenue
Buzzards Bay, MA 02532-3496
www.townofbourne.com
Phone 508-759-0600 – Fax 508-759-0420

**TOWN OF BOURNE****ISWM ENTERPRISE FUND FINANCIAL POLICIES AND GUIDELINES****I. INTRODUCTION**

The following financial management policies and guidelines set forth the framework for overall planning and management of the Town of Bourne, Integrated Solid Waste Management Enterprise Fund, overseen by the General Manager of the Town of Bourne, Department of Integrated Solid Waste Management. The policies are intended to be advisory in nature and serve as a point of reference for all policy-makers, administrators and advisors.

Responsibility for maintaining safe and environmentally sound operation of the Department of Integrated Solid Waste Management, that is in compliance with all Federal, State and local laws and regulations, is by the Charter, the responsibility of the ISWM General Manager. For each Fiscal Year, the General Manager shall prepare an overall financial management plan that includes an annual budget, administrative fee structure, capital outlay and debt management plan, and contributions to all funds within Retained Earnings. The ISWM General Manager will work closely with the Town Administrator and the Finance Director in the annual budget planning process and the implementation of the Financial Policies.

The policies are designed to ensure the sound financial condition of the ISWM now and in the future. Sound financial condition may be defined as:

- Cash Solvency: The ability to pay bills in a timely fashion and have a reserve to address unexpected increases in operational expenses
- Long- Term Solvency: The ability to pay future costs including all debt service and benefit costs beyond the life of the landfill
- Service Level Solvency: The ability to provide needed services for the residents and customers of the ISWM facilities in a safe and environmentally sound manner
- Infrastructure Solvency: The ability to maintain infrastructure, plan for future development and meet long term obligations

II. ANNUAL BUDGET

- A. Components: The annual Operating Budget of ISWM shall include the Salaries and Wages, Expenses, Host Fee; and the Administrative Fee.
- B. Administrative Fee: Administrative Fee represents contributions from the ISWM Enterprise Fund, in a manner compliant with the MA Department of Revenue guidelines for Enterprise Funds, for Administrative expenses of the Town. The Administrative fee shall include ISWM fringe benefits, DPW expenses associated with the curbside collection program and other miscellaneous expenses such as accounting, management, postage and legal counsel.
- C. OPEB: ISWM will make contributes to the OPEB Trust Fund in accordance with the Town's Financial Policy on OPEB contributions.

III. FISCAL RESERVES GUIDELINES

ISWM's accumulation of prudent reserves is critically important to the fiscal health of the community for many reasons. The Town will endeavor to establish and maintain the following accounts as part of Retained Earnings. The undesignated balance of Retained Earnings will be reviewed as needed and applied in a manner to enhance the financial stability of the Enterprise Fund, including reducing debt.

- A. Working Capital: Retained Earnings should be maintained at a minimum balance of 3 months operating expenses in cash. A month's operating expenses shall be calculated as the 12-month average from the previous fiscal year. The Finance Director shall be consulted and will make the annual determination of the amount required.
- B. Reserve Fund: The ISWM Reserve Fund will be budgeted at 5% of the ISWM Annual Operating Budget (Components defined in Section II. A.). Access to the Reserve Fund shall be for emergencies or other unanticipated budgetary needs that may arise as a result of unexpected circumstances and must be approved by a vote of the Finance Committee upon request of the ISWM General Manager. Any funds expended during the fiscal year may be replenished at a Special Town Meeting if recommended by the General Manager and the Town Administrator. The minimum annual allocation shall be \$600,000.
- C. Closure and Post-Closure Funds: To maintain closure accounts in compliance with state regulations that set aside adequate funds to close the landfill and/or transfer stations and further to maintain an account for the long-term post-closure care and monitoring required by regulations. Any annual calculation shall be done, in accordance with regulations, to determine the contributions from Retained Earnings into these accounts. Costs for closure and post-closure will be reviewed and updated at least every two

years. Withdrawals from closure accounts shall be made on the recommendation the General Manager and in consultation with the MA DEP. These funds are not to be used for any other purpose and are required to receive operating permits.

- D. Future Solid Waste Stabilization: Funds set aside to cushion the impact on the Town's Operating Budget after the landfill closes and Host Fee revenue will be less. This fund will pay for transportation and disposal of MSW and recycling after the closure of the landfill. There are currently no required contributions to the fund. A policy for the specific goals of the fund and funding mechanism or requirements should be established.
- E. Host Fee: ISWM shall contribute to the General Fund, in accordance with law, the minimum required annual host fee based on a per ton fee per qualifying ton. Said fee shall be calculated in accordance with the law utilizing the cited inflation factor published by the Federal government. The fee shall be part of the annual operating budget and will be based on projected qualifying tons and revenue for the coming Fiscal Year. The total qualifying tons multiplied by the established rate per ton is the determining factor for the host fee. If the General Manager determines that the qualifying tons in any Fiscal Year will not be sufficient to cover the budgeted Host Fee, the General Manager will notify the Town Administrator and the Finance Director as soon as the determination is made but no later than April 1 before the Fiscal Year end.

IV. FINANCIAL PLANNING & MONITORING GUIDELINES

Long-term financial forecasting and constant monitoring of current revenue and expenditure trends are vitally important to maintain quality service levels and fiscal discipline. As a result, it is the policy of the Town that ISWM undertake the following:

- A. Multi-Year Financial Forecasting: Establish and maintain an on-going financial planning model that projects revenues and expenses over the next five (5) years by using five (5) years of historical data and other fiscal trend analysis. ISWM shall endeavor to secure long-term contracts and other business arrangements to ensure that it has a steady source of revenue to meet its obligations.
- B. Monitor and Track Current Year Financial Activities: Constantly monitor revenue and expenditure activities and publish periodic reports for policy-makers, the Town Administrator and Finance Director. To meet this objective, ISWM should implement improved financial management systems to create the required revenue and expenditure reports, reduce duplication of effort, and maximize productivity of finance department staff.

V. CAPITAL PLANNING & DEBT SERVICE MANAGEMENT GUIDELINE

ISWM's ability to address its capital needs (infrastructure, facilities, equipment, etc.) is critical to meet contractual and regulatory obligations to provide safe and environmentally compliant facilities. ISWM is a unique operation in the state of MA for a municipal government and consideration must be given to the General Manager that ISWM has substantial expenditures for the purposes of keeping its facilities in good working order and to plan for the future. Therefore, ISWM shall undertake the following:

- A. Capital Improvement Plan: In accordance with the Town of Bourne Charter, as amended, ISWM shall establish and maintain a five (5) year capital improvements plan, update the plan annually, develop capital financing strategies consistent with these policies, and integrate any new operating costs associated with capital projects into the annual operating budget. ISWM should capitalize expenditures of at least \$20,000 and having a useful life of more than five years.
- B. Debt Maturity Guidelines: The Treasurer will strive to limit the maturity of ISWM's debt according to Mass General Laws and within the overall active life of the specific project or the landfill. A debt management plan will be developed for each fiscal year as part of the Operating Budget. This plan shall take into account the Fiscal Reserves that have been identified and that must also be fully funded.
- C. Alternative Financing Strategies: ISWM will continually pursue opportunities to acquire capital by means other than conventional borrowing such as grants, and other programs as may be available.
- D. Reconciliation & Record keeping: ISWM will annually reconcile debt-related records with the Finance Director/Treasurer and the Town Accountant before April 1 of each fiscal year to determine if any unissued bond authorizations need to be rescinded at the Annual Town Meeting.
- E. Debt Issuance: ISWM will work closely with the Finance Director and the Town's Financial Advisor and Bond Counsel to ensure that all legal requirements are met and that the lowest possible interest rate can be obtained.
- F. Capital Budget: The Capital Budget for ISWM shall be determined on an annual basis and shall include replacement of ISWM funded equipment utilized by the Department of Public Works to fulfill the duties of curbside MSW and recyclables collection. ISWM will include a 5-year capital plan as part of the annual capital outlay review.

VI. REVENUE ENHANCEMENT GUIDELINES

- A. ISWM will rapidly move to collect all receivables and close accounts of customers who do not pay. Further ISWM will notify the Town Administrator of accounts that require the Town to pursue full payment by all legal means.

POLICY ENDORSEMENTS**Approved:**

Town Administrator
Dated:

Finance Committee Chair
Dated:

Chairman, Board of Selectmen
Dated:

Finance Director/Treasurer
Dated:

Vice Chairman, Board of Selectmen
Dated:

Town Accountant
Dated:

Clerk, Board of Selectmen
Dated:

ISWM General Manager
Dated:

Board of Selectmen
Dated:

Board of Selectmen
Dated:

5

Voted Judy Froman moved and seconded by Jared MacDonald to approve the ISWM Enterprise Fund Financial Policies and Guidelines.

James Potter questioned Mr. Barret how the budget has worked out this year. Dan Barret said we are doing well. We haven't had to consider hitting the Reserve Fund yet.

Vote: 5-0.

6) License/Appointments**a. Bourne Cultural Council – Kathy Fox Alfano**

Kathy's activities include:

The Cultural Council for two terms, most as Chair, in Canton;

Elected Library Board of Trustees for a decade, half as Chair, in Canton;

Founded the Canton Community Theatre in 2002, serve as Chair for 10 years;

Founded the Canton Writes Contest which is now in its 10th year;

CPA as the Selectman's Representative over 5 years

Voted Judy Froman moved and seconded by Jared MacDonald to approve Kathy Fox Alfano to the Bourne Cultural Council, term to expire on June 30, 2021. Vote 5-0.

James Potter said there is still one more vacancy on the Bourne Cultural Council.

7) Updates from owners of the following properties

- **Mr. Ryan Correia – 95-97 Main Street**
- **Mr. Joseph Sweeney – 228 Main Street**
- **Mr. Michael Maxim – 328 Main Street**

95-97 Main Street

Mr. Ryan Correia said we have entered into a purchase and sale with Mr. Michienze. The plan is to take the building down.

Mr. Michienzi said the P & S has been executed this evening. We are giving the tenants 2 months to get out. Then we will tear it down. We will not be building anything until everything is finalized with the Planning Board.

Elmer Clegg, Planning Board, gave a Planning Board perspective for downtown. One of our major targets for downtown district is mixed use. If Mr. Michienzi tears down the building it will be one less mixed-use facility. Being on the Planning Board if someone comes before the Planning Board and wants to tear down a building that has mixed-use and wants to put in something that isn't mixed-use they will have a challenge getting my approval.

Roger Laporte said the only stipulation to leaving a tenant in that building is that the alarm has to be maintained at all times. That is the only safety thing left for those people because that building is unsafe, it has a red X.

Vincent Michienzi said the State is going to pursue an investigation. Said he bought the property for half the assessed value.

Roger Laporte suggested to continue this indefinite. He will work with the new buyer. If anything falls through, he will bring it back to the Board. Jared MacDonald suggested to postpone for 3-6 months, because there are tenants for 2 months. Suggested having them back for September 3rd for an update.

Voted Jared MacDonald moved and seconded by Judy Froman to continue this to the meeting on September 3, 2019. Vote 5-0.

228 Main Street

Tom Guerino said the Board has been proved emails from the representative of Mr. Sweeney, Mr. Sweeney and myself, which were forward to the Select Board Members this evening.

Mr. Sweeney said the Sweeney family is still committed to the sale of 228 Main Street, as soon as the issue of right of way reference is agreed to. The court closing date is set for May 15, 2019. Mr. Sweeney said Ryan Correia is going to handle the demolition when they purchase the property. There is an easement, the owner of the Post Office property doesn't want to release the easement. We'd like to have the easement released then proceed with the sale so we can present Ryan Correia with a clean title. The easement is no longer needed.

Judy Froman questioned what will happen between now and May 15th. Mr. Sweeney said his brother has been dealing with the issues, and ongoing options. They are willing to participate in any conference call within the next week if that would help resolve any questions.

Judy Froman said we set this date for an update three weeks ago. Understand these take time, but we have had this discussion for removal of that property for many months. Is there a way the two entities can work something out?

Ryan Correia said we will do the demolition once we own the property.

Peter Meier said one option is we can vote to move ahead with a Board of Survey hearing for a specific date. Then we can decide if we want to tear it down or continue. If we move forward with a hearing date, we may push people along.

Jared MacDonald it could be a safety issue along with blight and at this point we may need to move forward. Mr. Sweeney said the building is not occupied and is locked up.

Roger Laporte said we have been working on this problem for over a year, the Board of Survey went out last March. There is an easement on the property but it has nothing to do with the building. The building is unsafe, it is a hazard to the town. Knocking the building down has nothing to do with Mr. Correia or the easement. The problem with unsafe structures is that it hurts the entire town.

We are being audited by ISO (Insurance Services Office) on how we do with code enforcement. This regulates the rates we pay for our property insurance. Even though it is unoccupied and locked up it is still an unsafe building. We have to decide whether we are going to take action on it, no matter who buys it, or if the easement gets cleared up.

Voted Judy Froman moved and seconded by Jared MacDonald to have a public hearing regarding the demolition of 228 Main Street based on the Board of Survey assessment, for May 28, 2019 at 7:15 pm.

Jim Mulvey questioned when an easement is granted is it granted for a specific use and is it in perpetuity. Roger Laporte said this is an easement to traverse across a piece of property. The easement does not affect the building. It is a deed restriction so in order to remove the deed restriction whoever has the rights to it has to sign off.

James Potter said the building falls under the blight bylaw. The blight bylaw is very thorough. This Board hasn't fined any property, but there is a section on fines for consecutive days until the property is brought back into an occupied structure.

Mr. Sweeney requested to be read the structural report.

Tom Guerino said the Building Inspector was clear. The notion that the Board of Selectmen gets an engineering report the day of a meeting/hearing that has been known for 3 weeks is bad practice. It's not fair to the Board or to the staff to have to review information the day of the meeting and come to some determination. Nothing has happened for 3 weeks, it all happened today. It is disingenuous to give an engineering report the day of the meeting.

Vote: 5-0

328 Main Street.

Tom Guerino said Mr. Maxim informed him last week that he will not be able to attend the meeting and asked for a delay. I told Mr. Maxim that I wasn't in a position to delay this any further.

Jared MacDonald said he did suggest a coat of paint or some lawnmowing services could have stalled this process.

Judy Froman moved to have a public hearing for the demolition for 328 Main Street on May 21, 2019.

Ms. Froman withdrew the motion.

Voted Judy Froman moved and seconded by Jared MacDonald to move the discussion of 328 Main Street to a Board of Survey hearing on May 28, 2019 at 7:30 p.m.

Vote 5-0.

George Slade questioned can we assess these fines and what we have forgone since we didn't enforce the fines.

8) Selectmen's Business

- a. 17 Harrison Avenue – convey property back to owner through tax title redemption**

- b. Board to discuss and consider action on the following regarding the Gardner Bridge: The Board of Selectmen support the Commonwealth in the eminent domain taking of the Briarwood Bridge and urge the Great and General Court to take action necessary to achieve the taking**
- c. Parking Working Group discussion – Mr. Meier and Ms. Froman**

Tom Guerino said the check is at Town Hall ready to be deposited. Nancy has met with these folks and so has the collector's office. Recommend the town allow them to redeem.

Voted Judy Froman moved and seconded by Jared MacDonald to convey the property back to the owner allowing the property owner to redeem 17 Harrison Ave provided the check clears.

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

8.b Board to discuss and consider action on the following regarding the Gardner Bridge: The Board of Selectmen support the Commonwealth in the eminent domain taking of the Briarwood Bridge and urge the Great and General Court to take action necessary to achieve the taking.

Tom Guerino said this is asking our local legislators to file legislation for this. Even if it happens there is no guarantee that something from MassDOT will occur, this is one step in a process. This is a recommendation that came with discussion with some of our legislators last Friday.

Voted Jared MacDonald moved and seconded by Judy Froman to authorize the Board of Selectmen to write a letter of support asking our legislators to file an eminent domain on behalf of the residents of Briarwood Lane.

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

9) Correspondence

James Potter brought the Board and the public up to date on the correspondence

- A. Letter from Local 1717 is hereby presenting this Vote of No Confidence against Chief Sylvester.
- B. Letter from TEC Associates regarding Massachusetts Coastal Railroad 2019 Vegetation Control Program [Copy of the Yearly Operational Plan 2019 on file in the Town Administrator's Office]
- C. Notice from Department of Agricultural Resources on Yearly Operational Plan that has been submitted for: Massachusetts Coastal Railroad
- D. Letter from Mary Jane Mastrangelo regarding ongoing concern of the Board of Selectmen related to the different dates for Capital Outlay Reports between the Charter and the Bylaws.

- E. E-mail from Thomas Shields, South Coast Shellfish Project Leader regarding Requested Adjustment to B-120 2019 Work Plan.
- F. Notice from Eversource on planned and scheduled vegetation maintenance work on the transmission right-of-way this year at 0 Winston Avenue, Sagamore.
- G. Town of Barnstable Weights and Measures Program submitted quarterly report from January 1, 2019 to March 31, 2019 and Memorandums of Understanding – Weights and Measures Administrative Costs.
- H. Cape Cod Commission Hearing Notice – Development of Regional Impact, Canal Street Crossing, 21 Hunters Brook Road, Sagamore Beach to be held May 9, 2019.
- I. Draft copy of the Advisory Board Budget Committee CCRTA Fiscal Year 2020 Budget [Copy of full report on file in the Town Administrator's Office].
- J. Letter from FEMA requesting them to determine if a property located at 80 Rocky Point Road, Bourne is located within an identified Special Flood Hazard Area.

Judy Froman said regarding letter H is the town voted for an overlay district on Hunters Brook Road. There is a hearing coming forward from Cape Cod Commission. There is an initial hearing on May 9th but the public hearing is on May 15th.

Peter Meier said he will be available on Friday from 10:00 am-12:00 pm to have conversations with any residents at the Pocasset Village Association. From 1:00 pm to 3:00 pm he will be at the Sagamore Fire station in their meeting room.

10) Adjourn

Voted Judy Froman moved and seconded by Jared MacDonald to adjourn. Meeting adjourned at 9:24 pm. Vote 5-0.

Respectfully submitted – Carole Ellis, secretary.

5) ISWM Enterprise Fund Financial Policies and Guidelines – Third Reading

3rd Reading
TOWN OF BOURNE
24 Perry Avenue
Buzzards Bay, MA 02532-3496
www.townofbourne.com
Phone 508-759-0600 – Fax 508-759-0420

**TOWN OF BOURNE****ISWM ENTERPRISE FUND FINANCIAL POLICIES AND GUIDELINES****I. INTRODUCTION**

The following financial management policies and guidelines set forth the framework for overall planning and management of the Town of Bourne, Integrated Solid Waste Management Enterprise Fund, overseen by the General Manager of the Town of Bourne, Department of Integrated Solid Waste Management. The policies are intended to be advisory in nature and serve as a point of reference for all policy-makers, administrators and advisors.

Responsibility for maintaining safe and environmentally sound operation of the Department of Integrated Solid Waste Management, that is in compliance with all Federal, State and local laws and regulations, is by the Charter, the responsibility of the ISWM General Manager. For each Fiscal Year, the General Manager shall prepare an overall financial management plan that includes an annual budget, administrative fee structure, capital outlay and debt management plan, and contributions to all funds within Retained Earnings. The ISWM General Manager will work closely with the Town Administrator and the Finance Director in the annual budget planning process and the implementation of the Financial Policies.

The policies are designed to ensure the sound financial condition of the ISWM now and in the future. Sound financial condition may be defined as:

- Cash Solvency: The ability to pay bills in a timely fashion and have a reserve to address unexpected increases in operational expenses
- Long- Term Solvency: The ability to pay future costs including all debt service and benefit costs beyond the life of the landfill
- Service Level Solvency: The ability to provide needed services for the residents and customers of the ISWM facilities in a safe and environmentally sound manner
- Infrastructure Solvency: The ability to maintain infrastructure, plan for future development and meet long term obligations

II. ANNUAL BUDGET

- A. Components: The annual Operating Budget of ISWM shall include the Salaries and Wages, Expenses, Host Fee; and the Administrative Fee.
- B. Administrative Fee: Administrative Fee represents contributions from the ISWM Enterprise Fund, in a manner compliant with the MA Department of Revenue guidelines for Enterprise Funds, for Administrative expenses of the Town. The Administrative fee shall include ISWM fringe benefits, DPW expenses associated with the curbside collection program and other miscellaneous expenses such as accounting, management, postage and legal counsel.
- C. OPEB: ISWM will make contributions to the OPEB Trust Fund in accordance with the Town's Financial Policy on OPEB contributions.

III. FISCAL RESERVES GUIDELINES

ISWM's accumulation of prudent reserves is critically important to the fiscal health of the community for many reasons. The Town will endeavor to establish and maintain the following accounts as part of Retained Earnings. The undesignated balance of Retained Earnings will be reviewed as needed and applied in a manner to enhance the financial stability of the Enterprise Fund, including reducing debt.

- A. Working Capital: Retained Earnings should be maintained at a minimum balance of 3 months operating expenses in cash. A month's operating expenses shall be calculated as the 12-month average from the previous fiscal year. The Finance Director shall be consulted and will make the annual determination of the amount required.
- B. Reserve Fund: The ISWM Reserve Fund will be budgeted at 5% of the ISWM Annual Operating Budget (Components defined in Section II. A.). Access to the Reserve Fund shall be for emergencies or other unanticipated budgetary needs that may arise as a result of unexpected circumstances and must be approved by a vote of the Finance Committee upon request of the ISWM General Manager. Any funds expended during the fiscal year may be replenished at a Special Town Meeting if recommended by the General Manager and the Town Administrator. The minimum annual allocation shall be \$600,000.
- C. Closure and Post-Closure Funds: To maintain closure accounts in compliance with state regulations that set aside adequate funds to close the landfill and/or transfer stations and further to maintain an account for the long-term post-closure care and monitoring required by regulations. Any annual calculation shall be done, in accordance with regulations, to determine the contributions from Retained Earnings into these accounts. Costs for closure and post-closure will be reviewed and updated at least every two

years. Withdrawals from closure accounts shall be made on the recommendation the General Manager and in consultation with the MA DEP. These funds are not to be used for any other purpose and are required to receive operating permits.

- D. Future Solid Waste Stabilization: Funds set aside to cushion the impact on the Town's Operating Budget after the landfill closes and Host Fee revenue will be less. This fund will pay for transportation and disposal of MSW and recycling after the closure of the landfill. There are currently no required contributions to the fund. A policy for the specific goals of the fund and funding mechanism or requirements should be established.
- E. Host Fee: ISWM shall contribute to the General Fund, in accordance with law, the minimum required annual host fee based on a per ton fee per qualifying ton. Said fee shall be calculated in accordance with the law utilizing the cited inflation factor published by the Federal government. The fee shall be part of the annual operating budget and will be based on projected qualifying tons and revenue for the coming Fiscal Year. The total qualifying tons multiplied by the established rate per ton is the determining factor for the host fee. If the General Manager determines that the qualifying tons in any Fiscal Year will not be sufficient to cover the budgeted Host Fee, the General Manager will notify the Town Administrator and the Finance Director as soon as the determination is made but no later than April 1 before the Fiscal Year end.

IV. FINANCIAL PLANNING & MONITORING GUIDELINES

Long-term financial forecasting and constant monitoring of current revenue and expenditure trends are vitally important to maintain quality service levels and fiscal discipline. As a result, it is the policy of the Town that ISWM undertake the following:

- A. Multi-Year Financial Forecasting: Establish and maintain an on-going financial planning model that projects revenues and expenses over the next five (5) years by using five (5) years of historical data and other fiscal trend analysis. ISWM shall endeavor to secure long-term contracts and other business arrangements to ensure that it has a steady source of revenue to meet its obligations.
- B. Monitor and Track Current Year Financial Activities: Constantly monitor revenue and expenditure activities and publish periodic reports for policy-makers, the Town Administrator and Finance Director. To meet this objective, ISWM should implement improved financial management systems to create the required revenue and expenditure reports, reduce duplication of effort, and maximize productivity of finance department staff.

V. CAPITAL PLANNING & DEBT SERVICE MANAGEMENT GUIDELINE

ISWM's ability to address its capital needs (infrastructure, facilities, equipment, etc.) is critical to meet contractual and regulatory obligations to provide safe and environmentally compliant facilities. ISWM is a unique operation in the state of MA for a municipal government and consideration must be given to the General Manager that ISWM has substantial expenditures for the purposes of keeping its facilities in good working order and to plan for the future. Therefore, ISWM shall undertake the following:

- A. **Capital Improvement Plan:** In accordance with the Town of Bourne Charter, as amended, ISWM shall establish and maintain a five (5) year capital improvements plan, update the plan annually, develop capital financing strategies consistent with these policies, and integrate any new operating costs associated with capital projects into the annual operating budget. ISWM should capitalize expenditures of at least \$20,000 and having a useful life of more than five years.
- B. **Debt Maturity Guidelines:** The Treasurer will strive to limit the maturity of ISWM's debt according to Mass General Laws and within the overall active life of the specific project or the landfill. A debt management plan will be developed for each fiscal year as part of the Operating Budget. This plan shall take into account the Fiscal Reserves that have been identified and that must also be fully funded.
- C. **Alternative Financing Strategies:** ISWM will continually pursue opportunities to acquire capital by means other than conventional borrowing such as grants, and other programs as may be available.
- D. **Reconciliation & Record keeping:** ISWM will annually reconcile debt-related records with the Finance Director/Treasurer and the Town Accountant before April 1 of each fiscal year to determine if any unissued bond authorizations need to be rescinded at the Annual Town Meeting.
- E. **Debt Issuance:** ISWM will work closely with the Finance Director and the Town's Financial Advisor and Bond Counsel to ensure that all legal requirements are met and that the lowest possible interest rate can be obtained.
- F. **Capital Budget:** The Capital Budget for ISWM shall be determined on an annual basis and shall include replacement of ISWM funded equipment utilized by the Department of Public Works to fulfill the duties of curbside MSW and recyclables collection. ISWM will include a 5-year capital plan as part of the annual capital outlay review.

VI. REVENUE ENHANCEMENT GUIDELINES

- A. ISWM will rapidly move to collect all receivables and close accounts of customers who do not pay. Further ISWM will notify the Town Administrator of accounts that require the Town to pursue full payment by all legal means.

POLICY ENDORSEMENTS

Approved:

Town Administrator
Dated:

Finance Committee Chair
Dated:

Chairman, Board of Selectmen
Dated:

Finance Director/Treasurer
Dated:

Vice Chairman, Board of Selectmen
Dated:

Town Accountant
Dated:

Clerk, Board of Selectmen
Dated:

ISWM General Manager
Dated:

Board of Selectmen
Dated:

Board of Selectmen
Dated:

5

Voted Judy Froman moved and seconded by Jared MacDonald to approve the ISWM Enterprise Fund Financial Policies and Guidelines.

James Potter questioned Mr. Barret how the budget has worked out this year. Dan Barret said we are doing well. We haven't had to consider hitting the Reserve Fund yet.

Vote: 5-0.

**South Side Fire Station
Building Committee
Charge and Membership**

COMMITTEE CHARGE

To serve as advisors to the Board of Selectmen as the Board of Selectmen prepares the feasibility, design, citing and construction of a new replacement fire/ems station on the south side of the Cape Cod Canal.

To carry out this charge, committee members will:

1. Review previous documents and studies, review current and anticipated call volumes, determines the departmental and facility needs, recommended solutions including the physical space requires for a modern fire station (meeting room, sleeping area, etc.), conduct a response time study, recommend potential fire station locations, current and anticipated call volumes.
2. Formulate recommendations to the Board of Selectmen that include plans, locations, timelines and funding strategies.
3. Report to the Board of Selectmen on Committee activities, projects and construction progress at major milestones, such as recommendation on location and preliminary building design.
4. In the Committee had not made substantial progress within six calendar months, the Committee shall report its finding to the Board of Selectmen.

The Committee shall meet on an as-needed basis, and a majority of members must be present for the Committee to meet and conduct any business scheduled before it. All meetings of the Committee or any Sub-Committee are to be held in a public location, properly posted and open to the public, in accordance with the Massachusetts Open Meeting Law, as amended. Minutes of each meeting shall be prepared and approved by the Committee in conformity with applicable state and local requirements and shall, at a minimum, be distributed to the Town Clerk.

COMMITTEE MEMBERSHIP

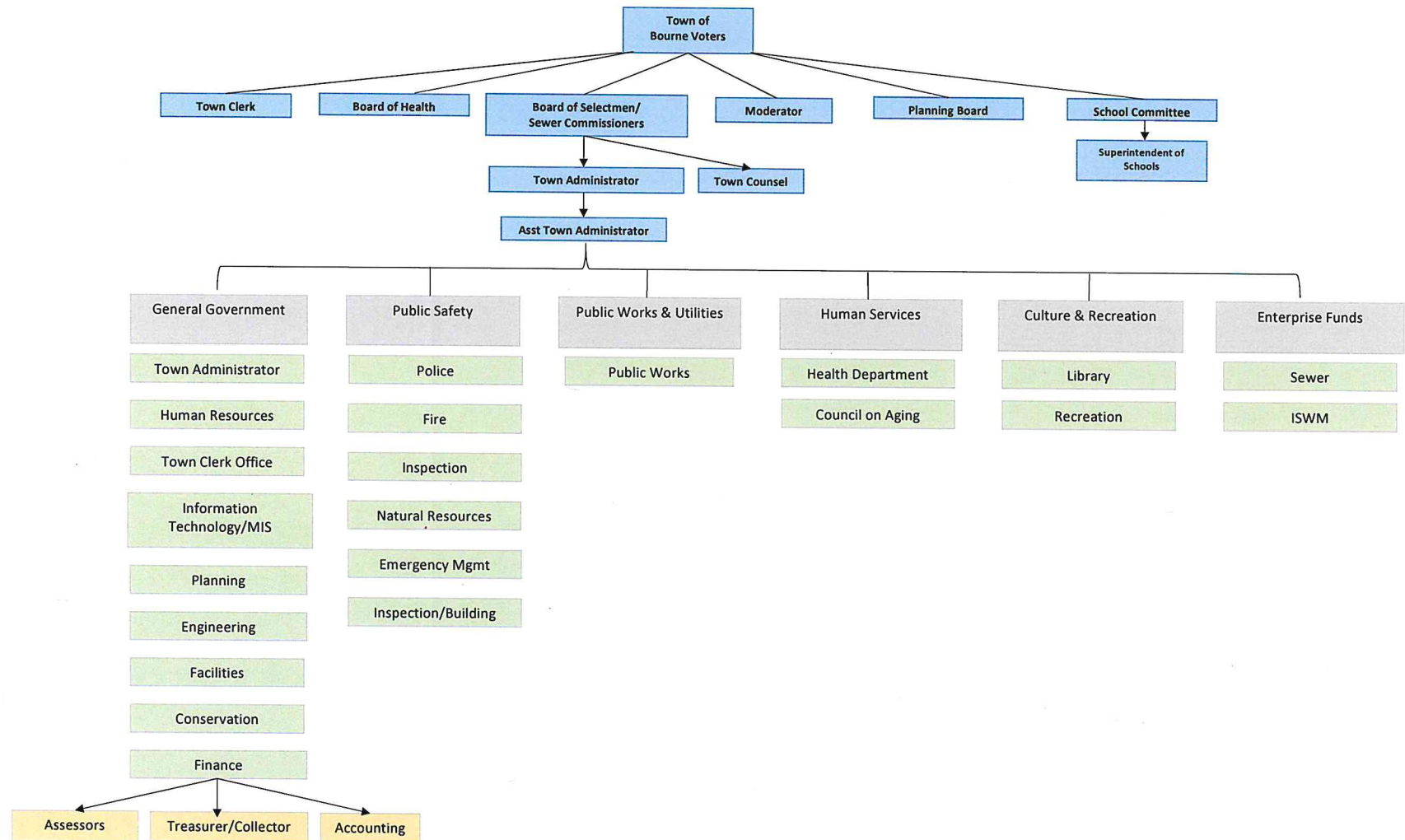
The South Side Fire Station Building Committee shall consist of up to nine members with a knowledge of or experience in engineering, construction, finance and/or fire/ems administration and construction management. Membership shall include one member of each of the following:

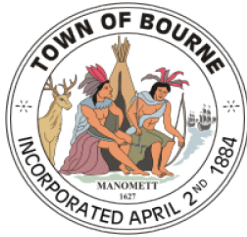
- The Board of Selectmen, appointed by its membership.
- The Finance Committee shall select one of its members.
- The Fire Chief shall be a voting member.

January 14, 2022

The Board of Selectmen shall appoint up to six at-large members with experience in the areas described above. The Town Administrator shall serve as an ex-officio member and shall attend meetings as may be required. The term of each Committee member is until the project is completed or until revoked.

Town of Bourne Organizational Chart





Selectmen's Correspondence

February 1, 2022

- A. Talent Bank Form – P. Forsberg
- B. Talent Bank Form – P. Doyle
- C. Cape Cod Commission letter relating to housing grants
- D. Email from S. Baracchini re 2 proposed intersection changes
- E. Email from R. Contron re EPA review of proposed gun range
- F. Email from J. Grobleski re South Side Fire Station Committee
- G. DEP letter re PFAS Engineering evaluation
- H. DEP letter re a fuel spill remediation
- I. DEP letter re PFAS removal

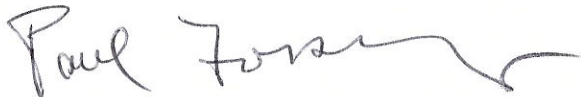
January 26, 2022

Dear, Town Administrator,

I would like to express my interest in becoming a member of the shore and harbor committee. If an opening is to occur I am ready and willing to step in immediately. I have lived in the Town of Bourne for 50 plus years. I proudly served on The Bourne Recreation Authority for 15 years with an almost perfect attendance record. I was chairman for many years, we had many achievements while I was on the board.

I am now retired from the Bourne and Falmouth Fire Departments and owner operator of The Realty Cape Cod in Pocasset. I am a lifetime boater in Bourne and I understand the many challenges that face us. I am also very safety minded. Before my days as a Firefighter I worked as a safety compliance officer at Pilgrim Nuclear Power Plant. I feel there needs to be a balance between the needs of our boating community and the needs and safety of our community. Thank you for your consideration.

Sincerely,

A handwritten signature in dark ink, appearing to read "Paul Forsberg", with a stylized flourish at the end.

Paul Forsberg

cc: Town of Bourne Board of Selectmen

TALENT BANK FORM

ACT NOW- SERVE YOUR COMMUNITY

Town government needs citizens who are willing to give time in the service of their community. The Talent Bank was adopted by the Selectmen, Moderator and Town Administrator as a means of compiling names of interested citizens to serve on a voluntary basis, on boards and committees and working groups. This file is available for use by the public as well as the Moderator, Selectmen and Town Administrator. Talent bank forms are being updated to include categories consistent with the changing needs of the Town. Indicate your preference and return the form to:

TOWN GOVERNMENT TALENT BANK

c/o Town
Administrator,
24 Perry Avenue
Buzzards Bay, MA
02532

NAME: Paul Forsberg DATE: 1/26/22
 ADDRESS: [REDACTED] PRECINCT: [REDACTED]
 OCCUPATION: Realtor TELEPHONE # [REDACTED]
 BACKGROUND: Retired Firefighter

Check	AREAS OF INTEREST (LIST ORDER OF PREFERENCE)
	AFFORDABLE HOUSING TRUST - provides the Town with many tools to create and preserve affordable housing, including the ability to option, lease, purchase, renovate, and lease out or sell real estate.
	ZONING BOARD OF APPEALS - The Board of Appeals shall have and exercise all the powers granted to it by Chapters 40A, 40B, and 41 of the General Laws, and by this Bylaw, those powers being to hear and decide applications for Special Permits upon which the Board is empowered to act under this Bylaw; to hear and decide petitions for variances, excluding variances for use; to hear and decide other appeals from any aggrieved person, officer, or board, or the Cape Cod Planning and Economic Development Commission, to issue comprehensive permits as provided by Sections 20-23, Ch.40B, G.L., and in special cases to issue withheld building permits, as provided by Section 81Y, Ch.41, G.L.
	BOARD OF ASSESSORS
	BARNSTABLE COUNTY COASTAL RESOURCES - is the County's coastal advisory committee, serves as a liaison between towns and the County on coastal issues and is the local governance committee for the Cape Cod region of the Massachusetts Bays Program.
	BARNSTABLE COUNTY HOME CONSORTIUM - is comprised of 15 communities on Cape Cod. Jurisdiction to receive and disburse HOME funds.
	BARNSTABLE COUNTY HUMAN RIGHTS COMMISSION - To promote and protect the basic human rights of all persons in Barnstable County
	BUZZARDS BAY ACTION - The mission of the Buzzards Bay Action Committee is to improve collaboration among watershed municipalities.
	BY-LAW COMMITTEE - Reviews and also recommends updates or changes to the Town By-laws
	CABLE ADVISORY COMMITTEE- performs research/makes recommendations for cable license renewal
	CAPE & VINEYARD ELECTRIC COOPERATIVE - was organized on September 12, 2007. Provides for the establishment of energy cooperatives.
	CAPE COD COMMISSION - is an agency within Barnstable County regional government, but with its own separate and unique funding source, the Cape Cod Environmental Protection Fund.

	CAPE COD WATER PROTECTION COLLABORATIVE - to help Cape Cod and Islands towns pay for necessary wastewater infrastructure and water quality remediation projects.
	CAPE LIGHT COMPACT - mission is to serve our 205,000 customers through the delivery of proven energy efficiency programs, effective consumer advocacy, and renewable competitive electricity supply.
	CAPITAL OUTLAY COMMITTEE – Reviews requests and makes recommendations to the Town Administrator on large equipment or building projects
	CHARTER COMPLIANCE COMMITTEE – Hears and adjudicates complaints filed alleging Charter Violations
	CHARTER REVIEW COMMITTEE –Reviews Charter every five years
	COMMISSION ON DISABILITIES - cause the integration and participation of people with disabilities; assists municipal officials in ensuring compliance with the ADA and other state/federal laws
	COMMUNITY ACTION COMMITTEE OF CAPE COD & ISLANDS, INC. - is a private, non-profit organization that provides a variety of services to low-income individuals and families to help them improve the quality of their lives and achieve self-sufficiency.
	COMMUNITY ENGAGEMENTS - mission is to sponsor and encourage community events, projects, activities, services, programs, and public improvements which are of mutual interest to the visitors and residents of the Town of Bourne, and, which strengthen the Town by fostering community involvement and spirit. The Committee shall create an application for funding and invite organizations or individuals to submit on events or activities that will benefit the Town of Bourne and its citizens. In no event may a Member present a project before the Committee. The committee shall provide quarterly reporting to the Board of Selectmen and Town Administrator.
	COMMUNITY PRESERVATION COMMITTEE will give preference to proposals Are eligible for Community Preservation Act (CPA) funding according to the requirements described in the CPA legislation; specifically, The acquisition, creation, and preservation of open space. The acquisition, preservation, rehabilitation, and restoration of historic resources. The acquisition, creation, and preservation of land for recreational use. The creation, preservation, and support of community housing (including items such as annual payments to the housing authority to preserve or expand the affordable housing supply). The rehabilitation and restoration of open space, land for recreational use, and community housing that is acquired or created using monies from the fund.
	CONSERVATION COMMISSION- administers the Wetlands Protection Act, Local Wetlands bylaws
	COUNCIL ON AGING- coordinates programs designed for the needs of aging in coordination with the MA Executive Office of Elder Affairs
	CULTURAL COUNCIL - reviews applications for local arts and cultural events and awards grant funds received from the MA Cultural Council.
	DESIGN REVIEW BOARD (DRB)- reviews alterations, including demolitions of properties located within the demarked areas, adopts design guidelines, rules/regulations
	EDUCATION/SCHOLARSHIP
	FINANCE COMMITTEE- reports to town meeting on the proposed budget of town manager and any warrant articles having a fiscal impact on the Town.
2	HISTORICAL COMMISSION - caretakers of the Town history.
	HOUSING PARTNERSHIP - addresses local housing needs through a collaborative effort between local govt., community organizations, banks and the private sector.
	HUMAN SERVICES - The Committee is charged with recommending policies and potential programs to the Town Administrator related to the delivery of human services to the citizens of Bourne.
	LANDFILL BUSINESS PROJECT MODEL WORKING GROUP-Make recommendations on long term viability of the Integrated Solid Waste Management Department to the Town Administrator and Selectmen

	LOCAL EMERGENCY PLANNING COMMITTEE - mission is to provide residents with an emergency response program for hazardous materials incidents, extreme weather, and other high impact events.
	OPEN SPACE COMMITTEE - was formed in 1999 for the purpose of recommending acquisitions of interest in real property to be owned or managed by the Conservation Commission or other designated nonprofit organization or in the case of interests to acquire sites for future wellhead development for a Water Resource District.
	RECREATION COMMITTEE – Works with the Director of Recreation on long term planning for the recreational needs of the Town
	RECYCLING - Provide advice and assistance to the Board of Selectmen, the ISWM General Manager and Town residents concerning recycling requirements and procedures. Assist the Board of Selectmen with public education concerning recycling, composting and source reduction.
	REGISTRAR OF VOTERS - The Board of Registrars responsibilities include registering voters, making local listings of residents, certifying nomination papers and petitions, processing absent voter applications and administering election recounts.
	ROAD ACCEPTANCE ADVISORY COMMITTEE
	ROADWAY TRAFFIC SAFETY COMMITTEE - This committee is a review and clearing house for all issues relating to the roadways and traffic or other related safety issues in the Town of Bourne.
	SELECTMEN'S ENERGY ADVISORY COMMITTEE - assist the Board of Selectmen on the investigation, research and consideration of siting and utilizing alternative forms of energy for municipal purposes.
	SOUTH SIDE FIRE STATION FEASIBILITY AND DESIGN BUILDING COMMITTEE - To serve as advisors to the Town Administrator and Bourne Board of Selectmen as it prepares the design, siting and feasibility of a new replacement fire/ems station on the south side of the Cape Cod Canal.
1	SHORE AND HARBOR COMMITTEE – Works on plans, future development and recommends regulatory change and enforcement
	SPECIAL WORKS OPPORTUNITY PROGRAM - SWOP's mission statement is to provide social opportunities to adults with intellectual disabilities residing in the Town of Bourne. We do this through social settings that foster independence and cultivate respect and support through community involvement.
	TOWN ADMINISTRATORS ADVISORY COMMITTEE ON PEDESTRIAN BICYCLE PATHWAY - to assist in the creation of a pedestrian and bicycle pathway within the geographic boundaries of the Town of Bourne, connecting with the Shining Sea pathway in Falmouth
	TRANSPORTATION ADVISORY COMMITTEE - shall have the following responsibilities on transportation-related projects proposed by the town and others and shall include, but not limited to, highways and other roadways, rail services, bus services, shuttle services and transportation facilities.
	WASTEWATER FACILITY DESIGN AND BUILDING - To serve as advisors to the Town Administrator and Bourne Board of Sewer Commissioners as it prepares the final design, siting and construction of a 100,000 gpd facility within Buzzards Bay.
	UPPER CAPE REGIONAL TRANSFER STATION - is the body that oversees all operations for the municipally-owned regional solid waste transfer station located on Joint Base Cape Cod (JBCC) in Sandwich.
	VETERANS GRAVES OFFICER
	OTHER (please list)

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TOWN GOVERNMENT TALENT BANK

c/o Town
Administrator,
24 Perry Avenue
Buzzards Bay, MA
02532

NAME: PETER DOYLE DATE: 1-25-2022
 ADDRESS: [REDACTED] PRECINCT: 7
 OCCUPATION: RETIRED TELEPHONE # [REDACTED]
 BACKGROUND: WORKED IN HUMAN SERVICES & LAW ENFORCEMENT
VIETNAM VETERAN

Check	AREAS OF INTEREST (LIST ORDER OF PREFERENCE)
	AFFORDABLE HOUSING TRUST - provides the Town with many tools to create and preserve affordable housing, including the ability to option, lease, purchase, renovate, and lease out or sell real estate.
	ZONING BOARD OF APPEALS - The Board of Appeals shall have and exercise all the powers granted to it by Chapters 40A, 40B, and 41 of the General Laws, and by this Bylaw, those powers being to hear and decide applications for Special Permits upon which the Board is empowered to act under this Bylaw; to hear and decide petitions for variances, excluding variances for use; to hear and decide other appeals from any aggrieved person, officer, or board, or the Cape Cod Planning and Economic Development Commission, to issue comprehensive permits as provided by Sections 20-23, Ch.40B, G.L., and in special cases to issue withheld building permits, as provided by Section 81Y, Ch.41, G.L.
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	COMMISSION ON DISABILITIES - cause the integration and participation of people with disabilities; assists municipal officials in ensuring compliance with the ADA and other state/federal laws
	COMMUNITY ACTION COMMITTEE OF CAPE COD & ISLANDS, INC. - is a private, non-profit organization that provides a variety of services to low-income individuals and families to help them improve the quality of their lives and achieve self-sufficiency.
	COMMUNITY ENGAGEMENTS - mission is to sponsor and encourage community events, projects, activities, services, programs, and public improvements which are of mutual interest to the visitors and residents of the Town of Bourne, and, which strengthen the Town by fostering community involvement and spirit. The Committee shall create an application for funding and invite organizations or individuals to submit on events or activities that will benefit the Town of Bourne and its citizens. In no event may a Member present a project before the Committee. The committee shall provide quarterly reporting to the Board of Selectmen and Town Administrator.
	COMMUNITY PRESERVATION COMMITTEE will give preference to proposals Are eligible for Community Preservation Act (CPA) funding according to the requirements described in the CPA legislation; specifically, The acquisition, creation, and preservation of open space. The acquisition, preservation, rehabilitation, and restoration of historic resources. The acquisition, creation, and preservation of land for recreational use. The creation, preservation, and support of community housing (including items such as annual payments to the housing authority to preserve or expand the affordable housing supply). The rehabilitation and restoration of open space, land for recreational use, and community housing that is acquired or created using monies from the fund.
	CONSERVATION COMMISSION- administers the Wetlands Protection Act, Local Wetlands bylaws
	COUNCIL ON AGING- coordinates programs designed for the needs of aging in coordination with the MA Executive Office of Elder Affairs
	CULTURAL COUNCIL - reviews applications for local arts and cultural events and awards grant funds received from the MA Cultural Council.
	DESIGN REVIEW BOARD (DRB)- reviews alterations, including demolitions of properties located within the demarked areas, adopts design guidelines, rules/regulations
	EDUCATION/SCHOLARSHIP
	FINANCE COMMITTEE- reports to town meeting on the proposed budget of town manager and any warrant articles having a fiscal impact on the Town.
	HISTORICAL COMMISSION - caretakers of the Town history.
	HOUSING PARTNERSHIP - addresses local housing needs through a collaborative effort between local govt., community organizations, banks and the private sector.
	HUMAN SERVICES - The Committee is charged with recommending policies and potential programs to the Town Administrator related to the delivery of human services to the citizens of Bourne.
	LANDFILL BUSINESS PROJECT MODEL WORKING GROUP-Make recommendations on long term viability of the Integrated Solid Waste Management Department to the Town Administrator and Selectmen

	LOCAL EMERGENCY PLANNING COMMITTEE - mission is to provide residents with an emergency response program for hazardous materials incidents, extreme weather, and other high impact events.
	OPEN SPACE COMMITTEE - was formed in 1999 for the purpose of recommending acquisitions of interest in real property to be owned or managed by the Conservation Commission or other designated nonprofit organization or in the case of interests to acquire sites for future wellhead development for a Water Resource District.
	RECREATION COMMITTEE – Works with the Director of Recreation on long term planning for the recreational needs of the Town
	RECYCLING - Provide advice and assistance to the Board of Selectmen, the ISWM General Manager and Town residents concerning recycling requirements and procedures. Assist the Board of Selectmen with public education concerning recycling, composting and source reduction.
	REGISTRAR OF VOTERS - The Board of Registrars responsibilities include registering voters, making local listings of residents, certifying nomination papers and petitions, processing absent voter applications and administering election recounts.
X	ROAD ACCEPTANCE ADVISORY COMMITTEE
	ROADWAY TRAFFIC SAFETY COMMITTEE - This committee is a review and clearing house for all issues relating to the roadways and traffic or other related safety issues in the Town of Bourne.
	SELECTMEN'S ENERGY ADVISORY COMMITTEE - assist the Board of Selectmen on the investigation, research and consideration of siting and utilizing alternative forms of energy for municipal purposes.
	SOUTH SIDE FIRE STATION FEASIBILITY AND DESIGN BUILDING COMMITTEE - To serve as advisors to the Town Administrator and Bourne Board of Selectmen as it prepares the design, siting and feasibility of a new replacement fire/ems station on the south side of the Cape Cod Canal.
	SHORE AND HARBOR COMMITTEE – Works on plans, future development and recommends regulatory change and enforcement
	SPECIAL WORKS OPPORTUNITY PROGRAM - SWOP's mission statement is to provide social opportunities to adults with intellectual disabilities residing in the Town of Bourne. We do this through social settings that foster independence and cultivate respect and support through community involvement.
	TOWN ADMINISTRATORS ADVISORY COMMITTEE ON PEDESTRIAN BICYCLE PATHWAY - to assist in the creation of a pedestrian and bicycle pathway within the geographic boundaries of the Town of Bourne, connecting with the Shining Sea pathway in Falmouth
	TRANSPORTATION ADVISORY COMMITTEE - shall have the following responsibilities on transportation-related projects proposed by the town and others and shall include, but not limited to, highways and other roadways, rail services, bus services, shuttle services and transportation facilities.
	WASTEWATER FACILITY DESIGN AND BUILDING - To serve as advisors to the Town Administrator and Bourne Board of Sewer Commissioners as it prepares the final design, siting and construction of a 100,000 gpd facility within Buzzards Bay.
	UPPER CAPE REGIONAL TRANSFER STATION - is the body that oversees all operations for the municipally-owned regional solid waste transfer station located on Joint Base Cape Cod (JBCC) in Sandwich.
X	VETERANS GRAVES OFFICER
	OTHER (please list)

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BARNSTABLE, MASSACHUSETTS 02630

(508) 362-3828 • Fax (508) 362-3136 • www.capecodcommission.org



CAPE COD
COMMISSION

BOURNE BO OF SELECTMEN
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Date: January 19, 2022

To: Cape Cod Boards of Selectmen & Barnstable Town Council
Cape Cod Town Administrators and Managers
Cape Cod Town Planners and Planning Board Chairs

From: Kristy Senatori, Executive Director, Cape Cod Commission

Dear Municipal Official:

The Cape Cod Commission has recently been awarded Department of Housing and Community Development 2022 District Local Technical Assistance (DLTA) funds to provide technical assistance to member municipalities. DLTA funds must be expended by December 31, 2022. This letter is an invitation to Cape Cod municipalities to apply for funding consistent with state guidelines for technical assistance.

The State has identified the following priority areas for funding: 1) **Planning Ahead for Housing** (or to help reach the Statewide Housing Production Goal) and **Planning Ahead for Growth**; and 2) **Supporting Community Compact Cabinet Best Practices, including regionalization.**

Project Selection Criteria:

1. Responsiveness to priority uses, including:

- support for towns to achieve Community Compact best practices; and
- support for opportunities for collaboration and/or resource sharing; and,
- support for communities seeking designation under the state Housing Choice Initiative (<https://www.mass.gov/housing-choice-initiative>); and
- promotion of planning to adapt to and mitigate climate change and encourage sustainable development; and
- promotion of wastewater and/or other infrastructure planning, financing, and/or development consistent with MA Sustainable Development Principles and capital planning best practices; and,
- promotion of planning for housing and economic development consistent with the MA Smart Growth/Smart Energy Toolkit (http://www.mass.gov/envir/smart_growth_toolkit/); and
- promotion of technological improvements that enhance planning, implementation or the provision of municipal services.

2. Provision of a clear statement of expected products/deliverables (i.e. bylaw prepared for adoption, proposed or adopted regional agreement or memorandum of understanding, joint procurement solicitation prepared, proposed or adopted permitting procedures);

A description of eligible activities, and a list of Community Compact Cabinet Best Practices is enclosed for your information. (Appendix A).

Please submit your written funding request to me by **February 10, 2022**. Regardless of the topic of your funding request, please indicate which best practices are included in your town's Community Compact agreement with the State.

As required by the state contract, successful applicants shall enter into a Memorandum of Agreement or similar record with the Cape Cod Commission detailing a scope of work and budget for each project. Funds cannot be used for routine administration, nor may DLTA funds be used if other state resources are available.

Please keep in mind that a stated goal of the funds for 2022 is to **'direct these funds to projects/activities that result in change in the municipality(ies), whether in law, regulation, program management, or practice'**.

Requests for technical assistance must be made in writing. Please feel free to call me at 508-744-1216 if you have any questions regarding this opportunity to use DLTA funds to improve our communities and our region.

cc: Cape Cod Commission members

Appendix A

Community Compact Best Practice Areas

Note: DLTA funds shall not be used for any activities related to assertion of the General Land Area Minimum (GLAM) (1.5% of total land area) safe harbor under 760 CMR 56.03 (b) (Chapter 40B).

Age and Dementia Friendly Best Practices

Age-friendly communities are livable for residents of all ages, inclusive of older adults and those living with dementia. Age-friendly communities strive to be equitable and accessible with walkable streets, housing and transportation options, access to services, and opportunities for residents to participate in community activities.

Best Practice: Convene leaders of municipal departments, businesses, local citizen groups, regional planning agencies, and private and non-profit organizations to align interests with a goal of creating an ongoing process of community assessment, action planning and implementation, and prioritize age and dementia-friendly efforts. Create process to support, acknowledge and reward local businesses and non-profit entities that work to become age and/or dementia friendly.

Best Practice: Utilize data for a baseline assessment and recommendations, including Massachusetts Healthy Aging Collaborative (MHAC) Community Profiles or World Health Organization (WHO) Checklist of Essential Features.

Best Practice: Conduct a comprehensive baseline assessment utilizing an indicators analysis and community survey. The assessment will inform action planning and implementation phases.

Best Practice: Conduct a baseline assessment of dementia friendly practices using National Alzheimer's and Dementia Resource Center dementia-capability tool or similar nationally recognized assessment tool or process.

Best Practice: Create maps from the research conducted through the baseline analysis, illustrating the geographic properties of the indicators. These indicators may include, but are not limited to: housing, mobility, food distribution, dementia-friendly services; indicators unique to the community.

Best Practice: Review municipal policies and regulations with a goal of promoting "aging in all policies."

Best Practice: Engage in a community-wide conversation about attitudes toward aging and dementia and language related to aging to raise public awareness that aging is an asset and that individuals living with dementia can make meaningful contributions to community life.

Best Practice: Create an online database with local information and resources of programs, services, discount programs and benefits for older adults and their caregivers.

Best Practice: Develop policies and services to improve elder economic security and help people age in community, such as: property tax deferral program, property tax work-off program, handy man programs, energy assistance, transportation for non-drivers, designation of age-friendly employers, etc.

Education Best Practices

Best Practice: Focus on college and career planning, in collaboration with regional workforce organizations (e.g., MassHire Career Centers), beginning in middle school and continuing through high school.

Best Practice: Implement collaborative arrangements among regional vocational technical schools, comprehensive high schools, and community colleges to maximize opportunities for high school students and adults to access specialized vocational education programs.

Best Practice: Create opportunities for municipal governments to collaborate with high schools and colleges to provide students with internship experiences aligned to their courses of study, especially in STEM-related departments (i.e., IT, engineering department, accounting, etc.).

Best Practice: Improve the alignment and integration of YouthWorks and Connecting Activities programs for local high school students pursuing summer jobs and paid internships.

Best Practice: Strengthen partnerships between public safety, social services, healthcare providers, and local public and private schools to establish systems and protocols for assessing and identifying children and young adults who present risks to themselves or to others, in order to ensure effective and pro-active responses that can prevent violence and provide timely supports to individuals in need.

Energy and Environment Best Practices

Greenhouse Gas Reduction

Best Practice: Plan Ahead to mitigate climate change by establishing goals, creating an action plan, assigning responsibility, and tracking progress

Best Practice: Use Renewable Energy instead of fossil fuels by generating or purchasing clean power and by zoning for renewable power generation

Best Practice: Increase Energy Efficiency in order to reduce power consumption, fuel costs, and GHG emissions

Best Practice: Promote Zero or Low Carbon Transportation to reduce municipal transportation emissions & those from people living/working in the community

Best Practice: Encourage Sustainable Development to reduce, through higher density & mixed-use, the number distance of car trips & resulting GHG emissions

Best Practice: Protect and Manage Natural Resources to reduce carbon emissions from loss of natural land cover and to encourage carbon sequestration

Best Practice: Reduce Municipal Solid Waste and Increase Recycling in order to reduce GHG emissions associated with solid waste disposal

Climate Change Adaptation and Resilience

Best Practice: Complete a Climate Vulnerability Assessment and Adaptation Plan through the Municipal Vulnerability Preparedness (MVP) Program to assess local risks from climate change and identify potential actions to enhance community resiliency

Best Practice: Use Municipal Vulnerability Action Grant or Other Funding to Implement Adaptation Actions that utilize nature-based solutions & engage Environmental Justice communities.

Best Practice: Engage & Protect Vulnerable Populations in adaptation planning & action to decrease risk to those who are more susceptible to climate change effects

Best Practice: Mainstream Climate Resilience into Capital Planning & Budgeting to ensure investments decrease risk & enhance resilience to a changing climate

Best Practice: Integrate Climate Adaptation into Land Use and Environmental Regulation to minimize future risk & costs for new and redevelopment

Energy Efficiency and Renewable Energy

Best Practice: Become a Green Community pursuant to M.G.L. c. 25A §10 to realize the energy & environmental benefits

Best Practice: Construct Zero Energy Buildings (or communities) to eliminate GHG emissions, reduce cost, & enhance resiliency

Best Practice: Provide Electric Vehicle Infrastructure to facilitate the purchase & use of electric vehicles

Best Practice: Become a Solarize Mass or Solarize Mass Plus Community in order to help achieve renewable energy use & GHG reduction goals

Sustainable Development and Land Protection

Best Practice: Complete a Master or Open Space & Recreation Plan to guide land conservation & development decisions including zoning & land acquisition

Best Practice: Zone for Natural Resource Protection, Transfer of Development Rights, Traditional Neighborhood, or Transit Oriented Development

Best Practice: Invest in Land Conservation or Park Creation/Restoration via Community Preservation Act or other funds to protect land & provide outdoor recreation

Best Practice: Plant Trees or Adopt a Tree Retention Bylaw/Ordinance to preserve and enhance tree cover

Water Resource Management

Best Practice: Require Localized Flood Protection Best Practices, including Stormwater Management Measures to increase recharge, manage water movement, reduce pollution, and control flooding to protect lives, public safety, infrastructure, the environment, & critical assets.

Best Practice: Protect Public Water Sources in order to reduce potential threats to water quality and the public health of system customers; establish and maintain emergency connections with other municipal or regional systems.

Best Practice: Manage Water and Wastewater Assets for timely maintenance and rehabilitation, to lower energy use, and to reduce Infiltration and Inflow to minimize unintended storm and waste water in the system

Best Practice: Implement Water Conservation Measures to ensure long-term water resource sustainability, enable growth, & avoid new source development.

Best Practice: Utilize Advanced Financing Tools such as an enterprise fund, stormwater utility, full cost pricing, or water bank for water/waste/storm water systems

Waste Management

Best Practice: Enhance Waste Ban Compliance so that recyclable and hazardous materials are diverted from the waste stream and reused or recycled

Best Practice: Develop Waste Contracts that are fiscally, environmentally, and otherwise beneficial to the community

Best Practice: Adopt Pay-As-You-Throw so that residents have an incentive to reduce trash disposal and save money

Best Practice: Increase the Recycling Rate through regulatory improvements, service expansion, and other mean in order to reduce waste and disposal costs

Best Practice: Enhance Education via Recycle Smart MA, the Recycling IQ Kit, etc. so residents throw away less, recycle more, & follow smart waste practices

Site Cleanup

Best Practice: Complete a Brownfields Inventory so that the community is aware of all abandoned & underutilized properties & can develop plan of action

Best Practice: Conduct Site Assessments to determine the nature and extent of contamination and develop a plan of action

Best Practice: Clean Sites to prevent further releases or the spreading of contaminants and to bring sites back into productive use

Best Practice: Facilitate Site Cleanup and Reuse to encourage assessment, cleanup, & reuse of privately held sites offer tax incentives or update regulation

Agriculture

Best Practice: Adopt a Right to Farm By-law/Ordinance to clearly indicate that agriculture is a local priority and to minimize abutter conflicts

Best Practice: Establish an Agricultural Commission to advocate for local farms, administer a right to farm bylaw, & otherwise represent agricultural interests

Best Practice: Support Sustainable Forestry to help the forest economy in rural areas, improve forest habitats, and assist in the conservation of forest land

Best Practice: Support Local Agriculture including Urban Agriculture, Aquaculture, Floriculture, & Horticulture, via marketing, food sourcing, & Farmers Markets to help local businesses and increase awareness of and access to fresh agricultural products

Financial Management Best Practices

Best Practice: Establish a Budget document that details all revenues and expenditures, provides a narrative describing priorities and challenges, and offers clear and transparent communication of financial policies to residents and businesses.

Best Practice: Develop, document and implement Financial Policies and Practices including reserve levels, capital financing, and use of Free Cash. Such policies should identify the responsible parties and procedural steps necessary to carrying out the directed strategy or action.

Best Practice: Develop and utilize a Long-range Planning/Forecasting Model that assesses both short-term and long-term financial implications of current and proposed policies, programs and assumptions over a multi-year period.

Best Practice: Prepare a Capital Improvement Plan that reflects a community's needs, is reviewed and updated annually, and fits within a financing plan that reflects the community's ability to pay.

Best Practice: Review and evaluate Financial Management Structure to ensure that the structure and reporting relationships of the community's finance offices support accountability and a cohesive financial team process.

Best Practice: Utilize Financial Trend Monitoring, modeled after the ICMA's Financial Trend Monitoring System (FTMS).

Housing and Economic Development Best Practices

Preparing for Success

Best Practice: Create an Economic Development Plan that engages diverse stakeholders, leverages local and regional economic strengths and assets, encourages innovation and entrepreneurship, and/or promotes workforce development planning and implementation.

Best Practice: Align Land Use Regulations, especially zoning, capital investments, and other municipal actions with Housing Development, Economic Development, Master, Land Use Priority or other plans for future growth. Promote development and reuse of previously developed sites.

Best Practice: Create and Distribute an Economic Development Guide/Manual to not only promote development goals and priorities, but also specifically and clearly outlines the community's policies and procedures related to zoning and permitting.

Best Practice: Create Opportunities for Engaging Diverse Stakeholders in economic development efforts, such as to assist with identification of priority development projects, improve local permitting processes, and proactively address obstacles to housing accessibility and affordability as well as job creation.

Best Practice: Create Cross-Sector Partnerships to help carry out community-driven responses to community-defined issues and opportunities for economic development.

Best Practice: Create a District Management Entity that engages public/private stakeholders to develop and support downtown revitalization efforts.

Best Practice: Adopt as-of-Right Zoning and/or Streamlined Permitting to promote development in priority districts.

Best Practice: Adopt Zoning for Mixed-Use Development, including Transit Oriented Development, where appropriate.

Best Practice: Adopt Chapter 40R Smart Growth zoning to facilitate the creation of dense residential or mixed-use smart growth zoning districts, including a high percentage of affordable housing units, to be located near transit stations, in areas of concentrated development such as existing city and town centers, and in other highly suitable locations.

Competitiveness

Best Practice: Engage in an Economic Development Self-Assessment exercise to identify strengths, weaknesses, and areas of opportunity.

Best Practice: Establish and Utilize Performance Data to evaluate the competitiveness of the community, conduct year to year comparisons, and measure performance against comparable communities.

Best Practice: Create a Public Dashboard to benchmark, monitor, and communicate to the public regarding various housing and economic development performance measures.

Housing

Best Practice: Create a Housing Production Plan (HPP) that accounts for changing demographics, including young families, changing workforce, and an aging population.

Best Practice: Amend Zoning By-Laws to allow for increased density and housing opportunities in a manner that is consistent with neighborhood character and supportive of aging in community.

Best Practice: Develop Sector Strategies and Plans in collaboration with various providers and stakeholders to address homelessness for specific high need population groups, such as homeless youth, veterans, older adults, and/or families.

Best Practice: Complete an Assessment of Fair Housing Report, including strategic goals in alignment with HUD's new rules to affirmatively further fair housing. Using HUD data, local data and knowledge, a significant community participation process, and the assessment tool provided by HUD, the community will prepare, complete, and submit its AFH to HUD.

Urban Renewal Planning

Best Practice: Determine need and appropriateness of establishing an Urban Renewal Entity in accordance with MGL chapter 121B. If prepared to proceed, develop action plan and timeline for the creation of the urban renewal entity.

Best Practice: Prepare an Urban Renewal Plan Application in accordance with MGL chapter 121B in partnership with the urban renewal entity.

Human Resources Best Practices

Best Practice: Cost-Out Collective Bargaining proposals so that the impact of the total package is known. This provides the municipality with a clear understanding of both short-term and long-term budgetary impacts.

Best Practice: Develop a Workplace Safety program so that the risk of on-the-job injuries is minimized.

Best Practice: Develop a formal Wage and Classification Plan that details, at a minimum, job descriptions, employee grades, and salary ranges, thereby providing the municipality with a tool to make pay decisions that are reasonable in comparison to similar work being carried out in all areas of city/town government.

Best Practice: Develop Employee Policies and Procedures for things such as discrimination, sexual harassment, information technology use, drug and alcohol, use of social media, and town-owned vehicles.

Best Practice: Manage employee benefit costs such as health insurance, dental insurance, unemployment insurance, and worker's compensation/111F; includes eligibility review and evaluation of insurance choices.

Best Practice: Prepare a Succession Plan to help address the pending wave of retirements that will challenge a municipality's ability to maintain service levels and utilize expertise and experience of mature workers through consulting or mentorship programs.

Best Practice: Explore Centralized Human Resources/Personnel Operations to improve service delivery and build efficiencies.

Information Technology Best Practices

Best Practice: Perform a general IT assessment that results in a written evaluation and best practice recommendations. At a minimum, the assessment should include a review of hardware infrastructure, networking, backup, email and user account management.

Best Practice: Perform a cyber security assessment to identify human and technology risks within the environment, analyze and identify gaps in existing cyber security processes, assess vulnerability to external attack and identify steps to remediate identified issues.

Best Practice: Review technology organizational structure, spending and business goals across the community and develop a strategy to prioritize technology investments.

Best Practice: Design a regional shared IT services program to maximize technology resources across communities and/or school districts.

Best Practice: Develop IT resiliency, recovery and contingency plans that are aligned with community realities and position the community to effectively manage unforeseen events.

Best Practice: Develop a plan to improve digital communications with the public, including content structure on the website, practices around content creation and ownership and social media.

Best Practice: Evaluate open checkbook and/or open budget technologies that are easily consumed by the public, promote transparency, and allow data to be downloaded in a machine-readable format.

Best Practice: Identify a business process that is inefficient and not meeting the expectations of key stakeholders, perform an analysis, and develop a plan to better meet the needs of stakeholders and more effectively leverage technology.

Best Practice: Develop a document and/or records management strategy that results in operational efficiencies and improved responsiveness to the public.

Public Accessibility Best Practices

Best Practice: Undertake an Americans with Disabilities Act (ADA) Self-Evaluation and Develop a Transition Plan to comply with Federal civil rights laws that require public buildings to be accessible to persons with disabilities.

Best Practice: Strive for the Universal Participation (UP) designation from the Mass Cultural Council by encouraging and supporting arts and cultural facilities and events in the community.

Public Health Best Practices

Best Practice: Community Coalitions are a way to become a Prevention Prepared Community. Utilize SAMHSA's Strategic Prevention Framework (SPF) Model as a comprehensive guide to plan, implement, and evaluate prevention practices and programs to address substance use and other community issues. There are multiple SPF strategies communities can implement, which can be reviewed with staff from the Bureau of Substance Addiction Services.

Best Practice: Assess where in the municipality overdoses occur and develop environmental solutions and improve monitoring of hotspots. Place signage in areas where overdoses occur (such as public bathrooms) to promote carrying naloxone and calling for help.

Best Practice: Equip all first responders with naloxone and appropriate medical supplies and ensure all first responder personnel are trained to recognize and respond to an overdose.

Best Practice: Use SAMHSA's Strategic Prevention Framework (SPF) to ensure a consistent data-driven planning process across the community focused on implementing culturally competent and sustainable strategies and interventions that will have a measurable effect on preventing and reducing opioid abuse and opioid overdoses.

Best Practice: Assess opportunities with other municipalities for shared public health services. Examples include infectious disease surveillance and follow-up, retail food establishment inspections, and recreational camp inspections.

Best Practice: Convene local and state health and enforcement officials to develop a standardized response protocol, by region, for animal hoarding. Establish a single point of contact for case responders to report concerns about an individual hoarder or their family. The contact will then seek follow-up by the appropriate service agency, including but not limited to the: Department of Mental Health, Department of Children and Families, Executive Office of Elder Affairs, Disabled Persons Protection Commission, and the Department of Veteran's Services.

Best Practice: Healthy Community Design focuses on changing policies and practices to create conditions for people to eat better and move more where they live, learn, work, and play. Conduct a Built Environment Regulatory Review (BERR), a point-in-time evaluation of existing municipal policies/plans/regulations. The review will provide a baseline from which to prioritize strategies to promote walking and biking. This best practice can be combined with several other best practices that relate to municipal zoning and land-use.

Best Practice: Conduct a Community Food Assessment (CFAs), an evaluation of the food system within a single neighborhood/municipality/region that defines needs and assets to improve access to healthy foods. The evaluation may lead to a Community Food Plan that identifies priority actions (i.e., addition of food retail into a town's economic development plan). This best practice can be combined with several other best practices that relate to municipal zoning and land-use.

Best Practice: Implement and enforce evidence-based tobacco control strategies at the point of sale to reduce youth initiation of tobacco use.

Best Practice: Climate Change Adaptability Planning. Data collection, strategy development and planning at the local level are critical to the overall preparedness and long-term resilience to the effects of climate change. Develop a report that identifies: the range of climate impacts, associated potential health outcomes, vulnerable populations, the additional burden of health outcomes due to Climate Change, and the most suitable health interventions. Use the CDC's BRACE framework to develop and implement a plan that introduces health system program changes.

Best Practice: Develop foodborne illness outbreak protocols and assess capacity to enforce regulations that evaluate food systems.

Best Practice: Identify risk areas for housing sanitation inspection and enforcement and assess capacity to enforce minimum housing standards.

Best Practice: Assess capacity to ensure all housing inspections include lead hazard identification and that lead inspections are conducted when requested by families with small children.

Best Practice: Local boards of health (LBOH) can take a leadership role to advance health equity by: 1) building internal infrastructure, 2) working across government; 3) fostering community partnerships, and 4) championing transformative change. LBOH should adapt strategic practices to advance health equity in local health both internally within their departments and externally with communities and other government agencies. DPH Office of Local and Regional Health and Office of Health Equity staff are available to answer questions and connect LBOH with resources.

Best Practice: Implement the National CLAS Standards within local public health *to help advance and sustain culturally and linguistically appropriate services* by establishing a framework to serve the increasingly diverse communities.

Best Practice: Conduct assessments to ensure people with disabilities have access to facilities, goods, and services.

Best Practice: Disaggregate data by race/ethnicity, income status, sexual orientation/gender identity and expression, and other key demographic factors to identify and address health inequities.

Public Safety Best Practices

Best Practice: Conduct Active Shooter Preparedness and Response Training in collaboration with the Massachusetts State Police Tactical Operations (STOP) Team, onsite with local law enforcement.

Best Practice: Establish an Emergency Preparedness Plan in partnership with the Massachusetts Emergency Management Agency (MEMA) to develop and enhance a community's disaster and emergency response capabilities.

Best Practice: Establish Hazardous Material Response Protocols in conjunction with Regional Hazardous Materials Response Teams under the Department of Fire Services, to enable cities and towns to protect their citizens, the environment, and property during incidents involving a release or potential release of hazardous materials.

Best Practice: Hold In-service Training Programs for Municipal Police to better prepare local police officers and first responders for incidents involving domestic violence, mental health disorders, and substance abuse.

Best Practice: Convene an opioid task force, consisting of key stakeholders, to identify, implement, coordinate and improve strategies around the prevention, intervention, treatment and recovery of substance use disorders.

Best Practice: Adopt Standardized Tools for Domestic Violence Cases by partnering law enforcement with local domestic violence organizations to adopt a best practice policy on training and implementation of standardized, evidence informed danger and strangulation tools. Municipalities are encouraged to apply individually or as a collective.

Best Practice: Establish a Triad program (a partnership of three organizations—law enforcement, older adults, and community groups). This group maintains an ongoing schedule of community education to combat fraud and elder abuse involving the Attorney General’s Office, Office of Consumer Affairs and Business Regulation, District Attorneys, and other state agencies, as appropriate.

Best Practice: Collaborate with the Executive Office of Public Safety and Security and Municipal Police Training Council in specialized training to establish best practices and methods for combatting hate crimes and supporting those of our citizens who have fallen victim to a hate crime.”

Regionalization/Shared Services Best Practices

Best Practice: Regionalize services and share resources among municipalities for efficient and effective service delivery to residents and taxpayers in this era of shrinking budgets, loss of seasoned employees to retirement, and increased need for service improvements.

Transportation / Public Works Best Practices

Citizen Safety

Best Practice: Develop a Safe and Mobile Older Drivers plan for the aging of the population by proactively addressing older driver issues, including education for older road users, infrastructure improvements, and transportation options.

Best Practice: Enhance citizen safety by establishing community-based programs to increase pedestrian, automobile and motorcycle safety. The community will demonstrate participation in the Commonwealth’s Office of Public Safety and Security’s trainings and conferences as well as the dissemination of public safety information to citizens.

Best Practice: Ensure Safe Infrastructure so as to provide a safer environment for all users and modes by implementing traffic engineering enhancements. The municipality will demonstrate regular and routine improvements on locally-funded roads, such as cutting back vegetation at intersections where it is known to interfere with sight distance, clearing brush that obscures traffic signage, renewing or installing

pavement markings, conducting nighttime surveys to check visibility and retro reflectivity, implementing traffic calming measures at known high crash locations.

Best Practice: Establish a sidewalk snow-and-ice removal program for locally-owned sidewalks, with an emphasis on areas serving the most vulnerable users (childcare centers, schools, senior centers, libraries, hospitals, parks).

Active Transportation

Best Practice: Implement the Complete Streets Program by becoming certified through MassDOT and demonstrate the regular and routine inclusion of complete streets design elements and infrastructure on locally-funded roads.

Best Practice: Utilize Transit-Oriented Development (TOD) fundamentals to create zoning around transit centers that maximizes bike, pedestrian, and transit use and which allows for lower levels of required parking and mixed use to put needed amenities near population centers.

Best Practice: Develop a Safe Routes to School program that also includes student education on pedestrian safety.

Best Practice: Use the MassDOT-issued Municipal Resources Guides for bicycling and walking to plan for and implement better facilities for bicyclists and pedestrians, with an emphasis on creating networks and connections among key destinations (job centers, retail centers, public transit, schools, major residential areas).

Best Practice: Collaborate with Regional Transit Authorities, local employers, and other institutions to support sustainable commuting by providing incentives for bicycling and walking and transit use; facilities to support safe travel without a private automobile; shuttles and other similar transportation services where appropriate.

Best Practice: Collaborate with Regional Transit Authorities to improve local transit outcomes by measuring and managing to outcomes for riders, including overall ridership, ridership among low-income and transit-dependent customers, met and un-met demand for transit service, and connections made to major activity centers.

Best Practice: Establish a program for piloting new forms of micromobility (scooters, bike share, etc.), including collaborating with micromobility providers, measuring performance and usage, developing lessons learned, surveying users, and assessing contributions to overall local mobility.

Training

Best Practice: Participate in the Bay State Roads, which provides on-going training and helps municipalities share ideas and information with other communities about state of the art planning, design, and operational information for city and town public works managers.

Asset and Infrastructure Management

Best Practice: Inventory and Geo-Code all public works assets so that a database of every public works asset is created, geocoded and condition rated, which is used to inform capital planning, as well as emergency repair.

Best Practice: Develop a Pavement Condition Index that rates street condition for the municipality.

Best Practice: Develop a Multi-Year Vehicle Maintenance and Replacement Plan for their municipal vehicle fleet.

Best Practice: Develop a Bridge / Culvert Preventative Maintenance plan to help prolong the life of these critical transportation assets.

Housing Choice Best Practices

Note: DLTA funds shall not be used for any activities related to assertion of the General Land Area Minimum (GLAM) (1.5% of total land area) safe harbor under 760 CMR 56.03 (b) (Chapter 40B).

Best Practices that support affordable housing are shown in *italics* below

1. Have at least one zoning district that allows multifamily by right (*in addition to* 40R districts) where there is capacity to add units and that allows for family housing that is not age restricted and does not restrict units with more than 2 bedrooms (or have a pattern of approving such developments over the last 5 years)
2. *Have Inclusionary Zoning that provides for reasonable density increases so that housing is not unreasonable precluded*
3. *Have an approved 40R Smart Growth or Starter Homes district. Please note, that if your community repealed its only 40R district, it no longer qualifies for this best practice.*
4. Have zoning that allows mixed use or cluster / Open Space Residential development by right that is not part of a 40R district (or have a pattern of approving such developments over the last 5 years)
5. Have zoning that allows for accessory dwelling units by right (or have a pattern of approving ADUs over the last 5 years)
6. *Designated local resources for housing such as established an Affordable Housing Trust, donated land, or spent substantial Community Preservation Act (CPA) funds for community housing over the last 5 years.*
7. Reduced parking requirement for Multi-Family units within the last 5 years or require no more than 1 parking space per unit for multifamily units.
8. Provide evidence of education and training for a majority of members on a land use board (Planning Board, Board of Appeals, Select Board and/or City Council) from **Citizen Planner Training Collaborative**, Massachusetts Housing Partnership's **Housing Institute**, Community Development Partnership's **Lower Cape Housing Institute**, or Urban Land Institute's (ULI's) **Urban Plan Public Leadership Institute** over the last 5 years.
9. *Have units currently eligible for inclusion in the Subsidized Housing Inventory (SHI) that equal or exceed 10% of total year round housing stock according to the DHCD subsidized housing inventory, where such 10% was not reached after local comprehensive permit(s) were denied or conditioned and had the denial or condition overturned by the Housing Appeals Court (HAC).*
10. *Have increased your community's SHI by at least 2.5% points in the last 5 years where such increase was not reached after local comprehensive permit(s) were denied or conditioned and had the denial or conditions overturned by HAC.*

11. Selected a housing best practice as part of a Community Compact
12. *Participate in the Housing Development Incentive Program (HDIP), have adopted an Urban Center Housing Tax Increment Financing district, approved District Improvement Financing (DIF) related to housing, have adopted an Urban Renewal Plan that includes a significant Housing element.*
13. *Have adopted local option property tax relief programs for income eligible seniors either as provided for by statute (MGL c. 59 section 5) or through a home rule petition; OR have adopted a Community Impact Fee for short term rentals (MGL c. 64G, section 3D) where your community has committed in writing to using a portion of such revenues for affordable housing.*
14. *Have a CERTIFIED Housing Production Plan which means that you have an DHCD approved Housing Production Plan and have subsequently seen an increase of 0.5% or 1% in your year round housing units (see <https://www.mass.gov/service-details/chapter-40-b-housing-production-plan> for more information)*

www.mass.gov/housingchoice

Thut, Kathleen

From: Thut, Kathleen
Sent: Friday, January 28, 2022 14:15
To: Thut, Kathleen
Subject: FW: Environmental Partners' Jan. 4 presentation to Select Board on two intersections

On Jan 24, 2022, at 11:03 PM, Susan Baracchini [REDACTED] wrote:

Good evening Mr. Patterson, Mr. Cannon, and Selectmen.

Thank you for the insight on the potential plans for the intersections at 'five corners' and Barlow's Landing and Shore Roads. We watched with disappointment and sarcastic laughter as the price tags grew on each plan, one more grandiose than the previous plan. I was thrilled that our youngest son, Jordan, 22, attended because he brought a younger perspective to the table. He has 22 years of experience going through the 'five corners' as a passenger, to Bourne Middle School 2010-2013, and from 2014-2017 as a young driver going to Bourne High. He was an active student, thus putting him in that intersection four times a day for those years (either driving with his older brothers, or driving himself home and back to school for practices/games/rehearsals/competitions/shows). You get the idea.

With all due respect, the engineering firm didn't spend enough time at either intersection to fully appreciate that we are villages, not a bedroom community. Yes, they were there in August, a crazy time of year, but that only showed tourist craziness. One day in August does not factor in the school year traffic with said young drivers, buses, growing numbers of parents driving their children to school, residents commuting, inclement weather, types of vehicles on the roads, etc. I am not telling you anything you don't already know. They didn't capture the essence of Bourne Village or of Pocasset, two walking/cycling, closely laid out villages. They didn't appreciate boat haulers using these roadways, delivery drivers, the need for two curb cuts for the Pocasset Service Station or the essential parking for Graziella's. They also didn't appreciate that the Village Way sidewalk is invaluable, keeping pedestrians off of Shore Road, or that adding an L-shaped sidewalk near the intersection and in front of Graziella's is not preferred.

Our goal should be to find the simplest and if possible, the most inexpensive ways to bring safety to these intersections. Mr. Stephen Mealy said it best last fall, "We don't have a revenue problem. We have a spending problem."

Five Corners:

- * Spend short money on a solar powered illuminated stop sign at the west end of Trowbridge Road for one year.
- * Close at least one curb cut if not both on Trowbridge Road that lead into the medical building.

Barlow's Landing and Shore Roads:

- * Close the curb cut at The Corner Cafe into the Pocasset intersection.
- * Move up the crosswalk and stop sign on the east side of Barlow's Landing Road.
- * Paint signage on the pavement and add post signs alerting drivers that there is a 4-way stop ahead.
- * Implementing the above steps, adding an illuminated stop sign from the south on Shore Road at the Corner Cafe is possible.
- * Notify the abutting property owners about vegetation and lines of sight.
- * Run a public campaign to announce the installations.

Let's try common sense and inexpensive measures, before considering spending millions. It will be the duty of the Town and its residents to advertise the addition, use the reverse calling system, write articles in The (collective) Enterprise editions, Cape Cod Times, and the Bourne Residents' Facebook page to alert everyone to the changes.

Thank you for your time.

Respectfully yours,

Susan Baracchini

Thut, Kathleen

From: Thut, Kathleen
Sent: Friday, January 28, 2022 14:26
To: Thut, Kathleen
Subject: FW: Information request on the EPA review of the sole source aquifer and the MA National Guard proposed Machine Gun Range

> On Jan 22, 2022, at 3:30 PM, Richard Conron [REDACTED] wrote:
>
> Dear Ms Bender,
> I am a resident of Bourne MA and someone whose drinking water comes from the sole source aquifer located below the land sited by the MA National Guard to build a proposed 8 point machine gun range and clear cut over 100+ acres of wooded land.
> It is my understanding that the EPA is conducting a review of this machine gun range proposal and the impact on this sole source aquifer that supplies drinking water to four upper Cape Cod towns (Bourne, Sandwich, Mashpee and Falmouth).
> I read that the EPA has targeted the Spring of 2022 to issue their final report.
> I am interested on getting detailed information on this EPA review process.
> I am seeking the following information:
> 1. Who is the contact person for this review that I can speak with.
> 2. What are the key tasks for this EPA sole source aquifer review.
> 3. What are the targeted completion dates for all the EPA review tasks.
> Thank you for your assistance on this matter.
> Below is my contact information:
> Richard Conron
> [REDACTED]
> Bourne, MA 02532
> [REDACTED]
> [REDACTED]
> -----
>
> This email has been scanned for spam and viruses by Proofpoint Essentials. Visit the following link to report this email as spam:
> https://gdsprotect.cloud-protect.net/index01.php?mod_id*&mod_option=gitem&mail_id*42883434-6ig6aOfMxbrG&r_address=eier%40townofbourne.com&report=
>

Thut, Kathleen

From: Thut, Kathleen
Sent: Friday, January 28, 2022 14:15
To: Thut, Kathleen
Subject: FW: [bournema] South Side (Sent by Joseph Grobleski, [REDACTED])

Begin forwarded message:

From: Contact form at bournema [REDACTED] <cmsmailer@civicplus.com>
Date: January 23, 2022 at 10:07:21 PM EST
To: "Meier, Peter" <PMeier@townofbourne.com>
Subject: [bournema] South Side (Sent by Joseph Grobleski, [REDACTED])
Reply-To: [REDACTED]

Hello pmeier,

Joseph Grobleski [REDACTED] has sent you a message via your contact form (<https://www.townofbourne.com/users/pmeier/contact>) at bournema.

If you don't want to receive such e-mails, you can change your settings at <https://www.townofbourne.com/user/286/edit>.

Message:

Mr. Meier

I actually feel it was time for some sort of action like dissolving the South Side Fire Station Committee but to even consider the same members I feel is not appropriate. They have been in existence for at least four years and it seems the Town of Bourne is no closer to a station than we were when they started. There seems to be at least four locations that have been discussed to no avail! Why? Could not one be used, perhaps keeping the building smaller than the one I saw some three + years ago?

On the subject of the Fire Station including space for the Bourne Police Dept., suggested by Select Board Member Judith Froman, I Strongly Disagree! The Fire Dept. would lose space that is badly needed!

Thank You,
Joseph Grobleski



Commonwealth of Massachusetts
Executive Office of Energy & Environmental Affairs

Department of Environmental Protection

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Karyn E. Polito
Lieutenant Governor

Kathleen A. Theoharides
Secretary

Martin Suuberg
Commissioner

January 20, 2022

AFCEC/JBCC
Attn: Rose Forbes
Remediation Program Manager
322 East Inner Road
Otis ANG Base
Massachusetts 02542

RE: **BOURNE - BWSC**
Release Tracking Number: 4-0000037, Joint Base Cape
Cod (JBCC), **Draft Engineering Evaluation and Cost
Analysis Amendment Non-Time Critical Removal
Action to Address Off-Base PFAS-Contaminated
Residential Drinking Water Supply Wells, Tanker
Truck Rollover Sites - RCL**, Comment

Dear Ms. Forbes:

The Massachusetts Department of Environmental Protection (MassDEP) has reviewed the Air Force Civil Engineer Center (AFCEC) responses to comments (the RCL) dated January 20, 2022, issued for the document "**Draft Engineering Evaluation and Cost Analysis Amendment Non-Time Critical Removal Action to Address Off-Base PFAS-Contaminated Residential Drinking Water Supply Wells, Tanker Truck Rollover Sites**" dated January 2022 (the EE/CA Amendment).

MassDEP has no further comments on the EE/CA Amendment and no comments on the RCL.

Please incorporate this letter into the Administrative Record for the Tanker Truck Rollover Sites groundwater study area. If you have any questions regarding this matter, please contact me at (508) 946-2871 or Elliott Jacobs at (508) 946-2786.

Sincerely,

Leonard J. Pinaud, Chief
Federal Site Management
Bureau of Waste Site Cleanup

P/EJ

Ec: Upper Cape Boards of Selectmen
Upper Cape Boards of Health
JBCC Cleanup Team
MassDEP Boston/Southeast Region

This information is available in alternate format. Contact Michelle Waters-Ekanem, Director of Diversity/Civil Rights at 617-292-5751.

TTY# MassRelay Service 1-800-439-2370

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Kathleen A. Theoharides
Secretary

Martin Suuberg
Commissioner

January 26, 2022

Air Force Civil Engineer Center/JBCC
Attn: Ms. Rose Forbes
Remediation Program Manager
322 East Inner Road
Otis ANG Base, Massachusetts 02542

RE: **BOURNE -- BWSC**
Release Tracking Number: 4-0000037
Joint Base Cape Cod (JBCC)
**Draft Fuel Spill-1 Remedial Action
Completion Report, Comments**

Dear Ms. Forbes:

The Massachusetts Department of Environmental Protection (MassDEP) has reviewed the document **"Draft Fuel Spill-1 (FS-1) Remedial Action Completion Report (RACR)"** dated September 2021 (the RACR). The RACR was prepared for the Air Force Civil Engineer Center (AFCEC) Installation Restoration Program (IRP) at Joint Base Cape Cod (JBCC). The RACR documents the completion of the remedial action for the Fuel Spill-1 (FS-1) groundwater contamination in accordance with the *Final Record of Decision Area of Contamination Fuel Spill-1* (ROD) dated April 2000 and the *Final Explanation of Significant Differences for the Installation Restoration Program Groundwater Plumes at the Massachusetts Military Reservation* (ESD) dated September 2011. MassDEP offers the following comments on the RACR.

General Comment:

1. The FS-1 groundwater contamination site consists of an area of thallium, lead and toluene contaminated groundwater located beneath the FS-1 source area on the JBCC, and a detached plume of ethylene dibromide (EDB) located beyond the base boundary in the Town of Mashpee. The selected remedy for the FS-1 source area presented in the ROD stated that no further action was needed to address source area soil contaminated with lead, thallium, and toluene, but a Long-Term Groundwater Monitoring (LTM) program for lead, thallium, and toluene in the source area groundwater was established to confirm that these compounds would not migrate beyond the general vicinity of the FS-1 source area. The selected remedy for the detached FS-1 EDB groundwater contaminant plume in the Town of Mashpee was plume capture and containment via active groundwater extraction, treatment, and discharge with monitored natural attenuation (MNA) and Land Use Controls (LUCs). LUCs for FS-1 groundwater generally consist of administrative and legal controls designed to minimize the potential for exposure to contamination by limiting land and/or resource use or by providing information that helps modify or guide human behavior at a site.

This information is available in alternate format. Contact Michelle Waters-Ekanem, Director of Diversity/Civil Rights at 617-292-5751.

TTY# MassRelay Service 1-800-439-2370

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As you are aware, on October 2, 2020, MassDEP published final regulations establishing a Massachusetts Maximum Contaminant Level (MMCL) for drinking water for the sum of six per- and polyfluoroalkyl substances. The MMCL is 20 nanograms per liter (ng/L or parts per trillion (ppt)) for what the regulations call PFAS6, or the sum of six PFAS compounds: perfluorooctanesulfonic acid (PFOS), perfluorooctanoic acid (PFOA), perfluorohexane sulfonic acid (PFHxS), perfluorononanoic acid (PFNA), perfluoroheptanoic acid (PFHpA), and perfluorodecanoic acid (PFDA).

PFAS6 has been detected above the MMCL of 20 ng/L in 5 groundwater drive-points and 11 groundwater monitoring wells within the FS-1 area of contamination. PFAS6 was also detected above the MMCL in FS-1 extraction well 36EW0011 and in numerous surface water samples from the Quashnet River and bog complex. PFAS6 is widespread in the aquifer throughout the FS-1 area of contamination, extending from the FS-1 source area to the Quashnet River, the likely discharge point for the PFAS6 contamination. The source of the FS-1 EDB groundwater contaminant plume was multiple releases of aviation fuel to the ground surface from 1955 to 1970 at the Eastern and Western Aircraft Turnaround Areas within the former Otis Air Force Base (AFB) Flight Line Area at JBCC. PFAS6 concentrations above the MMCL have been observed over a 100-foot vertical span in the aquifer at FS-1 groundwater drive point 36DP0306 where a maximum PFAS6 detection of 3,705 ng/L was detected.

The RACR indicates that the results of the screening level residual risk assessment for lead, thallium, toluene and EDB support a conclusion of no unacceptable residual risk to human health or the environment for FS-1 groundwater under current and future use and that the FS-1 groundwater is suitable for unlimited use/unrestricted exposure (UU/UE). Additionally, the RACR proposes to eliminate the LUCs that are currently in place for the groundwater at the FS-1 area of contamination and to replace them with an informal private-well outreach and reporting area for the Flight Line Area Operable Unit. MassDEP does not agree that the FS-1 groundwater is suitable for UU/UE given the widespread occurrence of PFAS6 at concentrations above the MMCL in groundwater within and surrounding the FS-1 area of contamination. Therefore, MassDEP requests that the AFCEC revise the RACR to delete all references to FS-1 groundwater suitability for UU/UE and instead state that the Remedial Action Objectives for the FS-1 groundwater plume as presented in the ROD and as modified in the ESD (i.e., preventing residential exposure to FS-1 groundwater with EDB, lead, thallium, and toluene concentrations greater than cleanup standards) have been met, allowing for Site Closure.

Page-specific Comments:

1. **Page 1-4, Section 1.2, FS-1 Site History and Conceptual Site Model:**

The AFCEC states, **“Although this RACR will document that LUCs will no longer be needed to prevent exposure to the FS-1 COCs (EDB, toluene, thallium, and lead), groundwater use restrictions will continue in this area due to the presence of PFAS groundwater contamination originating from Flight Line Area Operable Unit. A private-well outreach and reporting area for the Flight Line Area Operable Unit, which encompasses much of the former FS-1 private well LUC area, has been established (Figure 1-3) and will be maintained until formal institutional controls for PFAS contamination in groundwater are established through issuance of a decision document for the Flight Line Area Operable Unit. This process will maintain protectiveness by preventing exposure to PFAS-contaminated groundwater via the drinking water pathway in the FS-1 site area while the Flight Line Area Operable Unit RI proceeds and allowing for closure of the FS-1 site for the legacy contamination.”** The RACR proposes to eliminate the LUCs that are currently in place for the groundwater at the FS-1 area of contamination and to replace them with an informal private-well

outreach and reporting area for the Flight Line Area Operable Unit. To ensure that the area of groundwater downgradient of the of PFAS Flight Line Area Operable Unit is sufficiently restricted and to ensure protectiveness until a final remedy for the Flight Line Area Operable Unit is implemented, the AFCEC should make it clear to the Town of Mashpee municipal departments that groundwater within the FS-1 area of contamination remains unsuitable for human consumption due to the presence of PFAS6 compounds at concentrations above the MMCL and must clearly communicate the details of the temporary restrictions to stakeholders. The AFCEC must perform routine monitoring and maintenance of the temporary controls until a final remedy for the Flight Line Area Operable Unit is implemented.

2. Page 2-3, Section 2.2, Remedial Actions:

The AFCEC indicates, **“The FS-1 ETD system was shut down with regulatory agency concurrence in August 2019 and groundwater monitoring for EDB continued into 2020 (AFCEC 2019). EDB has not been reported at concentrations greater than the MMCL of 0.02 µg/L in groundwater monitoring network wells since 2015, and EDB was not detected at most (seven of nine) FS-1 monitoring wells during the 2020 sampling event.”** Please revise the text to clarify that the FS-1 extraction, treatment, and discharge (ETD) continued to operate after EDB concentrations dropped below the MMCL in the FS-1 network monitoring wells due to sporadic MMCL exceedances that remained in the influent of the sole operating extraction well 36EW0011 through March 2019. Please also revise the text to indicate that the year that EDB concentrations in groundwater dropped below the MMCL in the FS-1 network monitoring wells was 2016 as indicated elsewhere in the RACR.

3. Page 2-4, Section 2.3, System Objectives/Performance Metrics:

The AFCEC states, **“EDB concentrations at FS-1 groundwater monitoring network wells declined below the MMCL by 2016 and the last remaining FS-1 extraction well was shut down in August 2019; therefore, the FS-1 three-step process to site closure was initiated (see Section 3.0).”** Please revise the text to clarify that the FS-1 extraction, treatment, and discharge (ETD) continued to operate after EDB concentrations dropped below the MMCL in the FS-1 network monitoring wells due to sporadic MMCL exceedances that remained in the influent of the sole operating extraction well 36EW0011 through March 2019. Please also revise the text to indicate that the year that EDB concentrations in groundwater dropped below the MMCL in the FS-1 network monitoring wells was 2016 as indicated elsewhere in the RACR.

4. Page 3-4, Section 3.3.1, FS-1 Historical Data Summary:

The AFCEC states, **“The only site-related compounds detected since the RI are EDB, toluene, ethylbenzene, xylenes, metals and PCE. The PFAS recently detected in this area will be further evaluated as part of a future Flight Line Area Operable Unit RI (AFCEC 2021b).”** MassDEP notes that PFAS6 compounds above the MMCL have been detected extensively throughout the FS-1 monitoring well network and that the PFAS compounds are likely site-related. The source of the FS-1 EDB groundwater plume was historical surficial releases of aviation fuel at the Eastern and Western Aircraft Turnaround Areas within the Flight Line Area. The site was used from 1955 to 1970 to test fuel dump valves on EC-121 Super Constellation aircraft. As part of the tests, aviation fuel was released directly onto the ground surface. It is very likely that aqueous film forming foam (AFFF), a fire suppressant used to extinguish flammable liquid or used as a vapor suppressant to prevent flammable liquid from igniting, had been used during the testing of fuel dump valves, as AFFF was very likely in inventory at Otis AFB during the later years of this practice. As such, the presence of PFAS6 above the MMCL within the area of former FS-1 EDB groundwater plume constitutes the discovery of significant levels of new chemicals within the FS-1 area of contamination.

The occurrence of PFAS6 within the same location and elevation in the aquifer as the former FS-1 EDB groundwater plume strongly suggests that the source area for the PFAS6 contamination is located at or near the FS-1 EDB groundwater plume source area. The FS-1 source area particle track provided on Figure 3-2 of the *Final Expanded Site Inspection Report for Per- and Polyfluoroalkyl Substances at the Flight Line Area Sites Joint Base Cape Cod, MA* (Flight Line SI) dated August 2021 indicates that the PFAS contamination likely originated from or near the FS-1 source area. Therefore, please revise the text to make clear that PFAS detected in the FS-1 area is likely site-related, but that for purposes of efficiency, the AFCEC is investigating all PFAS presence at JBCC as separate operable units.

5. Page 3-6, Section 3.4.2, Residual Risk Assessment:

The AFCEC makes several statements in the residual risk assessment that MassDEP finds difficult to reconcile with respect to PFAS6, including:

- Page 3-7 the AFCEC states, **“As stated above, a residual risk assessment would be completed if deemed necessary. Per EPA risk assessment guidance (EPA 1991), a residual risk assessment may be needed at the completion of the remedy to ensure the remedy is protective. This can occur in instances where, for example, significant levels of ‘new’ chemicals are discovered or there are changes in land use, changes in exposure assumptions and/or pathways, or toxicity values are updated. This is more likely to occur at sites that have a risk-based concentration as the cleanup goal that has been calculated using a toxicity value, and not a federal or state drinking water standard. Similar to the protectiveness determination completed as part of a CERCLA Five-Year Review, the purpose of the residual risk assessment is to confirm that the site-related COCs, exposure scenarios, and toxicity data used in the development of RAOs based on risk-based concentrations are still valid. At sites like FS-1 where the cleanup goals for the COCs are based on federal/state drinking water standard(s) or treatment technique action levels that have not changed since remedy selection and are still considered protective, where new site-related chemicals have not been detected (PFAS have been detected in the FS-1 area and are being addressed under the Flight Line Area Operable Unit, see Section 1.2), and current and potential future land uses, receptors, and exposure scenarios are the same as those considered in the development of the RAOs, a quantitative evaluation of residual risk is not necessary.”** As MassDEP has noted in this letter, PFAS6 compounds above the MMCL have been detected extensively throughout the FS-1 monitoring well network. The occurrence of PFAS6 within the same location and elevation in the aquifer as the former FS-1 EDB groundwater plume strongly suggests that the source area for the PFAS6 contamination is located at or near the FS-1 EDB groundwater plume source area. As such, the presence of PFAS6 above the MMCL within the area of former FS-1 EDB groundwater plume constitutes the discovery of significant levels of new chemicals within the FS-1 area of contamination. MassDEP disagrees with the statement that **“a quantitative evaluation of residual risk is not necessary”** and requests that the AFCEC perform a quantitative evaluation of residual risk since significant concentrations of PFAS have been discovered over a widespread area at and downgradient of the FS-1 source area.
- Page 3-7, last bullet the AFCEC indicates, **“no additional contaminants associated with the FS-1 site have been identified in groundwater since the human health risk assessment (HHRA) was completed during the RI (HAZWRAP 1999). The PFAS recently detected in groundwater near and within the area of the former FS-1 groundwater plume area are being addressed under the Flight Line Area Operable Unit (see Section 1.2).”** As stated previously, the occurrence of PFAS6 within the same location and elevation and at significant concentrations in the aquifer at the former FS-1 EDB groundwater plume strongly suggests that the source area for the PFAS6

contamination is located at or near the FS-1 EDB groundwater plume source area. As also noted above, the widespread occurrence of PFAS6 above the MMCL within the area of former FS-1 EDB groundwater plume constitutes the discovery of significant levels of new chemicals within the FS-1 area of contamination. The PFAS data recently acquired by the AFCEC as part of the Flight Line SI strongly indicates that PFAS groundwater contamination in the FS-1 area of contamination is associated with the FS-1 site, and are additional contaminants identified in groundwater since the human health risk assessment (HHRA) was completed during the FS-1 Remedial Investigation (RI). Accordingly, MassDEP requests that the AFCEC perform a quantitative evaluation of residual risk based upon the widespread occurrence of PFAS in the FS-1 groundwater area.

- Page 3-8 the AFCEC states, **“The results of this screening level residual risk assessment support a conclusion of no unacceptable residual risk to human health or the environment at FS-1 under current and future use and the site is suitable for UU/UE.”** MassDEP does not agree that the FS-1 groundwater is suitable for UU/UE given the widespread occurrence of PFAS6 at concentrations above the MMCL in groundwater within and surrounding the FS-1 area of contamination. Therefore, MassDEP requests that the AFCEC revise the RACR to delete all references to FS-1 groundwater suitability for UU/UE and instead state that the Remedial Action Objectives for the FS-1 groundwater plume as presented in the ROD and as modified in the ESD (i.e., preventing residential exposure to FS-1 groundwater with EDB, lead, thallium, and toluene concentrations greater than cleanup standards) have been met, allowing for Site Closure.

6. Page 4-1, Section 4.0, Ongoing Activities:

The AFCEC indicates, **“Results of Step 2 of the three-step process, the residual risk assessment, concluded that groundwater does not pose an unacceptable risk at FS-1 under current and future use and the site is suitable for UU/UE. The results of Step 3 of the three-step process to site closure, the feasibility of approaching or achieving background, concluded that it is technically and economically feasible to achieve background at FS-1. Background for the FS-1 COCs has been achieved within the majority of the former FS-1 plume area and AFCEC predicts that background will be achieved throughout the FS-1 plume area for these COCs in approximately five to ten years. As noted, PFAS remain in groundwater in this area and are being addressed under the Flight Line Area Operable Unit. While it would be possible to continue to monitor at FS-1 to demonstrate that background is achieved for the COCs, the cost and effort of this monitoring cannot be justified. Background will be achieved regardless of whether monitoring occurs or not, and a conclusion of no unacceptable residual risk to human health or the environment (i.e., UU/UE) for the FS-1 COCs has already been achieved. Therefore, AFCEC considers the three-step process at FS-1 complete and recommends regulatory closure of the FS-1 site through the issuance of this RACR.”** Please see MassDEP General Comment 1 and Page Specific Comments 1, 4, 5 and 7 in this letter regarding the suitability of the site for a UU/UE determination based upon the PFAS6 contamination present in the groundwater at the FS-1 area of contamination.

7. Page 4-1, Section 4.0, Ongoing Activities:

The AFCEC states, **“Given the conclusion of no unacceptable residual risk to human health or the environment at FS-1, AFCEC will no longer implement LUCs at FS-1 following finalization of this RACR. A private-well outreach and reporting area for the Flight Line Area Operable Unit, which encompasses much of the former FS-1 private well LUC area, has been established (Figure 1-3) and will be maintained until formal institutional controls for PFAS contamination in groundwater are established through issuance of a decision document for the Flight Line Area Operable Unit. AFCEC will send a letter notification to the applicable Town of Mashpee municipal departments (i.e., Board**

of Health, Board of Selectmen, Town Manager, and Water Department) informing these entities of the main findings presented in this RACR. Given that there are no private wells or irrigation wells on properties within the FS-1 LUC area, notification letter will not be sent to individual parcel owners. Based on the results of the three-step process, the groundwater restoration remedial action at FS-1 is complete. With the approval of this RACR, restrictions on the use of groundwater due to the FS-1 COCs are no longer required. This RACR documents attainment of the RAOs and indicates that the site is suitable for UU/UE with respect to the FS-1 COCs. Therefore, no further action, including CERCLA Five-Year Reviews, will be required for the FS-1 site.” MassDEP does not agree that the FS-1 groundwater is suitable for UU/UE given the widespread occurrence of PFAS6 at concentrations above the MMCL in groundwater within and surrounding the FS-1 area of contamination. Therefore, MassDEP requests that the AFCEC revise the RACR to delete all references to FS-1 groundwater suitability for UU/UE and instead state that the Remedial Action Objectives for the FS-1 groundwater plume as presented in the ROD and as modified in the ESD (i.e., preventing residential exposure to FS-1 groundwater with EDB, lead, thallium, and toluene concentrations greater than cleanup standards) have been met, allowing for Site Closure. MassDEP acknowledges that the AFCEC has established and will maintain a private-well outreach and reporting area for the Flight Line Area Operable Unit, which encompasses much of the former FS-1 private well LUC area, until formal institutional controls for PFAS contamination in groundwater for the Flight Line Area Operable Unit are established. The AFCEC must make clear to the Town of Mashpee municipal departments regarding the LUCs at the FS-1 groundwater area of contamination that, though the previously identified FS-1 COCs have achieved RAOs and FS-1 LUCs will be removed, much of the groundwater within the FS-1 area of contamination remains unsuitable for human consumption due to the presence of PFAS6 compounds at concentrations above the MMCL and therefore the AFCEC will establish and maintain a private-well outreach and reporting area for the Flight Line Area Operable Unit and the former FS-1 private well LUC area.

Please incorporate this letter into the Administrative Record for the FS-1 groundwater area of contamination. If you have any questions regarding this matter, please contact me at (508) 946-2871 or Elliott Jacobs at (508) 946-2786.

Sincerely,



Leonard J. Pinaud, Chief
Federal Site Management
Bureau of Waste Site Cleanup

P/EJ

Ec: Upper Cape Boards of Selectmen
Upper Cape Boards of Health
JBCC Cleanup Team
MassDEP Boston/Southeast Region



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Lieutenant Governor

Kathleen A. Theoharides
Secretary

Martin Suuberg
Commissioner

January 21, 2022

AFCEC/JBCC
Attn: Rose Forbes
Remediation Program Manager
322 East Inner Road
Otis ANG Base
Massachusetts 02542

RE: **BOURNE - BWSC**
Release Tracking Number: 4-0000037
Joint Base Cape Cod (JBCC)
**Draft Action Memorandum Non-Time
Critical Removal Action to Address Off-
Base PFAS-Contaminated Municipal and
Residential Drinking Water Supply Wells,
Fire Training Area-1 (Ashumet Valley),
Comments**

Dear Ms. Forbes:

The Massachusetts Department of Environmental Protection (MassDEP) has reviewed the document **“Draft Action Memorandum Non-Time Critical Removal Action to Address Off-Base PFAS-Contaminated Municipal and Residential Drinking Water Supply Wells, Fire Training Area-1 (Ashumet Valley)”** dated February 2022 (the Action Memorandum). The Action Memorandum documents the U.S. Air Force Civil Engineer Center (AFCEC) plan to conduct a non-time critical removal action (NTCRA) under the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) to address per- and polyfluorinated alkyl substances (PFAS) contamination in off-Joint Base Cape Cod (JBCC) residential and municipal water supply wells utilized for drinking water, impacted by releases attributed to the Fire Training Area-1 (FTA-1) Source Area Operable Unit (OU15) at JBCC. The groundwater operable unit associated with FTA-1 OU15, now expanded due to PFAS contamination, continues to be called the Ashumet Valley plume. Specifically, the NTCRA is designed to eliminate exposure above the U.S. Environmental Protection Agency (EPA) lifetime health advisory (HA) for PFAS and the Massachusetts Maximum Contaminant Level (MMCL) for PFAS6 from three (3) municipal drinking water supply wells and eight (8) private residential drinking water supply wells. Under the NTCRA, the AFCEC will connect four (4) residences in the Town of Falmouth and four (4) residences in the Town of Mashpee, with drinking water wells impacted by PFAS-contaminated groundwater attributed to releases from the FTA-1 OU15 in excess of the EPA HA and/or PFAS6 MMCL, to municipal drinking water. In addition, the AFCEC will construct a filtration facility which will provide PFAS removal for two (2) Town of Mashpee Water District Turner Road municipal drinking water supply wells and will lease a mobile filtration unit which will provide PFAS removal for the Town of Falmouth Water Department Fresh Pond municipal drinking water supply well.

This information is available in alternate format. Contact Michelle Waters-Ekanem, Director of Diversity/Civil Rights at 617-292-5751.

TTY# MassRelay Service 1-800-439-2370

MassDEP Website: www.mass.gov/dep

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MassDEP does not have any comments on the Action Memorandum.

Please incorporate this letter into the Administrative Record for the Ashumet Valley groundwater study area. If you have any questions regarding this matter, please contact me at (508) 946-2871 or Elliott Jacobs at (508) 946-2786.

Sincerely,

A handwritten signature in black ink, appearing to read "L. Pinaud", enclosed within a circular outline.

Leonard J. Pinaud, Chief
Federal Site Management
Bureau of Waste Site Cleanup

P/EJ

Ec: Upper Cape Boards of Selectmen
Upper Cape Boards of Health
JBCC Cleanup Team
MassDEP Boston/Southeast Region