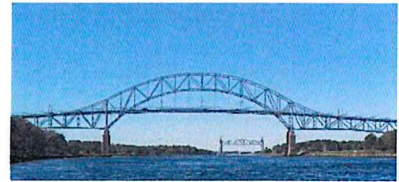


# Board of Selectmen Meeting Notice AGENDA



Date

March 30, 2022

Time

7:00 PM

Location

Zoom ONLY – public access info below

Note this meeting is being televised, streamed or recorded by Bourne TV. If anyone in the audience is recording or video-taping, they need to acknowledge such at this time.

If anyone from the public wishes to access the meeting, they can do so by logging on at <https://zoom.us/join> or by calling the conference line 1-929-205-6099 with **Meeting ID: 974 154 8084** **Passcode: 02532**.

Please press MUTE on our phone or microphone until the Chair recognizes 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. 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.
2. **Joint Meeting with Finance Committee** - The Board of Selectmen will enter into a Joint Meeting with the Finance Committee to discuss the May 2, 2022 Annual and Special Town Meeting.
  - a. Status of Draft Warrant
  - b. Schedule and Responsible Parties for the Voter Handbook
  - c. Logistics and Process

Adjourn Joint Meeting with the Finance Committee.

3. Selectmen's Business
  - a. Discussion and possible vote relative to the Fiscal Year 2023 Budget and Fiscal Year 2023 Capital Plan.
    - i. Budget amendment for the Town Administrator's Office
    - ii. Budget amendment for the WWTP electricity line
4. Adjourn

RECEIVED  
2022 MAR 25 AM 11:24  
TOWN CLERK BOURNE

**Board of Selectmen  
Minutes of Wednesday, March 30, 2022  
Zoom Remote – Public Access**

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**TA Marlene McCollem**

**Board of Selectmen**

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

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2022 JUN 29 PM 1:44  
TOWN CLERK BOURNE

**Others:** Renée Gratis, Dr. William Towne, Kate Jones, Amanda Bongiovanni, Mike Ellis, Town Accountant, Erica Flemming, Finance Director, Barry Johnson, Town Clerk, Bryan Bertam, Town Counsel, Amy Kullar, Moderator, George Sala (7:02), Michael Rausch, Bourne Enterprise (7:04), and Wayne Sampson (7:21).

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**1. 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.

**2. Joint meeting with Finance Committee – Chair Meier said that the Finance Committee does not have a quorum for this meeting to be a joint meeting.**

- a. Status of Draft Warrant.

Town Administrator Marlene McCollem said that the draft warrant language is with Counsel for their review. She said that one item that just came up is regarding the departmental revolving accounts and Counsel is recommending that they place a bylaw into the town code to codify the existence of the departmental accounts. She said that it was a requirement of the Municipal

Modernization Act that appears it was overlooked and not done in Bourne. She said she considers this a housekeeping article. She said that she recommends that the Board of Selectmen insert an additional item in the consent agenda on the Annual Town Meeting Warrant to rectify and correct the situation.

Mary Jane Mastrangelo asked why this would be in a consent article rather than being a separate article in the Special. Ms. McCollem said it doesn't have to be in the consent article and it can be a stand-alone article in either the Annual or the Special if the Board is more comfortable doing that. Renée Gratis said she would prefer it to be a stand-alone article because it would be easier for the Finance Committee Report, and Ms. McCollem said that would be no problem at all.

b. Schedule and Responsible Parties for the Voter Handbook.

Chair Meier said there is a calendar that has been used in the past. He said that the Board of Selectmen would vote to post the warrant for the Special Town Meeting, vote to post the warrant for the Annual Town Meeting, discuss and vote on the final budget and the capital plan and review draft final motions, and vote on essential articles on April 5<sup>th</sup>, 2022.

Ms. McCollem said that she will be making one final budget amendment proposal during this meeting. She said she believes all the schools' numbers are all set.

Chair Meier said that after April 5<sup>th</sup> the final motions will be distributed to the Finance Committee and the Board of Selectmen on April 8<sup>th</sup>. The Finance Committee will vote on the final recommendations of all Annual and Special Town Meeting motions on April 11<sup>th</sup>. The Finance Committee Report will be available at the Town Hall and in the Library on April 12<sup>th</sup>. The Board of Selectmen will vote on final recommendations for Special Town Meeting and Annual Town Meeting motions on April 12<sup>th</sup>. The next day the Finance Committee recommendations and handbook comments are due to the Town Administrator by noon. The pre-Town Meeting will be on April 13<sup>th</sup>. The handbook will go to the printer and there will be copies available at Town Hall and the Library on April 15<sup>th</sup>. The Annual and Special Town Meeting is May 2<sup>nd</sup>.

The Finance Committee will vote on the essential articles on April 11<sup>th</sup>. There was some discussion on when the Board of Selectmen and Finance Committee will vote on all the articles and when the Finance Committee Report is due.

Amy Kullar, Town Meeting Moderator, said that she would like to set the time for the pre-Town Meeting. It was decided the meeting will be at 3 PM in the Community Building.

Chair Meier said that the warrant, the motions, and the explanation of articles have already been submitted by Ms. Gratis to Ms. McCollem. Ms. McCollem said she will handle putting together the voter handbook and she will distribute it when she has a final draft. Ms. Gratis said to clarify that until they take votes, Ms. McCollem has the handbook and Ms. Gratis will add to it after April 11<sup>th</sup>. Ms. McCollem said that she believes all the motions for this Town Meeting are written in the affirmative and she would like to confirm whether it is necessary to put in what a yes vote means and what a no vote means. Chair Meier said that yes, it should be done because it makes it easier for the Town Meeting attendees.

c. Logistics and Process.

Chair Meier said that at the Pre-Town Meeting on April 13<sup>th</sup>, they will go over the setup of the stage. Ms. McCollem wanted to confirm that the intention is to not force social distancing at the Town Meeting and to have the room set up how it was prior to COVID-19. Ms. Kullar said it is her intention to follow all relevant Board of Health guidelines at the time of the Meeting, and right now they are not enforcing any pandemic guidelines in public. Ms. Mastrangelo said that there is an additional meeting on the 27<sup>th</sup> so they can make the necessary adjustments at that time if protocols have changed.

There was some discussion about having a Town Meeting 101. It was decided by the Board that it really is not needed at this Town Meeting.

Ms. Gratis said that she wanted to discuss if all want to continue with the Finance Committee presenting the articles at Town Meeting. She said that they will still get up to the microphone to state their recommendations, and she wanted to bring this topic forward in case others have ideas about how the process should go. Ms. Mastrangelo said that she thinks it is helpful for the logistics of the Town Meeting for the Finance Committee to be the presenter. She said it works seamlessly. She said there is always an opportunity for other boards to make comments. She said she thinks it should continue this way because it is the tradition and that the Finance Committee handbook is written that way and she would encourage keeping the system in place.

Ms. Froman said that for many years she has wondered why the Board of Selectmen are not more involved with articulating their leadership and the articles that they bring forward. Although she agrees that it makes it smoother, and she is not saying to cut the Finance Committee out of it, she feels that it doesn't make sense to her to have the articles that are being brought forward by the Selectmen and to have the Selectmen sit there totally silent. She would like more conversations about this to look at different models.

Chair Meier agreed with Ms. Froman, and he thinks these discussions should happen this summer, and to keep this Town Meeting the way it has been without any changes yet. Mr. MacDonald agrees with Ms. Froman. He thinks if an article is being brought forward by the Board, then the Board should present it. Kate Jones agrees with Chair Meier about having conversations this summer and she wanted to bring to light the turnover on the Finance Committee, and she questions if the presenting at Town Meeting could be a barrier for some people that would otherwise be interested in being part of the Finance Committee. Mr. Slade agrees that more conversations are needed to have on this topic. Chair Meier said that the Charter requires that the Finance Committee make recommendations on each article.

Ms. Gratis said that she just wants to make it clear that her intent is not to remove the Finance Committee from the Town Meeting Process at all. She knows that there are people that wanted to have this discussion about presenting articles. She is fine with delaying this discussion until summer and holding this Town Meeting like it always has been held. Chair Meier said he will make sure this topic is not forgotten.

Barry Johnson said that it has been the tradition that the School Committee and the Planning Board sit on the stage at Town Meetings, along with the Board of Selectmen, the Finance

Committee, etc. Most of the people on both boards have communicated to him that they do not want to be on the stage, so he said they can be accommodated by reserving space in the front, especially because for this Town Meeting there is no zoning, and the School Committee is not presenting any articles other than inclusion in the budget. Chair Meier said this will be talked about more at the Pre-Town Meeting on the 13<sup>th</sup>.

### 3. Selectmen's Business

#### a. Discussion and possible vote relative to the Fiscal Year 2023 Budget and Fiscal Year 2023 Capital Plan.

##### i. Budget amendment for the Town Administrator's Office.

Ms. McCollem said that at the last Board of Selectmen's meeting the staff in the Town Administrator's Office was discussed. She was under the assumption that there were conversations about the staffing that happened before her arrival and found out they did not. She would like to ask for an amendment to the Town Administrator's budget for FY23 with a reduction of \$22,315. This reduction allows her to keep the existing staff in the office status quo. The staffing would be a full-time Town Administrator, a full-time Assistant Town Administrator, a full-time Executive Assistant, a full-time Administrative Assistant, and a part-time Administrative Assistant. The full-time Administrative Assistant will be shared 25% Sewer and 75% General Fund. The budget that she would like to request for the Town Administrator's office is \$442,108.

**Voted:** Mary Jane Mastrangelo moved, and Jared MacDonald seconded to reduce the Town Administrator's budget by \$22,315. to \$442,108.

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

**Vote:** 5-0-0.

##### ii. Budget amendment for the WWTP electricity line.

Ms. McCollem said that she does not feel that the operating budget needs to be increased anymore at this time, and she needs some time to look at the invoices from the Wastewater Treatment Plant, so this is not moving forward for this Town Meeting.

### 4. Adjourn

**Voted:** Jared MacDonald moved, and Mary Jane Mastrangelo seconded to adjourn.

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

**Vote:** 5-0-0.

The meeting was adjourned at 7:47 PM.

Respectfully Submitted,

Kim Johnson, Recording Secretary