

**Board of Selectmen
Minutes of Tuesday, March 28, 2017
Bourne Community Building
Bourne, MA 02532**

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TOWN CLERK BOURNE

TA Tom Guerino

Selectmen

Don Pickard, Chairman
Peter Meier, Vice-Chairman
George Slade, Clerk
Stephen Mealy
Michael Blanton

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

Meeting Called to Order

Chm. Pickard called the meeting to order at 7:00 pm.

Mr. Pickard made an announcement for the public. We have a posted meeting for the Board of Selectmen but there was an omission in the posting, the plan was to have licenses and appointments and then go into a workshop to review our goals. Because of the omission in the posting the meeting will be limited to a non-televised workshop conducted by the Board. I will call the workshop to order. Mr. Guerino will address the liquor license at another time. We will take a 3-minute recess while the technical staff breaks down the mics.

2. Licenses and Appointments

a. 4 – 1 Day Liquor Licenses – MMA

April 4 from 3:30 – 6:30 p.m. Pande Dining Hall (40 guests Book Reception) Wine & Malt Beverages

April 12 from 3:30 – 7:30 p.m. Pande Dining Hall (40 guests South Shore Guidance Center) Wine & Malt Beverages

June 16 from 5:00 – 11:00 p.m. Pande Dining Hall (300 guests Sunset Reception) All Alcoholic

June 15 from 2:30 – 6:30 p.m. Beachmoor (140 guests Commissioning) Wine & Malt Beverages

Because of an omission in the posting these will not be voted on this evening.

3. Board to conduct workshop to review 2016/2017 Goals, as established, track progress, and plan benchmarks for the remainder of the Fiscal Year.

Tom Guerino gave his assessment of the goals. The Board picked up five topics for the year.

Community Engagement

The idea is to restart monthly cable access information shows, after Town Meeting that should be up and running.

Engagement Community and Broad Based Professional Strategic Plan

We received a small grant through the Community Compact Programs to do a quick SWAT relative to our economic development needs. The Cape Cod Commission is preparing an outline for that SWAT, it will probably be two town wide meetings, one at the Community Building and one at the schools to engage the citizens as to where they think the town is and where they would like to see the town go. It would be a broad based discussion. From that the Town Meeting also appropriated money to do a full-blown strategic plan. That has been funded.

Fill all committee vacancies and review which committees are absolute.

The Town Clerk is preparing a list for the Board of Selectmen as to the committees that haven't met over the course of the past 14 months or have met only once. We'll be able to see those and we can make a determination as whether to keep those committees or they can go fallow for a while. We are trying to keep all the committee vacancies up to date.

Economic Development

Wastewater Treatment in Buzzards Bay support current efforts.

The Board is up to date on that issue. The Board of Selectmen has moved forward with that to give the Wastewater Committee a broader charge to look at things town wide relative to town needs and mitigation if necessary and move toward a construction or building committee as it looks toward moving forward with the plan. The OPM piece should be drafted after April 10th. Be prepared to go, assuming Town Meeting and the Capital Outlay Committee move forward to approve the funding request from the Board of Sewer Commissioners this evening, will be ready to move that to advertisement.

Have not done a lot to date relative to pocket plans for development of ex-density. Don't know if the Planning Board is looking at requirements of housing or otherwise developments of over a size 4 bylaw.

Peter Meier spoke about his suggestion of asking a former agenda item for the purpose of asking money to codify the bylaws. That will be part as well as going back and amending the growth incentive zone.

Tom Guerino said that will not have anything to do with looking at pocket treatment facilities in various density areas. We are setting up interviews for the Assistant Planners

position. We have gone through the resumes. We have three applicants that we will be interviewing. Atty. Troy has requested to be involved with that for the first round on the 5th.

Environmental Issues

Plastic Bag Bylaw and the 208-Plan implementation

The recycling committee, the town passed the plastic bag bylaw.

Amy said we have a draft letter, and will send it to Tom Guerino. We are using your office and the Health Agent as possible contacts if people have questions.

Tom Guerino spoke about the 208-planing and implementation, we have a small working group that has met with the Commission staff. In the past two weeks we have received our environmental assessment from them. The Health Agent, the Conservation Agent, and I are currently reviewing that to see what we need to move to the next phase. Don't have a sense of consulting funding necessary for next year at this time. Expect that will come to you and the Finance Committee at the October Town Meeting. That has been moving along and the commission has been very helpful.

Stephen Mealy questioned if the Board will have to have a member from the town on the Cape Cod Water Protection Collaborative. They lost their Director. The County Commissioners wants to put that as part of the County Health Department. The County Delegates are reviewing the budget submission from the Commissioners. The Town needs to do more than what they are doing now. It would be worth it to set up a committee or group; it may have one of the members of this Board on it as well. I don't think we have taken enough action. We as a town need to be more involved with addressing the 208 requirements. We really don't have anyone in town that we can ask what the requirements are for 208 in the town of Bourne. Until you know what those requirements are going to be and how we are going to address them, I don't think we can have a plan.

Tom Guerino said we do know what the problems are, the loading issues in specific areas, but we don't know how we are going to address the mitigation of those areas. We need to get people in who have better expertise than we have locally. There is a loading issue at Monument Beach. There is a little bit of a problem at Buttermilk Bay, and Back River areas as well. The old MEP reports have been helpful. The data is there we need to move it towards an implementation phase.

Organizational

Organizational Chart

Don, George and I have meet on a couple occasions relative to that over the past couple of months. There has been a discussion of the inclusion of an Assistant Town Administrator.

Succession planning is ongoing. We need to have a plan in place in FY18 for August.

We have a short-term issue coming up in Assessors. We also have 4 or 5 that are able to move down the road. We have to find a way to bring in secondary line people, even if it is for a short period of time as the transition moves forward. We have to plan the finances for that; we also have to plan the exchange of intellectual data. Tim Lydon has been able to work with Mike Leitzel and George Tribou has been able to work with George Sala. Debbie has a wealth of knowledge and she has been writing all that down. This has been moving along. We have a plan on Assessors, Finance, Treasure, Building, and a couple of other departments.

Don Pickard said it would benefit the Board if we had a written confidential summary from Mr. Guerino that states I expect these and here is how I plan to address them. We have seen the engineering technician retiring and now they are on a professional service contract. Also if there is a one-person department down the road and you are anticipating a loss, put in that budget what you need for the six-month period to train someone.

Stephen Mealy said you need to add an action item to address a public records law.

Tom Guerino spoke about Priority Base Budgeting; we will have full implementation within a 3-year period.

George Slade spoke about the memo from John Johnson on Priority Base Budgeting and getting the staff salaries and the change from department head listing as a job to administration. Is that going to be a new template for our budget? Is administration going to house department managers in the budget?

Tom Guerino said you will have a line item budget. The Priority Based Budget template will take this budget and put it into the program area where there is overlap between the departments. I don't know about the admin. We still look at the budget and instead of looking at individual departments like police, fire we will look larger block like public safety, and human services, there will be an overlap from different departments. It will be a different way to look at it. For example your priority will be to look at human services and the top five things we have to look at in Human Services, what departments are involved with that and what programs fit into that block. It will be about another 18 months before it will be implemented. Our Finance Committee has unanimously voted to endorse this.

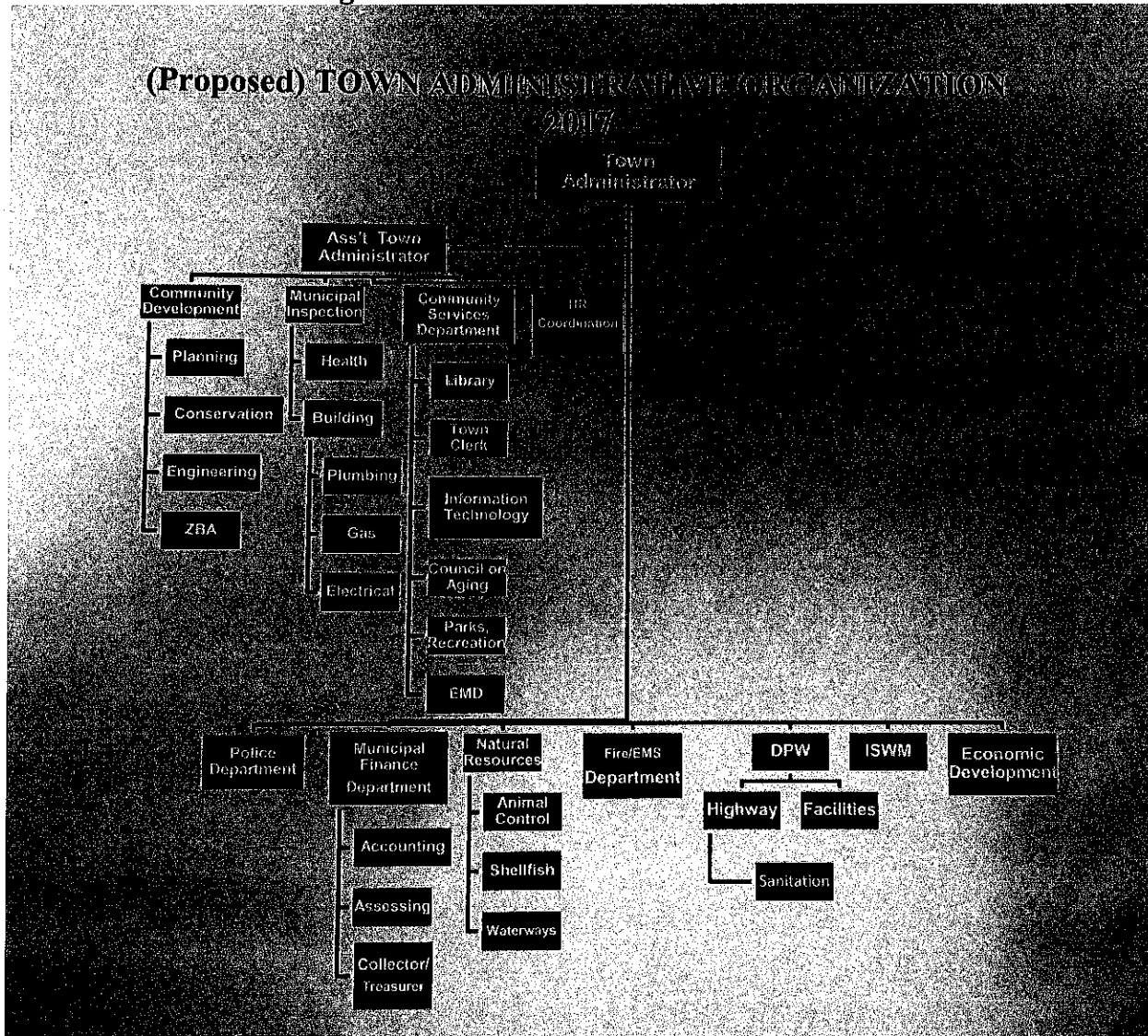
Software review

Tom Guerino said we are ready to go to Franklin; I need to get two people to go with me. Permits are integrated the routing slips are integrated, change of address will be integrated, it will be fully integrated inspectional services, as well as a less cumbersome software system that we use for our budget, benefits, payroll. Stephen Mealy volunteered to go also.

Don Pickard told Tom Guerino to schedule a meeting, that will accommodate Mr. Mealy and Mrs. Mastrangelo; Mr. Pickard can meet the group there.

Tom Guerino said we are working on our online permitting. We just bought the software for public records. Bob Troy, the Town Clerk, and myself are meeting with Lt. Esip tomorrow to try to integrate it with the Police Department as well.

Town Administrative Organization 2017



Tom Guerino spoke about the Assistant Town Administrator's position. The Selectmen have asked that I put together a proposed administrative organizational chart that would incorporate the Assistant Town Administrator with the Town Administrator and how that functionality would be achieved. George, Don, and I met to discuss this, as a sub committee of the Board of Selectmen. This is what I am suggesting for your review. The Board may make edits. Mr. Guerino went over the Administrative Organization Chart.

Don Pickard requested to have this put on the next meeting of the Board of Selectmen stating we have received it in a workshop. The Board can make recommendations to Tom

Guerino by Monday. Bring it to the next meeting; we can have a discussion and vote to accept the initial recommendation and say initiate the process towards implementation by the charter. Add the job description for the Assistant Town Administrator as an agenda item for the April 11th meeting.

Tom Guerino said assuming everything passes for the Assistant Town Administrator we can put the advertisement out in late May or June. We can probably have someone on board by late August or September.

Don Pickard said next we will enter into executive session and as Chairman will declare that an open session and discussion may have a detrimental effect on the negotiating position of the public body with respect to the negotiating position of the town concerning the negotiations.

- 4. Motion to enter Executive Session to conduct strategy sessions with respect to collective bargaining with non-union personnel related to the Town Administrator's Contract. The Chairman also declares that an open discussion will have detrimental effects to the negotiating positions of the public body with the respect to the negotiating position of the Town concerning the negotiations.**

Voted Peter Meier moved and seconded by Blanton to go into Executive Session by roll call vote.

Roll Call Vote: Mr. Blanton - Yes; Mr. Meier - Yes, Mr. Slade - Yes; Mr. Mealy - Yes, Chair - Yes.

- 5. The Board will NOT reconvene in open session at the conclusion of the Executive Session.**

The next Bourne Selectmen meeting will be on Tuesday, April 4th at 7:00 P.M.

Respectfully submitted – Carole Ellis, secretary.