

**Board of Selectmen
Minutes of March 18, 2014
Bourne Community Building
Bourne, MA 02532**

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TA Guerino

Earl Baldwin, Chairman
Linda Zuern, Vice-Chairman
Peter Meier, Clerk
Don Pickard
Don Ellis

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

6:15 – 6:40 (Items 1-4) Call to order

Chm. Baldwin called the meeting to order at 6:15.

Meier motioned to go into Executive Session to discuss Labor issues Fire Department and Town Administrator Contract and then to reconvene into public session. Roll call – Zuern – yes; Meier – yes; Ellis – yes, Baldwin – yes. Pickard abstained.

Chm. Baldwin called meeting back to order at 7:15 pm.

Moment of Silence for our Troops /Recognition of Richard Lafarge/Salute the Flag

Public Comment – Non-Agenda Items

None.

Correspondence

Meier read into record correspondence. Copies are available at the Town Administrator's Office per request.

Request Selectmen to sponsor Article – Easement – Private Water Service to Basset's Island via Circuit Avenue

TA Guerino said an easement is requested to install a water service via directional drilling from Circuit Avenue to Bassetts Island, crossing over town-owned land. Mr. Phil Cordeiro, engineer hired to do said work, met before the Conservation Commission. At the meeting, he was instructed to secure an easement to be voted upon at town meeting. This is for the Special Town Meeting on 5/5/14. The applicant will require 100 signatures but is asking the board for sponsorship.

The existing house is serviced by wells and draws off a fresh water lens. Over the last several years it has been compromised. Applicant has had some problems with the well and is looking for a long term situation.

Proposed work includes a 2-inch line along Circuit Ave. Drilling will be done under the harbor with a depth being no closer to the bottom of the harbor than 6 FT. Drilling will be monitored. The timeline of work would be one week.

Ellis moved and seconded by Meier to support the easement for Private Water Service to Bassett's Island via Circuit Avenue. VOTE 5-0.

Bruce Gibbs – Fisherman Statue

Mr. Gibbs gave brief presentation of the Fisherman Statue and background of his father Stanley Gibbs. The statue is for Mr. Gibbs' father, Mr. Stanley Gibbs.

Ellis moved and seconded by Meier to allow the dialogue through Mr. Gibbs and the people who put the fisherman statue together to come up with appropriate name to identify the statue as Stan Gibbs and come back to the board for approval. VOTE 5-0.

Licenses/Appointments

a. Seasonal Renewals

Meier moved and seconded by Zuern to approve 2014 Seasonal License Renewals for:

- Betty Ann's Dairy Freeze at 225 Main Street (Food)
- Cartwheels II at 340 MacArthur Blvd (Weekday Amusement, Sunday Amusement and Coin Operated Amusement Device)
- Cataumet Light Mini Golf at 1370 County Rd. Route 28A (General Amusement)
- Lazy Sundaes Ice Cream at 1370 County Rd. Route 28A (General Amusement)
- Seafood Shanty, Inc. at 803 Scenic Highway (Food)
- Whistle Stop Ice Cream at 435 Shore Rd (Food)

VOTE 5-0.

Meier moved and seconded to approve 2014 Seasonal Liquor, Food and Entertainment License Renewals for:

- Jarvis, Inc. at Shipyard Lane – 977 Shore Rd (Liquor, Food AMT, Weekday Amusement, Sunday Amusement)
- The Sagamore Inn at 1131 Route 6A (Liquor, Food AMT)

VOTE 5-0.

b. Stan Gibbs Statue Dedication Ceremony

Meier moved and seconded by Zuern to table Items b and c to the next meeting. VOTE 5-0.

c. Request for waiver of fee for use of town park

d. Request for permission to have Cape Cod Beer caterer at event

e. Sturgis East Key Club request for waiver of fee for use of town park

Meier moved and seconded by Pickard to approve the Sturgis East for use of town park on 3/29/14 with \$100 deposit and refundable upon recommendation of DPW Director and TA Guerino. VOTE 5-0.

Review of Mr. Pickard's budget ideas and general budget discussion

TA Guerino reviewed items Pickard raised:

- The Town Administrator contracted services. This is deferred at this time.
- Other Contracted Services. TA Guerino will agree to.
- Miscellaneous Economic Development. This is for assistance at the welcome center as well as promotion of town, canal and publications that go out in marketing efforts. It has \$5,000 for several years.
- Human Resources (\$27,000). This is for Professional Development is contractual. TA Guerino said there is another year and can review to reduce in the next negotiated contract moving forward.
- Assessors Consultants. This is a part of revaluation requirement where we have a local group come in. TA Guerino said this is necessary outside consultation.
- The Memorial building. Buildings and Grounds includes all contracts in the building for all annual maintenance and is contractual. Given the issue of care, control and custody, we left intact. The additional \$6,500 is from the prior fiscal year due to costs related to ongoing maintenance of the building which is left in the budget.
- Library IT position. This position is a Librarian first, IT second. This is not a new position and in FY12 it was approved by Selectmen and the Finance Committee. The position uses Library data bases and public service desk. The position handles ordering, printing and back up position. There are 4 fulltime and 8 part time employees and the rest is volunteers. This position cannot do the job of an IT person at Town Hall. TA Guerino recommends keeping in the budget.

Zuern asked about Professional Development. TA Guerino explained this is to updated licenses, trainings, keeping DPW licensing up-to-date, seminars that department heads go to. This year we have spent \$17,000 up to January. HR Department provides town-wide training and helps

with skills for our employees. This was pared back to \$27,000 to keep within contractual allowances and things that come up outside the norm.

- Audit. This is \$60,000 annually and contractual.
- Other Contracted Services. TA Guerino explained this is \$21,465 not 26,000. He can reduce by \$8,000 and will defer proposed initiatives to another date.

Pickard said asked TA Guerino to review what the Town Administrator can or cannot do.

He handed out another document to help the public and the board gets a better sense of the budget:

So that the Board and public might better understand the budget, I have the following requests.

Are we implementing the step increases in FY2015 as outlined in the report by Mr. Rutherford. What is the savings in total dollar amount by not instituting the increases? How many employees are affected?

I would like to have a list of all new positions (including salaries) that you created over the last two -three years where you cited that they were sustainable. I do believe you got the Boards approval before making those moves however, based upon our current financial position, I believe we must make cuts in those positions on a last in first out scenario with the exception of where a department needed multiple staff or where the position shows a cost savings.

I would like a written breakdown of all shared costs in Tab 11 of this year's budget. For example what is the cost for the given insurance and how is it allocated between the schools and the town. I would like documentation as to how those numbers are allocated with documentation to show.

Please calculate for the Board the amount of savings the town would appreciate if we reduced all employees other than public safety and public works by 2.5 hours per week. This would be all administrative positions even in the public safety and public works departments.

Please explain in greater detail the \$950,000 due to be repaid to the stabilization account. The public has asked about it and we owe the public a detailed explanation about the entire borrowing and repayment.

Pickard stated that with regard to the last in, first out scenario; look into to see if there are cost savings.

Pickard said the shared costs memo from Ms. Walton will help.

The shared costs memo from Mrs. Walton will help.

If we take and reduce all employees with exception to public safety and public works, if we reduce by ½ hour a week how much cost savings will town recognize?

Pickard asked with Chief Greene about the grant where we have eight (8) new fire fighters, we would have less OT. Can we reduce the OT to 300,000? Chief Green said yes. The main goal of the grant is to add to the staffing. The grant doesn't have anything to do with contractual issues.

Pickard asked about the staffing chart and if we have three firefighters at the Sagamore station, we save \$36,500 per year based for a Lieutenant/paramedic versus a Step 5.

Discussion on charging for sending Bourne Fire Fighters to Wareham. TA Guerino said this is not how it is done.

- Legal Department Head. Town Counsel retaining for his health benefits. TA said retainer does a few things: a) eliminates counsel to take cases that conflict with him as counsel; and b) health benefits, which is not unusual. He is an employee and that money is taxed (verses stipend). Current counsel won't be counsel forever and this is a good draw for retaining other counsel as benefit to the town of Bourne. TA Guerino said this arrangement goes back 50 years and elected officials. He understands the comments, but in his opinion if you take from one side, you take it away from the other side.

Pickard feels this is additional beyond the retainer. Town counsel receives \$235,000 annually and suggests the board regulate this expenditure by monitoring. If Town Counsel receives \$175 per hour, he suggests putting a cap on counsel to 20 hrs per week for a savings of \$53,000. Legal expense needs to be reviewed at a future meeting. As Selectmen are a volunteer board, he would like to discuss waiving the \$18,000 for health benefits.

TA Guerino said the board would need to vote on no later than 4/8/14. He has worked with many town counsels and said Atty. Troy is outstanding as a counsel.

Pickard would like to not focus on the person but the amount of time the position is requiring. He feels 26 hours is excessive.

Town Administrator's Report

TA Guerino met yesterday with the Selectmen Chm., the Finance Committee Chm., the School Superintendent, the School Business Manager, the Finance Director met to look at creative possible ways to bridge the financial gap we have currently as it relates to the TA Recommended School Budget and the School Department's Budget as presented to the Finance Committee. It was an extremely positive meeting and we are looking at ways to bridge that gap to the School Department. There will be another meeting in the future. He thanked all involved for the willingness to sit down together.

Selectmen's Business

a. Reports

Ellis requested TA Guerino draft a letter on behalf of the board for Ms. Dody Adkins-Perry on her presentation on the FEMA flood maps and the effect on the town of Bourne. He also congratulating the Bourne school system taking first, second and third place on essays published in the Cape Cod Times. The school system is to be congratulated and even though the finances short, they are producing.

Meier commended Ms. Dody Adkins-Perry on her FEMA presentation. He and Zuern will be participating in the Meals on Wheels program. He is also going to be a judge in the Bourne Middle School Science Fair.

Zuern commented on essays of the Bourne Youth Counsel with regard to the most important amendment to the constitution. Her TV Spotlight on Bourne program included the two young writers and teacher Ms. Joyce Saucier. Zuern also agreed Ms. Adkins-Perry did a great job on her presentation. Zuern scheduled a debate at the Cape Cod Commission at 1717 Meetinghouse Road in Barnstable.

Pickard asked how many articles are in the Annual Town Warrant. TA Guerino said about 20 articles.

Adjourn

Zuern moved and seconded by Pickard to adjourn. Meeting adjourned at 9:15 pm. Vote 5-0.

Respectfully submitted – Lisa Groezinger, sec.