

Select Board Meeting Notice

AMENDED
AGENDA



Date
January 10, 2023

Time
7:00 PM

Location
Bourne Veterans' Community Building
239 Main St., Buzzards Bay
Or virtually (see information below)

The Zoom chat will not be monitored. Participants who wish to speak must raise the hand icon until the Chair asks them to unmute. Note this meeting is being recorded for live broadcast and televised replay by BourneTV. If anyone is audio or visual recording, please acknowledge it at this time.

Zoom Meeting ID: 869 5775 5505

Password: 529740

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

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 - Public comments are allowed for up to a total of 12 minutes at the beginning of each meeting. Each speaker is limited to 3 minutes for comment. Based on past practice, members of the Board are not allowed to comment or respond.
6. Joint Meeting with the Finance Committee
 - a. FY24 operating & capital budget presentation by Town Administrator
 - b. Discussion regarding Town Meeting process and roles
7. Appointments and Licenses:
 - a. Discussion and possible vote to approve the renewal of Auto Dealers Class II renewals for 2023 –Diamond Auto Sales and Cape Cod Car Care.

RECEIVED
2023 JAN -6 PM 2:38
TOWN CLERK BOURNE

8. Selectmen's Business

- a. \$40 donation to Police from Library Trustees
- b. \$250 donation to Library
- c. \$500 donation to Fire from the Wings Neck Trust
- d. FY24 Operating Budget - initial presentations by:
 - i. Public Works
 - ii. Fire Department
 - iii. Police Department
 - iv. Town Clerk
- e. Vote to confirm the Chair and MPO Representative serve as the Select Board's liaisons with Mass DOT for the bridge replacement project.
- f. Discussion and possible vote – declination of c.61A right of first refusal for 590 Head of the Bay Road.**

9. Town Administrator's Report

10. Minutes: 12/20/22

11. Correspondence

12. Committee Reports

13. Other Business

14. Upcoming meetings:

January 24 & 26 – attendance at Mass DOT public hearings for the bridges (virtual)
January 31 – BOSC followed by BOS – budget discussions
February 7 – BOS
February 14 – BOS policy workshop
February 28 - BOSC

15. Adjourn

2023
Class II Car Dealers
for Renewal

D/B/A	NAME	ADDRESS	Liquor	Com Vic	Wkdy Amuse	Sunday Amusement	COAD	General	Auto Class I	Auto Class II	Auto Class III	Public Livery
d/b/a Diamond Auto Sales		54 Portside Drive, Pocasset								x		
d/b/a Cape Cod Car Care	SVZ Auto Group Inc.	74 Cranberry Highway, Sagamore								x		



Friends of the Jonathan Bourne Public Library

December 15, 2022

Bourne Police Department
c/o Police Chief Brandon Esip
35 Armory Road
Buzzards Bay, MA 02532

RE: Donation of \$40.

Dear Colleague,

Each year the Friends of the Jonathan Bourne Public Library host a silent charity auction, called Caring and Sharing. Handcrafted and Christmas decorated items are offered. Each donor designates an organization to receive the proceeds from their item. This year 75 items were donated. Eighteen charities and two Town departments were listed as the beneficiaries.

I am pleased to report that your department was listed as a beneficiary. This is a special compliment for the service that you provide! Please find enclosed a donation of **\$40**. Our community values the work you do.

Happy Holidays,

Pat Nemeth, Treasurer

From: [Irja Finn](#)
To: [Kathleen Thut](#)
Subject: \$250 Donation to Library
Date: Wednesday, January 4, 2023 1:48:30 PM

Hi Kathleen!

Joseph and Judith Donatelle also gave a \$250 donation to the Library.

Thanks,
Irja

--

[Irja S. Finn, MSLIS](#)
Library Director
Jonathan Bourne Public Library
19 Sandwich Road
Bourne, MA 02532
508-759-0600 x 6103

From: [Cody, David](#)
To: [Maria Simone](#)
Subject: Donation
Date: Thursday, January 5, 2023 2:26:11 PM

Hi Maria,

Could you please put a request on the next BOS agenda to accept a \$500 donation to the FD from the Wings Neck Trust?

Thank you,

Dave

David S. Cody

Fire Chief
Bourne Fire Rescue and Emergency Services
51 Meetinghouse Lane
Sagamore Beach, MA 02562

508-759-0600 Ext. 2221
<http://www.bournefire.com/>

BOURNE BD OF SELECTMEN
RCVD 2023 JAN 6 AM 8:26

Keith and Monika Mann

602 & 590 Head Of The Bay Road
Bourne, Ma 02532

January 4, 2023

To whom it may concern,

We the owners of 602 & 590 Head of the Bay Road properties would like to inform you of our intent to sell the properties and currently have it under contract with a closing date of January 31st, 2023. While lot 602 is in residential zoning, lot 590 is still under 61a agricultural zoning and needs to be taken out of this status. It is a unbuildable lot which is being used as the driveway leading to the home on lot 602.

We have already given all the documents needed to the Director of Assessing and will be available to help anyway we can to help expedite this in the hopes of closing g close to the closing date.

Sincerely yours,

Keith A Mann
dotloop verified
01/05/23 12:08 AM EST
ABYS-7PKL-4MEH-BBOX

Keith Mann

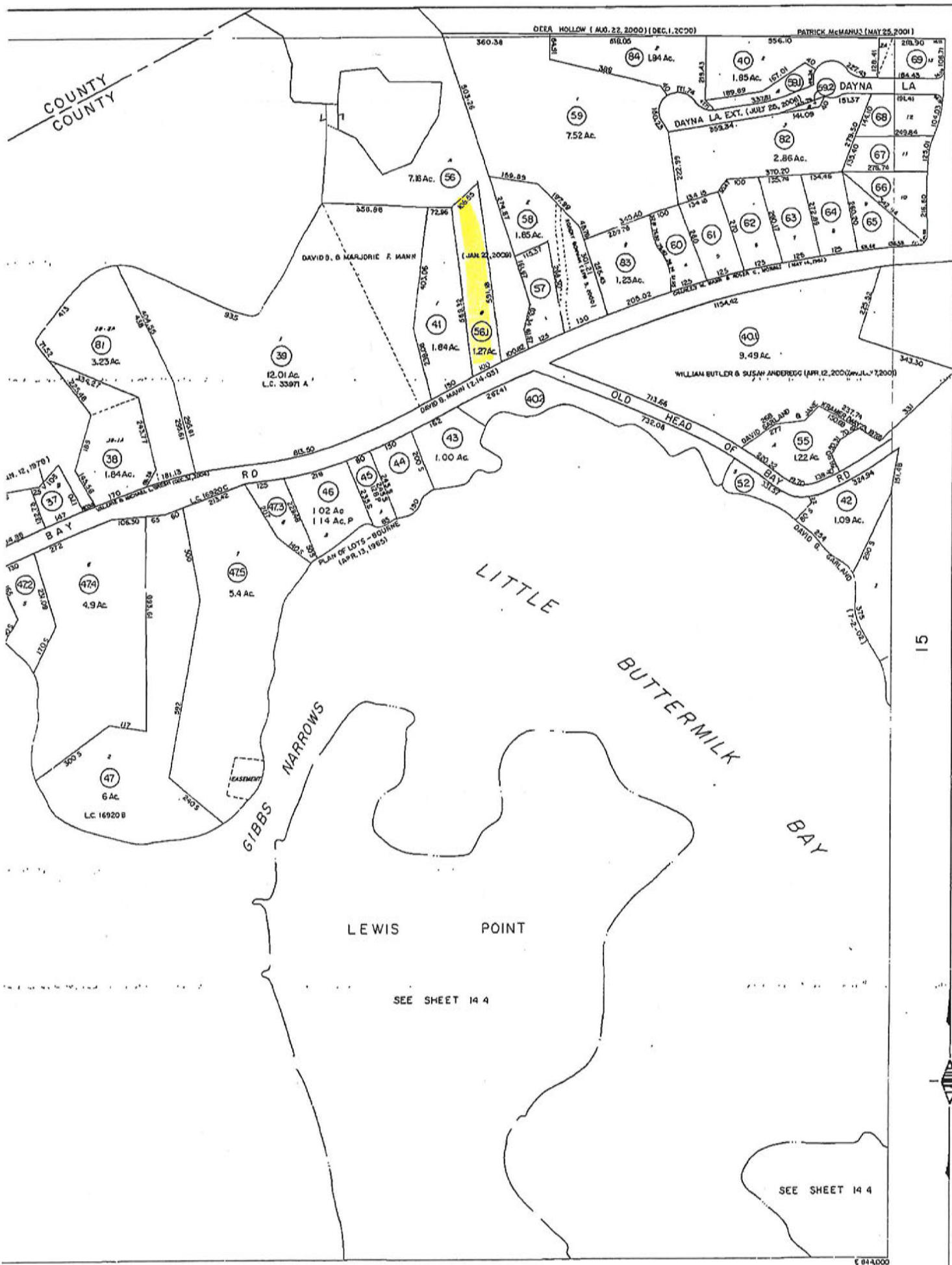
(508) 294-0717

Monika Mann
dotloop verified
01/05/23 8:56 AM EST
NRH3-SFD-NWOR-1W6G

Monika Mann

(508) 259-2746

Cindy Houlihan - Realtor
508-523-8829



Board of Selectmen
Minutes of Tuesday, December 20, 2022
Bourne Veterans' Community Center – Rm 2
Buzzards Bay, MA
Or Virtually

TA Marlene McCollem
ATA Liz Hartsgrrove

Board of Selectmen

Peter Meier, Chair
Jared MacDonald, Vice Chair
Melissa Ferretti, Clerk
Judith Froman
Mary Jane Mastrangelo

Others: Bill Woomer, Erica Flemming, Finance Director (virtual), Mike Ellis, Town Accountant (virtual), Stevie Fitch (virtual), Sean Feeney (virtual), Tim Lydon (virtual), Dan Barrett (virtual), Rui Pereira (virtual), Shawn Patterson (virtual), Terri Guarino (virtual), and Elise Zarcaro (virtual).

The Zoom Chat will not be monitored. Participants who wish to speak must raise the hand icon until the Chair asks them to unmute. Note this meeting is being recorded for live broadcast and televised replay by Bourne TV. If anyone is audio or visual recording, please acknowledge it at this time.

Zoom Meeting ID: 869 5775 5505 Password : 529740

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** – 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.

Bill Woomer of Bittersweet Lane and Herring Run said that he wanted to make a comment regarding a November meeting in which the Board was talking about putting Trade Winds Condo area in full municipal services. He said that in 1988 there was an agreement with Trade Winds and Herring Run for at least plowing and ice removal to be provided. He said he believes that it was provided for a few years and then budget constraints caused the service to be canceled. He was asking if Herring Run could be considered in these discussions also.

6. Appointments and Licenses

- a. **Discussion and possible vote to approve the renewal of various year-round liquor and companion food, common victualer, entertainment and coin-operated amusement devices, general, public livery, auto dealers (Classes I, II and III) and junk year licenses, as show in the spreadsheet entitled "2023 License Renewals" included in the 12/6/22 meeting correspondence and the 12/20/22 meeting packet.**
 - b. **Discussion and possible vote to authorize the use of the Selectmen's stamps on approved year-round liquor and companion food, common victualer, entertainment and coin-operated amusement devices, general, public livery, auto dealers (Classes I, II and III), junk year and fortune teller licenses.**
 - c. **Discussion and possible vote to confirm our seasonal population.**
- 6.a. **Discussion and possible vote to approve the renewal of various year-round liquor and companion food, common victualer, entertainment and coin-operated amusement devices, general, public livery, auto dealers (Classes I, II and III) and junk year licenses, as show in the spreadsheet entitled "2023 License Renewals" included in the 12/6/22 meeting correspondence and the 12/20/22 meeting packet.**

Town Administrator Marlene McCollem said that she recommends that the Board exclude three groups from the spreadsheet because they still owe outstanding information and they are TJ's Grill and Bar from Buzzards Bay Bars, LLC, at 4 Bourne Bridge Approach, Cape Cod Car Care, SVZ Auto Group, Inc. at 74 Cranberry Highway, and Diamond Auto Sales at 54 Portside Drive.

Voted: Jared MacDonald moved, and Judith Froman seconded to approve licenses for 2023 license renewals including in the 12/6/22 meeting correspondence as presented minus those presented in red writing that include TJ's Grill and Bar from Buzzards Bay Bars, LLC, at 4 Bourne Bridge Approach, Cape Cod Car Care, SVZ Auto Group, Inc. at 74 Cranberry Highway, and Diamond Auto Sales at 54 Portside Drive.

Vote: 5-0-0.

- 6.b. **Discussion and possible vote to authorize the use of the Selectmen's stamps on approved year-round liquor and companion food, common victualer, entertainment and coin-operated amusement devices, general, public livery, auto dealers (Classes I, II and III), junk year and fortune teller licenses.**

Voted: Jared MacDonald moved, and Melissa Ferretti seconded to use the Selectman's stamp as presented.

Vote: 5-0-0.

6.c. Discussion and possible vote to confirm our seasonal population.

Chair Meier said this is done every year and there are not seasonal licenses. Ms. McCollem said that the Town does not issues seasonal licenses and that this vote is associated with a specific form issued by ABCC, and since seasonal licenses are not issued, it is not required. She recommends not voting for 2023.

Voted: Judith Froman moved, and Jared MacDonald seconded to take no action on this agenda item this evening.

Vote: 5-0-0.

7. Selectmen's Business

- a. Discussion and possible vote to accept the donation of \$337.00 from the Friends of the Jonathan Bourne Library to the Council on Aging.
- b. Discussion and possible vote to accept a donation of \$30,000 to the library from the estate of Marie B. Nealon.
- c. Discussion and possible vote to accept a donation of \$30,000 to COA from the estate of Marie B. Nealon.
- d. FY24 Operating Budget – initial presentation by:
 - i. Engineering
 - ii. Building
 - iii. Conservation Committee
 - iv. Health
 - v. IT
 - vi. Finance
 - vii. ISWM
 - viii. Human Resources
 - ix. Town Administrator
 - x. Facilities
 - xi. Sewer

7.a. Discussion and possible vote to accept the donation of \$337.00 from the Friends of the Jonathan Bourne Library to the Council on Aging.

Ms. McCollem said that this is a transfer from on Friends group to another. There was some discussion about if there was a need or if it was a random amount.

Voted: Mary Jane Mastrangelo moved, and Judith Froman seconded to accept the donation from the Friends of the Jonathan Bourne Library in the amount of \$337.00 to benefit the Council on Aging.

Vote: 5-0-0.

7.b. Discussion and possible vote to accept a donation of \$30,000 to the library from the estate of Marie B. Nealon.

Voted: Mary Jane Mastrangelo moved, and Judith Froman seconded to accept a donation in the amount of \$30,000 from the estate of Marie B. Nealon to benefit the Jonathan Bourne Library.

Vote: 5-0-0.

7.c. Discussion and possible vote to accept a donation of \$30,000 to COA from the estate of Marie B. Nealon.

Voted: Melissa Ferretti moved, and Mary Jane Mastrangelo seconded to accept a donation in the amount of \$30,000 from the estate of Marie B. Nealon to benefit the Council on Aging.

Vote: 5-0-0.

7.d. FY24 Operating Budget – initial presentation by:

Ms. McCollem said that the Town Administrator's formal budget will be presented to the Board and the Finance Committee on the 10th of January. She said that the departments have individually prepared their budgets and the Finance team has input them. She said that she and Erica Flemming, the Finance Director, and Mike Ellis, the Town Accountant, have met to discuss the budgets with the Departments.

Ms. McCollem said that there are some proposed areas of consolidation for this budget. She said that electricity was pulled out of department budget lines and put into a non-departmental electricity account in the recent past and now they are proposing to pull out fuels (diesel and gasoline) and do the same, with the exclusion of marine fuels in the DNR budgets. She also said that they are proposing to pull out inspection stickers to streamline them into Vehicle Maintenance.

Chair Meier said that regarding Ms. McCollem's timeline, that she will officially give the Board of Selectmen the budget on January 10th, and she has finance doing reviews starting in late January and he said that the Board of Selectmen don't usually turn over the budget to the Finance Committee before February 1st. Ms. McCollem explained that the Board of Selectmen will still have all their time to make their changes. She said she plans on doing the same type of informal discussion to explain her thought process with the Finance Committee. She said that if there are any changes or amendments that the Board of Selectmen recommends then they will be addressed when the budget gets moved to the Finance Committee.

Ms. McCollem said the last area of consolidation is the sewer bills. She said that the buildings that get sewer bills, going forward they will go to the Facilities Department for payment. She also said that as the Board reviews the budget, they will notice some change in the protective clothing lines and that is due to the changes during the contract negotiations.

i. Engineering

Tim Lydon said this is the first year he has had MS4 in his budget and it will be increasing by 10%. He said that this is a line item that is going to grow in the future. Judith Froman asked about more specific details in which he is involved with other departments and Mr. Lydon talked about the stormwater control issues and the I&E testing and testing that he and the Conservation Department monitor together. Mary Jane Mastrangelo asked where MS4 was before, and Mr. Lydon said it was in Conservation.

ii. Building

Tabled.

iii. Conservation Committee

Ms. McCollem said that there is a slight increase in the supplies line for tools that are needed in the field. Stevie Fitch said that the additional request in the supplies line is for \$1000. and it is for revitalization of conservation land and trying to get more people out to the trails. She said that the rest of the budget is level funded.

iv. Health

Ms. McCollem said that the Health Department is one area where there was a request for additional staff, and she and Terri Guarino, Bourne's Health Agent, discussed this request and Ms. McCollem is not comfortable recommending additional staff for this budget. She said that depending on what happens with Title V, and the decisions that are made with the CWMP, that this will be an area to be considered, although not for FY24.

Terri Guarino said that the Health Department Budget is level funded. Ms. Froman asked if Airbnb's have caused any increase in time by conducting inspections, and Ms. Guarino said that they are not currently doing any extra inspections besides inspections regarding complaints.

There was some discussion about longevity and retention of employees.

v. IT

Ms. McCollem said that in the Data Processing line there is an increase of \$64,000., which is accounting for the migration to the Cloud services for Office 365. Robert Przewozeny, the Director of IT, talked more about Office 365, and said the costs will be ongoing. He said that they are using ARPA funds to boost many desktops and laptops and the capital outlay line is for larger items like servers and infrastructure items.

Ms. McCollem said that it is unusual to see a capital item line within the operating budget, but it makes sense with IT because many upgrades have been done using the

ARPA monies and this is available for anything that IT needs to replace or add that does not hit the \$10,000. threshold for actual Capital Outlay, and it will vary year to year.

vi. Finance

Finance Director Erica Flemming said that Finance is made up of three departments, Accounting, Treasurers/Collectors, and Assessing and each department has approximately 30% to 35% of the budget which is \$967,000. She said that this year they came down a little bit overall. She said there were no major changes in staff. She said they had one retirement and a resignation, which resulted in some savings. She said there were also some savings in contracted services.

vii. ISWM

Dan Barrett, General Manager of ISWM (Integrated Solid Waste Management) said they had a busy year, and they were able to achieve their permitting goals and he talked about where they are in the leachate process. He said that they did well financially last year, and the gross revenues may look a little elevated due to timing of payments received. They have a 4.2% increase in the budget overall over last year's budget.

viii. Human Resources

Ms. McCollem said that there is now a staffed a Human Resources Department. Ms. McCollem said that the new Human Resources Director, Elise Zarcaro, has been a great addition to the Town of Bourne. She said that since she has started, she has been working non-stop in interviewing and onboarding personnel. She said that budget wise they have moved the professional development budget into Human Resources, and the increase is \$33,500.

Ms. Zarcaro said that in her 6 months with The Town of Bourne there have been 24 new hires for the Town of Bourne and 5 new hires for the Police Academy for a total of 29. She said that she is concentrating on working on retention of Town employees.

ix. Town Administrator

Ms. McCollem said that there are no staffing changes projected for the Town Administrator's Office for FY24. She said that she was able to hire an Assistant Town Administrator recently. There was some discussion about the recording secretaries' budget and that the pay structure will be changing, and about getting people interested in being a recording secretary.

x. Facilities

Ms. McCollem said that Facilities will be a work in progress for FY24, having been for some time. She said they have gone through a reorganization and people are adapting. She said it is organized under Assistant Town Administrator Liz Hartsgrrove. There is

now a head Custodian, and they consolidated the labor positions in the DPW contract. She said that last May the Community building budget was placed as a sub budget under Facilities and in the fall, they did the same thing with the Police Station and the library. She said that these numbers will be better defined in the next few years. Sean Feeney, Facilities Manager, added that the budget has been in flux for many years, and he feels that the past 6 months there has been more progress and the department is going in the right direction.

xi. Sewer

Ms. McCollem said that they will discuss the Sewer budget more at the Board of Sewer Commissioners meeting. She said that she still needs more time before making any changes and the numbers are relatively stable, except for electricity. She said there are a lot of variants in the electricity billing, and she is trying to figure it out. Mary Jane Mastrangelo said that as a budget concept, she would like to understand more about who the electric supplier is and what credits for solar the Town is getting. Ms. McCollem explained that the overall costs per kilowatt hour is set for general Municipal and for the Sewer Enterprise account. Ms. Mastrangelo wants to have more of a conceptual understanding of how the electricity billing works and she wants to know more about what is driving the fluctuations.

8. Town Administrator Report

a. Update on The Chamber Information Booth at the Bourne Rotary

Ms. McCollem said regarding the confusion around this, the application for demolition was filed in November, and it was for the full lot. She said they had to work with the applicant to have them split up their application to treat each structure separately. She explained that they are testing for asbestos and lead and if any is found then it will need to be abated properly. She said that all permits were separated by mid-December. The Building Commissioner relayed to the Planning Department that the Information Booth has been cleared for demolition and a public hearing will be held with a date to be determined.

b. Parking restriction – snow emergencies

Ms. McCollem said that the staff all have their plans in place for parking during snow emergencies. She said that she wanted to bring to the Board's attention that there is a bylaw that the parking ban goes into effect when a snow warning is issued, not a watch.

Ms. McCollem also said that the Fire Department received a \$19,000. grant for ballistic protection for an active shooter in a hostile event response. Also, she said that the CLAMS network is doing a software migration, and the library will be closed for staff to go to training for the new software for a day in late January.

Ms. McCollem also said that the ESCO loan was closed on Friday and the bulk of the money is going to the schools. She said for the Town buildings the investments are Station 3, Sagamore - \$309,622., Town Hall - \$10,894., the Community Building - \$875,617., DPW Building - \$14,749., Library - \$12,906., and the Fire Station 1, Buzzards Bay - \$113,819.

9. Minutes: 12/15/22

Voted: Mary Jane Mastrangelo moved, and Judith Froman seconded to approve the minutes of 12/15/22 as submitted.

Vote: 4-0-1. Melissa Ferretti abstained.

10. Correspondence

Melissa Ferretti read aloud the correspondence:

- 2 DEP letters.
- Desk statement Sole Source.
- Email from C. Georgeson regarding the house on 9 Sandwich Rd.
- Tax rate information, FY23.
- Upper Cape Tech. District meeting minutes, 11/10/22.

These are all on the Town's website.

11. Committee Reports

None

12. Other Business

Chair Meier wished all Happy Holidays.

13. Upcoming meetings: January 3, 2023, January 5 (joint with Board of Health), January 9, 2023, January 10, 2023 (joint Meeting with FinCom), January 24 (BOSC), February 7, February 14 (Policy Workshop), February 21.

14. Adjourn

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

Vote: 5-0-0.

This meeting of the Bourne Board of Selectmen was adjourned at 8:55 PM.

Respectfully Submitted,

Kim Johnson, Recording Secretary