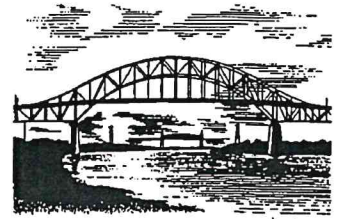




# TOWN OF BOURNE

## Finance Committee

24 Perry Avenue Buzzards  
Bay, MA 02532



FY23 Reserve Fund: \$350,000  
FY23 ISWM Reserve Fund: \$600,000  
FY23 Sewer Reserve Fund: \$150,000

### FINANCE COMMITTEE

James Sullivan  
*Chair*

Amanda Bongiovanni  
*Vice Chair*

Thomas Joyce

Richard Lavoie

Kathleen LeGacy

Arthur Wayne Sampson

Priscilla Harcourt

Carla Emmons

VACANCY (1)

### MEETING NOTICE

### AMENDED

**Monday, February 5, 2024 at 7:00 PM**  
Bourne Community Center, 239 Main Street,  
Buzzards Bay, MA 02532

**Zoom Meeting ID: 844 6523 8259**

**Zoom Meeting Password: FINCOM**

*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. Use of flash photography during Finance Committee meetings is prohibited.*

1. Call Meeting to Order
2. Note Excused/Absent Members
3. Public Comment for Non-Agenda Items
4. Discussion and possible vote to elect a Finance Committee Clerk
5. FY24 reserve fund transfer requests – lightning strike damage at Fire Station 3
6. Public Hearing – all FY25 Capital Projects
  - a. Recreation (CPC request)
  - b. **School Department - Jackson field bleachers**
7. Public Hearing - FY25 Departmental Operating Budgets
  - a. Fire Dept. & Emergency Medical Services
  - b. Building Dept. & Zoning Board of Appeals
  - c. Emergency Management
  - d. Human Resources
  - e. Town Clerk; Elections & Registration
  - f. Conservation Cmte & Buzzards Bay Action Committee
  - g. Planning & Historical Commissions
  - h. Engineering
  - i. Council on Aging
  - j. Recreation
  - k. Any follow-up questions from budgets already discussed
8. Updates from Committee Representatives
9. Minutes: 1/22/24
10. Finance Committee Comment (for informational purposes only)
11. Next meeting & future agenda items – February 12
12. Adjourn

**Residents are welcome and encouraged to attend our meetings. All agenda items are subject to deliberation and votes. Please contact K. Thut at 508-759-0600 x1307 for any disability accommodation requests. Thank you.**

RECEIVED  
2024 JAN 31 AM 9:56  
TOWN CLERK BOURNE

Date: 2.5.2024

*Request must be made and transfer voted before any expenditure in excess of appropriation is incurred.*

**Infra-Red Building and Power  
Service, Inc.  
PO Box 243  
Avon, MA 02322**

## ***Invoice***

Date	Invoice #
11/14/2023	08K43X02

### **Bill To**

Town of Bourne  
Sean Feeney  
24 Perry Avenue  
Buzzards Bay, MA 02532

### **Service Location**

Bourne Fire Department  
53 Meetinghouse Lane  
Bourne, MA 02562

P.O. No.	Terms	Due Date
	Net 30	12/14/2023

Description	Qty	Rate	Amount
Service Provided: Supply and install (2) upgraded Automatic Transfer Switches at 53 Meetinghouse Lane, Bourne, MA on 10/19/23 as per IBPS quote # 0924022-9957	1	17,290.62	17,290.62

**Remit to:**  
**Infra-Red Building and  
Power Service, Inc.**  
**PO Box 243  
Avon, MA 02322**

**Web Site**  
**www.infraredbps.com**  
**Phone # 781-767-0888**  
**Fax # 781-767-3462**

<b>Total</b>	<b>\$17,290.62</b>
<b>Payments/Credits</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$17,290.62</b>



SERVICE INVOICE

INVOICE NUMBER SCINV769408  
INVOICE DATE 11/30/2023  
PO NUMBER Bourne Station 3 Gen



BILL TO  
Town of Bourne Highway Dept  
35 Erneset Valeri Rd  
Buzzards Bay, MA 02532  
USA

SHIP TO  
Town of Bourne Highway Dept  
130 Main Street  
Bourne, MA 02532  
USA

SERVICE CALL		INVOICE ACCOUNT		ORDER ACCOUNT	STORE		SALESPERSON		PAGE
CSR0819249		0750750		0750750	Milford - Power Systems		Pereira, Jose		1 of 3
MAKE	MODEL		SERIAL NUMBER	CUSTOMER EQUIPMENT NUMBER		MILTON CAT EQID	SMU	DIVISION	
AA	G3406 EPG		KAR00358			E16776	71	Engine	
QTY		TRANS		DESCRIPTION			UNIT PRICE		EXTENDED PRICE

01 REPLACE WITH NEW - ELECTRONIC POWER CONTROL

Customer complaint: Replace EMCP 2 with 4.2b  
Resultant damage: .  
Cause of failure:  
Repair process comments: 10/14/23/ Collect Parts and supplies  
10/16/23/ 0822/ Travel. LOTO. Remove old EMCP II+ and wiring. Install new EMCP 4.2B panel (door kit) and begin wiring.

Parts				
1	1111325	Block	29.88	29.88
1	1388367	Block	45.67	45.67
2	2236470	Relay	34.39	68.78
2	2521732	Base-Relay	16.26	32.52
1	3681372	Kit-Regulato	1,839.80	1,839.80
1	PSKIT12X38-810	EMCP 4.2 12X38	9,309.14	9,309.14
1	PSKITANNUN-810	ANNUNCIATOR PANEL	1,411.36	1,411.36

Miscellaneous				
1	SVCOWM_035	Aonomi Compatible Industrial Heat Shrink	107.41	107.41

Total Segment Parts	12,737.15
Total Segment Labor	16,700.00
Total Segment Miscellaneous	107.41

Segment 01 Total: 29,544.56

Purchase Order Bourne Station 3 Gen

02 INSTALL - PRODUCT LINK SYSTEM

Customer complaint: Replace EMCP 2 with 4.2b  
Resultant damage: .  
Cause of failure:

Continued

FED ID.# 02-0258444

To ensure proper credit, please detach this portion and return with remittance.

Southworth-Milton, Inc.  
P.O. Box 3851  
Boston, MA 02241-3851

Please make checks payable to: Southworth-Milton, Inc.



Customer Number: 0750750  
Invoice Date: 11/30/2023  
Agreement Number: SCINV769408

Amount Due: 37,980.62

Amount Enclosed:

S207683 P119641 - 2-M2  
68 Town of Bourne Highway Dept  
35 Ernest Valeri Rd  
Buzzards Bay, MA 02532-5682

☐ Check here for change of address.  
Please print the change on the back and return with remittance.





SERVICE INVOICE

INVOICE NUMBER SCINV769408  
INVOICE DATE 11/30/2023  
PO NUMBER Bourne Station 3 Gen

BILL TO  
Town of Bourne Highway Dept  
35 Erneset Valeri Rd  
Buzzards Bay, MA 02532  
USA

SHIP TO  
Town of Bourne Highway Dept  
130 Main Street  
Bourne, MA 02532  
USA

SERVICE CALL		INVOICE ACCOUNT		ORDER ACCOUNT	STORE	SALESPERSON		PAGE
CSR0819249		0750750		0750750	Milford - Power Systems	Pereira, Jose		2 of 3
MAKE	MODEL	SERIAL NUMBER		CUSTOMER EQUIPMENT NUMBER		MILTON CAT EQID	SMU	DIVISION
AA	G3406 EPG	KAR00358				E16776	71	Engine
QTY	TRANS	DESCRIPTION			UNIT PRICE		EXTENDED PRICE	

Repair process comments: 10/23/23/ Install PL. Power up and perform coms check.

Parts

1	6049580	Control Gp-E	213.15	213.15
1	6101015	6101015	104.91	104.91

Labor

Total Labor	912.00
-------------	--------

Miscellaneous

-1	SVC_ConnectedAssetCredit	Connected Asset Credit	315.00	-315.00
----	--------------------------	------------------------	--------	---------

Total Segment Parts	318.06
Total Segment Labor	912.00
Total Segment Miscellaneous	-315.00

Segment 02 Total: 915.06

Purchase Order Bourne Station 3 Gen

03 TRAVEL TO/FROM - JOB SITE

Labor

Total Labor	3,426.00
-------------	----------

Continued

FED ID.# 02-0258444

To ensure proper credit, please detach this portion and return with remittance.

Southworth-Milton, Inc.  
P.O. Box 3851  
Boston, MA 02241-3851

Please make checks payable to: Southworth-Milton, Inc.



Customer Number: 0750750  
Invoice Date: 11/30/2023  
Agreement Number: SCINV769408

Amount Due:	37,980.62
Amount Enclosed:	

S207683 P119641 - 2-M2  
68 Town of Bourne Highway Dept  
35 Ernest Valeri Rd  
Buzzards Bay, MA 02532-5682

☐ Check here for change of address.  
Please print the change on the  
back and return with remittance.



SERVICE INVOICE

INVOICE NUMBER SCINV769408  
INVOICE DATE 11/30/2023  
PO NUMBER Bourne Station 3 Gen



BILL TO  
Town of Bourne Highway Dept  
35 Erneset Valeri Rd  
Buzzards Bay, MA 02532  
USA

SHIP TO  
Town of Bourne Highway Dept  
130 Main Street  
Bourne, MA 02532  
USA

SERVICE CALL		INVOICE ACCOUNT	ORDER ACCOUNT	STORE	SALESPERSON	PAGE
CSR0819249		0750750	0750750	Milford - Power Systems	Pereira, Jose	3 of 3
MAKE	MODEL	SERIAL NUMBER	CUSTOMER EQUIPMENT NUMBER	MILTON CAT EQID	SMU	DIVISION
AA	G3406 EPG	KAR00358		E16776	71	Engine
QTY	TRANS	DESCRIPTION		UNIT PRICE	EXTENDED PRICE	

Miscellaneous

910    MARI101Mileage    MA & RI 101 Mileage    4.50    4,095.00

Total Segment Parts	0.00
Total Segment Labor	3,426.00
Total Segment Miscellaneous	4,095.00
Segment 03 Total:	7,521.00

Purchase Order    Bourne Station 3 Gen

Total Invoice Parts	\$13,055.21
Total Invoice Labor	\$21,038.00
Total Invoice Miscellaneous	\$3,887.41

We appreciate your business. Thank you. Should you have any questions regarding this invoice please contact service manager Tim Dailey at Direct Dial 508-634-5554 or E-Mail at Tim\_Dailey@MiltonCAT.com

We are not responsible for damage, breakage, or delay after we have taken transportation company's receipt. Interest, at legal rates will be charged on the amount of this invoice after its maturity. Gaskets and "O" rings are non-returnable. Other items are returnable only by prior authorization and in resalable condition.

Milton CAT is an equal opportunity employer and federal contractor or subcontractor. Consequently, the parties agree that, as applicable, they will abide by the requirements of 41 CFR 60-1.4(a), 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a) and that these laws are incorporated herein by reference. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. These regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability. The parties also agree that, as applicable, they will abide by the requirements of Executive Order 13496 (29 CFR Part 471, Appendix A to Subpart A), relating to the notice of employee rights under federal labor laws.

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Boston, MA 02241-3851

Please make checks payable to: Southworth-Milton, Inc.

S207683 P119641 - 2-M2  
68 Town of Bourne Highway Dept  
35 Ernest Valeri Rd  
Buzzards Bay, MA 02532-5682

Pay This Amount	37,980.62
Credit Amount	

Payment Terms: Charge - Net10 Prox  
FED ID.# 02-0258444



Customer Number: 0750750  
Invoice Date: 11/30/2023  
Agreement Number: SCINV769408

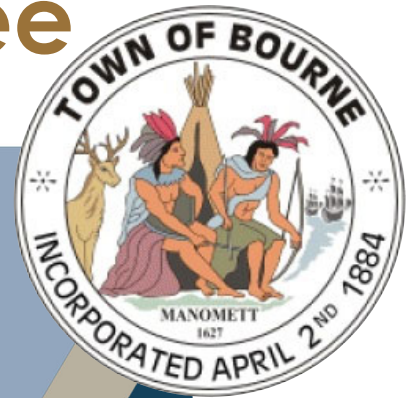
Amount Due:	37,980.62
Amount Enclosed:	



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# Town of Bourne Recreation Committee



## Needs Assessment FACILITIES REPORT 2024



Presented to the Select Board  
January 23, 2024



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# INTRODUCTION

Stemming from concerns voiced by community members, the Selectboard decided at their January 31<sup>st</sup>, 2023 meeting to pause any new recreational capital initiatives; instructing the Recreation Committee to begin a comprehensive evaluation on Recreational programming and assets.

The goal of the assignment is for the Recreation Committee, an advisory body to the Select Board, to collectively identify, assess and compare programs and services. This effort of designing of a “Recreational Playbook” or needs assessment resulted in the illuminating of differences between current and desired states. Reinforcing the importance for a community endorsed approach, the contradictions, barriers, disconnects and opportunities revealed from this project contributes towards justifying and shapes the prioritizing of future capital and operating recommendations.

## PLANNING PROCESS

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### **Step 1: Identify**

Understanding the goals/vision for the community’s future recreational needs.

---

Prior to commencing efforts towards assessing program and service needs, the Recreation Committee meet with the representing community member who initiated a survey on social media regarding Recreation programs in the Town of Bourne, at their February 28<sup>th</sup> meeting where the results from that citizen survey were presented.

Including the citizen social media survey, the Recreation Committee identified a vision to reinforce the committee’s commitments and next steps.

By defining the 5W+H, the Committee intentionally set a compass, assuring the importance and necessity in evaluating Recreation assets remained at the forefront of their efforts, discussions and decision making:

- ❖ (Who) Recreational Opportunities for all Demographics
- ❖ (Where) are services not being reached to members of the community?
- ❖ (What) challenges are being experiences preventing participation
- ❖ (When) does the community want access to those services
- ❖ (Why) community support and opinion has diminished
- ❖ (How) can information and messaging be improved to reach broader audiences and increase support?

## Step 2: Assess

Exploring where we are now: a complete inventory and conditions.

Utilizing a number of resources such as the Local Comprehensive Plan, Select Board Strategic Plan, the Open Space & Recreation Plan, list of recreational facilities as well as the citizen driven survey, the Committee conducted a SWOT Analysis using guiding questions (Figure 1).

### Strengths, Weaknesses, Opportunities and Threats

What are Bourne's recreational strengths and assets?

What does the town excel at providing?

What are Bourne's challenges today and in the future?

How do they impact life in Bourne?

What are the opportunities that exist?

What do you value the most and want to preserve for future generations, and why?

What are the barriers that need to be overcome?

Where could the town serve the community better, and why?

Figure 1.

From that guide, the Recreation Committee conducted a workshop on March 15, 2023 bringing forward and sharing what they each felt where the strengths, weaknesses, opportunities and threats towards Recreation in the town.

### TOWN OF BOURNE RECREATION COMMITTEE SWOT ANALYSIS – GENERAL COMMENTS

1. Proper Staffing for 7 day operation with cost analysis
2. Recreation opportunities for all demographics. Find out who we aren't reaching. What challenges are they experiencing to participate? (Transportation, etc)
3. Communication – branding, promoting
4. Maintenance of Recreation Areas – are they adequate? Do we have the resources to maintain? How do other departments support in sustaining?

Highlight what we do well, and what we need to improve on. Access inventory of current locations and assess if they are adequate.

2018 Open Space & Rec Plan mirrors goals, as does the BOS Strategic plan and the Local Comprehensive plan. All say the same thing, but community not willing to spend \$.

1. Permanent Parks & Rec team or contracted services to oversee facility/property maintenance and ongoing assessment
2. Communication Plan for advertising, coordinating, promoting at schools
3. Improve/increase hours of staffing and programs

Falmouth has a bus for middle school to pick up kids. Is this something that Bourne needs?

1. Maintaining accurate inventory of all rec facilities (possible field trip by Cmte members)
2. Signage advertising and directing audiences of what programs/services are available at certain locations.
3. Utilize Natural Resources in programming
4. Clean Facilities
5. Lighting enhancements/improvements

1. Increased staffing in Rec
2. Bike Path as an opportunity
3. Transportation needs to get to services
4. Getting schools involved
5. Clean up Community Events.
6. Facility inventory and routine maintenance schedule
7. Communication plan
8. User friendly locations – distribute evenly on both sides of bridges
9. Have a vision for the future

1. Increase staffing
2. Communication plan for promoting programs
3. Maintenance along with community events to clean up sites
4. Vision for the future

1. Utilize options that reaches variety of ages.
2. Opportunity for collaboration with COA, etc.
3. Change how the public views information; be proactive rather than reactive.
4. Use the library and other depts. As resources for outreach on programs
5. Have the community be proud of the facilities in town.
6. Increase staffing to improve programs

1. Maintenance is top priority with dedicated employees in a Parks & Rec team
2. Have the BOS listen and take action towards the Rec Cmtes recommendations.

Asked about R&M Budgets as well as including inspections within annual budget

1. Inclusivity for ADD

The results of the SWOT analysis summarized in Figure 2 and in Figure 3 assisted the Committee in determining alignment between perceived and actual experiences.

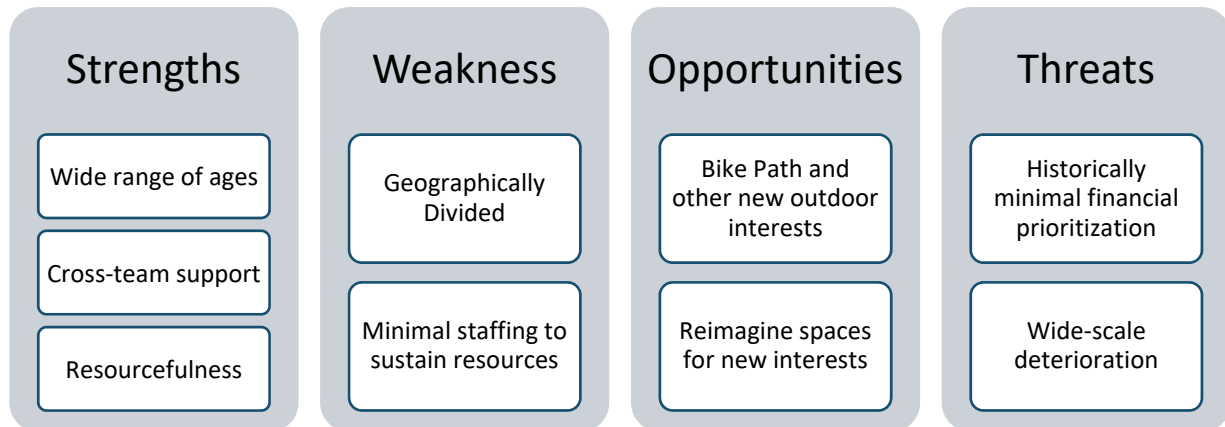


Figure 2.

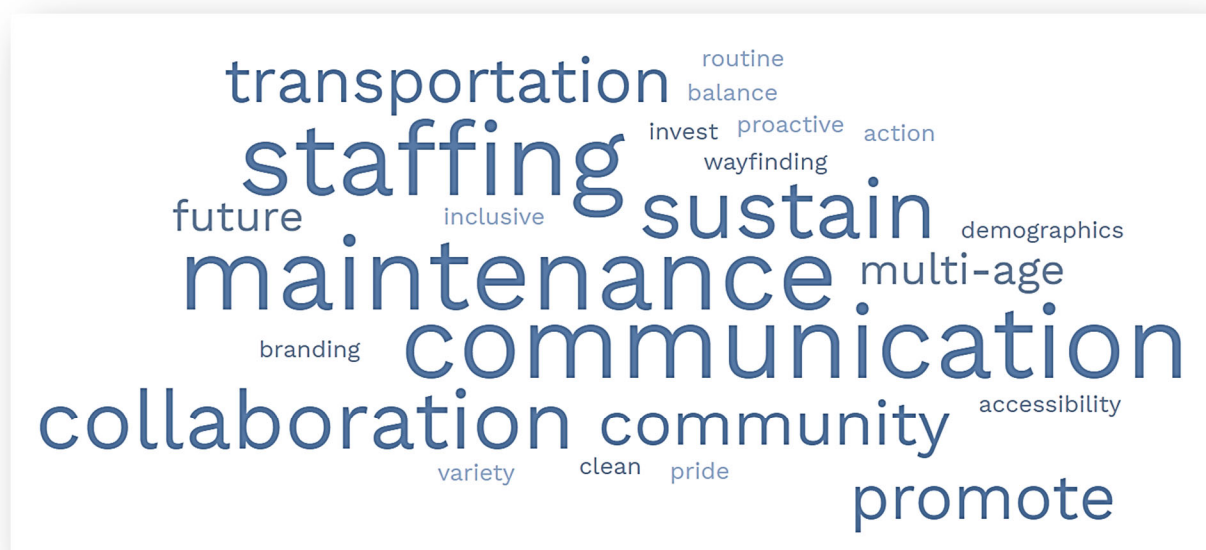


Figure 3.

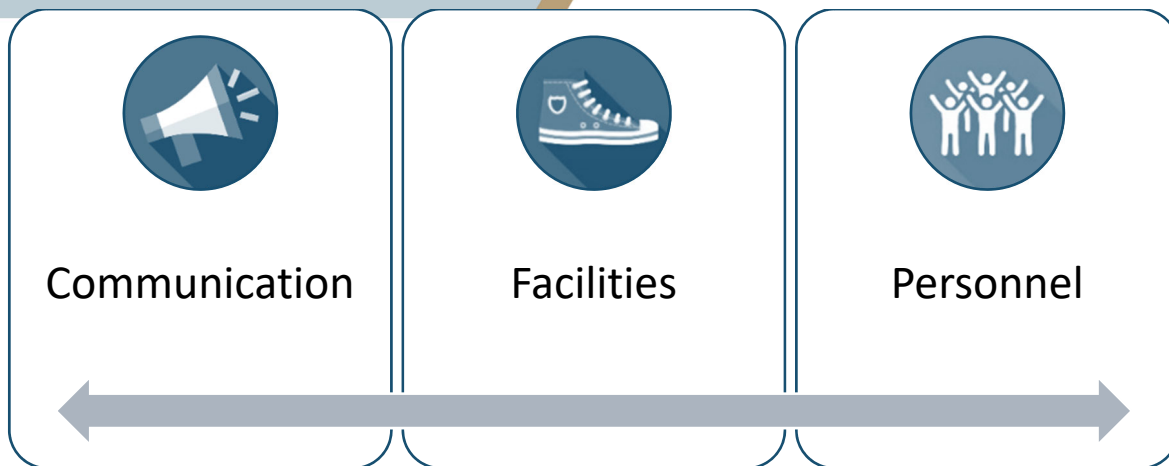
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### Step 3: **Illuminate** Uncovering the internal and external gaps being experienced.

---

The SWOT analysis highlighted and revealed reoccurring themes within three (3) core areas of focus:





The Committee delegated its members into three (3) working sub-groups assigned to each area of focus with instructions to work with town staff over the next four months to accomplish the following tasks:

1. Observe current conditions; and
2. Illuminate the gaps between current and desired state;

Once these tasks were completed, the Committee collectively began examining the sub-group's findings for each area, prioritizing recommendations on how to close those gaps.

As the assessment and reporting are intended to provide the Recreation Department, Town Administrator and Select Board guidance, **specifically in concert with the upcoming FY25 Annual Capital/CPC Budget Schedule**, the Recreation Committee prioritized identifying recommendations within the "Facilities" area of focus to be presented before the Select Board at their January 23, 2024 meeting.

## AREA OF FOCUS: FACILITIES

*Sub-Group Team Members: Alice Howe, Jim Linsky, Bill Macuch, Teddy O'Rourke*

Facilities are the physical backbone of a recreational system. They support and facilitate programming and user experiences while creating access to recreational opportunities. It is paramount that our community's properties and facilities be well maintained, meet current standards, and accommodate the highest and best use.

Using a templated rating scale to measure the quality of public recreational sites/locations and assets, the Sub-Group used the current list of available Recreational Facilities (*Appendix B*) to coordinate and evaluate site visits.

## ASSET EVALUATION RATING SCALE

<b>1</b> New Condition	<ul style="list-style-type: none"><li>•No minor defects or any noticeable signs of wear and tear. Proper design and immaculate appearance. No maintenance required.</li></ul>
<b>2</b> Good Condition	<ul style="list-style-type: none"><li>•Minor defects, signs of minimal wear and tear, does <u>not</u> inhibit usability or impact safety, may need maintenance in the future. Good appearance.</li></ul>
<b>3</b> Moderate Condition	<ul style="list-style-type: none"><li>•Some maintenance required to return to an acceptable appearance and usability level, but is safe to use for the time being. Somewhat acceptable appearance.</li></ul>
<b>4</b> Poor Condition	<ul style="list-style-type: none"><li>•Significant impacts to usability, somewhat unsafe conditions. Poor appearance.</li></ul>
<b>5</b> Extremely Poor Condition	<ul style="list-style-type: none"><li>•Requires urgent attention, absolutely unusable and unsafe. Above the scope of general maintenance. Requires immediate closure and replacement. Horrendous appearance.</li></ul>

Common amenities such as picnic tables and drinking fountains were not included in the Sub-Group's assessments however the ratings and evaluations from the site visits allowed the group to identify which parts of the assets were satisfactory, and which assets would require attention and improvements.

---

### Step 4: Mapping the journey of what and how to close those gaps.

---

The Sub-Group presented to the full Recreation Committee in September a comprehensive cataloging of their observations for each location's assets along with ratings, as determined by the scale (*Appendix A*). In a round-robin, the Committee individually ranked a total of 34 locations as a matter of High (1), Medium (2) and Low (3) priority based upon the sub-groups findings at regularly scheduled meetings in November and December.

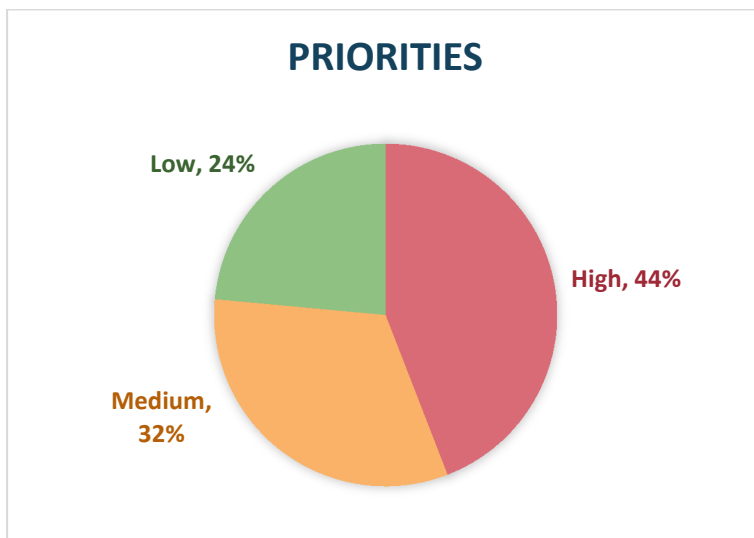
The rankings were averaged, quantizing the location's conditions; revealing over 75% of the 34 locations needed improvements in the immediate and near future, as shown in the chart and graph below.

## RECREATION COMMITTEE'S ASSET RANKING

Locations		Average
<b>HIGH PRIORITY</b>	Cataumet Schoolhouse -Tennis Court	1.0
	Chester Park Mo Bch - Tennis/Pickleball Courts	1.0
	Chester Park Mo Bch - Basketball Court	1.0
	Clarke Field - baseball Field	1.0
	Clarke Field- Tennis/Pickleball Court	1.0
	Keith Field Saga - Baseball Field	1.0
	Keith Field Saga - Tennis court	1.0
	Pocasset LL Field	1.0
	Pocasset Tennis/Pickleball Courts	1.1
	Town Hall - Tennis Court	1.1
	Clarke Field Saga Bch - Multi Use Field	1.3
	Bourne Community Building Skate Park	1.3
	Bourne Community Building - Playground	1.4
	Clarke Field - Basketball Court	1.4
	Pocasset Basketball Courts	1.4
<b>MEDIUM PRIORITY</b>	Bourne Community Building-Basketball Court	1.6
	Bourne Community Building -Little League Field	1.9
	Cataumet Washington Sq Playground	2.0
	Hoxie Playground	2.0
	Mo Bch Playground - Shore Road @ LL Field	2.0
	Mo Bch Little League Field	2.3
	Bourne Community Building Adult Softball Field	2.3
	Chester Park Mo Bch - Playground	2.4
	Clarke Field - Storage Building	2.8
	Clarke Field - Playground	2.8
	Pocasset Playground	2.8
<b>LOW PRIORITY</b>	Chester Park Field	3.0
	Queen Sewell Park - Youth Softball Field	3.0
	Queen Sewell - Playground	3.0
	Hoxie LL Field	3.0
	Bourne Inclusive Playground BB	3.0
	Buzzards Bay Gazebo	3.0
	Buzzards Bay Park Pavilion	3.0
	Buzzards Bay Park Splash Pad/Playground	3.0

This high percentage of high and medium priorities indicates, and confirms an irregular maintenance schedule and lack of dedicated funding towards recreational infrastructure

and assets; results from this exercise directly shaped the Recreation Committee's recommendations.



Assets in poor condition are costly to maintain, present increased liability risk, and have diminished service value to the community. Assets in fair to poor condition will require funding for improvement or replacement soon.

If adequate funding is not provided, this habitual trend of perpetual depreciation will continue to deteriorate our recreational assets; and, if not addressed promptly, the quality of life for all ages in our community will equally be impacted.

---

### Step 5: Prioritize

## Strategizing actionable solutions.

---

Considering the high percentage of areas needing attention, the Recreation Committee examined the results, alongside usage by residents and groups in the community as well as the physical location within the town.

## RECOMMENDATIONS

From that evaluation, *the Recreation Committee is requesting the support by the Town Administrator and Select Board to consider the following 5 recommended locations and Actions to proceed towards FY25 Capital and CPC funding:*



1. Clark Field Recreational Area

2. Pocasset Recreational Area

3. Chester Park Recreational Area

4. Keith Field Recreational Area

### Action: Feasibility Study

- Apply for FY25 CPC funding for comprehensive Feasibility Study of all four Recreational Areas to determine best multi-generational use spatially aimed at supporting an evolving recreational environment for the community's next 20+ years.
- Study will include robust Public Participation Plan to ensure community voice is reflective, including surveys with qualitative and quantitative analysis.
- ADA accessibility and Parking plan also must be included to support full use of each area.
- Feasibility Study will include plan for ongoing maintenance including passive items such as fencing, signage, etc.

### Estimated Cost

- \$150,000

*\* The hard courts at Clark, Pocasset and Keith have obtained FY22 CPC funding to rehabilitate, schedule to commence late April, 2024 but anticipated only 2-4 year life expectancy. The Recreation Committee feels there is adequate time to conduct the feasibility study and secure funding for design and construction if this recommendation moves forward for FY25. Prolonging this recommendation will narrow the window of time.*

## 5. Community Building Skate Park and Softball Field

### Action - Reimagining/Reconstruct

- Apply for FY25 CPC funding to completely reconstruct/upgrade Skate Park with an all-wheel design.
- This reimagining of the skate/all-wheel park will encroach/impact the softball field,
- Therefore Softball field will need to be repurposed.

### Estimated Cost

- \$500,000

*\* Conceptual designs of the Recreational Area behind the Community Building were generated and surveyed to the community in Fall 2022.*

<https://www.townofbourne.com/recreation/news/community-center-outdoor-recreation-area-re-design>

*This effort can be used as a starting point.*

*Recent examples of other communities in MA reconstructing skate parks, such as Billerica, were used for estimated costs.*

<https://www.town.billerica.ma.us/DocumentCenter/View/9430/CPC-Rec-PHR-Skate-Park-Playground?bidId=>

It is essential our community's recreational assets are sustained at level meeting or exceeding expectations; working together to continually value and support reimagining spaces to improve the quality of life for all who live, play and work in the Town of Bourne.

Therefore, the Committee will continue prioritizing upgrades/repair requests through Capital and CPC funding sources for future fiscal years, creating a 5-year capital plan to guide the Town Administrator and staff, along with finalizing their assessments in the other two core areas: staffing and communications.


# APPENDIX A – ASSET EVALUATIONS


## BOURNE COMMUNITY BUILDING RECREATIONAL AREA

BOURNE COMMUNITY BUILDING – BASKETBALL COURT		
<b>3</b>	<b>MODERATE CONDITION</b>	
	Surface	Large cracks
	Hoops, Rim	Good condition
<b>Recommendation:</b>	❖ <b>Complete replacement of court surface.</b>	
<b>CMTE PRIORITY</b>	<b>MEDIUM</b>	


BOURNE COMMUNITY BUILDING – LITTLE LEAGUE FIELD		
<b>5</b>	<b>EXTREMELY POOR CONDITION</b>	
	Infield	Stone Dust needed.
	Bases	Need replaced
	Field edging	Needed
	Field	Hardly mowed during in-season sport; major evidence of dog waste
	Benches	Newer. Excellent condition
	Outfield	A number of holes. Needs repaired.
	Irrigation	None
	Bleachers	Wooded and in poor condition
	Fencing	Rusty but acceptable
	Backstop	Rusty but acceptable
<b>Recommendation:</b>	❖ <b>Infield – Add new stone dust</b> ❖ <b>Bleachers – Replace</b> ❖ <b>Outfield – relevel and fill holes</b> ❖ <b>Mow on schedule</b> ❖ <b>Bases - Replace</b> ❖ <b>Fencing &amp; Backstop – Replace</b>	
<b>CMTE PRIORITY</b>	<b>MEDIUM</b>	


BOURNE COMMUNITY BUILDING – SKATE PARK		
<b>5</b>	<b>EXTREMELY POOR CONDITION</b>	
	Ramps	Broken and extremely dangerous
	Asphalt	Cracked and hazardous for boards and skates
<b>Recommendation:</b>	❖ <b>Full replacement</b>	
<b>CMTE PRIORITY</b>	<b>HIGH</b>	

BOURNE COMMUNITY BUILDING – ADULT SOFTBALL FIELD		
	<b>EXTREMELY POOR CONDITION</b>	
	Infield	Stone Dust needed.
	Bases	Need replaced
	Field edging	Needed
	Field	Hardly mowed during in-season sport; major evidence of dog waste.
	Benches	Newer. Excellent condition
	Outfield	Many holes. Still damaged when Main St excess snow was stored. Needs repaired.
	Irrigation	Unknown
	Fencing	Rusty but acceptable
	Backstop	Rusty but acceptable
<b>Recommendation:</b> ❖ Repurpose		
<b>CMTE PRIORITY</b>		<b>MEDIUM</b>

BOURNE COMMUNITY BUILDING PLAYGROUND		
	<b>POOR CONDITION</b>	
	Equipment	Older with rust. Needs painting. One piece of equipment needs repaired.
	Handicap Accessibility	Gate ok.
	Fencing	Good condition
	Landscaping	Needs trimming
	Surface	Intact but worn with two depressions.
<b>Recommendation:</b> ❖ Repair broken equipment ❖ Replace Surface		
<b>CMTE PRIORITY</b>		<b>MEDIUM</b>

## BUZZARDS BAY PARK

BUZZARDS BAY PARK – GAZEBO		
	<b>MODERATE CONDITION</b>	
	Floor	Large crack running across floor
	Railings	Rusty and in need of repainting
<b>Recommendation:</b> ❖ Repaint Rails, and correct crack so further damage does not occur		
<b>CMTE PRIORITY</b>		<b>LOW</b>

BUZZARDS BAY PARK – PAVILION		
	<b>GOOD CONDITION</b>	
	Landscape, Hardscape and Pavilion	Landscape and hardscape look new and pavilion is in great good shape possibly needs tables replaced soon.
<b>Recommendation:</b> ❖ None		



<b>CMTE PRIORITY</b>	<b>Low</b>
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<b>BUZZARDS BAY PARK – SPLASH PAD/PLAYGROUND</b>		
<b>2</b>	<b>GOOD CONDITION</b>	
	Entrance	Next to the path at the gate of the southeast entrance, the ground has eroded and created a hole.
	Center Hill	There is erosion at bottom side of hill.
	Missing part	Under the slide there is a pipe missing from the music feature.
<b>Recommendation:</b>		❖ <b>Repair ground holes</b>
<b>CMTE PRIORITY</b>	<b>Low</b>	

## CATAUMET

<b>CATAUMET SCHOOLHOUSE TENNIS COURT</b>		
<b>4</b>	<b>POOR CONDITION</b>	
	Fencing	Unsafe and rotting posts, extreme vegetation, 4ft hole, dangerous attachments to base.
	Parking	minimal, space for 3-5 cars on dirt area in front of school
	Handicap Accessibility	none
	Surface	Dirty and cracking with mold growing which is slippery Unsafe.
<b>Recommendation:</b>		❖ <b>Complete replacement necessary of fencing and court surface.</b> ❖ <b>Included in CPC Hardcourt Project.</b>
<b>CMTE PRIORITY</b>	<b>HIGH</b>	

<b>CATAUMET WASHINGTON SQUARE PLAYGROUND</b>		
<b>2</b>	<b>GOOD CONDITION</b>	
	Handicap Accessibility	None – There are 6" tall bricks surrounding area.
	Fencing	Good condition but gap in area that leads to railroad tracks.
	Equipment	Excellent variety for different age groups: 4 swings (2 for Toddlers), double slides, climbing wall, climbing net and rings.
	Surface	Good except for the large tree roots which grow around the equipment causing a hazard, and soft ground surface, many benches surrounding the playground on a large grassy area.
<b>Recommendation:</b>		❖ <b>Fencing needs to be connected, fixing gap</b> ❖ <b>Roots at base of equipment need to be corrected due to potential tripping hazard.</b>
<b>CMTE PRIORITY</b>	<b>MEDIUM</b>	

## CHESTER PARK RECREATIONAL AREA

CHESTER PARK (MONUMENT BEACH) – TENNIS/PICKLEBALL COURTS		
4	<b>POOR CONDITION</b>	
	Court Surface	Lined for 2 tennis courts with permanent nets, and 4 pickleball courts with portable nets (not provided). Surface condition is Poor - many cracks
	Fence	Good condition – maintenance needed on perimeter of base
	Handicap Accessibility	Cement walkway to one of two gates
Recommendation:		❖ Replace Courts
CMTE PRIORITY		HIGH

CHESTER PARK (MONUMENT BEACH) – BASKETBALL COURT		
3	<b>MODERATE CONDITION</b>	
	Court Surface	Asphalt, no lines, covered in sand. Not Suitable for organized play. Can be Dangerous.
	Backboards and Baskets	Very good condition
	Court-side Benches	None.
Recommendation:		❖ Reline Courts ❖ Preventative measures for sand ❖ Install Court-side benches for players.
CMTE PRIORITY		HIGH

CHESTER PARK (MONUMENT BEACH) – PLAYGROUND		
2	<b>GOOD CONDITION</b>	
	Playground Inventory	5 Playground Pieces (minor rust on one piece) 3 Benches, 1 Chair 1 Table Village Book Swap box
	Signage	New, beautiful.
	Handicap Accessibility	Via cement walkway.
Recommendation:		❖ Make ADA compliant
CMTE PRIORITY		MEDIUM


CHESTER PARK (MONUMENT BEACH) – FIELD		
2	<b>GOOD CONDITION</b>	
	Field	Large, empty and open requiring little oversight except mowing
Recommendation:		❖ Ongoing Mowing
CMTE PRIORITY		LOW

## CLARKE FIELD RECREATIONAL AREA

CLARKE FIELD – BASEBALL FIELD		
5	<b>EXTREMELY POOR CONDITION</b>	
	Infield	Stone Dust needed, and weeding
	Bases	Including Home plate, all are heavily damaged and needs replaced.
	Field edging	Needed
	Fencing	Weeds along fencing.
	Trash barrels	Lack of barrels in area create heavy trash in area.
	Field	Hardly mowed during in-season sport; Major evidence of dog waste. Many holes in outfield.
	Dugouts	Covered in graffiti, needs painting.
	Benches	Broken with sharp edges.
<b>Recommendation:</b> ❖ Possible repurpose		
<b>CMTE PRIORITY</b> HIGH		
CLARKE FIELD – MULTI-USE FIELD		
3	<b>MODERATE CONDITION</b>	
	Trash barrels	Lack of barrels in area create heavy trash in area.
	Field	Hardly mowed during in-season sport. Divots and holes on playing surface. Major evidence of dog waste. Witnessed many unleash dogs.
<b>Recommendation:</b> ❖ Field – relevel and fill holes, then mow on schedule. ❖ Add Trash Barrels and include in pickup rotation		
<b>CMTE PRIORITY</b> HIGH		
CLARKE FIELD – STORAGE BUILDING		
2	<b>GOOD CONDITION</b>	
	Exterior	Could use regular painting.
<b>Recommendation:</b> ❖ Add to painting schedule.		
<b>CMTE PRIORITY</b> MEDIUM		
CLARKE FIELD – PLAYGROUND		
2	<b>GOOD CONDITION</b>	
	Equipment	Newer playground and overall great condition. Graffiti however inside slides and 2 swings missing.
<b>Recommendation:</b> ❖ Replace swings		
<b>CMTE PRIORITY</b> MEDIUM		
CLARKE FIELD – BASKETBALL COURT		
3	<b>MODERATE CONDITION</b>	
	Surface	Major crack down center of court
	Hoops	Rusty rims and torn nets.


	Path outside	Concrete and black top dumped in 2 piles on path to the court.
	Fencing	No latch on gate, one top support bar is bent and no longer attached.
<b>Recommendation:</b>	❖ <b>Included in CPC Hardcourt Project.</b>	
<b>CMTE PRIORITY</b>	<b>HIGH</b>	

#### CLARKE FIELD – TENNIS/PICKLEBALL COURTS


	<b>POOR CONDITION</b>	
	Surface	Major crack on 3 or the 4 courts.
	Nets	Both are worn but one is torn all along bottom.
	Fencing	No latches on gate.
	Inside area	Old rusty hockey net inside courts.
<b>Recommendation:</b>	❖ <b>Included in CPC Hardcourt Project.</b>	
<b>CMTE PRIORITY</b>	<b>HIGH</b>	

## HOXIE

#### HOXIE – LITTLE LEAGUE FIELD


	<b>POOR CONDITION</b>	
	3 <sup>rd</sup> Base Player Bench	No top of bench, only legs
	Diamond	Misshaped. Gravel too narrow on base lines and pitching mound.
	Field	Old wooden soccer net in left field area. Lacrosse net in infield.
<b>Recommendation:</b>	❖ <b>Repurpose</b>	
<b>CMTE PRIORITY</b>	<b>LOW</b>	

#### HOXIE – PLAYGROUND


	<b>GOOD CONDITION</b>	
	Swings	One is chewed on both sides, other has cuts
	Ground Cover	Needs more ground cover
	Parking Lot	Pile of wood chips dumped; Many pot holes. Basketball hoop is rusty and net is torn. 2 <sup>nd</sup> basketball hoop is broken and hanging down
<b>Recommendation:</b>	❖ <b>Replace swing seats</b> ❖ <b>Remove/Replace Basketball hoops</b> ❖ <b>Add more ground cover</b>	
<b>CMTE PRIORITY</b>	<b>MEDIUM</b>	

## KEITH FIELD RECREATIONAL AREA


#### KEITH FIELD - BASEBALL

	<b>MODERATE CONDITION</b>	
	Out Buildings	Unsafe Flooring, Scoring Board in poor Shape
	1 <sup>st</sup> Base Dugout	Broken Trim, needs painting

	3 <sup>rd</sup> Base Dugout	Needs paint
	Field	Fairly good shape but maintained by volunteers not Contractors or DPW.
	Lights	One is not functioning.
	Irrigation	Active
	Field Scoreboard	Functioning, but rusty and needs repairs
	Cement Stands	Visitor Side in disrepair and dangerous. Home Side – Unstable.
	Bathrooms	Works but rarely used due to rains flood facility and clog toilets.
	Flagpole	On the ground and dangerous.
Recommendation:	<ul style="list-style-type: none"> <li>❖ <b>Out Building - Replace flooring and Scoring Board</b></li> <li>❖ <b>Dugouts – Replace broken trim and paint both entirely</b></li> <li>❖ <b>Lighting – Repair/Replace the one not functioning</b></li> <li>❖ <b>Field Scoreboard – Repair or Replace</b></li> <li>❖ <b>Stands – Replace</b></li> <li>❖ <b>Bathrooms – Identify if water table is issue, and ways to offer service in any weather</b></li> <li>❖ <b>Flagpole on ground – Needs to be removed</b></li> </ul>	
CMTE PRIORITY	HIGH	

KEITH FIELD – TENNIS COURT		
	POOR CONDITION	
	Court Surface	Cracks and plants growing through the cracks. Dangerous.
Recommendation:	❖ <b>Included in CPC Hardcourt Project</b>	
CMTE PRIORITY	HIGH	

## KENDALL RAE PARK

Bourne Inclusive Playground		
	NEW CONDITION	
	Excellent playground! Equipment for all ages and abilities and exciting pieces to play with: zip line, zip swing, drums, swings for individuals and groups	
Recommendation:	❖ <b>Add signage to make easier to find</b>	
CMTE PRIORITY	LOW	


## MONUMENT BEACH


MONUMENT BEACH (SHORE ROAD) - PLAYGROUND		
2	<b>GOOD CONDITION</b>	
	Fencing	Excellent condition
	Landscaping	N/A at this time, however clean-up at playground and dugouts recommended.
	Equipment	Good with variety for different ages
	Handicap Accessibility	Plastic “bricks” prevent accessibility by wheelchair.
	Floor	Intact.
Recommendation:		<ul style="list-style-type: none"> <li>❖ Cleanup around playground and dugouts.</li> <li>❖ Make ADA compliant</li> </ul>
CMTE PRIORITY		<b>MEDIUM</b>


MONUMENT BEACH (SHORE ROAD) – BASEBALL FIELD		
2	<b>GOOD CONDITION</b>	
	Fencing	Excellent condition, except 1 <sup>st</sup> base fence has a lot of growth.
	Irrigation	Condition Unknown
	Lights	Condition Unknown except large bird’s nest on top of 1 <sup>st</sup> base light pole.
	Scoreboard	Appears worn and rusty
	Handicap Accessibility	Aluminum stands are accessible.
	1 <sup>st</sup> Base Gate	Latch missing
	Bullpen	The netting is ripped but appears usable.
	Foul Poles	Both considerably rusty
	3 <sup>rd</sup> Base Dugout	Needs painting; boards on side roof need replacing, shingles need repair
	1 <sup>st</sup> Base Dugout	Needs painting, and wood needs repairing
	Aluminum Stands	2 sets, excellent condition
	Clubhouse	Siding missing, peeling paint, rusted door to snack bar not locked. Window pane missing on 2 <sup>nd</sup> floor, another window falling out of frame. Electrical outlet hanging by wire outside of building from 2 <sup>nd</sup> floor.
	Field	In good condition. Mostly level however many puddles at 1 <sup>st</sup> and 3 <sup>rd</sup> base, and in front of pitching mound.
	Driveway	Many large holes
Recommendation:		<ul style="list-style-type: none"> <li>❖ Fencing – Maintain and cut back growth along 1<sup>st</sup> base line</li> <li>❖ Scoreboard – repaint or replace with LED.</li> <li>❖ Replace latch on 1<sup>st</sup> base gate.</li> <li>❖ Foul Poles – Repaint or Replace.</li> <li>❖ 3<sup>rd</sup> Base Dugout – Replace boards on side roof, repair shingles.</li> <li>❖ 1<sup>st</sup> base Dugout – repair wood, and provide general maintenance.</li> </ul>

	<ul style="list-style-type: none"> <li>❖ Clubhouse – Replace missing siding. Repaint. Replace door. Fix missing pane in 2<sup>nd</sup> floor window, replace window falling from frame. Examine electrical outlet hanging from 2<sup>nd</sup> floor.</li> <li>❖ Driveway – regrade, place area on annual maintenance rotation.</li> </ul>
<b>CMTE PRIORITY</b>	<b>MEDIUM</b>

## POCASSET

POCASSET PLAYGROUND		
	<b>GOOD CONDITION</b>	
	Fencing	Very good condition
	Landscaping	Major trimming along inside and outside of fence needed.
	Equipment	Only 3 pieces of equipment, room for more at location. Rusting of edges on 2 pieces and exposed bolts on 1 piece pose a danger
	Handicap Accessibility	2 wide gates but reasonable access to only one.
	Floor	Intact with no visible damage
<b>Recommendation:</b>	❖ <b>Address exposed bolts, trimming along fencing, and rust areas.</b>	
<b>CMTE PRIORITY</b>	<b>MEDIUM</b>	

POCASSET TENNIS COURT		
	<b>POOR CONDITION</b>	
	Handicap Accessibility	none, no wide gates, no safe pathways
	Surface	2in. Wide separation and upheaval along the length of the net. Long weeded crack half the length of the total surface
<b>Recommendation:</b>	<ul style="list-style-type: none"> <li>❖ <b>Immediate replacement necessary of Surface</b></li> <li>❖ <b>Included in CPC Hardcourt Project.</b></li> </ul>	
<b>CMTE PRIORITY</b>	<b>HIGH</b>	

POCASSET LITTLE LEAGUE FIELD		
	<b>POOR CONDITION</b>	
	Irrigation System	In need of repair.
	Lighting	Wiring issues, and should be upgraded to LED
	Scoreboard	Working but in need of updating to wiring and lights
	Fencing	Good Condition but major growth in 5 outfield locations need maintenance.
	1 <sup>st</sup> Base Gate	Good condition and functional
	3 <sup>rd</sup> Base Gate	no latch, secured by bungee cords
	Right Field Double Door Gate	no latch, secured by cords and modified fencing
	Foul Poles	Both considerably rusted and need repainted.



	Handicap Accessibility	None
	3 <sup>rd</sup> Base Dugout	Peeling paint inside and out
	1 <sup>st</sup> Base Dugout	Peeling paint inside and out
	Memorial Sign	Damaged with sharp edges, needs to be replaced.
	Aluminum Stands (2)	Excellent Condition
	Clubhouse	Field Side – missing siding Road Side – Good condition Between Clubhouse & Backstop – overgrowth, litter and rubbish needing cleaned up Interior – has become storage unit rather than for original purpose.
	Backstop	Rusted.
	Field	Extremely poor condition – dangerous in places. Uneven – field elevation drops dramatically from infield to base path to outfield.
	Porta-Potty	One shared among whole area. Interior condition unknown
	Trash & Recycling Cans	One set shared among whole area, good condition
<b>Recommendation:</b>	<ul style="list-style-type: none"> <li>❖ <b>Field - Needs leveling and landscape maintenance</b></li> <li>❖ <b>Clubhouse – Full overhaul of interior and exterior to bring it up to Health code and allow intended purpose of building.</b></li> <li>❖ <b>Dugouts – Repaint</b></li> <li>❖ <b>Gates - Correct latches</b></li> <li>❖ <b>Backstop - Replace</b></li> <li>❖ <b>Clean Litter from area.</b></li> <li>❖ <b>Repair Irrigation System.</b></li> <li>❖ <b>Foul Posts – Repaint.</b></li> <li>❖ <b>Lights – Replace with LED and correct wiring issues.</b></li> <li>❖ <b>Scoreboard – update wiring and lights</b></li> <li>❖ <b>Memorial Sign – Replace.</b></li> </ul>	
<b>CMTE PRIORITY</b>	<b>HIGH</b>	

### POCASSET BASKETBALL COURTS (2)

<div style="background-color: #007bff; color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">3</div>	<b>MODERATE CONDITION</b>	
	Fencing	Good condition on 2 of the 3 sides. Fence on baseline of Court 1 in major disrepair. No fencing along woods at far border and wetland
	Court #1 Surface	Asphalt with lengthy crack
	Court #1 Benches	Only 1 and rusted at location.
	Court #2 Surface	Asphalt with major lengthy 1 inch crack with weeds. Lines faded and mold on court.
	Court #2 Benches	Rusted, too close to woodlands, needs resituating
	Baskets (4)	Rusted.
	Backboards (4)	Good condition. Target missing and should be added.

	Grass apron of courts	No evidence of care, non-existent on far border.
	Stands	None.
	Scoreboard	None.
<b>Recommendation:</b>	❖ <b>Research memorial basketball courts.</b> ❖ <b>Resurface if remaining</b>	
<b>CMTE PRIORITY</b>	<b>HIGH</b>	

## QUEEN SEWELL PARK

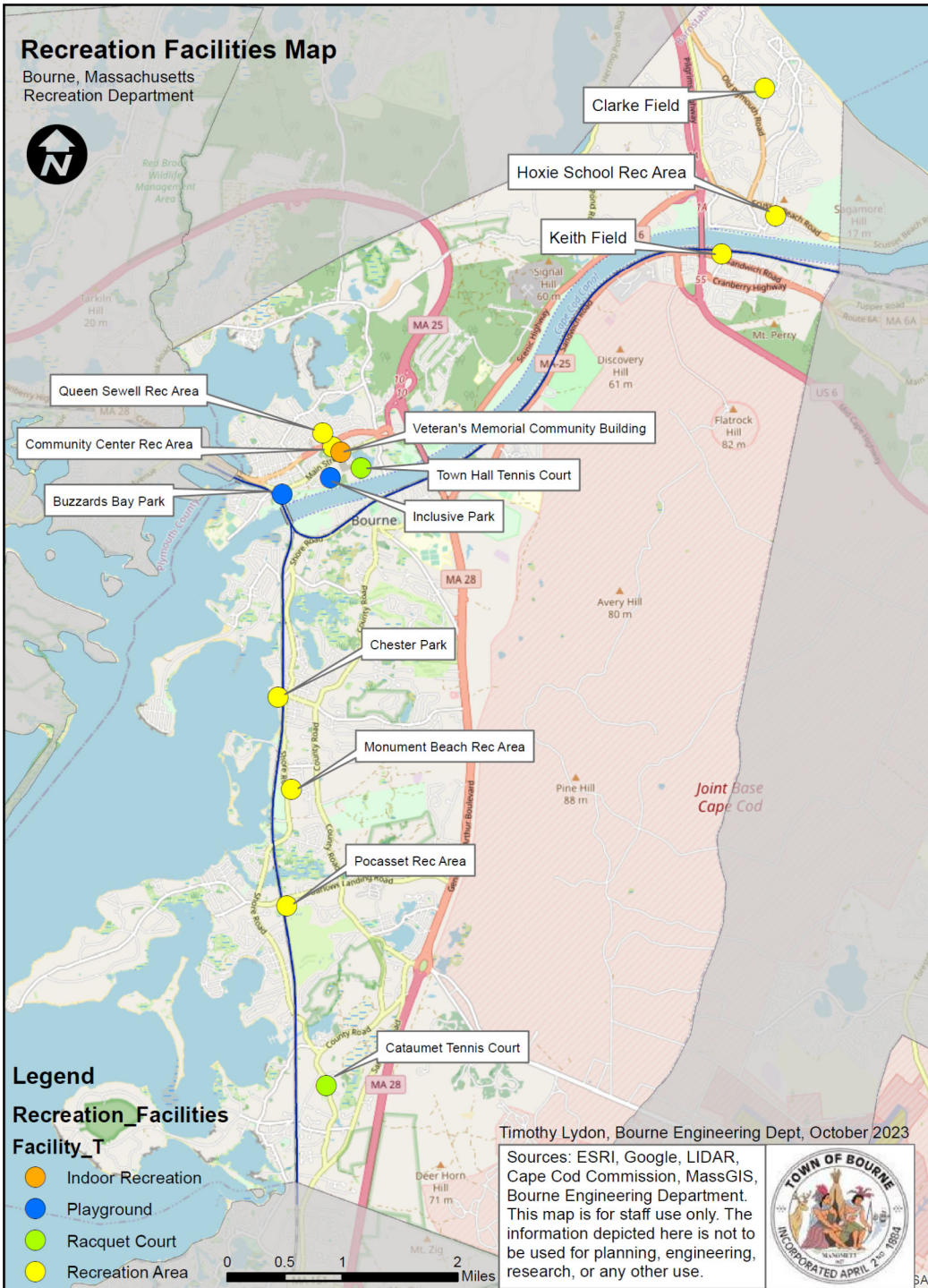
QUEEN SEWELL PARK – YOUTH SOFTBALL FIELD		
<b>2</b>	<b>GOOD CONDITION</b>	
	3 <sup>rd</sup> Base Player Bench	Needs repair
<b>Recommendation:</b>	❖ <b>Repair or Replace bench.</b>	
<b>CMTE PRIORITY</b>	<b>LOW</b>	

QUEEN SEWELL PARK – PLAYGROUND		
<b>1</b>	<b>NEW CONDITION</b>	
<b>Recommendation:</b>	❖ <b>None</b>	
<b>CMTE PRIORITY</b>	<b>LOW</b>	

## TOWN HALL

TOWN HALL TENNIS COURT		
<b>4</b>	<b>POOR CONDITION</b>	
	Net	Worn, holders are rusted.
	Handicap Accessibility	Gate access should be wider.
	Surface	Large Cracks everywhere. Court has settled and uneven for playing.
<b>Recommendation:</b>	❖ <b>Replace Court Surface</b>	
<b>CMTE PRIORITY</b>	<b>HIGH</b>	

# APPENDIX B – RECREATION FACILITIES



FACILITY	ADDRESS	VILLAGE
Bourne Community Building Recreation Area	239 Main Street	Buzzards Bay
➤ Adult Softball Field		
➤ Jason Comoletti Memorial Basketball Court		
➤ Eldridge Memorial Little League Baseball Field		
➤ Playground		
➤ Skate Park		
Bourne Inclusive Playground	212 Main Street	Buzzards Bay
Bourne Veteran's Memorial Community Center	239 Main Street	Buzzards Bay
➤ Cafeteria		
➤ COA Activities Room		
➤ COA Med Room		
➤ Gym		
➤ Rec Work Room		
➤ COA Meeting Room		
➤ Room 1		
➤ Room 2 – James A. Mulvey Meeting Room		
➤ Room 3		
➤ Veteran's Lobby		
Buzzards Bay Park	90 Main Street	Buzzards Bay
➤ Gazebo		
➤ Pavilion		
➤ Splash Pad & Playground		
Cataumet Schoolhouse Court	1200 County Road	Cataumet
➤ Tennis Court (Lined for Pickleball)		
Chester Park Recreation Area	Arthur Ave.	Monument Beach
➤ Basketball Court		
➤ Tennis Courts (Lined for Pickleball)		
➤ Playground		
Clarke Field Recreation Area	35 Clarke Road	Sagamore Beach
➤ Basketball Court		
➤ Tennis Courts (Lined for Pickleball)		
➤ Little League Baseball Field		
➤ Multi-Use Field		
➤ Playground		
➤ Walking Path		

Hoxie School Recreation Area	30 Williston Road	Sagamore Beach
➤ Playground		
➤ Little League Baseball Field		
Keith Field Recreation Area	880 Sandwich Road	Sagamore
➤ Babe Ruth Baseball Field		
➤ Tennis Court		
Monument Beach Recreation Area	585 Shore Road	Monument Beach
➤ Baseball Field		
➤ Playground		
Pocasset Recreation Area	310 Barlow's Landing Road	Pocasset
➤ David Duca Memorial Basketball Courts		
➤ Tennis Court (Lined for Pickleball)		
➤ Little League Baseball Field		
➤ Playground		
Queen Sewell Park Recreation Area	29 Cranberry Rd	Buzzards Bay
➤ Youth Softball Field		
➤ Playground		
Town Hall	24 Perry Ave	Buzzards Bay
➤ Tennis Court		
Washington Square Park Cataumet		
➤ Washington Park Playground	1 Post Office Sq.	Cataumet

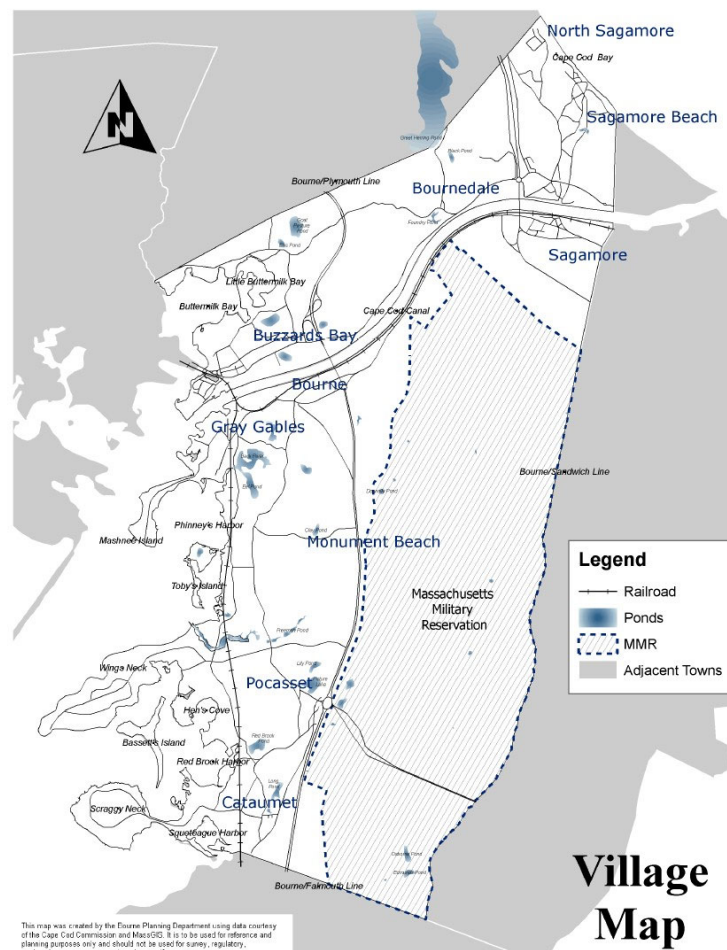
# APPENDIX C – PROFILES

## Bourne Community

The Town of Bourne is a vibrant and historic Cape Cod community located at the gateway to the distinctive region in Massachusetts with approximately 20,500 year-round residents, increasing to 40,000 during summer months. Just under half of the 26,200 acreage of the Town is owned by the Federal government and the Commonwealth of Massachusetts for use as a military base (occupied mostly on the eastern portion of the town) and area bordering the Cape Cod Canal.

The canal dissects the town into two parts, providing challenges with accessibility to programs and services. As a result of this geographic make up of town, many residents feel isolated from other parts of town either having to drive over the bridges to cross the canal or travel great distances to skirt around the military base.

## Bourne Map





## Recreation Committee

Outlined in the Town's bylaws, the purpose of the Recreation Committee is to "support all residents of Bourne in their recreational pursuits", with the following duties and responsibilities:

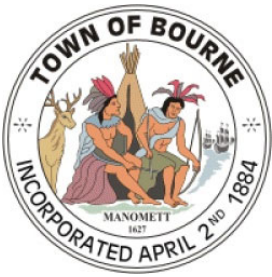
### **Section 1.7.3: Duties and Responsibilities.**

- ❖ The Committee shall assist the Recreation Department in the promotion of active and passive recreational activities for all age groups and abilities.
- ❖ The Committee shall submit an Annual Report to the Town outlining its goals and accomplishments for the prior fiscal year.
- ❖ The Committee shall identify and advocate for active and passive recreational opportunities, capital projects, new recreational areas, special events and programs.
- ❖ The Committee shall assist the Recreation Department to improve outreach and communications with the community regarding the Town's recreational programming, projects, events, and initiatives.
- ❖ The Committee may assist the Recreation Department with the implementation of special events as scheduled by the Department throughout the year.
- ❖ The Committee may solicit public opinion for recreation projects.
- ❖ The Committee will notify the Recreation Department and Department of Public Works of any known maintenance and/or repair needs to recreational facilities.

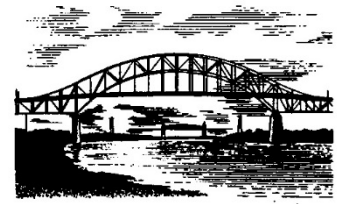
## Recreation Department

Comprised of a Director and Assistant Director, the mission of the Recreation Department is to "provide quality, affordable recreational programs and special events for the residents of Bourne". Through mission alignment, staff supports the community's recreational needs through primary responsibilities for youth and family recreational programming opportunities including beach safety management, scheduling of outdoor ballfields, and the scheduling and day-to-day operations of the Bourne Veteran's Memorial Community Center.





# Town of Bourne Town Administration



[www.townofbourne.com](http://www.townofbourne.com)



24 Perry Ave, Bourne, MA 02532

## Memo

**To:** Capital Outlay Committee  
Finance Committee  
Community Preservation Committee

**From:** Liz Hartsgrove, Assistant Town Administrator  
Katie Matthews, Acting Recreation Director

**RE:** **FY25 Comprehensive Recreational Area Feasibility Study Capital Request**

**Date:** February 2, 2024

**Cc:** Select Board  
Recreation Committee  
Marlene McCollem, Town Administrator

As an advisory body to the Select Board, the Recreation Committee has been working jointly with town staff since January 2023 designing a “Recreational Playbook” or needs assessment of recreational programs and services being offered to the Bourne community. The objective of the assessment is to illuminate differences between current and desired states, which, by identifying contradictions, barriers, disconnects and opportunities, those findings become strong contributors towards justifying and shaping future capital and operating recommendations.

Utilizing a number of resources such as the Local Comprehensive Plan, Select Board Strategic Plan, and the Open Space & Recreation Plan, the Recreation Committee distinguished three core areas of focus for their working groups to evaluate programs and services: Personnel, Communications and Facilities.

As the Recreation Committee’s assessment exercise was and is intended to provide the Recreation Department, Town Administrator and Select Board guidance in concert with annual budget schedules, the Recreation Committee presented their findings on the Facilities area of focus along with two (2) recommendations to the Select Board at their January 23, 2024 meeting.

The Select Board voted unanimously to support proceeding with those FY25 recommendations by directing Town Staff with submitting CPC and Capital requests for:

1. \$150,000 for a feasibility study on four (4) recreational areas (Clarke, Pocasset, Keith and Chester); and
2. \$500,000 to design an expanded replacement and building of an All-Wheel Park, and reimagining the softball field for a different purpose at the Community Building.

The following narrative is in relation to Recommendation #1.

## COMPREHENSIVE RECREATION AREA FEASIBILITY STUDY

LOCATION: CHESTER, CLARKE, KEITH AND POCASSET RECREATIONAL AREAS

REQUESTED AMOUNT: \$150,000



As outlined in the Recreation Committee's Facilities Needs Assessment Report presented to the Select Board at the January 23, 2024 meeting, 12 locations with a total of 34 assets were evaluated by the Facilities Working Group and then ranked and averaged by the full Committee as a matter of High (1), Medium (2) and Low (3) priority.

*\* Details of the Asset Evaluations, Appendix A within the Facilities Needs Assessment Report can be found by scanning the QR Code or visiting the following site:*

[www.townofbourne.com/sites/g/files/vyhlf7346/f/uploads/rec\\_cmte\\_facilities\\_needs\\_assessment\\_final.pdf](http://www.townofbourne.com/sites/g/files/vyhlf7346/f/uploads/rec_cmte_facilities_needs_assessment_final.pdf)

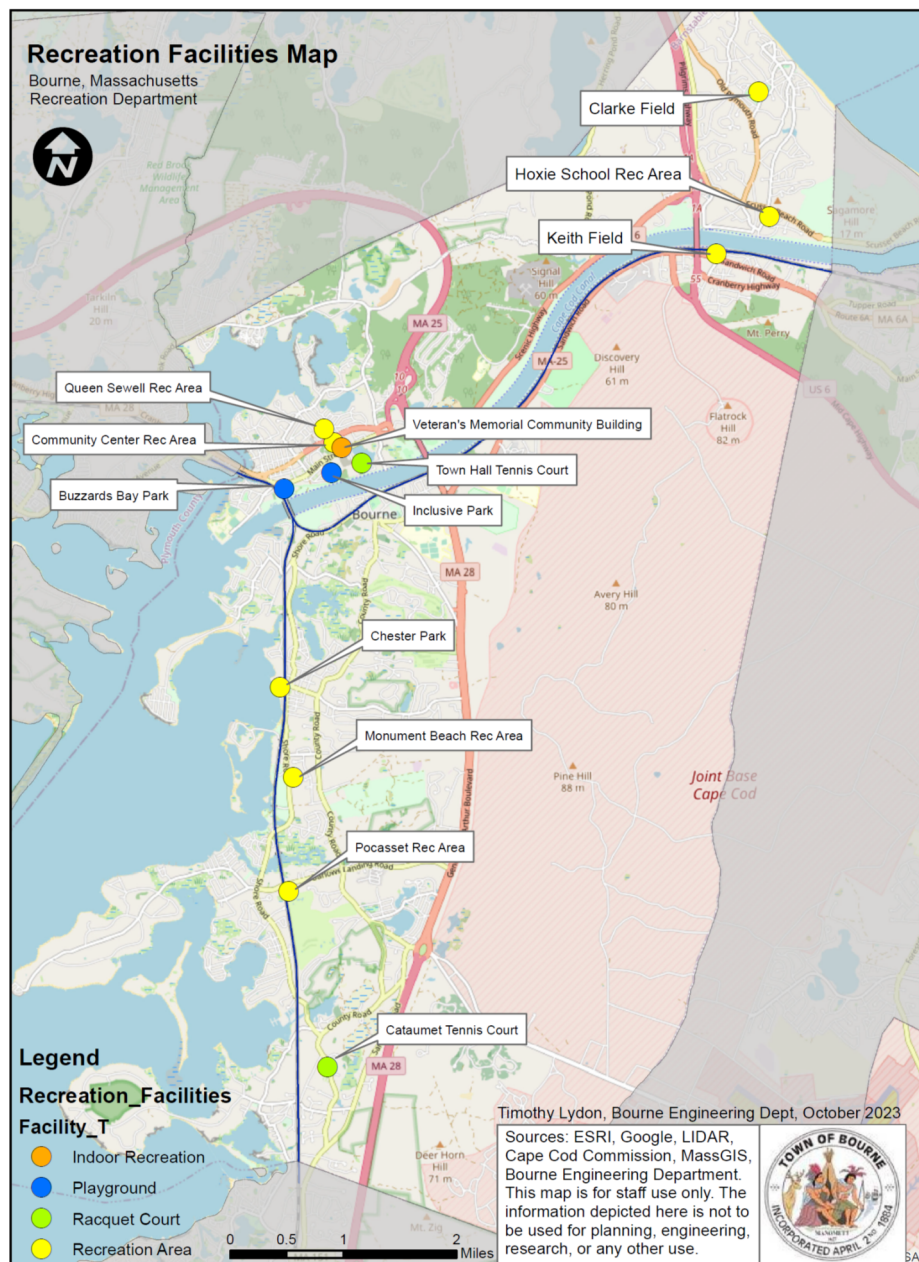
Revealing over 75% of the 34 assets needing improvements in the immediate and near future, the Recreation Committee examined the results, alongside usage by residents and groups in the community as well as the physical location within the town to determine the most immediate areas of needs and recommended course of action.

### RECREATION COMMITTEE'S ASSET RANKING

Locations		Average	Study Area
HIGH PRIORITY	Cataumet Schoolhouse -Tennis Court*	1.0	
	Chester Park Mo Bch - Tennis/Pickleball Courts*	1.0	✓
	Chester Park Mo Bch - Basketball Court	1.0	✓
	Clarke Field - baseball Field	1.0	✓
	Clarke Field- Tennis/Pickleball Court*	1.0	✓
	Keith Field Saga - Baseball Field	1.0	✓
	Keith Field Saga - Tennis court*	1.0	✓
	Pocasset LL Field	1.0	✓
	Pocasset Tennis/Pickleball Courts*	1.1	✓
	Town Hall - Tennis Court	1.1	
	Clarke Field Saga Bch - Multi Use Field	1.3	✓
	Bourne Community Building Skatepark	1.3	
	Bourne Community Building - Playground	1.4	
	Clarke Field - Basketball Court	1.4	✓
	Pocasset Basketball Courts	1.4	✓
MEDIUM PRIORITY	Bourne Community Building-Basketball Court	1.6	
	Bourne Community Building -Little League Field	1.9	
	Cataumet Washington Sq Playground	2.0	
	Hoxie Playground	2.0	
	Mo Bch Playground - Shore Road @ LL Field	2.0	
	Mo Bch Little League Field	2.3	
	Bourne Community Building Adult Softball Field	2.3	
	Chester Park Mo Bch - Playground	2.4	✓
	Clarke Field - Storage Building	2.8	✓

LOW PRIORITY	Clarke Field - Playground	2.8	✓
	Pocasset Playground	2.8	✓
	Chester Park Field	3.0	✓
	Queen Sewell Park - Youth Softball Field	3.0	
	Queen Sewell - Playground	3.0	
	Hoxie LL Field	3.0	
	Bourne Inclusive Playground BB	3.0	
	Buzzards Bay Gazebo	3.0	
	Buzzards Bay Park Pavilion	3.0	
	Buzzards Bay Park Splash Pad/Playground	3.0	

As depicted in the ranking graph above, of that 75% of town-wide recreational assets within high and medium priority, 15 assets (or 57%) are located within 4 recreational areas: Chester, Clarke, Keith and Pocasset.



While the hard courts at Clark, Pocasset and Keith have obtained FY22 CPC funding for rehabilitation, scheduled to commence late April 2024, the resurfacing project will only provide 2-4 year life expectancy for those courts. And when incorporating the quantity and conditions of the additional high and medium priorities assets at these four locations, the Recreation Committee recognized this as a strategic opportunity for the community to objectively work on determining what the best multi-generational use is for these 4 recreational areas, through a comprehensive recreational area feasibility study.

Conducting a feasibility study of all four areas simultaneously, the Town benefits by examining the community as a whole; all of the assets supplied with its user demands; analyze locale, proximity and accessibility to other services; evaluate inclusivity and accessibility for all abilities; assure other community plans such as the Open Space & Recreation Plan and Local Comprehensive Plan are integrated in the evaluation; and determine if the community's needs and wants for the next 20+ years will be met as they currently are, or, if those areas must be redesigned to spatially enhance its offerings to support an evolving recreational environment.

### **COMPREHENSIVE RECREATIONAL AREA FEASIBILITY STUDY CAPITAL REQUEST**

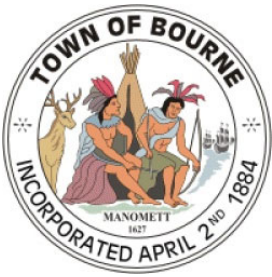
In addition to the Select Board's unanimous support towards this recommendation, the Recreation Committee has identified the following commitments for the study to incorporate:

- Commitment 1.** The study will include robust Public Participation Plan to ensure community voice is reflective, including surveys with qualitative and quantitative analysis.
- Commitment 2.** ADA accessibility and parking plan also must be included to support full use of each area.
- Commitment 3.** The Feasibility Study must include a plan for ongoing maintenance including passive items such as fencing, signage, etc.

### **PROPOSAL FUNDING SOURCE**

As this is a new request and unrelated to prior CPC projects and appropriations, the town is requesting the full amount of \$150,000 from Community Preservation Funds for the comprehensive feasibility study including solicitation and hire a recreational consulting firm who will also be specialized in inclusivity/ADA access, all associated public outreach, critical venue development and design concepts, cost analysis, and reporting along with business plan for maintenance and long-term oversight.

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# Town of Bourne Town Administration



[www.townofbourne.com](http://www.townofbourne.com)



24 Perry Ave, Bourne, MA 02532

## Memo

**To:** Capital Outlay Committee  
Finance Committee  
Community Preservation Committee

**From:** Liz Hartsgrove, Assistant Town Administrator  
Katie Matthews, Acting Recreation Director

**RE:** **FY25 Community Building Skatepark & Softball Field Redesign & Build Capital Request**

**Date:** February 2, 2024

**Cc:** Select Board  
Recreation Committee  
Marlene McCollem, Town Administrator

As an advisory body to the Select Board, the Recreation Committee has been working jointly with town staff since January 2023 designing a “Recreational Playbook” or needs assessment of recreational programs and services being offered to the Bourne community. The objective of the assessment is to illuminate differences between current and desired states, which, by identifying contradictions, barriers, disconnects and opportunities, those findings become strong contributors towards justifying and shaping future capital and operating recommendations.

Utilizing a number of resources such as the Local Comprehensive Plan, Select Board Strategic Plan, and the Open Space & Recreation Plan, the Recreation Committee distinguished three core areas of focus for their working groups to evaluate programs and services: Personnel, Communications and Facilities.

As the Recreation Committee’s assessment exercise was and is intended to provide the Recreation Department, Town Administrator and Select Board guidance in concert with annual budget schedules, the Recreation Committee presented their findings on the Facilities area of focus along with two (2) recommendations to the Select Board at their January 23, 2024 meeting.

The Select Board voted unanimously to support proceeding with those FY25 recommendations by directing Town Staff with submitting CPC and Capital requests for:

1. \$150,000 for a feasibility study on four (4) recreational areas (Clarke, Pocasset, Keith and Chester); and
2. \$500,000 to design an expanded replacement and building of an All-Wheel Park, and reimagining the softball field for a different purpose at the Community Building.

The following narrative is in relation to Recommendation #2.



## **SKATEPARK REDESIGN/EXPAND AND BUILD, AND SOFTBALL FIELD REDESIGN**

LOCATION: BOURNE COMMUNITY BUILDING, 239 MAIN STREET, BUZZARDS BAY

REQUESTED AMOUNT: \$500,000

### **BACKGROUND**

The current skatepark was created in 2005 by repurposing and installing ramps on an existing underutilized tennis court. However, no substantial upgrades or improvements were made to the equipment since the 2005 installation, gravely deteriorating the conditions of the skatepark. Online google reviews by residents and visitors from 2020 experienced “cracks in the jumps, ruff pavement, and lack of sturdiness”, and “ramps coming apart, the ground is pretty rough, and the transitions from the ramps to the ground are sketchy.”

Recognizing the much needed attention, Community Preservation funds were appropriated at the 2021 Annual and Fall Town Meetings to contract with a landscape architect and sports facility designer to work with the Recreation Department and community in creating a comprehensive Master Plan of the entire area including the skatepark.

Incorporating a robust public participation, outcomes reported in the [final master plan](#), issued in January 2023 by Ray Dunetz Landscape Architecture, Inc, verified the severe conditions and non-inclusivity of the skatepark, as well as highlighting a strong community desire to prioritize redesigning the skatepark into an All-wheel plaza facility.

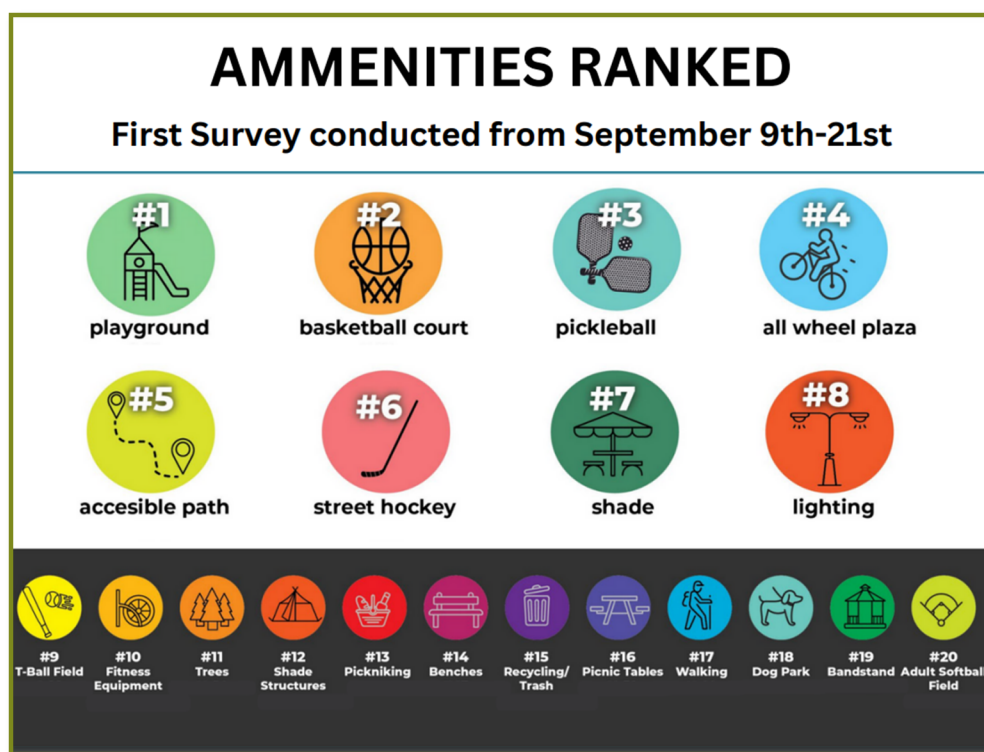


Figure 1. [Source: Bourne Veteran's Memorial Community Center Outdoor Recreation Area Redesign Presentation, January 31, 2023](#)

## Necessary Upgrades

In 2005 an underutilized tennis court was transformed into our current skate park. This skate park is not inclusive for people with disabilities. The equipment is outdated, does not provide cohesive flow, and limits the number of skaters who can use the equipment at the same time.



Figure 2. [Source: Bourne Veteran's Memorial Community Center Outdoor Recreation Area Redesign Presentation, January 31, 2023](#)

While the master plan and its community engagement feedback provided valuable direction, the estimated costs outlined in the recommended 2-step approach generated a community wide desire to pause moving forward on any new capital initiatives until the Recreation Committee evaluated and prioritized a complete recreational programming and asset needs assessment.

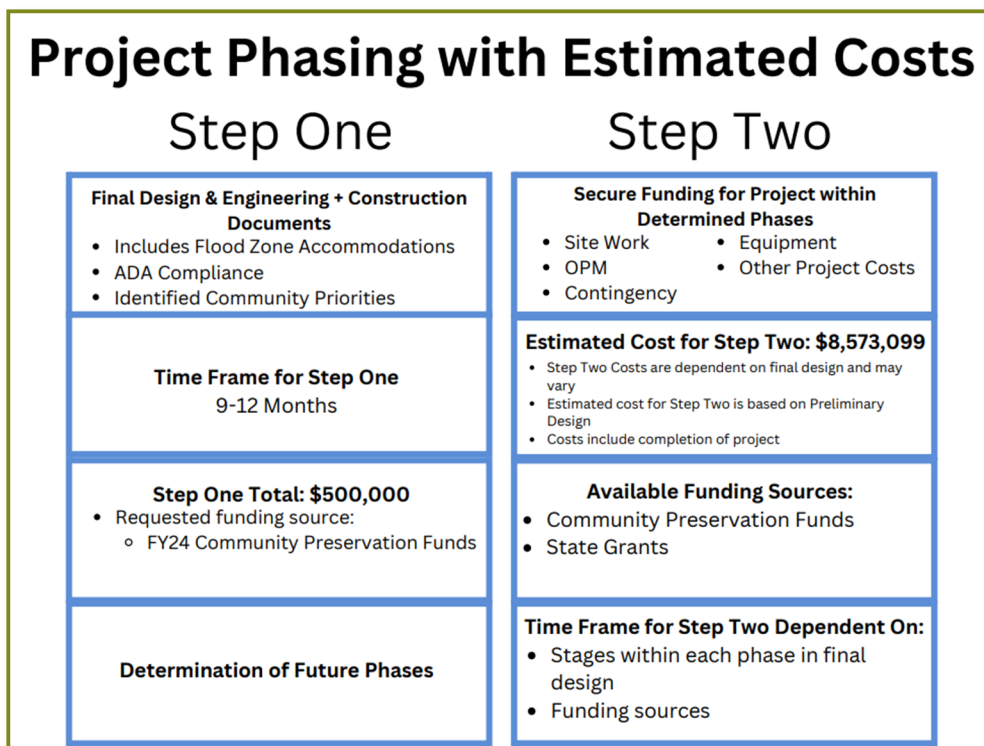


Figure 3. [Source: Bourne Veteran's Memorial Community Center Outdoor Recreation Area Redesign Presentation, January 31, 2023](#)



## 2023-2024 RECREATION COMMITTEE FACILITIES NEEDS ASSESSMENT REPORT

As outlined in the [Recreation Committee's Facilities Needs Assessment Report](#), presented to the Select Board at the January 23, 2024 meeting, 12 locations with a total of 34 assets were evaluated by the Facilities Working Group and then ranked and averaged by the full Committee as a matter of High (1), Medium (2) and Low (3) priority.

### RECREATION COMMITTEE'S ASSET RANKING

Locations		Average
HIGH PRIORITY	Cataumet Schoolhouse -Tennis Court*	1.0
	Chester Park Mo Bch - Tennis/Pickleball Courts*	1.0
	Chester Park Mo Bch - Basketball Court	1.0
	Clarke Field - baseball Field	1.0
	Clarke Field- Tennis/Pickleball Court*	1.0
	Keith Field Saga - Baseball Field	1.0
	Keith Field Saga - Tennis court*	1.0
	Pocasset LL Field	1.0
	Pocasset Tennis/Pickleball Courts*	1.1
	Town Hall - Tennis Court	1.1
	Clarke Field Saga Bch - Multi Use Field	1.3
	Bourne Community Building Skatepark	1.3
	Bourne Community Building - Playground	1.4
	Clarke Field - Basketball Court	1.4
	Pocasset Basketball Courts	1.4
MEDIUM PRIORITY	Bourne Community Building-Basketball Court	1.6
	Bourne Community Building -Little League Field	1.9
	Cataumet Washington Sq Playground	2.0
	Hoxie Playground	2.0
	Mo Bch Playground - Shore Road @ LL Field	2.0
	Mo Bch Little League Field	2.3
	Bourne Community Building Adult Softball Field	2.3
	Chester Park Mo Bch - Playground	2.4
	Clarke Field - Storage Building	2.8
	Clarke Field - Playground	2.8
	Pocasset Playground	2.8
LOW PRIORITY	Chester Park Field	3.0
	Queen Sewell Park - Youth Softball Field	3.0
	Queen Sewell - Playground	3.0
	Hoxie LL Field	3.0
	Bourne Inclusive Playground BB	3.0
	Buzzards Bay Gazebo	3.0
	Buzzards Bay Park Pavilion	3.0
	Buzzards Bay Park Splash Pad/Playground	3.0


Revealing over 75% of the 34 assets needed improvements in the immediate and near future, the Recreation Committee examined the results, alongside usage by residents and groups in the community as well as the physical location within the town to determine the most immediate areas of needs and recommended course of action.

Also acknowledging the active CPC funded project to resurface hard courts at Cataumet, Clarke, Keith and Pocasset scheduled to begin Spring 2024, the Recreation Committee anticipated life of those hard court assets extended by several additional years, therefore providing the opportunity to solicit and conduct a comprehensive feasibility study at each of those 4 locations to objectively determine best multi-generational use that will spatially aim at supporting an evolving recreational environment for the community's next 20+ years. (*Recommendation #1*)

Deducting the associated assets within Recommendation #1's scope, the Community Building Recreational Area, specifically the skatepark, ranked the next most critical asset/location to be prioritized and included within the FY25 capital requests.

### COMMUNITY BUILDING SKATEPARK & SOFTBALL FIELD REDESIGN & BUILD CAPITAL REQUEST

As noted in the Facilities Working Group's evaluation (below), and the 2023 [final Master Plan](#), the current state of the 6,200 sqft skatepark does not match the desired state. The obstacles are in very poor and dangerous conditions, leaving the park significantly under-outfitted and under-utilized for all styles and abilities of participants.

BOURNE COMMUNITY BUILDING – SKATE PARK		
	<b>EXTREMELY POOR CONDITION</b>	
	Ramps	Broken and extremely dangerous
	Asphalt	Cracked and hazardous for boards and skates
<b>Recommendation:</b>	❖ Full replacement	
<b>CMTE PRIORITY</b>	<b>HIGH</b>	

In addition to also having the ability to be designed as paths or incorporate skateable art, the *Skatepark Project's Best Practices Guide* outlines a variety of options and guidance on costs associated with types of skateparks, typology, included obstacles, and intentions as a community destination. (Figure 4)

Using the Skatepark Project's calculations to determine the community's level of service needs (including casual and core skaters):

Year Round Need	21,000 (population) / by 2.5 (est % of skaters) = 8,400 sq.ft (of total need) – 6,200 sqft existing = 2,200 sqft of additional footprint to meet the needs of Bourne's year-round residents.
Seasonal Need	40,000 (population) / 2.5 (est. % of skaters) = 16,000sqft (total seasonal need) – 6,200 sqft existing = 9,800 sqft of additional footprint to meet seasonal needs.

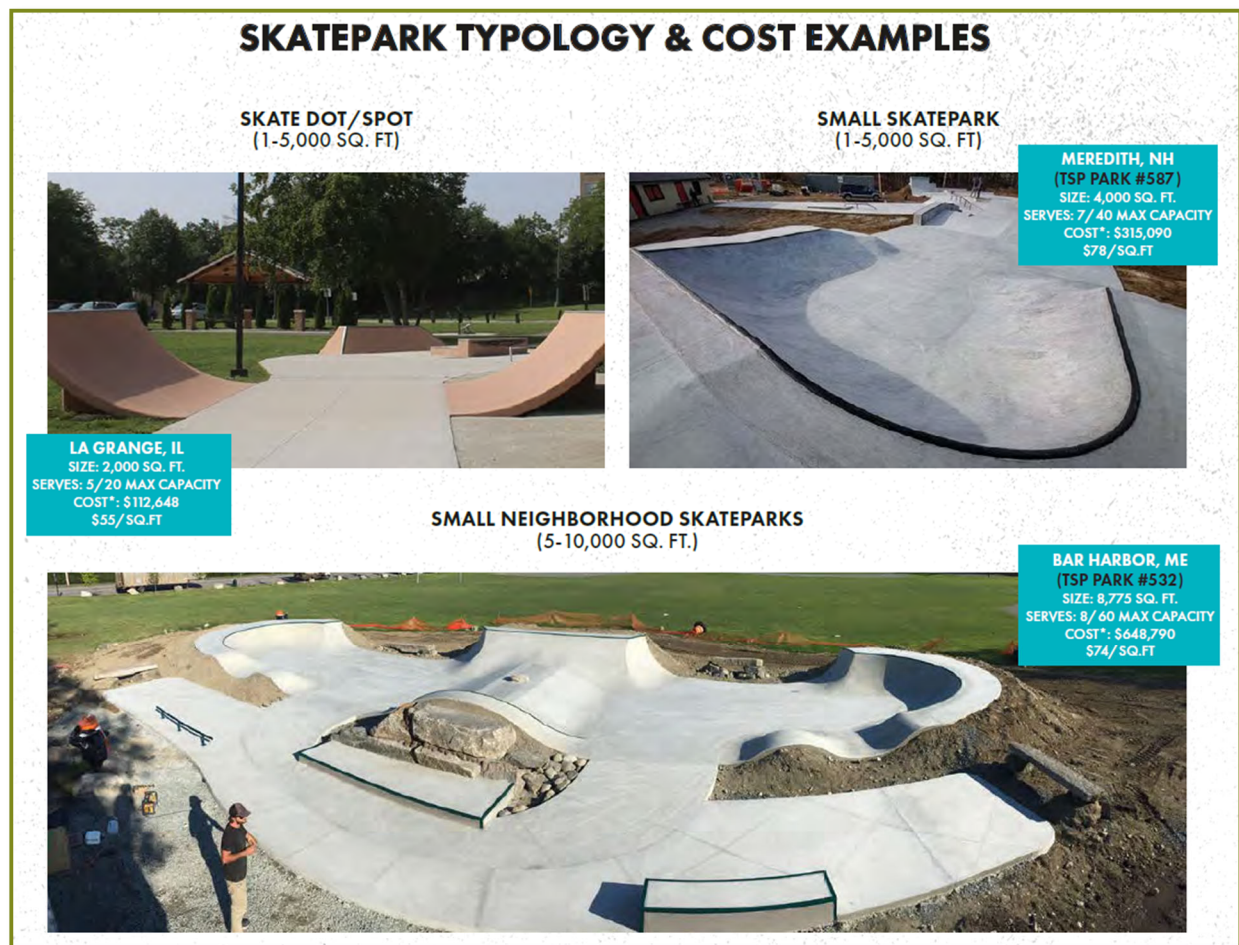


Figure 4. Source <https://skatepark.org/wp-content/uploads/2023/03/Best-Practices-Guide-4.0.pdf>

While the final details and scope of redesigning a skatepark was not included in the 2023 Master Plan, the Recreation Committee has committed to:

**Commitment 1.** Redesigning the asset as an inclusive, all-wheel park;

**Commitment 2.** Dedicate the necessary space to meet the level of service of the year-round population; expanding the footprint, at minimum, by 2,200 sqft into the equally neglected, but lesser used abutting softball field;

BOURNE COMMUNITY BUILDING – ADULT SOFTBALL FIELD		
<div style="background-color: #0070C0; color: white; width: 40px; height: 40px; border-radius: 50%; display: flex; align-items: center; justify-content: center; margin: 0 auto;">5</div>	<b>EXTREMELY POOR CONDITION</b>	
	Infield	Stone Dust needed.
	Bases	Need replaced
	Field edging	Needed
	Field	Hardly mowed during in-season sport; major evidence of dog waste.
	Benches	Newer. Excellent condition
	Outfield	Many holes. Still damaged when Main St excess snow was stored. Needs repaired.
	Irrigation	Unknown
	Fencing	Rusty but acceptable
	Backstop	Rusty but acceptable
<b>Recommendation:</b>		❖ Repurpose
<b>CMTE PRIORITY</b>		<b>MEDIUM</b>

As indicated in the Skatepark Project's Best Practices Guide:

*"Considering accessibility, capacity and flow will ensure that the skatepark will serve more people, have a functional and enjoyable physical rhythm between obstacles and each obstacle will have the run up and run out needed to work properly. Experienced designers and builders will understand the nuances of a good skatepark layout. They will utilize existing topography, local obstacle requests and stormwater management needs to create a space that allows traffic to flow safely end to end or around a circuit. This is the nerdy design stuff that skaters don't often consider - but good skatepark advocates and skatepark designers must take these factors into consideration in order to create a good park."*

**Commitment 3.** Consider new uses for the remaining portion of the softball field including categories not currently present on site but highly ranked in the Amenities Survey conducted for the 2023 Master Plan (*Figure 1*)

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## PROPOSAL FUNDING SOURCES

As the Skatepark is the primary priority within the Community Building Recreational Area to focus on redesigning and constructing, the details of wants/needs to assist with determining a redesign of the skatepark will affect the final costs associated with the proposed project.

1. The 2021 fall town meeting approved \$70,000 towards the design plans for the Recreational Area. To date, a balance of \$25,000 remains which can fund survey and testing to identify best placement of the all-wheel skatepark and scope of what can and cannot be incorporated into the final design (snake runs, bowls, lighting, shade, unique features, etc).
2. Grant and donation funding will be sought from Skatepark Project and other sources.
3. Continuing to utilize the Master Plan's conceptual designs and feedback, **the requested \$500,000 from CPC for FY25 is estimated based upon:**
  - Expanding the skatepark's footprint to approx. 8,400sqft that will support the year-round need;
  - \$40-\$75/sqft for professional poured-in-place sustainable concrete skatepark design, stormwater, contingency and construction by an experienced concrete skatepark specialty firm (\$336,000+)
  - Remaining portion of fund balance will assist with costs associated with redesign and construction of remaining portions of softball and/or existing footprint of skatepark if new skatepark is determined best suited elsewhere on property.

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## LINKS TO SIMILAR AND RECENT PROJECTS IN MA

- Town of Billerica <https://www.town.billerica.ma.us/DocumentCenter/View/9430/CPC-Rec-PHR-Skate-Park-Playground?bidId=>
- City of Leominster <https://leominster-ma.gov/DocumentCenter/View/1078/Appendix-B2-News-Article-Tony-Hawk-foundation-gives-10000-grant-for-Frankie-Fortuna-skate-park-PDF>

CAPITAL IMPROVEMENT PROGRAM  
CAPITAL PROJECT REQUEST

DEPARTMENT *SCHOOL DEPT*  
FY 25

Information should be as specific as possible including start dates, completion dates and specific dollar amounts. Schematic design plans should be included to show the scope of the project. If available and appropriate based on the phase of the project more complete plans should be included.

**NAME OF PROJECT** *Jackson Field Bleacher Design*

**DESCRIPTION OF PROJECT** :*This project includes the design, bid, and construction oversight for the replacement of the current "home" side bleachers, as well as site improvements and an addition of a pedestrian walkway to make the new bleachers accessible.*

If this is a project with more than one phase – please describe the total project as well as each of the phases and then specifically describe the specific phase for this request.

**DESCRIPTION OF NEED:***The feasibility study completed this year concluded that while there are no apparent visual signs of failure of the existing bleacher structure, they noted concerns in both the build out and the design of the current structure, most significantly that the back railing was not high enough and does not meet code. It is Gale's opinion that the existing bleacher structure cannot be repaired and should be replaced. Although the study included the press box structure, because it is not physically attached we can replace the bleachers without upgrading it and making it accessible. Building a new pressbox would require the addition of a lift and is estimated to cost between \$185,000 and \$225,000.*

**PROJECT PHASE:**

What is the proposed timeline for this project?*Spring/Summer of 2024 for the design.*

Is there more than one phase of this project?                      If so describe this phase and how it fits into the total project including the total project timeline.

Are there timing issues related to the completion of this project or project phase:                      Are there possible funding sources that might be lost or potential problems if this project or phase is not completed by a certain time?

**PROJECT USEFUL LIFE (Years)**

Describe the useful life and any factors which might extend or shorten the useful life of the project.

**PROJECT PLANNING**

Describe the planning process for this project.                      What Town Departments, Committees or Boards have been consulting in the planning?*The Budget and Facilities Sub-Committee supports this project.* Have any professional services (engineers, etc.) been consulted during the

**CAPITAL IMPROVEMENT PROGRAM  
CAPITAL PROJECT REQUEST**

preparation for the project request?*Please see the Feasibility Study completed by Gale as well as their proposal for this phase.*

Are any future professional services required for the planning and/or completion of the project?*N/A*

Are any approvals necessary for this project?*The feasibility study was approved by the School Committee, The Capital Committee, The Finance Committee, and the voters when they funded the original \$50,000. If so, have the approvals been obtained? If necessary approvals have not been obtained please describe the approval process and how it fits into the project timeline.*

**PROJECT COSTS**

This should include cost of this phase as well as the overall project cost. Detailed estimates are helpful for project understanding and evaluation. *This phase of the project is \$72,666.00. We are requesting \$30,000 as we still have \$44,000 left over from the \$50,000 from the capital request. The replacement cost of the bleachers is estimated at just under \$300,000 if we reduce the seats to 425 and is currently on our Five Year Plan for 2027. The current capacity is 610 seats and would cost \$277,800 plus the pedestrian walkway to make it accessible at \$45,000.00, for a total of \$322,800 in today's dollars and climate.*

**PROJECT FUNDING SOURCES**

Please describe specifically with dollar amounts all proposed funding sources. If potential sources have been identified that can only be applied for based on project approval or completion, please describe the sources and the application and approval process for the funding source.

**REVENUE GENERATED BY PROJECT IMPLEMENTATION**

Projected annual revenue*N/A* – what is the source of the revenue. Is there current revenue related to this project? If so, describe the current revenue and expenses and how the project will impact revenue and expenses. Will current revenue be lost if the project is not completed? What is the estimated payback (in years) on the project?

**IMPACT OF PROJECT ON OPERATING & MAINTENANCE COSTS:**

Are there any salaries or operating costs (including additional fuel, heat and/or electricity costs) expected?*N/A*

Are there custodial or other maintenance costs associated with this project? Include both annual maintenance and other maintenance cost required less than annually.*N/A*

**EXPLAIN AND JUSTIFY NEW POSITIONS.**

**PROJECT PRIORITY**



## CAPITAL IMPROVEMENT PROGRAM

### CAPITAL PROJECT REQUEST

Please describe and rank the priority of this project based on your perception of the importance of the project for your department and the Town in terms of both operating and capital budget needs./

Also, please rank the project based on the Capital Outlay Committee criteria./

Assessed value of taxable property to be removed from tax list:

Relation of this project to other projects or to the long range plan:

When was this project first requested for inclusion on the capital improvement plan? *Two years ago*

For what FY was the initial project request? *2026*

If this project has previously been deferred from the current year projects under consideration have there been any impacts from this deferral.

Will the proposed project have an impact or effect of the environment?*No* If yes, please explain.

If land acquisition. Attach a plot plan.

Other comments:



Gale Associates, Inc.

300 Ledgewood Place | Rockland, MA 02370

P 781.335.6465 F 781.335.6467

[www.galeassociates.com](http://www.galeassociates.com)

January 30, 2024

Town of Bourne  
c/o Bourne Public Schools  
36 Sandwich Road  
Bourne, MA 02532

Attn: Mr. Jordan Geist, Director of Business Services  
E: [jgeist@bourneps.org](mailto:jgeist@bourneps.org)

Re: Proposed Grandstands  
Bourne High School  
Bourne, MA  
Gale P07362

Dear Mr. Geist:

Gale Associates, Inc. (Gale) is pleased to present this proposal to provide Engineering Consulting Services to Bourne Public Schools (BPS) regarding the above-referenced facility.

#### **PROJECT UNDERSTANDING**

Based on Gale's previously submitted Bourne High School Track/Football "Home-Team" Bleacher, Press-Box, and Pedestrian Access Feasibility Study dated January 11, 2024, Bourne has subsequently requested Gale's assistance with the following improvements at Bourne High School:

- Engineering and design/consulting services for the installation of new grandstands (+/- 425 seats), with bid alternates for removing and replacing the "visitor-team" bleacher structure with a new (+/- 100 seats) bleacher structure with walkways to bring the grandstand/bleacher access into ADA compliance utilizing the internal track walkway.

Based on the nature of this project and our initial research, permitting services are not anticipated. Gale will provide engineering services for design, bid, and construction phase services, as follows:

#### ***Phase 1 – Background Evaluation, Facility Assessment and Schematic Design***

- Attend a virtual "start-up" meeting with BPS to finalize the project goals, design criteria, and milestone schedule. Prepare the meeting agenda and issue related meeting minutes.

***SINCE 1964***

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- Topographic Survey: Gale will retain the services of a Surveyor Subconsultant, Bayside Engineering (Bayside), to provide a limited topographic survey of the existing conditions of the “home-team” grandstands and “visitor-team” bleacher structure extending twenty feet (20’) beyond the project limits. The work will include:
  - Prepare a plan depicting 1-foot contours and applicable spot grades, as well as existing site features.
  - Field locate site utilities, including rim and invert elevations, based on record information and visible above-ground appurtenances.
  - Provide an existing conditions base plan in AutoCAD.
  - This proposal does not include a property boundary survey. Therefore, the resultant plan will not be stamped by a Professional Land Surveyor (PLS).
- Geotechnical Services: Based on our initial conversations with grandstand vendors, we have been informed that there are suitable grandstand/bleacher systems for this project that do not necessitate geotechnical services. However, if the bleacher design evolves to require geotechnical services, Gale has provided an additional services option within this proposal to retain the services of a Geotechnical Subconsultant, Nobis Group, Inc. (Nobis), to complete a series of two to three (2-3) geotechnical borings (estimated to take one (1) day), at key project locations, to characterize underlying geotechnical strata and establish the design parameters for the grandstands. Nobis will retrieve samples, and complete laboratory testing to characterize the soils. Nobis’ proposal is attached, and their services will be invoiced as a reimbursable expense. If required, these services can be authorized at a later date utilizing the separate authorization line provided in the signature block of this proposal.
- Utilities to be researched include water, storm drainage, electric, communications and gas. Gale will identify visible utility constraints and conflicts bearing on the proposed improvements utilizing existing grandstand and track area record plans provided by BPS, visible above-ground appurtenances, and paint markings by DigSafe. At this time, we are assuming the electrical/communications services to the existing press box will remain unchanged. Therefore, no electrical subconsultant services have been included in our scope.
- Using the existing conditions information compiled, Gale will prepare one (1) conceptual layout for the proposed improvements. Meet virtually with BPS on one (1) occasion to review the conceptual plan. Complete one (1) revision to the layout, based on client direction, to produce a final schematic layout with a preliminary schematic level estimate of constructed cost.
- The final schematic design submission will include layout and grading plans. Meet virtually with BPS to review the schematic plan submission. BPS will provide approval of the schematic plans prior to proceeding with Engineering and Design.



***Phase 2 – Engineering and Design/Final Design Documents***

- Prepare a site grading plan for the proposed grandstand construction area. The grading plan will show proposed spot grades and contours, as well as site accessibility, updated by the bleacher location.
- The design development plan set will generally include:
  - Cover Sheet
  - General and Technical Notes Plan
  - Existing Conditions with Erosion Controls and Demolition Plan
  - Layout, Materials, and Grading Plan
  - Miscellaneous Site Details
  - Grandstand Plans
- Make a design development progress submission at the 75% stage of completion. The submission will include plans and details annotated with applicable technical notes. A construction cost estimate will be included with the submission. Meet virtually with BPS to present and review design options. Issue meeting minutes to confirm our understanding of BPS' intent.

***Phase 3 – Final Design Documents***

- Following the receipt of BPS' comments from the Engineering and Design Phase and authorization to proceed, we will finalize the site design documents suitable for public bidding. Provide BPS with a set of construction drawings stamped by a Registered Civil Engineer, as appropriate.
- BPS will provide the non-technical "front-end" contract requirements for the preparation of the contract documents or Gale will provide a standard AIA 201, General Conditions of a Construction Contract front end for BPS' comment and review.

***Phase 4 – Bid/Award Services***

- Assist BPS with bid phase services.
  - Draft an Invitation to Bid for BPS' approval and review advertisement requirements with BPS.
  - Attend a pre-proposal site visit for prospective bidders.
  - Respond to requests for clarification.
  - Issue addenda to the bid documents, if required.
  - Review the two (2) low proposal submissions for completeness and responsiveness.
  - Evaluate the bidders' performance on representative projects and provide BPS with a summary of the bid review results.

***Phase 5 – Construction Phase Services***

- Receive and review contractor's shop drawings and submittals for acceptance or rejection prior to project start-up. Rejected submittals will be returned to the contractor for



resubmittal. We recommend all submittals be received and reviewed by Gale prior to the pre-construction meeting and job start-up.

- Attend the pre-construction conference on site with the selected contractor and BPS. We will prepare the related agenda and meeting minutes.
- Respond to requests for information (RFIs) and issue clarification sketches, if needed. Review contractor requests for payment and assist with the preparation of change orders.
- Schedule and attend weekly construction meetings on site and develop/distribute related meeting minutes. Observe the project's general compliance with the contract requirements and schedule. We have based this Scope of Services on a construction duration of eight (8) weeks. Gale's proposal is predicated on six (6) construction meetings and one (1) additional structural site visit.
- Gale will conduct a final site visit to review the project, following notification from the contractor of Substantial Completion. The following services will be provided to assist BPS with project close-out:
  - Certify Substantial Completion.
  - Provide a summary of punch list items requiring completion by the contractor and related follow-up.
  - Review contractor provided as-built drawings.
  - Review close-out documents to be provided by the contractor (e.g., warranties, lien releases, maintenance manuals, etc.).
  - Provide an opinion regarding final payment, release of retainage, and final acceptance by BPS.

## COMPENSATION

- Gale's compensation to provide the Scope of Services is detailed as follows:

	<u>Gale</u>	<u>Reimbursable Subconsultants</u>
Phase 1 - Background Eval., Assess. & Schematic Design	\$ 8,500.00	
Surveying (Bayside)		\$8,338.00
Phase 2 - Engineering and Design	\$10,400.00	
Phase 3 - Final Design	\$ 8,100.00	
Phase 4 - Bid/Award	\$ 4,100.00	
Phase 5 - Construction Phase Services	<u>\$19,600.00</u>	
<b>SUBTOTALS</b>	<b>\$50,700.00</b>	<b>\$8,338.00</b>
<b>TOTAL</b>	<b>\$59,038.00</b>	

### Additional Services (if required)

Geotechnical Engineering (Nobis)	\$13,628.00
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- Gale's compensation for the Scope of Services includes miscellaneous reimbursable expenses, such as mailing, mileage, printing, etc., associated with the project.
- Gale's services will be performed in accordance with our General Terms and Conditions or a mutually agreed upon contract, and invoiced per our current Schedule of Fees dated January 2024, attached.
- Reimbursable subconsultant expenses will be invoiced as noted above and include Gale's standard 15% subconsultant mark-up.

#### **PROJECT PARAMETERS AND LIMITATIONS**

- Record plans will be provided to Gale by BPS.
- Utilities may exist at the site for which there are no records. Gale's proposal does not include research or field services to locate non-record utilities.
- Preliminary estimates of construction costs and detailed estimates of construction costs prepared by Gale represent Gale's judgment as a design professional familiar with the construction industry. It is recognized that neither Gale nor BPS has control over the cost of labor, materials, or equipment, over the contractor's methods and means of construction, or any of the other variables involved in construction bidding. Accordingly, Gale does not warrant or represent that construction costs will not vary from the project budget or cost estimates.
- For publicly bid projects, Gale will advertise the project in the Central Register. BPS will be responsible for local newspaper advertisements and posting at the office of the awarding authority and in COMMBUYS.
- Gale's review of shop drawings and material submittals is not for the purpose of determining the accuracy and completeness of other information, such as dimensions, quantities, and installation or performance of equipment or systems, which are the contractor's responsibility. Gale's review shall not constitute approval of safety precautions or, unless otherwise specifically stated by Gale, of any construction means, methods, techniques, sequences, or procedures. Gale's approval of a specific item shall not indicate approval of an assembly of which the item is a component.
- Job site safety is the contractor's responsibility. Gale representatives, including subconsultants retained by Gale, may visit the job site from time to time. These visits are for clarifications of specific design related issues only and are not for the purposes of job site safety. It is the contractor's sole responsibility to comply with all site safety applicable requirements.
- The correction of issues noted by Gale during this construction phase is the responsibility of the contractor, as is documentation of the correction. Gale bears no liability for further or additional observations or follow-up of issues identified. Lists generated by Gale are not considered to be all inclusive and represent only those issues actually observed and noted by





Gale personnel while on-site. Gale has been tasked to observe specific construction elements only, and the absence of notations with respect to any other construction elements neither creates any liability on Gale's part, nor alters the contractor's responsibility to complete all work in accordance with the contract documents.

- Gale's fee does not include:
  - Geotechnical engineering services (unless authorized as additional services).
  - Electrical engineering services.
  - Flood plain elevation determination studies.
  - Habitat studies or mitigation design.
  - Meetings beyond those defined/enumerated above.
  - Physical location, camera inspection, or the evaluation of condition of utilities.
  - Design off-site utility upgrades or any required upgrade to electrical service.
  - Development of financial or legal analyses.
  - Property line and easement survey.
  - 3-D perspective renderings or models.
  - Permitting services.
  - Permitting any open Order of Conditions related to previous projects.
  - SWPPP and NPDES Permit will be prepared by others.
  - Services related to a bid protest.
  - Re-work due to change in regulations.
  - Mechanical/plumbing/fire protection services.
  - Third party professional cost estimating.
  - Contractor services and associated equipment, including third party testing.
  - Traffic studies.
  - Services related to site contamination or hazardous materials testing (LSP services).
  - Construction as-built survey or plan preparation.
  - Wetlands replication or off-site mitigation design.
  - Services related to historical or archeological issues.

Should services be required in these areas, or areas not previously described, Gale will prepare a proposal or amendment, at BPS' request, that contains the scope of services, fee and schedule required to complete the additional services.

#### **REQUIRED DOCUMENTS**

- If this proposal is acceptable, please sign below and return one (1) copy to this office. Gale's receipt of an executed agreement will constitute a Notice to Proceed with the services outlined herein and contract for services.
- Receipt of this signed proposal is required prior to Gale initiating services on the project.

Mr. Jordan Geist  
Town of Bourne c/o Bourne Public Schools  
Re: Proposed Grandstands  
January 30, 2024  
Page 7



Thank you for considering Gale to provide services on this project. Should there be any questions, please do not hesitate to contact the undersigned.

Best regards,  
GALE ASSOCIATES, INC.

*Kathleen D. Hervol/cmh*

Kathleen D. Hervol  
Director of Athletics

*Nathan T. Socha/cmh*

Nathan T. Socha  
Project Manager

NTS/KDH/cmh

Enclosures:

- Bayside Proposal
- Nobis Proposal
- General Terms and Conditions
- Schedule of Fees

CC:

- Gale Team (JW, SMB)

Accepted for:

TOWN OF BOURNE C/O BOURNE PUBLIC  
SCHOOLS (BOURNE)

The Undersigned represents that he/she is an  
officer/principal of Bourne and is duly authorized  
to execute this contract on behalf of Bourne.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Type Name and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Additional Geotechnical Services Authorized  
(Sign and Date when Authorized)



600 Unicorn Park Drive ~ Woburn, MA 01801 ~ Phone: 781.932.3201 ~ Fax: 781.932.3413

January 26, 2024

Kathleen D. Hervol, Director of Athletics  
Gale Associates, Inc.  
300 Ledgewood Place, Suite 300  
Rockland MA 02370

**RE: Topographic Survey  
Bourne High School Track and Field  
Bleachers Project  
75 Waterhouse Road, Bourne, MA 02532**

Dear Kathleen:

Thank you for contacting Bayside Engineering, Inc. to request an estimate for work to be performed at **Bourne High School Track and Field, Bleachers Project, 75 Waterhouse Road, Bourne, MA**. Enclosed please find a "Job Order" describing the work to be performed. ■■■■■

We look forward to working with you on your project. If you have any questions, please contact our office.

Sincerely,

BAYSIDE ENGINEERING, INC.

Norman H. Brown, P.E., P.L.S.  
President

Encl.



600 Unicorn Park Drive ~ Woburn, MA 01801 ~ Phone: 781.932.3201 ~ Fax: 781.932.3413

## JOB ORDER

<b>Job #</b>		<b>Location:</b>	<b>Bourne High School Track and Field, Bleachers Project</b>
<b>Name:</b>	Kathleen D. Hervol		<b>75 Waterhouse Road</b>
<b>Company:</b>	Gale Associates, Inc.		<b>Bourne, MA 02532</b>
<b>Street:</b>	300 Ledgewood Place, Suite 300	<b>Date Rec'd:</b>	01/26/2024
<b>City/Town:</b>	Rockland MA 02370	<b>Date Start:</b>	6-8 weeks (weather permitting)
		<b>Deed Bk:</b>	<b>Page:</b>
<b>Phone:</b>	781 335 6465 ext. 215	<b>Date:</b>	
<b>Email:</b>	kdh@gainc.com	<b>Plan:</b>	
<b>Cell:</b>		<b>Tax Map:</b>	<b>Lot:</b>

**Description:** Existing conditions survey of the Bourne High School Track and Field required to design the replacement of the Bleachers

- 1 acre +/- Topographic Survey - General vertical and horizontal accuracy < 1" +/-
- State Plane Coordinates and NAVD 88
- Location of existing features in highlighted area on attached plan
- Record utility provided by Gale Associates added to base plan (no inverts)
- Prepare base plan showing existing features and one-foot contours
- Provide base plan, Civil 3D files (including surface)
- No property lines
- PLS stamp not needed
- No invert elevations needed

**Estimate:** Topographic Survey and Plan Preparation  
No Wetland Delineation - Lump Sum Fee: \$7,250

**Notes:** Any additional work outside of this contract will be done on a time and material basis. The above estimate is based on recovery of monuments noted in record documents; If the on the ground location of monuments differ significantly from record information, additional costs may be required. Client authorization will be required in writing for any work outside of this contract.

[Redacted Signature Block]

*Estimate is firm for 30 days. After 30 days, estimate is subject to change without notice.*

**Authorized by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Section 16 - Fee and Reimbursement Schedule

### STANDARD FEE SCHEDULE

<u>Discipline</u>	<u>Hourly Rate</u>
Principal	\$225.00
Project Manager	\$215.00
Senior Engineer	\$185.00
Project Engineer	\$165.00
Senior Designer	\$150.00
STAFF Engineer	\$130.00
Jr. Engineer/Designer	\$115.00
Senior Drafter	\$115.00
Clerical	\$ 80.00
Three-Person Survey Crew	\$240.00
GPS SURVEYOR	\$185.00
SURVEYOR	\$165.00
Two-Person Survey Crew	\$275.00
Professional Land Surveyor	\$205.00
CONSTRUCTION ADMINISTRATION ENGINEER	\$145.00
Resident Project Representative	\$130.00

Expert testimony and depositions will be billed at 2.5 times the standard fee.

Attendance of meetings, hearings, site walks, etc., that occurs after 5:00 p.m. on regular business weekdays, on holidays, or on weekends, will be billed at 1.5 times the standard fee or as stipulated in the scope of services.

Fees are subject to change January 1, 2025 and every year thereafter for the life of the contract.

## Section 17 - Reimbursement Policy

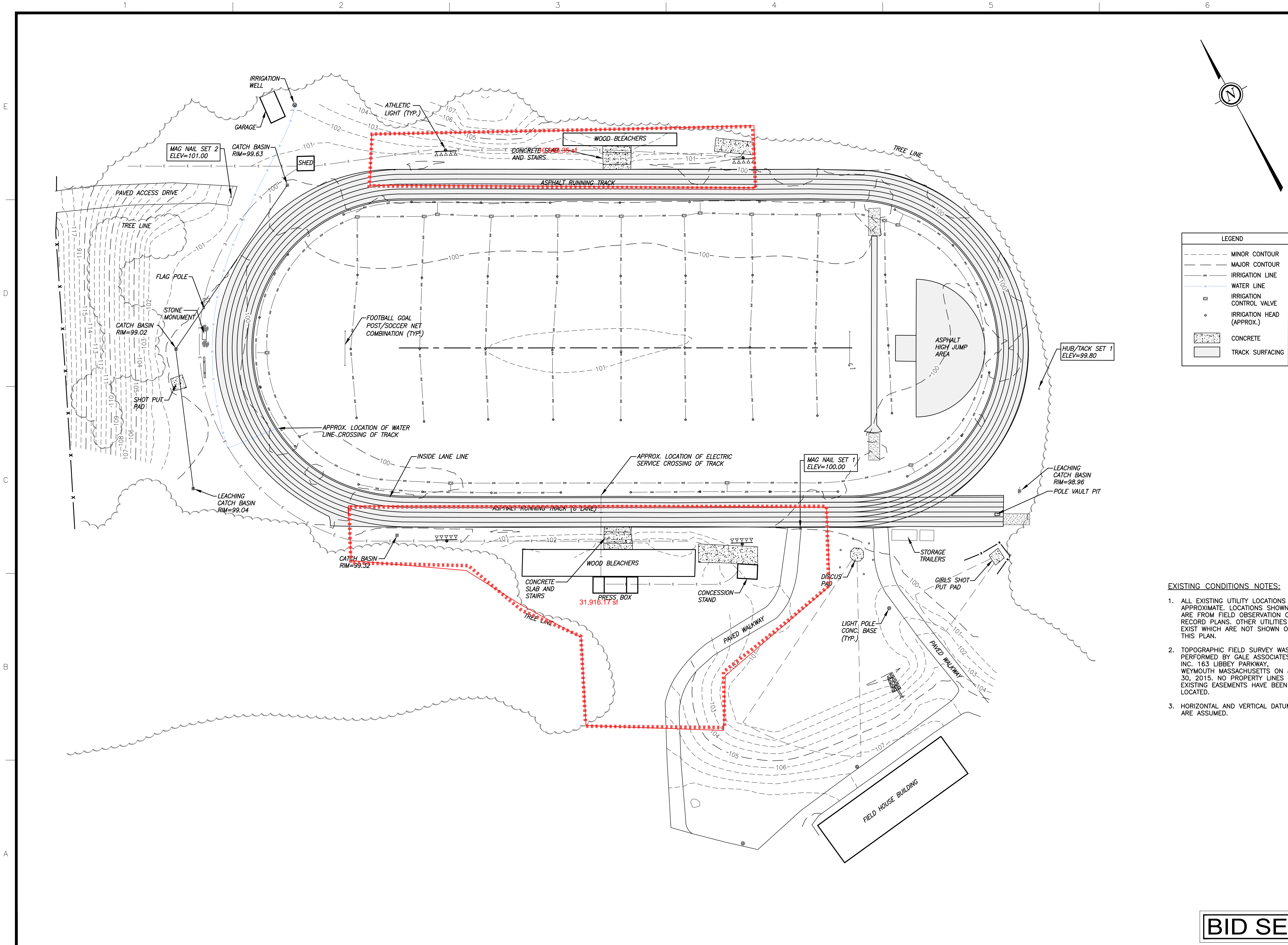
Postage, legal notices, registry of Deed fees, and other project related fees, will be billed at the cost plus fifteen (15) percent service charge.

Project application fees, permit fees, etc. shall be paid directly by CLIENT.

Any project subcontractors, for example, excavators, pumping, outside consultants, etc. that may be necessary for the project will be contracted directly by the CLIENT and paid for by the CLIENT. (Should ENGINEER accept to pay any such fees on behalf of the CLIENT, the CLIENT shall reimburse ENGINEER the cost plus a fifteen (15) percent service charge.)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_





Gale Associates, Inc.  
Engineers and Planners  
163 LIBBEY PARKWAY | WEYMOUTH, MA 02189  
P 781.335.6465 F 781.335.6467  
www.gainc.com  
Boston Baltimore Orlando Connecticut

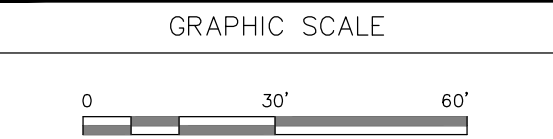
This drawing and the design and construction features disclosed are proprietary to Gale Associates, Inc. and shall not be altered or reused in whole or part without the express written permission of Gale Associates, Inc.  
Copyright©2016

PROJECT  
**TRACK RESURFACING PROJECT**  
BOURNE HIGH SCHOOL TRACK AND FIELD  
75 WATERHOUSE RD  
BOURNE, MA 02532

OWNER  
BOURNE PUBLIC SCHOOLS  
36 SANDWICH ROAD  
BOURNE, MA 02532

REVISIONS		
NO.	DATE	DESCRIPTION

CADD FILE	716970_C001
DESIGNED BY	PS
DRAWN BY	HAM
CHECKED BY	JMP
DATE	APRIL 6, 2016
DRAWING SCALE	1"=30'



SHEET TITLE  
**EXISTING CONDITIONS PLAN**

DRAWING NO.
<b>C001</b>
PROJECT NO. 716970

**BID SET**

- EXISTING CONDITIONS NOTES:**
- ALL EXISTING UTILITY LOCATIONS ARE APPROXIMATE. LOCATIONS SHOWN ARE FROM FIELD OBSERVATION OR RECORD PLANS. OTHER UTILITIES MAY EXIST WHICH ARE NOT SHOWN ON THIS PLAN.
  - TOPOGRAPHIC FIELD SURVEY WAS PERFORMED BY GALE ASSOCIATES INC. 163 LIBBEY PARKWAY, WEYMOUTH MASSACHUSETTS ON JULY 30, 2015. NO PROPERTY LINES OR EXISTING EASEMENTS HAVE BEEN LOCATED.
  - HORIZONTAL AND VERTICAL DATUM ARE ASSUMED.





January 26, 2024  
File No. 100775.000

Ms. Kathleen D. Hervol  
Director of Athletics  
Gale Associates, Inc.  
300 Ledgewood Place, Suite 300  
Rockland, MA 02370

**Re: Proposal for Geotechnical Engineering Services  
Bourne High School Track and Field Upgrades  
Bourne, Massachusetts**

Dear Ms. Hervol,

Nobis Engineering, Inc. d/b/a Nobis Group® (Nobis) is pleased to present this proposal to provide geotechnical engineering services for the above-referenced project. The purpose of our geotechnical study will be to evaluate the pertinent soil conditions within the project area to develop geotechnical parameters for the purpose of assisting others in the design and construction of a new grandstand.

Our scope of services does not include an environmental assessment of the site; however, we can modify our scope and fee to include these services, if requested.

This proposal outlines our understanding of the project, our proposed scope of services, and our lump sum fee to complete the services described herein.

## **PROJECT INFORMATION**

Based on email correspondence, our understanding of the proposed project is outlined below:



### Site Location & Existing Information

Location	The project is located at the Bourne Regional High School located at 75 Waterhouse Road, Bourne, Massachusetts.
Existing Improvements	The existing high school campus athletic facilities includes a baseball field, several multi-use fields, and a track and field. The area of our study is the existing track and field which includes wood bleachers and a concession stand to the south of the track.

### Project Description/Information

Project Description	We understand the project consists of the design and a new grandstand to be located near the footprint of the existing wood bleachers on the south side of the track and field.
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Should any of the above information or assumptions be inconsistent with the planned construction, please let us know so that we may make necessary modifications to this proposal.

Based on a preliminary review of a surficial geology map, we anticipate that the site consists of coarse glacial stratified deposits.

### SCOPE OF SERVICES

Based on our discussions and our understanding of the project, our proposed geotechnical engineering scope of services is summarized in the following paragraphs.

#### Task 1 - Dig Safe Coordination/Prepare Health & Safety Plan

In accordance with Massachusetts state law, we will coordinate notification of Dig Safe Systems, Inc. (Dig Safe) for location of utilities in public easements. Nobis will visit the site and premark the planned test boring locations with wooden stakes and/or white paint. The proposed locations will be measured from existing site features.

Locating private lines on the property is not part of Dig Safe or Nobis' scope of work; all private lines should be marked/identified by the owner before the start of the subsurface exploration program. Our scope of services does not include subcontracting a private utility locating company; however, our scope and fee can be modified to include this service, if required. Nobis and/or its subcontractor(s) will not be held responsible for damage to underground utilities (public



or private) incorrectly marked or not marked by others. The locating of private utilities in the project area is the responsibility of the owner.

We will prepare a site-specific Health and Safety Plan (HASP) in preparation for drilling activities and procure a drilling subcontractor to perform the anticipated scope. The HASP will be intended for use by the Nobis field personnel.

## **Task 2 - Subsurface Exploration Program**

Nobis will subcontract a drilling contractor for one (1) day to complete an exploration program consisting of advancing up to three (3) test borings for the proposed grandstand foundations. Locations will be based on access and locations of known underground and overhead utilities. Test borings will be drilled to depths on the order of 20 to 25 feet below existing grade, or refusal, whichever occurs first, using a truck mounted or off-road (ATV) mounted drilling equipment.

Soil sampling will be performed in general accordance with industry standard procedures wherein split-barrel samples are obtained using hollow-stem auger techniques. Samples will be obtained nearly continuously to a depth of 10 feet, and at 5-foot intervals thereafter. Sampling intervals may be varied at the time of drilling depending upon actual conditions encountered. Once soil samples have been collected and classified in the field, they will be placed in appropriate sample containers for transport to our office.

Nobis will provide a full-time field geologist/engineer to observe the subsurface explorations and modify the exploration program based on encountered conditions. Our field representative will review soil samples for visual classification purposes, observe and record groundwater levels during advancement and upon completion of each exploration, collect soil samples in accordance with industry standard procedures, and prepare test boring logs.

### Assumptions & Items to be provided by Client

Items to be provided by the client include the right-of-entry to conduct the explorations and an awareness and/or location of any private subsurface utilities existing in the area.

Our fee is based on the site being accessible to truck mounted or ATV-mounted drilling equipment. Ground surface elevations will be estimated from available topographic plans.



Nobis will make reasonable efforts to reduce damage to the property, such as rutting of the ground surface, to the extent possible. However, it should also be understood that in the normal course of our work some disturbance will occur. We have not budgeted to restore the site beyond backfilling our test borings with soil cuttings. If there are any restrictions or special requirements regarding this site or subsurface explorations, these should be known before starting field work.

Our fee does not include services associated with site clearing, wet ground conditions, significant tree or shrub clearing, use of Terra Mats to protect natural turf areas, damage of existing landscape, or location of underground utilities beyond contacting a “one-call” locate service. If such conditions are known to exist on the site, Nobis should be notified so that we may adjust our scope of services and fee, if necessary.

We have assumed that there are no environmentally-impacted soils that will impact drilling techniques and production rates or require special handling or disposal of soil cuttings. If environmental impacts are encountered at the time of drilling such that they impact the exploration program, our scope and fees may need to be modified accordingly.

We have assumed that CORI, SAFIS, CHRI and/or other background checks are not required to complete the field investigation. If this is not the case our scope and fee will need to be modified accordingly.

For safety purposes, explorations will be backfilled immediately after their completion. Because backfill material often settles below the surface after a period of time, we recommend the boreholes be checked periodically by the owner and backfilled if necessary.

### **Task 3 - Engineering Analyses and Reporting**

The results of our field program will be evaluated by a licensed professional geotechnical engineer registered in the Commonwealth of Massachusetts. Based on the results of our evaluation, we will prepare a report that summarizes the results of the field testing performed, provides logs of the test borings, and a diagram of the site/exploration layout. An electronic (.pdf) copy of our report will be submitted. The report will include, but not be limited to, the following:

- Site topographic information and surface conditions;
- Review of field test procedures and test data;



- Software-generated exploration logs with soil stratification based on visual soil classification;
- Groundwater levels observed during and/or at the completion of drilling, if encountered;
- Subsurface exploration location plan;
- Summary of subsurface exploration procedures;
- Summary of encountered soil conditions;
- Design values for allowable bearing capacity for shallow foundations;
- Estimated settlement of foundations;
- Seismic site classification;
- Subgrade preparation/earthwork recommendations; and
- Construction considerations, including need for construction dewatering.

## PROJECT FEE

We propose to complete the scope of work described above for a lump sum fee of **\$11,850** which is allocated as follows:

Tasks		Approx. Breakdown
Task 1	Dig Safe Coordination/Prepare HASP	\$1,550
Task 2	Subsurface Exploration Program (1 day with a Truck or ATV Drill Rig)	\$6,500
Task 3	Engineering Analyses and Reporting	\$3,800
Lump Sum Fee		<b>\$11,850</b>

Our lump sum fee is based on the assumptions discussed above. The breakdown presented above is estimated and we may re-allocate compensation between tasks provided total compensation is not exceeded without your approval. Should conditions be different from those assumed herein, we may need to make modifications to our scope and fee accordingly. Our fees also assume the project does not require prevailing wage rates.

Coring bedrock is not included in our scope of services at this time. Should it be necessary to expand our services beyond those outlined in this proposal, we will notify you, then send a supplemental proposal stating the additional services and fee. We will not proceed without your authorization, as evidenced by your signature on a Proposal Addendum.



Our scope of services does not include attending project meetings or providing subsequent miscellaneous consultation to the design team after our report submission. We are available to confer with the design team after submittal of our report, or provide geotechnical consultation during construction; however, such services are beyond the scope of this proposal and would be charged at \$180 per hour for a Senior Project Engineer and \$210 per hour for a Senior Project Manager.

## **SCHEDULE**

We can generally begin our services withing a few days following receipt of written authorization to proceed, pending drill rig availability, pending Dig Safe clearance, and provided site access and weather conditions permit. The geotechnical report can be completed within 15 business days after the completion of field activities. However, in situations where information is needed before we submit our report, we can provide information verbally, or provide recommendations for specific project requirements via email after we have completed our field program. We will make reasonable efforts to expedite our services to the extent practical.

## **ACCEPTANCE**

We understand that, if selected, Gale Associates, Inc. will execute this proposal by issuing an amendment to the Subconsultant Agreement between Gale Associates, Inc. and Nobis Engineering, Inc. dated May 26, 2016. This proposal is valid only if authorized within 90 days from the proposal date.

Unless instructed otherwise, our invoice will be sent to your attention at the above address. If Nobis is authorized to proceed and the client subsequently postpones or cancels the work, we will invoice the client for the costs of project set up and mobilization incurred prior to notice of cancellation.





We look forward to working with you on this project. Thank you for the opportunity to be of service. If you require additional information, please contact us at (978) 703-6005.

Very truly yours,

**NOBIS GROUP®**

Brien T. Waterman, PE  
Director of Geotechnical Engineering

Kurt Jelinek, PE  
Reviewer

J:\100775.000-Gale - Bourne HS Track and Field Upgrades\Admin\Proposal\100775 Bourne HS Track and Field Upgrades - Bourne MA.docx

The following General Terms and Conditions are incorporated into and made part of the attached proposal dated January 30, 2024, between Gale Associates, Inc. (hereinafter referred to as "Gale") and the Town of Bourne c/o Bourne Public Schools (hereinafter referred to as "Client"), and together are referred to as the "Agreement."

**Project Reference:**

Name: Proposed Grandstands  
Location: Bourne High School, Bourne, MA  
Description: Engineering Consulting Services

**On-Site Testing and Other Exploration**

To perform site/building evaluations and other explorations, Gale may engage a reputable contractor or contractors, experienced in this work. The contractor's invoice plus a 15% service charge will be added to Gale's fee. Alternatively, at Client's request, Gale can arrange for Client to enter into a contract with the contractor(s). In that event, invoices for these outside services will be sent to Client for direct payment to the contractor(s).

Client acknowledges and agrees that GALE is not responsible for any contractor or contractors for this work and will not guarantee, warranty or be responsible for their performance, completeness or the accuracy of their results.

**Services of Others**

On occasion, Gale will engage the specialized services of individual consultants or other companies to participate in a project. The cost of such services plus a 15% service charge shall be invoiced to Client.

**Independent Contractor**

In the performance of its services hereunder, Gale will be acting as an independent consultant and not as the Client's agent or fiduciary. No other relationship outside of that contemplated by the terms of this agreement shall be created. Nothing in this agreement shall imply or give rise to an agency or fiduciary relationship between Client and Gale.

**On-Site Services During Project Construction**

Should Gale's services be provided on the job site during project construction, it is understood that, in accordance with generally accepted construction practices, the contractor shall be solely and completely responsible for working conditions on the job site, including safety of all persons and property, during the performance of the work and compliance with OSHA Regulations, and that these requirements shall apply continuously and not be limited to normal working hours. Any observation of the contractor's performance conducted by Gale personnel is not intended to include review of the adequacy of the contractor's safety measures in, on, or near the construction site. In addition, Gale shall have no authority and shall not be responsible for the means, methods, techniques, sequences or procedures, or safety precautions and programs relating to the construction of the project.

Field services provided by Gale personnel shall not relieve the contractor of its responsibilities for performing the work in accordance with the construction documents or designs prepared by Gale or others.

**Right-of-Entry**

Unless otherwise agreed, Client will furnish right-of-entry onto the land and/or facility for Gale to make the planned surveys and other explorations. Gale will take reasonable precautions to minimize damage to the land and facilities for use of equipment, but Gale's fee does not include the cost for restoration of damage that may result from these operations. If Gale is required to restore the land or facility to the reasonable equivalent of its former condition, the cost for such restoration will be added to the fee.

**Samples**

Unless Client advises Gale otherwise in writing, samples will be discarded 60 days after submission of our deliverable. Upon request, Gale shall ship or deliver the samples, charges collect, or will store them for an agreed storage charge. The

remains, if any, of samples subjected to destructive testing shall be discarded 60 days after testing.

**Compensation**

Invoices will generally be submitted once per month for services performed during the previous month. Payment will be due within 30 days of invoice date. Interest will be added to accounts in arrears at the rate of 1-1/2% per month (18% per annum) or the maximum rate allowed by law, whichever is the lesser, of the outstanding balance. In the event Gale files suit or engages the use of a "collection agency" to enforce overdue payments, Client will be responsible for all court costs, reasonable attorneys' fees, and collection fees.

Gale shall be entitled, without breach of Contract, to suspend or terminate, at its sole option, its obligations under the Agreement if any invoice is not paid within 30 days.

The risk of loss and damage with respect to attempted payments to Gale, including, but not limited to, loss attributable to cyber-theft, shall be and remain with Client until payment is received and accepted by Gale. Said loss shall not relieve Client of its obligation to pay Gale all amounts owed it under this Agreement.

Client will be responsible for all court costs, reasonable attorneys' fees, and collection fees, associated with Gale's efforts to collect fees and expenses owed it.

**Ownership of Documents**

All reports, field data, notes, plans, specifications, calculations, and other documents of service, whether in hard copy or machine-readable form, which Gale prepares as instruments of service, shall remain the sole and exclusive property of Gale. Gale will retain all pertinent records relating to the services performed for a period of 7 years following submission of the deliverable, during which period the records will be made available to Client at all reasonable times and for payment of costs by Client. Client agrees that all reports and other deliverables furnished by Gale or other agents, which are not paid for, will be returned upon demand and will not be used for any purpose whatsoever.

It is understood and agreed that all documents prepared pursuant to this Agreement, whether in hard copy or machine-readable form, are intended for one-time project specific use. The Client may retain copies for information and reference in connection with the occupancy and use of the project. In the event of Client reuse of documents without engaging Gale, Client shall, to the fullest extent permitted by law, hold harmless and indemnify Gale for all claims and/or damages generated by said reuse.

Because of the possibility that the information and data delivered in machine readable form may be altered or damaged, the hard copy shall be referred to as the original and shall govern in the event of any inconsistency between the two.

The Client understands that the automated conversion of machine-readable documents provided by Gale from one system and/or format to another cannot be accomplished without risk of the introduction of inaccuracies, anomalies, and errors. In the event project documentation provided to the Client in machine readable form is so converted, the Client agrees to assume all risks associated therewith, and shall hold harmless and indemnify Gale from all claims, damages, and costs arising from or connected with such conversions.

**Insurance**

Gale is protected by Workers' Compensation Insurance, Professional Liability Insurance, and Standard Public Liability Insurance. Upon request, Gale will furnish information and Certificates of Insurance. Gale will not be responsible for any loss, damage, or liability beyond the amounts, limits, and conditions of such insurance available at the time of claim and/or beyond the limitation of liability established in these General Terms and Conditions. Gale will not be responsible for any loss, damage, or liability arising from Client's acts, errors, and omissions

and those of Client's staff, consultants, contractors, and agents, or from those of any person for whose conduct Gale is not legally responsible.

If either party to this agreement incurs damages arising out of the project that are covered by insurance, then the applicable party waives all claims against the other party to the extent such damages are covered by insurance. The Client shall require similar waivers from all other parties, including contractors, subcontractors, consultants, and other entities or individuals associated with the project.

It is specifically acknowledged that there are certain uninsurable risks involved in some services provided by Gale (i.e., hazardous waste and asbestos projects).

#### **Standard of Care**

In accepting this Agreement for professional services, Client acknowledges the inherent risks associated with land and building evaluation, design and construction. In performing professional services, Gale will use that degree of care and skill ordinarily exercised under similar circumstances by members of the profession practicing in the same or similar locality.

#### **Limitation of Liability**

The Client acknowledges the risks to GALE associated with this Project. Therefore, the Client agrees, to the fullest extent permitted by law, to defend, indemnify and hold harmless GALE, its officers, directors, employees, Consultants and Subconsultants (collectively GALE) against all damages, liabilities or costs, including reasonable attorneys' fees arising out of or in any way connected with Client's negligent actions, third-party claims and/or the services performed under this Agreement, except for damages, liabilities or costs arising from GALE's sole negligence or willful misconduct.

To the fullest extent permitted by law, the total liability in the aggregate of GALE and GALE's officers, directors, employees, agents, and independent professional associates, and any of them, to Client and anyone claiming by, through, or under Client, for any and all injuries, claims, losses, expenses, or damages whatsoever arising out of or in any way related to GALE's services, the project, or this Agreement, from any cause or causes whatsoever, including, but not limited to, the negligence, errors, omissions, strict liability, breach of contract, misrepresentation, or breach of warranty of GALE or GALE's officers, directors, employees, agents, or independent professional associates, or any of them, shall not exceed \$50,000 or the total compensation received by GALE under this Agreement, whichever is less. To the fullest extent permitted by law, Client agrees to indemnify GALE for the costs, losses and expenses related to or arising from third-party claims resulting from the services performed under this Agreement.

GALE and the Client waive consequential damages, including but not limited to damages for loss of profits, loss of revenues, loss of business opportunities, for claims, disputes, or other matters in question arising out of or relating to this Agreement.

#### **Limitation on Claims**

The parties agree that causes of action that may accrue to Client pertaining to acts, failures to act, errors, omissions, or otherwise pertaining to the performance of this Agreement by Gale shall be deemed to have accrued and the applicable statute of limitations shall commence to run upon the date of Substantial Completion, issuance of Certificate of Occupancy, or final invoicing by Gale, whichever occurs first. The parties further agree that, regardless of the statute of limitations applicable where the service was performed, Client must initiate suit no more than two years after such cause(s) of action accrue.

#### **Claims and Dispute Resolution**

Any claim, dispute, or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of Gale's services, Gale may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation. Mediation shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of the Agreement. The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

#### **Miscellaneous**

- A. Gale will only commence services on this project upon receipt from the Client of both the authorization to proceed, and the agreed upon retainer, if applicable. This retainer will be applied to the final invoice for the project.
- B. The Agreement represents the entire and integrated Agreement between the Client and Gale and supersedes all prior negotiations, representations, or agreements, either written or oral, and may be amended only by written instrument signed by both the Client and Gale.
- C. Gale has the right to renegotiate the fee if the original scope of services is changed, or if services are not completed within 12 months.
- D. It is recognized that Gale has no control over the cost of labor, materials, or equipment for construction, over any contractor's methods of determining bid prices, or over competitive bidding, market, or negotiating conditions. Accordingly, Gale cannot, and does not, warrant or represent that bids or negotiated prices will not vary from any cost estimate or evaluation prepared by Gale.
- E. Should any representative of Gale be requested, required, ordered, or subpoenaed to give any testimony, either at trial, deposition, hearing, or otherwise, concerning services performed under this agreement, or concerning the subject matter of this retainer, then Client shall compensate Gale for all reimbursables and time incurred in connection with the preparation for and giving of such testimony at the rates prevalent at the time of the Service.
- F. In the event that any part of this Agreement or proposal shall be held invalid, such invalidity shall not invalidate the whole of this Agreement or proposal, and the remaining provisions thereof shall continue to be valid and binding.
- G. It is understood by the parties that the existing or constructed building may, as a result of its construction, use, maintenance, occupation, or otherwise, contain or be caused to contain mold substances which can present health hazards and result in bodily injury, property damage, and/or necessary remedial measures. If, during construction of the Project, Gale knowingly encounters any such substances, Gale shall notify the Client and, without liability for consequential or any other damages, suspend performance of services until the Client retains a qualified specialist to abate and/or remove mold substances. The Client agrees to release and waive all claims against Gale, its subconsultants and their officers, directors, and employees, arising from or in any way connected with the existence of mold on or about the project site whether during or after completion of construction. Client further agrees to indemnify and hold Gale harmless from and against all claims, costs, liabilities and damages, including reasonable attorneys' fees and costs, arising in any way from the existence of mold on the project site, whether during or after completion of construction, except for those claims, liabilities, costs, or damages caused by the sole gross negligence and/or knowing or willful misconduct of Gale.

#### **Termination**

Gale may terminate this Agreement with respect to the Project for convenience, at its option, by sending a written Notice of Termination to Client. Gale shall have the right to terminate this Agreement with respect to the Project for cause if the Client commits a material breach of this Agreement and fails to cure such breach within 10 days. If circumstances arise which, in Gale's professional opinion, preclude it for professional or ethical reasons from continuing performance, Gale shall advise Client of the fact. The parties shall immediately enter into good faith efforts to arrive at a mutually satisfactory solution. If this cannot be done to the satisfaction of both parties, either party may terminate this Agreement with respect to the Project. The Notice of Termination shall specify which services will be discontinued and when termination shall be effective, provided that no termination shall be effective less than 10 calendar days after receipt of the Notice of Termination. Gale shall be paid for all services performed and charges incurred prior to termination.



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**GALE ASSOCIATES, INC.****SCHEDULE OF FEES****JANUARY 2024**

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**300 Ledgewood Place, Suite 300  
Rockland, Massachusetts 02370  
781-335-6465**

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Fees for services are based on the time worked on the project by staff personnel in accordance with the following schedule:

Principal	\$300/hr
Senior Associate/Partner	\$280/hr
Associate	\$265/hr
Chief Engineer/Director	\$250/hr
Sr. Project Manager/Sr. Structural Engineer	\$240/hr
Project Manager	\$220/hr
Sr. Engineer/Architect/Planner/Designer	\$190/hr
Landscape Architect	\$190/hr
Project Engineer/Architect/Planner/Designer	\$175/hr
Drone Pilot	\$165/hr
Sr. Staff Designer	\$155/hr
Staff Designer	\$145/hr
Sr. Technician/CAD Designer	\$135/hr
Technician/CAD Drafter	\$130/hr
Administrative Professional	\$130/hr
Clerk/Admin. Assistant/Intern	\$110/hr

Fees for expert testimony at pre-trial conference, deposition, hearing, trial, or any other legal proceeding, including preparation time for any such testimony, will be billed at 1.5 times the hourly rate.

Fees for expedited services authorized will be billed at 1.5 times the hourly rate.

Overtime will be charged for services for more than 8 hours per day, including travel, and all services on holidays, Saturdays, and Sundays. Overtime is charged at a rate of 1.5 times the regular hourly rate.

In the event onsite construction observation services are provided, the minimum charge for an onsite visit will be 4 hours.

This Schedule of Fees will be utilized for a period of six months from the date of submission unless otherwise provided in the Agreement and is subject to revisions at six-month intervals unless otherwise stipulated in the Agreement.

**Reimbursable Expenses**

Automobile expenses for personal or company vehicles will be charged at \$0.60 per mile, plus toll charges for travel from Gale's office to the project and return and for travel required in the conduct of work.

The following items of direct non-salary expenses shall be billed at Gale's cost plus 15%.

1. Transportation and living expenses incurred for out-of-town projects.
2. Laboratory and field equipment directly identifiable to the project and specifically noted in Gale's proposal.
3. Purchase of specialized equipment and rental of equipment from outside vendors.
4. Reproduction of specifications, drawings, reports and photographs beyond what is specifically included in Gale's proposal.
5. Computer services provided by outside vendors.
6. Rental vehicles.
7. Contractor and sub-consultant services.
8. Federal Express and Priority Mail costs when requested by the client.



Gale Associates, Inc.

6 Bedford Farms Drive, Suite 101 | Bedford, NH 03110

P 603.471.1887 F 603.471.1809

[www.galeassociates.com](http://www.galeassociates.com)

January 11, 2024

Town of Bourne  
c/o Bourne Public Schools  
36 Sandwich Road  
Bourne, MA 02532

Attn: Mr. Jordan Geist, Director of Business Services  
E: [jgeistl@bourneps.org](mailto:jgeistl@bourneps.org)

Re: Track/Football "Home-team" Bleacher, Press-box, and Pedestrian Access Feasibility Study  
Bourne High School  
Gale JN 719330

Dear Mr. Geist:

Gale Associates, Inc. (Gale) is pleased to provide the following study with respect to the existing Track/Football "Home-team" Bleacher, Press-box, and Pedestrian Access infrastructure located on the Bourne High School campus in Bourne, MA.

Bourne High School (BHS), located at 75 Waterhouse Road within the Bourne, MA community, is a student-centered high school that provides unique academic programming and a variety of extracurricular and athletic activities. With a student population of approximately 350 young adults, inclusive to grades 9th through 12th, BHS provides students with real-world, hands-on learning opportunities that foster the development of both independent inquiry skills and collaboration. BHS has earned being one (1) of two hundred fifty (250) schools in the United States and Canada to earn the distinction of the College Board 2019 Advance Placement (AP) Honor Roll Status.

BHS also has a strong athletic program. The BHS Canalman student-athletes have the opportunity to participate in athletic programs like field hockey, cross-county, soccer, basketball, softball, and spring track & field. While BHS is well known for their strong football, boys' ice hockey, and girls' volleyball teams, in 2023 BHS earned their first MIAA Division 5 State Baseball Champions.

Many of the Canalman student-athletes utilize the existing track and interior football turf field for practice and competitive games/meets. Currently, the track/football athletic facility's "home-team" bleacher structure is approaching the end of its serviceable life for use by the athletes, coaches, and guests. The School District has expressed concern about the safety of the existing structure and would like to understand the cost of either repairing and/or replacing the existing bleachers. In addition, the School would like to understand if the existing adjacent press-box building structure needs to be repaired/replaced, along with understanding if there are any handicap accessibility concerns associated with the project area. Last, the School reported the existing track/football athletic facility currently experiences approximately four (4) home football games, a few soccer and lacrosse home games under the lights, a graduation, and maybe one (1) special event on an annual basis. During these events, the School has observed a significant portion of the spectators standing around the field, versus sitting in the bleachers.

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This study summarizes the non-destructive, surface visual evaluation of the existing “home-team” bleacher, press-box, and associated pedestrian accessway from the athletic facility to the school perimeter roadway. The evaluation has been limited to the area highlighted in yellow on Figure 1.



**Figure 1 – Project Limits**

**“Home-team” Bleacher Evaluation.** The existing bleacher structure is approximately one hundred twenty-two feet long by eighteen feet wide (122’ L x 18’ W) and consists of ten (10) rows of seating, please see Figure 1. It is estimated the existing structure can accommodate 610 spectators; based on a seating width of twenty-four inches (24”). Below is a summary of recorded observations of the bleacher structure.

- Bleacher seats consist of a single 2-inch by 19-inch by 12 feet (2” x 10” x 12’) pressure-treated timber board. Based on the bolt pattern and dimensional open space of the bleacher structure, it appears there is room for the seats to consist of a two (2) board width; versus the current single-board width (see Figure 2). The boards are secured to the steel bleacher framing by six (6) lag bolts per board. While both the boards and lag bolts appear to be in satisfactory condition, there was some evidence of deflection (i.e., bounce) when loaded on some of the boards.
- Bleacher foot-rests, similar to the bleacher seating, consist of a single 2-inch by 19-inch by 12 feet (2” x 10” x 12’) pressure-treated timber board. Based on the bolt pattern and dimensional open space of the bleacher structure, it appears there is room for the foot-rests to consist of a two (2) board width; versus the current single-board width (see Figure 2). The boards are secured to the steel bleacher framing by six (6) lag bolts per board. While both the boards and lag bolts appear to be in satisfactory condition, there was some evidence of deflection (i.e., bounce) when loaded on some of the boards. There is no evidence of a vertical kick and/or heel plate at the outer faces of the foot-rest boards.





- The steel bleacher structure appears to be bolted to a 2-inch by 10-inch (2" x 10") pressure-treated timber boards supported by a crushed gravel base, please see Figures 3 and 4.
- Fall protection guards were recorded commencing 25-inches from the ground to the top of the fall protection guard railing; meeting International Building Code (IBC) 1015.2. Railing continued along the side of the bleacher structure to the higher seating, along the back of the bleacher structure, and along the other side of the bleacher structure. The railing was recorded along the back to be 41-inches high, measured from the top of rail to the top of the timber seat, not meeting IBC 1015.3 (see Figure 6).
- No internal stairway and associated handrails were observed within the bleacher structure.

While there are no apparent visual signs of failure of the existing "home-team" bleacher structure, there is evidence of concerns, as described above. It is Gale's opinion, the existing bleacher structure cannot be repaired and should be replaced.

Based on Gale's experience of other similar projects, a typical bleacher replacement costs based on the number of spectators is \$350 per seat; not including demolition of the existing structure, site work preparation, and placement of cast-in-place concrete slab (add twenty percent [20%] of bleacher cost). Gale's opinion of probable construction cost to replace the existing bleacher structure with a new 610-spectator bleacher structure is \$213,500 (plus \$46,300 for site improvements); totaling \$277,800. However, based on the student population and the reported use of the bleachers, it is Gale's opinion a spectator count of 425 seats (twenty percent [20%] more than the school's student population) bleacher system could be considered appropriate. Therefore, Gale's opinion of probable construction cost to replace with a 425-spectator bleacher structure is \$148,750 (plus \$29,750 for site improvements); totaling \$178,500. Before proceeding with any new bleacher design, the School should review/confirm bleacher capacity needs.

**Press-box Evaluation.** The existing press-box is a two-story building structure. The press-box building structure is an independent structure not connected/attached to the "home-team" bleacher structure, please see Figures 7 through 12. Below is a summary of recorded observations of the press-box structure.

- The first floor consists of front and rear sections. The front (athletic side) section is constructed from concrete masonry unit (CMU) blocks. Dimensions were recorded to be 12'-0" long by 5'-6" wide by 10'-4" tall. The rear (school side) section of a timber siding and have the dimensions of being 16'-7" long by 5'-9" wide by 10'-4" tall. Both the timber sided and CMU portions of the first floor appeared to be in satisfactory condition.
- The second floor is an enclosed timber siding structure that is divided into front and rear section. The front (athletic side) section is recorded to be 32'-2" long by 5'-6" wide. While the middle twelve-foot (12') section is supported by the first floor CMU blocks, the flanking 10'-1" extensions are supported on two (2) 6" x 4" timber posts and 10" diameter concrete footings. The rear (school side) section is recorded to be 16'-7" long by 5'-9" wide.



- There does not appear to be handicap accessibility to the second floor of the building structure. Massachusetts Architectural Access Board (MAAB) standards, 521 CMR 20 requires an accessible route connecting accessible spaces and elements inside and outside a facility.

While an interior visual evaluation (including architectural, structural, and building enclosure evaluation) was not conducted, based on the non-destructive, visual, ground-level, exterior evaluation, it appears the press-box building structure is in fair condition. If the School considers replacing the existing press-box building structure, Gale's opinion of probable construction cost (based on experience of other similar projects) to replace could range between \$60,000 to \$100,000 (plus \$25,000 for site demolition and preparation); totaling \$85,000 to \$125,000.

It should be noted, at the time of press-box building structure replacement, handicap accessibility to the second floor will be required to be incorporated. The anticipated additional cost to include handicap accessibility lift is \$100,000.

In summary, replacement cost of the press-box is expected to range between \$185,000 to \$225,000.

**Pedestrian Access Evaluation.** The pedestrian access/walkway to the "home-team" bleacher structure consists of two (2) sections. The first section commences from the school perimeter road and concludes at the track/football athletic facility; Figures 13 through 16. This walkway section is approximately 250 feet long by 10 feet wide and consists of a bituminous concrete surface. The surface condition of this walkway appears to be in good condition with six (6) transverse cracks recorded; four (4) cracks extended the full width of the sidewalk, while the remaining two (2) extended halfway across the sidewalk width. Profile and cross-slopes of the walkway were recorded at 100-foot intervals, ranging between 0.5% to 4.6% and 0.0% to 0.4%; respectively. Both American Disability Act (ADA) Chapter 403.3 and MAAB 521 CMR 22.3 requires profile slopes no greater than 1:20 (5%) and cross-slopes no greater than 1:48 (2%).

The second section commences from the track/football athletic facility, passes the concession stand, and concludes at the higher-elevated "home-team" bleacher structure. This walkway section is approximately 42 feet long by 13 feet wide and consists of a Portland cement concrete surface. The surface condition of this walkway appears to be in good condition. The concrete walkway includes one slope that connects the higher elevation "home-team" bleachers to the lower elevation concession stand. The slope was recorded to be approximately 18 feet long by 13 feet wide, please see Figures 17 and 18. One (1) profile and cross-slope recording was performed at the center of the walkway ramp; results were recorded to be 12.3% and 0.0%, respectively. The profile slope of this section does not meet current ADA and MAAB handicap accessibility standards; therefore, restricts handicap accessibility from the track/football athletic facility to the "home-team" bleacher structure.

To correct the restricted handicap accessibility from the "home-team" bleacher structure to the concession stand and entrance of the track/football athletic facility, it is Gale's opinion that a handicap accessible pathway be constructed from the "home-team" bleacher to the existing bituminous concrete walkway. The proposed handicapped accessible walkway would parallel the existing bleacher structure and extend approximately 75 feet (based on field measurements) to tie to the existing pavement walkway and be ten feet (10') in width. The engineer's opinion of probable construction cost expand the existing walkway to provide handicap accessibility to the "home-team" bleacher structure is \$45,000.



**Summary.** Based on non-destructive, visual, ground-level exterior evaluation, Gale's opinion are as follows:

1. The existing "home-team" bleacher be replaced. While the School will need to identify the number of spectator seating for the replacement bleacher structure, 425 seats (twenty percent [20%] more than the school's student population) could be considered to be appropriate by the School. Therefore, the engineer's opinion of probable construction cost to replace with a 425-spectator bleacher structure is \$148,750 (plus \$29,750 for site improvements); totaling \$178,500.
2. The existing pedestrian access walkway should be expanded to provide handicap accessibility from the walkway to the "home-team" bleachers. The engineer's opinion of probable construction cost for this improvement is \$45,000.

We appreciate the opportunity to be a continued service to the Bourne community. If you have any questions or comments, please do not hesitate to contact us.

Best regards,  
GALE ASSOCIATES, INC.

A handwritten signature in blue ink, reading "Scott M. Bourcier". The signature is fluid and cursive, with the first name "Scott" being more prominent than the last name "Bourcier".

Scott M. Bourcier, P.E.  
Project Manager

SMB/gmt/jw

Enclosure: Appendix A - Site Photographs

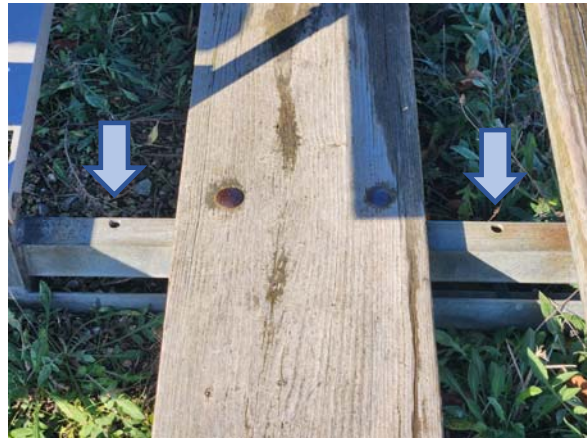
G:\719330 - Bourne MA Track Bleacher\01 Study\02 Civil\REPORT\_Summary (24) 01-11b.docx



## APPENDIX A – PROJECT PHOTOGRAPHS:



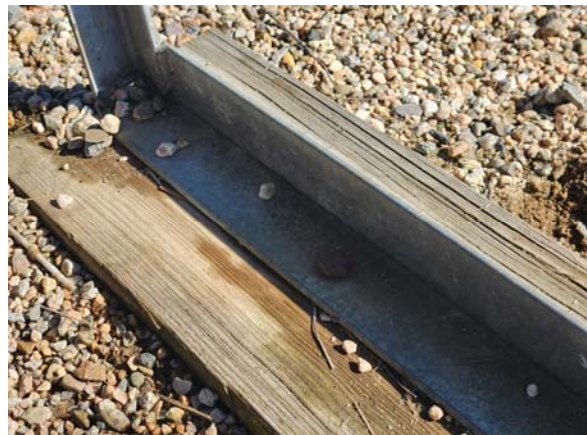
**Figure 1** – “Home-team” bleacher structure.



**Figure 2** – Single-board width for seat and foot-rest. Bold pattern and open space indicate room for two (2) board width.



**Figure 3** – Bleacher structure timber foundation and gravel subbase.



**Figure 4** – Bleacher structure timber foundation and gravel subbase.



**Figure 5** – Bleacher structure fall protection railing.



**Figure 6** – Bleacher structure fall protection railing measured to be 41-inches from top of the timber seat.



**PROJECT PHOTOGRAPHS (continued):**



**Figure 7** – Front/north side of press-box building structure.



**Figure 8** – Rear/south side of press-box building structure.



**Figure 9** – West side of press-box building structure.



**Figure 10** – East side of press-box building structure.



**Figure 11** – West underside of press-box building structure.



**Figure 12** – East underside of press-box building structure.



**PROJECT PHOTOGRAPHS (continued):**



**Figure 13** – Pavement walkway section looking from school perimeter road to athletic facility.



**Figure 14** – Sample transverse pavement crack.



**Figure 15** – Sta. 0+50 pavement walkway profile slope.



**Figure 16** – Sta. 0+50 pavement walkway profile slope of 4.2%.



**Figure 17** – Concrete walkway profile slope



**Figure 18** – Concrete walkway profile slope of 12.3%.

# Town of Bourne Finance Committee

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## Meeting Minutes

**Bourne Community Center**

**239 Main Street, Buzzards Bay, MA 02532**

**Or Virtually**

**Monday, January 22, 2024, at 7:00 PM**

**Finance Committee Members Present:** Chair Jim Sullivan, Vice Chair Amanda Bongiovanni, Tom Joyce, Kathy LeGacy, Priscilla Harcourt, Rich Lavoie (remote, 7:10), and Carla Emmons.

**Also present:** Town Administrator Marlene McCollem (virtual), Erica Flemming, Finance Director (virtual), Michael Ellis, Town Accountant (virtual), Mary Jane Mastrangelo (virtual), Assistant Town Administrator Liz Harstgrove, Chris Southwood, Director of Natural Resources, Jordan Geist, Director of Business Services, Bourne Public Schools, Police Chief Brandon Esip, Officer Joshua Parsons, Sean Feeney, Facilities Manager, Matt Sawicki, DPW Director, Dan Barrett, General Manager of ISWM (Integrated Solid Waste Management), and Asa Mintz.

**Zoom Meeting ID: 844 6523 8259**

**Zoom Meeting Password: FINCOM**

*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 televised replay by Bourne TV. If anyone is audio or visual recording, please acknowledge it at this time. Use of flash photography during Finance Committee meetings is prohibited.*

### **1. Call Meeting to Order**

Chair Sullivan called to order the meeting of the Finance Committee at 7:38 PM on January 22<sup>nd</sup>, 2024.

### **2. Note Excused/Absent Members** – Wayne Sampson was excused from this meeting.

### **3. Public Comment for Non-Agenda Items** – None

### **4. Discussion and possible vote to elect a Finance Committee Clerk** – New Finance Committee member, Carla Emmons, said that she may volunteer for the position of Clerk after this meeting is done.

### **5. FY24 reserve fund transfer requests** – None.

### **6. Early Budget Review – FY25 Capital Projects.**

Town Administrator Marlene McCollem said that for this slate of projects she is recommending \$4,367,200. of capital investments for FY25. She said that the funding breakdown for those projects is \$978,200 from Free Cash, 2.1 million in borrowing, \$225,000. from Waterways, and \$1,640,000. from Retained Earnings (\$52,000. from Sewer & \$1,588,000. from ISWM).



**a. Schools**

Jordan Geist, Director of Business Services, Bourne Public Schools, said that they have 2 capital requests for FY25. He said that the first is for the removal and replacement of the compressor that failed in the chiller at Bourne Middle School. He said that he received one quote for \$35,000. and the capital request is \$40,000. Carla Emmons asked if he had received any more quotes, and Mr. Geist said that he has not yet.

Mr. Geist said that the second request is for the removal and replacement of the two rotating biological contactors (RBC's) at the wastewater treatment plant, and the installation of two RBC covers. The total requested for this project is 2.1 million, which includes approximately \$190,000. in contingency. Ms. Emmons asked how long he expects the wastewater system to last. Mr. Geist said that the BETA group put together an ongoing improvement plan in 2018 that has some minor work to be done in 7 or 8 years.

**b. Police**

Police Chief Brandon Esip said his first capital request for the Police Department is for replacement and addition to their inventory of rifles. He said that their current rifles are all over 10 years old, and some are almost 20 years old. He said that the request for rifles is \$147,900. for a total of 30 rifles, and 12 rifle storage containers for the cruisers. Chair Sullivan asked how long the rifles will last until they would need to be replaced, and Chief Esip said about 10 years.

Chief Esip said that the second request is for replacement of an ATV and for an additional ATV. He said that they currently have 2 ATV's, one which was donated and is not conducive for what the department needs, so they will replace that one, and it can be traded in for credit, or go to another department. He said that the request is for \$35,000 for the ATV's, a trailer, and for some miscellaneous charges. Ms. Emmons asked where they will store the ATVs, and Chief Esip said that they will store them in the outbuilding at the Police Station, where they store the 2 ATV's that they currently have.

Chief Esip said that the last request is for their annual vehicle replacement. He said the request is for \$434,800 for a total of 3 patrol cruisers, one patrol pickup and 1 admin/detective vehicle. He said that the current pickup might have some use for another department, or it can be used as a trade-in.

**c. DNR**

Chris Southwood, Natural Resources Director, said that he has 2 capital requests for FY25. He said that the first is to re-power their Carolina skiff with a 60 hp engine, for \$15,500. He said that his second request is through the Shore and Harbor Committee for \$225,000. He said it is an annual request that comes out of the Waterways Fund. He said that this is for dredging, boat ramp maintenance, and pier work.

**d. Facilities**

Sean Feeney, Facilities Manager, said that his department has 2 capital requests. The first request is for \$130,000. for door upgrades and replacements throughout town. He said that the second request is for the town hall elevator upgrades and repairs, and it would be a full power plant modernization. There was some discussion about a security system with the elevator upgrades.

**e. DPW**

Matt Sawicki, DPW Director, said that he has 4 capital requests, 3 are for DPW and 1 for the Sewer Enterprise fund. He said that the first is for the purchase of 250 recycling and trash carts, which will cover the new customers that curbside collection is taking on, and for some extras. Mr. Sawicki said that the second request is for refurbishment of two engines of recycling trucks, and they are asking for \$114,000. for this project. Mr. Sawicki said that the third request is for \$35,000. to replace traffic signals and handicap crossing signals at Academy Drive and Main Street.

Mr. Sawicki said that the fourth project is for the Sewer Enterprise fund and is for the replacement of a 2007, F250 truck with a 2024 F250 truck for \$52,000.

**f. ISWM**

Dan Barrett, General Manager of ISWM (Integrated Solid Waste Management), said that there are 4 capital projects that they are requesting funding for. The first project is for funding and development of a new office facility. He said that they have worked out of trailers for about 20 years, and they now know where they can build a more permanent building. He said they just received the permits, so he does not have the numbers yet, and he said that they will have the numbers by Town Meeting. There was some discussion about the expansion and the shelf life of ISWM.

Mr. Barrett said that the second project is a scheduled replacement of one of their bulldozers. The request is for \$620,000. He said that they will trade the old bulldozer in and get about \$80,000. for it. Mr. Barrett said that the third request is for the east side litter fence for a cost of \$174,000. He said the last request is for \$60,000. for the closed-circuit TV system.

**7. Early Budget Review - FY 25 Departmental Operating Budgets**

Ms. McCollem said that the budget is still in draft form. She said that this is a conservative estimate on state aid. She said that the Select Board is scheduled to discuss the budget and possibly vote it on to the Finance Committee tomorrow evening, except for the Sewer budget. She said that the Board of Sewer Commissioners is meeting on January 30<sup>th</sup>, and they will finalize the Sewer budget, and on February 1<sup>st</sup>, they'll put together the budget books, and then they will be ready. Ms. McCollem said that FY25 is the final year for the 3-year CBA, giving certainty on the salary and wage increases for FY25. She said that all the union contracts will be open again for negotiations starting in FY26.

**a. Police**

Chief Esip went over the changes in the Police Department budget. He said that the salary increases are contractual. He said that they historically overspend in the overtime line, but they are close to a full staff, so it may come down soon. He said that there is an increase in Buildings and Grounds of \$2,500. to account for increased costs related to repairs and contracts. He said that there was a \$3,000. increase for the increased costs of medical costs.

Chief Esip said that Data Processing is for all IT related services, as well as for security costs, their record management system, software licenses within the building. He said that there has been a significant increase in the record management software costs over the past few years, and they are currently looking at replacements for it because it is getting toward the end of its life. He also said that there is an increase of \$8,500. for the Communications/Telephone line.

Chief Esip said that there is a slight increase of \$1,000. for Printing. He said that there is an increase of \$1,000. for Data Processing Supplies and a \$1,000. increase for Dues and Memberships.

**b. DNR**

Mr. Southwood gave an overview of the increases in the budget for the Department of Natural Resources. He said that the salaries are all contractual. He said that there is a \$600. decrease in Longevity due to retirements. There will be an increase of \$500. in the Printing line, which is used for beach stickers. He said regarding Cell Phone/Purchase of Services there is a \$4,750. reduction because it is being consolidated into another town line.

Mr. Southwood said that there is a \$500. increase in Office Supplies. He said that there is an increase of \$1,000. for the Services line, which is for waste removal, and a \$3,000 increase for the Banking Services line for credit card purchasing fees. He also said there is a \$1,000. increase in Operational Supplies. He also said that there is a \$2,000. increase in Buildings and Grounds, and a \$600. increase for Maintenance Repair. There is a \$4,000. increase for Contracted Services for annual maintenance, credit card processing and cable and internet services.

**c. ISWM**

Mr. Barrett gave an overview of the increases and decreases in the budget for the Department of Integrated Solid Waste Management (ISWM). He said that the salaries are all contractual. He said that the rent for their trailer is going to be increasing. He also said that service fees for credit card processing have gone up. He said the environmental insurance went up also. Mr. Barrett also said that the Hazardous Waste contract line went up \$5,000. due to a 30% increase in the last year.

Mr. Barrett said that they anticipate electricity going up mostly because they converted some electric pumps from diesel to electric, and electricity rates are going up too, so he budgeted \$3,000. more for this line. He also said that there is an \$80,000. increase in Heavy Equipment. He said for Other Contracted Services, there is an increase of \$700,000., and the reason is due to wastewater, and how difficult it is to get rid of it. He talked about how they are using a facility in New Jersey to get rid of the water in bulk by way of a barge. He said that for Salvage Removal there is also an increase. He said that there is an increase in Vehicle Maintenance, and in the Clothing Allowance lines.

**d. Facilities**

Mr. Feeney said that Facilities has a budget increase of \$22,719. He said that the majority of this is contractual and there is a \$10,000. increase in contracted services for the access control annual service contract. He said that this is part of the badge system, and they are switching over to the same system that the Police Department currently has, and they will be tagging onto their service contract. He said that they consolidated some of their line items.

**e. DPW**

Ms. McCollem said that there were many changes in the DPW budget last year, so this year, they are taking a wait and see approach to the budget. Mr. Sawicki said that all DPW's increases this year are contractual. Mr. Sawicki gave a brief description of the positions in the DPW. He said that the overall increase of the DPW budget is \$76,489.

**i. Town-wide fuel**

Ms. McCollem said that last year due to volatility in the fuel markets, they increased this line item quite a bit, and this year they are taking a wait and see approach and are not recommending any increase in this line for FY25.

**ii. Snow & Ice**

Mr. Sawicki said that the snow and ice budget is staying the same at \$338,000.

**f. Sewer**

Mr. Sawicki said that in personnel services, 13% of the Director's salary has been added to the Sewer Enterprise Fund budget. Ms. McCollem said that the Administrative Secretary for Sewer is funded 25% out of the Sewer Enterprise and funded 75% from the Town Administrator's budget. Mr. Sawicki said that there is a \$10,000. decrease in electricity based on historical trends. He said that there is an overall decrease in the Sewer budget of \$178,537.

**g. Finance**

Ms. McCollem said that the Finance Director employment agreement was renegotiated for FY25 and the market adjustment in her salary is reflected in this proposed budget.

Finance Director, Erica Flemming explained the departments that fall under Finance, and she said that there were no changes in FTE's (Full-Time Equivalent) for FY25. She said that 84% of their budget is personnel costs. She said that in September they reorganized the department and decided not to fund Assistant Town Accountant position to create an analyst position.

**h. TA**

Ms. McCollem explained the positions in the Town Administrator's office and said that all salaries are increasing contractually. She has trimmed some of the costs in the budget for FY25. She said that she reduced \$10,000. for Recording Secretaries, the Contracted Services line by \$5,000., and the Travel line by \$2,000. She said that overall, the Town Administrator's budget proposed a 0% increase for FY25.

**8. Discussion – process for Committee members to become more familiar with budget.**

Chair Sullivan said that there are new members on the Finance Committee, and he is new to being Chair, and he wanted to know how these individuals can go about getting more information. Priscilla Harcourt said that she went to a yearly Finance meeting, and she said that they recommended visiting different departments to try to get a better idea of what their needs are. She asked if anyone else wanted to do this. Amanda Bongiovanni said that she likes the open forum discussions where they can ask departments what their needs are. She said that they could have standard questions that they ask each department for all the committee to hear their answers.

Tom Joyce said that he doesn't think that it is the responsibility of the Finance Committee to make recommendations, and that they are to review the numbers and the budgets and changes. Chair Sullivan said that it is their responsibility to recommend approval or not to Town Meeting. Ms. Harcourt said that for her to look at numbers, she likes to see what is being discussed. She said that it would be like information gathering, and she wants to have an idea of what the needs are. Ms. McCollem said that typically, because they are a committee, they must act as a group. As a resident and as a town meeting member, one can ask for information. She said as a committee it is important for all to see and hear the same information. There was more discussion about how to receive information from departments, and the priorities of each department.

## 9. Updates from Committee Representatives

Mr. Joyce said that he volunteered last year to be a part of the Finance Policy Working Group. He said that they looked at the whole Financial Policy of the town. He said that he thinks that they will be ready to present a final recommendation to the town and Select Board next month. He said that there were a lot of changes made. Ms. McCollem said that they should have the final draft to share with the Finance Committee, the School Committee, and the Select Board and then move forward on how the 3 groups said that they want to.

## 10. Minutes: 1/9/24

**Voted:** Amanda Bongiovanni moved, and Kathy LeGacy seconded, to approve the minutes of January 9<sup>th</sup>, 2024.

**Vote:** Rich Lavoie – yes, Amanda Bongiovanni - yes, Tom Joyce - yes, Kathy LeGacy - yes, Priscilla Harcourt - yes, Carla Emmons – yes, and Chair Sullivan – yes. **Vote:** 7-0-0.

## 11. Finance Committee Comment (for information purposes only)

None.

## 12. Next meeting & future agenda items.

February 5<sup>th</sup>.

## 13. Adjourn

**Voted:** Amanda Bongiovanni moved, and Kathy LeGacy seconded to adjourn the meeting.

**Vote:** Rich Lavoie – yes, Amanda Bongiovanni - yes, Tom Joyce - yes, Kathy LeGacy - yes, Priscilla Harcourt - yes, Carla Emmons – yes, and Chair Sullivan – yes. **Vote:** 7-0-0.

The Finance Committee meeting adjourned at 9:08 PM.

Respectfully Submitted,

Kim Johnson, Recording Secretary

*Reasonable accommodations for people with disabilities are available upon request. Include a description of the accommodation you will need, including as much detail as you can and include a way we can contact you if we need more information. Please allow advance notice. Send an email to [kthut@townofbourne.com](mailto:kthut@townofbourne.com) or call the Town Administrator's Office at 508-759-0600 x1503.*