

# Select Board Meeting Notice AGENDA



Date

February 28, 2023

Time

6:30 PM

Location

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

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

If anyone from the public wishes to access the meeting, they can do so by calling the following conference line:  
**1-929-205-6099.**

**Zoom Meeting/Call in ID: 869 5775 5505**

**Password: BOURNE**

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

## **6:30 PM Call Public Session to Order in Open Session**

1. Moment of Silence to recognize our Troops and our public safety personnel
2. Salute to the Flag
3. Vision: Bourne is a proud community that embraces change while respecting the rich heritage of the town and its villages. It is a municipality based on strong fiscal government with a durable economy that recognizes the rights of all citizens, respects the environment, especially the coastal areas of the community and the amenities that it affords. Bourne embraces excellent education, and offers to citizens a healthy, active lifestyle.
4. Mission: Bourne will maximize opportunities for social and economic development while retaining an attractive, sustainable and secure coastline and environment for the enjoyment of residents and visitors. Through responsible and professional leadership and in partnership with others, Bourne will strive to improve the quality of life for all residents living and working in the larger community.
5. Public Comment on Non-Agenda Items - Public comments are allowed for up to a total of 12 minutes at the beginning of each meeting. Each speaker is limited to 3 minutes for comment. Based on past practice, members of the Board are not allowed to comment or respond.
6. Joint Meeting with the Planning Board
  - a. Discussion and possible vote to appoint 2 members to the Planning Board to fill vacancies until the next regular election.
7. Minutes: none
8. Correspondence
9. Adjourn

TOWN CLERK BOURNE

2023 FEB 21 PM 3:21

RECEIVED

Bourne Select Board  
24 Perry Ave.  
Buzzards Bay, Mass. 02532


TO WHOM IT MAY CONCERN:

I am submitting this letter of interest to have myself considered for the remaining term of Planning Board Member, until there is an election at the Town Meeting in May.

As you can see by my attached resume, being a former City Councilor I feel I have a good understanding and working knowledge of what the Planning Boards responsibilities and duties are.

I would appreciate your consideration of me to fill this job. I look forward to the opportunity of meeting with both Boards on February 28<sup>th</sup>.

Thank you,

  
James J Robinson

RECORDED  
Bourne Select Board  
2023 FEB 22 AM 11:28

# Mr. James J. Robinson

Pocasset, MA 02559

## Objective

To obtain a position that will allow me to continue to make use of my extensive skills, training and experience for the benefit of professional fulfillment.

## Skills & Qualifications Profile

- **Disciplined Leader:** ability to remain calm and deliver despite stressful circumstances
- **Critical Thinker & Troubleshooter:** experienced independent problem solver capable of detecting problems and identify strengths & weaknesses of solutions to problems, as well as having the wisdom to incorporate reasonable advice from peers and superiors to find the most successful and cost-effective solutions
- **Interpersonal Skills & Teamwork:** able to coordinate individual actions with those of other workers on busy construction sites
- **Dexterity & Safety – Hand/Foot Coordination:** able to coordinate movements of hands, arms, feet, and legs in order to safely operate the different sets of controls while operating equipment and attachments
- **Stamina:** able to perform heavy physical activities such as reaching, bending, and turning while under considerable strain caused by vibration, jerking, and jolting of equipment over rough surfaces and during extreme weather conditions, as well as able to lift/move and carry heavy items over hilly, flat, or rolling terrain
- **Operation Monitoring:** able to read gauges, dials, and other indicators, as well as able to operate controls in awkward positions
- **Flexibility in all Working Conditions:** able to perform outdoor work (8 hours per day) in all types of conditions and weather, such as - sun, noise levels exceeding 85 dBA, extreme heat and humidity, cold, snow, rain, wind, dirt, dust, fumes (from motor exhaust), mud, water, and in environments exposed to pesticides, insecticides, and fertilizers while wearing appropriate protective equipment
- **Heavy Construction Equipment Operator –** JCB MMEE Backhoe Loader, CAT 130G Motor Grader, CAT CS-563D Self-propelled Vibratory Roller, CAT 621G Pan Scraper, CAT 924G Front-end 5 Yd. Bucket Loader, M917 20Ton Dump Truck, M817 Series 5Ton Dump Truck, M35 Series 2.5Ton & 5Ton Cargo Trucks, FMTV (5Ton) & LMTV (2.5Ton) Series Cargo Trucks

## Professional Experience

**Sea Crest Hotel – Maintenance Engineer (FT: 48hrs/wk.)**  
North Falmouth, MA

**Mar 2017-Aug 2018**

- Maintained hotel facility which included: painting, carpentry work, and sheet rock installation of guest rooms. These tasks were performed by understanding and applying the company's safety policy and guidelines in the utilization of various hand held power tools such as skill saws, power drills, reciprocating saws, jig saws, and cordless nail guns resulting in an outsourcing yearly cost savings of approximately \$100,000 per year.
- Maintained hotel grounds year-round under all types of conditions and weather, such as sun, noise levels exceeding 85 dBA, extreme heat and humidity, cold, snow, rain, wind, dirt, dust, fumes (from motor exhaust), mud, water. Grounds keeping activities included: routine lawn maintenance of trimming lawns, applying fertilizer and pesticides while wearing appropriate protective equipment, cutting & placing sod, weed trimming, weed control through application of organic herbicides and the laying of mulch; cutting and clearing of downed tree limbs (weighing over 50 pounds) and low level dead branches, and pruning shrubs; leaf-blowing utilizing back-pack leaf blowers and vacuums. These activities were conducted through extensive use of riding lawnmowers, hedge trimmers, gas powered chainsaws, and various hand-held tools such as picks and shovels, rakes, axes, hand pruners, and pitchforks for seaweed removal and mulching. Hotel grounds maintenance also included: daily beach clearing operations encompassing clearing grounds of debris by raking and grading beach utilizing a front bucket loader w/attached rake (Bobcat), and loading and unloading materials for transport of debris; removing snow and ice through utilization of snow blower, manual shoveling, and plow-truck; cleaning - service and administrative areas, as well as patio stones utilizing power washing sprayer and hand brushes.
- Conducted materials assessment for procurement of required items for scheduled maintenance of facility resulting in all stocked items being on-hand and available when needed.
- Conducted daily fire, safety, and health inspections of facility per organizational, local, and state guidelines and regulations
- Provided superior guest services by responding to facilities maintenance issues and problems in a timely fashion and to customer satisfaction

**Hydroid Inc. - Stockroom Clerk (FT: 40hrs/wk.)****Feb-Oct 2016****Bourne, MA**

- Independently maintained and managed parts stockroom with minimal amount of supervision, resulting in 100% accountability of inventory
- Utilized best safety practices when navigating shop floor and stockroom, as well when lifting and pulling parts and equipment from stored areas
- Maintained and inspected all equipment and parts needed for production/repair of autonomous underwater vehicles (AUV's), ensuring proper notification to supervisor of substandard parts for production
- Independently received computer printout sheets identifying the priority of parts that were needed for the production of different AUV's
- Performance of periodic inventory cycle counts ensured on-hand parts and equipment were accessible at all times, resulting in a 0% slow-down of production

**Department of Corrections - Captain (FT: 40hrs/wk.)****July 1995-July 2015 (Retirement)****Commonwealth of Massachusetts Bridgewater Treatment Center, Bridgewater, MA**

- Provided care, custody & security of Inmates
- Assessed daily cell block climate and inmate activities - accurately reporting in a timely, clear and concise manner to supervisors
- Served as the facility Environmental Health and Safety Officer conducting - periodic safety inspections of smoke detectors, fire extinguishers, fire-suppression systems, Scott Air Packs, and first-aid kits; investigations of medical emergencies, and safety violations reporting violations and recommended corrective actions to superiors; managed department HAZMAT program which included accountability, distribution, and ensuring proper and safe use of all on-hand HAZMAT materials, and maintaining proper MSD information
- Maintained all safety standards of entire facility adhering to all relevant organizational policies and procedures, as well as state and local regulations
- Served as Department Armorer and Communications Specialist accountable for all organizational equipment to include communication equipment (radios & repeater), security equipment, department weapons, chemical agents, restraints (hand-cuffs & leg irons), as well as responsible for - weapons and ammunition management & training, and the maintenance management of all equipment

**City Councilor (PT: 15-20hrs/wk.)****Jan 1991-Jan 1993 and Jan 1999-Jul 2011****Town of Gardner, MA**

- Chairman, Public Safety Committee overseeing 42 million dollar budget
- Oversight of Police, Fire, Health and Building departments.
- Represent 1/5 of communities 22,000 residents.

**Massachusetts Army National Guard (MAARNG) - Major/Engineer (P/T: 28hrs/wk.)****Oct 1981 - Nov 2011****Commonwealth of Massachusetts**

- Operated heavy equipment in compliance with the company's operating safety policies and procedures
- Provided recommendations for maintaining and improving environmental performance
- Loaded and unloaded equipment from vehicles and trailers
- Ensured company equipment, material, and the work site were maintained, kept clean, and stored in a safe manner
- Collected and disposed scrap, excess materials, and refuse
- Observed distribution of paving material to adjust machine settings or material flow, and indicate low spots for workers to add material
- Battalion Tactical Officer during Operation Iraqi Freedom - provided engineer technical expertise for 18 Iraqi civil works projects which included water filtration plant rebuilds, two sewer pumping station building projects, three different school refurbishments, construction of 2.5 miles of road and drainage, construction of permanent fencing with an overall dollar value of work exceeding \$19,000,000, resulting in improvement of Iraqi quality of life and security, as well as earning a Army Meritorious Service Medal for exceptional service to duty
- Staff Training Officer for Kosovo Inspectorate Kosovo Protection Corps. during the NATO Kosovo Force Campaign (KFOR8) - Using KFOR Command Guidance, responsible for writing, execution, and evaluation of all training programs for the Kosovo Protection Corps. (KPC); worked closely with multi-national task force (MNTF), in the KPC training facility, developing yearly training guidance and programs for the KPC, resulting the development of a training program that increased volume of trained personnel from 200 trained individuals within an 8 month period to 3,000 trained individuals within a 5 month period - earning the Army Joint Service Commendation Medal for exception service to duty
- Completed required paperwork, reporting, and other documentation
- Building and Facility Management Officer for Camp Edwards, MA - instrumental as project manager in the construction and operation of small scale tactical training Forward Operations Base (FOB), resulting in receiving Army Commendation Medal for outstanding performance of duty
- MAARNG Regional Training Institute Logistics Officer (2010-2012)
- Logistics Investigation Officer- investigation of lost, damaged, or missing equipment



## Education

**Westfield State College**  
Westfield, MA

- B.S. Criminal Justice, 1989

## US Army

Multiple locations

- Small Arms Instructor School (1992)
- Engineer School, Officer Basic Course (1990)
- Unit Public Affairs Officer (1990 and 1991)
- Engineer School, Captains Career Course (2000)
- Combined Arms and Service Staff School (2001)
- US DOJ-Emergency Response to Terrorism Course (2002)
- Army Basic Instructor Training Course (20011)

## Professional Development

US Coast Guard skills and safety course (2014), Firearms Retention Instructor (2010), Criminal Justice Training Counsel intermittent police Academy (1995), Hazardous Materials and Waste Management course (2006), Firearms Instructor (2010), Military criminal investigation Officer Course (1995), US Customs Officer School (2010)

## Military Awards

Meritorious Service Medal | JOINT SERVICE COMMENDATION MEDAL | Army Commendation Medal (3<sup>rd</sup>) | Army Achievement Medal (3<sup>rd</sup>) | Army Reserve Components Achievement Medal | National Defense Service Medal (w/Bronze Service Device) | Kosovo Service Medal | Iraq Campaign Medal | Humanitarian Service Medal | Armed Forces Reserve Medal w/ M device (2<sup>nd</sup>) | Army Service Ribbon | Overseas Service Ribbon | Drivers/Mechanic Badge | NATO Medal | Global War on Terrorism Service Medal | Massachusetts Emergency Service Ribbon | Massachusetts Service Medal (w/20yr Eagle) | Massachusetts Meritorious Unit Citation | Massachusetts Defense Service Ribbon | Massachusetts Defense Expeditionary Service Ribbon | Massachusetts Desert Storm Service Ribbon

# TALENT BANK FORM

## ACT NOW- SERVE YOUR COMMUNITY

Town government needs citizens who are willing to give time in the service of their community. The Talent Bank was adopted by the Selectmen, Moderator and Town Administrator as a means of compiling names of interested citizens to serve on a voluntary basis, on boards and committees and working groups. This file is available for use by the public as well as the Moderator, Selectmen and Town Administrator. Talent bank forms are being updated to include categories consistent with the changing needs of the Town. Indicate your preference and return the form to:

### TOWN GOVERNMENT TALENT BANK

c/o Town Administrator,  
24 Perry Avenue  
Buzzards Bay, MA 02532

NAME: James J. Robinson DATE: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ PRECINCT: \_\_\_\_\_  
 OCCUPATION: Retired TELEPHONE # \_\_\_\_\_ EMAIL: \_\_\_\_\_  
 BACKGROUND: See Resume


Check	AREAS OF INTEREST (LIST ORDER OF PREFERENCE)
	AFFORDABLE HOUSING TRUST - provides the Town with many tools to create and preserve affordable housing, including the ability to option, lease, purchase, renovate, and lease out or sell real estate.
	ZONING BOARD OF APPEALS - The Board of Appeals shall have and exercise all the powers granted to it by Chapters 40A, 40B, and 41 of the General Laws, and by this Bylaw, those powers being to hear and decide applications for Special Permits upon which the Board is empowered to act under this Bylaw; to hear and decide petitions for variances, excluding variances for use; to hear and decide other appeals from any aggrieved person, officer, or board, or the Cape Cod Planning and Economic Development Commission, to issue comprehensive permits as provided by Sections 20-23, Ch.40B, G.L., and in special cases to issue withheld building permits, as provided by Section 81Y, Ch.41, G.L.
	BOARD OF ASSESSORS
	BARNSTABLE COUNTY COASTAL RESOURCES - is the County's coastal advisory committee, serves as a liaison between towns and the County on coastal issues and is the local governance committee for the Cape Cod region of the Massachusetts Bays Program.
	BARNSTABLE COUNTY HOME CONSORTIUM - is comprised of 15 communities on Cape Cod. Jurisdiction to receive and disburse HOME funds.
	BARNSTABLE COUNTY HUMAN RIGHTS COMMISSION - To promote and protect the basic human rights of all persons in Barnstable County
	BUZZARDS BAY ACTION - The mission of the Buzzards Bay Action Committee is to improve collaboration among watershed municipalities.
	BY-LAW COMMITTEE - Reviews and also recommends updates or changes to the Town By-laws
	CABLE ADVISORY COMMITTEE- performs research/makes recommendations for cable license renewal
	CAPE & VINEYARD ELECTRIC COOPERATIVE - was organized on September 12, 2007. Provides for the establishment of energy cooperatives.
	CAPE COD COMMISSION - is an agency within Barnstable County regional government, but with its own separate and unique funding source, the Cape Cod Environmental Protection Fund.
	CAPE COD WATER PROTECTION COLLABORATIVE - to help Cape Cod and Islands towns pay for necessary wastewater infrastructure and water quality remediation projects.

	CAPE LIGHT COMPACT - mission is to serve our 205,000 customers through the delivery of proven energy efficiency programs, effective consumer advocacy, and renewable competitive electricity supply.
	CAPITAL OUTLAY COMMITTEE – Reviews requests and makes recommendations to the Town Administrator on large equipment or building projects
	CHARTER COMPLIANCE COMMITTEE – Hears and adjudicates complaints filed alleging Charter Violations
	CHARTER REVIEW COMMITTEE –Reviews Charter every five years
	COMMISSION ON DISABILITIES - cause the integration and participation of people with disabilities; assists municipal officials in ensuring compliance with the ADA and other state/federal laws
	COMMUNITY ACTION COMMITTEE OF CAPE COD & ISLANDS, INC. - is a private, non-profit organization that provides a variety of services to low-income individuals and families to help them improve the quality of their lives and achieve self-sufficiency.
	COMMUNITY ENGAGEMENTS - mission is to sponsor and encourage community events, projects, activities, services, programs, and public improvements which are of mutual interest to the visitors and residents of the Town of Bourne, and, which strengthen the Town by fostering community involvement and spirit. The Committee shall create an application for funding and invite organizations or individuals to submit on events or activities that will benefit the Town of Bourne and its citizens. In no event may a Member present a project before the Committee. The committee shall provide quarterly reporting to the Board of Selectmen and Town Administrator.
	COMMUNITY PRESERVATION COMMITTEE will give preference to proposals Are eligible for Community Preservation Act (CPA) funding according to the requirements described in the CPA legislation; specifically, The acquisition, creation, and preservation of open space. The acquisition, preservation, rehabilitation, and restoration of historic resources. The acquisition, creation, and preservation of land for recreational use. The creation, preservation, and support of community housing (including items such as annual payments to the housing authority to preserve or expand the affordable housing supply). The rehabilitation and restoration of open space, land for recreational use, and community housing that is acquired or created using monies from the fund.
	CONSERVATION COMMISSION- administers the Wetlands Protection Act, Local Wetlands bylaws
	COUNCIL ON AGING- coordinates programs designed for the needs of aging in coordination with the MA Executive Office of Elder Affairs
	CULTURAL COUNCIL - reviews applications for local arts and cultural events and awards grant funds received from the MA Cultural Council.
	DESIGN REVIEW BOARD (DRB)- reviews alterations, including demolitions of properties located within the demarked areas, adopts design guidelines, rules/regulations
	EDUCATION/SCHOLARSHIP
	FINANCE COMMITTEE- reports to town meeting on the proposed budget of town manager and any warrant articles having a fiscal impact on the Town.
	HISTORICAL COMMISSION - caretakers of the Town history.
	HOUSING PARTNERSHIP - addresses local housing needs through a collaborative effort between local govt., community organizations, banks and the private sector.
	HUMAN SERVICES - The Committee is charged with recommending policies and potential programs to the Town Administrator related to the delivery of human services to the citizens of Bourne.
	LANDFILL BUSINESS PROJECT MODEL WORKING GROUP-Make recommendations on long term viability of the Integrated Solid Waste Management Department to the Town Administrator and Selectmen
	LOCAL EMERGENCY PLANNING COMMITTEE - mission is to provide residents with an emergency response program for hazardous materials incidents, extreme weather, and other high impact events.

	OPEN SPACE COMMITTEE - was formed in 1999 for the purpose of recommending acquisitions of interest in real property to be owned or managed by the Conservation Commission or other designated nonprofit organization or in the case of interests to acquire sites for future wellhead development for a Water Resource District.
	TASK FORCE ON LOCAL POLLUTION/PHASE II STORMWATER MANAGEMENT COMMUNITY OVERSIGHT PROGRAM - membership shall consist of seven (7) members of the general public, at least two of whom, if possible, shall have a professional background in science, law or engineering.
	PRIVATE ROADS ACCEPTANCE - On an annual basis we will have to establish a prioritization process to see what roads will be brought before the town for consideration.
	RECREATION COMMITTEE - Works with the Director of Recreation on long term planning for the recreational needs of the Town
	RECYCLING - Provide advice and assistance to the Board of Selectmen, the ISWM General Manager and Town residents concerning recycling requirements and procedures. Assist the Board of Selectmen with public education concerning recycling, composting and source reduction.
	REGISTRAR OF VOTERS - The Board of Registrars responsibilities include registering voters, making local listings of residents, certifying nomination papers and petitions, processing absent voter applications and administering election recounts.
	SELECTMEN'S ENERGY ADVISORY COMMITTEE - assist the Board of Selectmen on the investigation, research and consideration of siting and utilizing alternative forms of energy for municipal purposes.
	SOUTH SIDE FIRE STATION FEASIBILITY AND DESIGN BUILDING COMMITTEE - To serve as advisors to the Town Administrator and Bourne Board of Selectmen as it prepares the design, siting and feasibility of a new replacement fire/ems station on the south side of the Cape Cod Canal.
	SHORE AND HARBOR COMMITTEE - Works on plans, future development and recommends regulatory change and enforcement
	SPECIAL WORKS OPPORTUNITY PROGRAM - SWOP's mission statement is to provide social opportunities to adults with intellectual disabilities residing in the Town of Bourne. We do this through social settings that foster independence and cultivate respect and support through community involvement.
	STREET AND TRAFFIC - Look into the current street lighting.
	TOWN ADMINISTRATORS ADVISORY COMMITTEE ON PEDESTRIAN BICYCLE PATHWAY - to assist in the creation of a pedestrian and bicycle pathway within the geographic boundaries of the Town of Bourne, connecting with the Shining Sea pathway in Falmouth
	TRANSPORTATION ADVISORY COMMITTEE - shall have the following responsibilities on transportation-related projects proposed by the town and others and shall include, but not limited to, highways and other roadways, rail services, bus services, shuttle services and transportation facilities.
	WASTEWATER ADVISORY COMMITTEE - To serve as advisors to the Town Administrator and Bourne Board of Sewer Commissioners in the areas of public policy and long-range planning as it relates to the implementation of the Comprehensive Wastewater Management Plan.
	WASTEWATER FACILITY DESIGN AND BUILDING - To serve as advisors to the Town Administrator and Bourne Board of Sewer Commissioners as it prepares the final design, siting and construction of a 100,000 gpd facility within Buzzards Bay.
	UPPER CAPE REGIONAL TRANSFER STATION - is the body that oversees all operations for the municipally-owned regional solid waste transfer station located on Joint Base Cape Cod (JBCC) in Sandwich.
	VETERANS GRAVES OFFICER
	OTHER (please list) <i>Planning board.</i>



William W. Meier

  
Buzzards Bay, MA 02532

2/1/2023

Daniel Doucette, Chairman  
Bourne Planning Board  
24 Perry Avenue  
Buzzards Bay, MA 02532

Chairman Doucette:

I, William W. Meier, would like to be considered for the open position on the Bourne Planning Board.

I am a lifelong resident of the town presently serving as an elected member of the Bourne Veterans Memorial Community Building, Board of Trustees and the Bourne Board of Health. As well as an Alternate Member of the Bourne Planning Board. I am also an appointed member of the Bourne Intermediate School Building Committee, the Wastewater Building Committee, New Bourne Police Building Committee and the South Side Fire Station Building Committee. Previously, I served on the DPW Building Committee.

I feel with my professional and town building experience I would be a benefit to this board.

Thank you for your consideration to this matter.

Respectfully,

William W Meier

# **JAMES HALLIDAY**



Pocasset, MA 02559

## **Education**

***B.S. Business Management Bentley University  
September 2012- May 2016***

I graduated Bentley University in 2016 with a Bachelor's of Science in Business Management.

## **Experience**

### ***Halliday Builders, Inc.***

Carpenter 2011-2016

Office Manager 2016-2021

Project Manager 2021- Present

I have been working at Halliday Builders since I graduated High School, I came on full time once I graduated college. I have 10+ Years of building experience. We are a custom homebuilder in Bourne. I handle all of our projects assisting from the first meeting, design, permitting, all the way through to completion and certificate of occupancy.

## **Credentials**

### **Licenses:**

Home Improvement Contractor

Construction Supervisor License Holder

Hoisting Engineer License Holder

Member of Home Builders and Remodelers Association of Cape Cod

