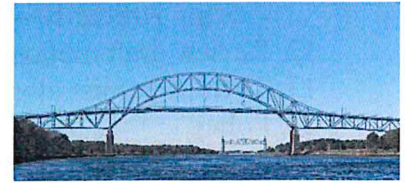


# Select Board Meeting Notice AGENDA



Date  
March 19, 2024

Time  
7:00 PM

Location  
Bourne Veterans' Community Center  
239 Main St., Buzzards Bay 02532  
Or virtually (see information below)

*Note this meeting is being televised, streamed or recorded by Bourne TV. If anyone in the audience is recording or videotaping, they need to acknowledge such at this time. Use of flash photography during Select Board meetings is prohibited.*

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 ID: 869 5775 5505**

**Password: BOURNE**

*The Zoom chat will not be monitored. Participants who wish to speak must raise the hand icon until the Chair asks them to unmute.*

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

## **7:00 PM Call public session to order in open session**

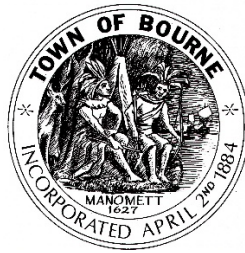
1. Moment of silence to recognize our troops and our public safety personnel
2. Salute to the flag
3. Reading of the Select Board Vision and Mission Statements
4. Public comments on non-agenda items - Public comments are allowed for up to a total of 12 minutes at the beginning of each meeting. Each speaker is limited to 3 minutes for comment. (Board members are unable to respond due to posting requirements of the Open Meeting Law).
5. Reintroduction of Town Counsel
6. Bourne Public School Department budget presentation
7. Upper Cape Technical High School budget presentation
8. Update from CITAC – review draft comment letter re: Digital Equity Plan
9. Discussion and possible vote for a request to hold a wedding at Barlows Landing for over 20 people on April 5, 2024 and parking waiver
10. Consent agenda:
  - a. Accept donations to COA
  - b. Seasonal liquor license – Chart Room
  - c. Appointment of Joseph Spinale to Bylaw Committee and ZBA
  - d. Friends of Bourne Psychic Fair requesting use of Community Building gym and kitchen– 4/27/24 with rain date of 5/4/24
  - e. Authorize the Town Clerk to opt out of “vote by mail” for the May 21, 2024 annual Town Election
11. Review Town Meeting Articles:
  - a. Article 1 – Regular Required Authorizations
  - b. Article 2 – FY25 General Fund Operating Budget
  - c. Article 3 – FY25 Sewer Budget – **Joint Meeting with Bourne Sewer Commissioners**
  - d. Article 4 – FY25 ISWM Budget
  - e. Article 5 – FY25 Capital Budget – Update from ISWM
  - f. Article 9 – Stabilization Fund

RECEIVED  
MAR 15 PM 12:30  
TOWN CLERK BOURNE

- g. Article 10 – Capital Stabilization Fund
- 12. Review draft motions for Town Meeting articles, assign articles to Select Board members
- 13. Town Administrator's Report
- 14. Policy
  - a. 1<sup>st</sup> reading for Financial Policies
- 15. Minutes:
- 16. Committee reports
- 17. Correspondence
- 18. Future agenda items
- 19. Next meeting dates: March 19; April 2, 9, 16 & 30
- 20. Adjourn

***Reasonable accommodations for people with disabilities are available upon request. Please include a description of the accommodation you require, with as much detail as possible, 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***

# TOWN OF BOURNE



## 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.

## 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.



# Bourne Public Schools FY25 Proposed Budget

March 6, 2024



02

## PRESENTATION OVERVIEW



Budget Development

Assumptions & Scenarios

Priorities

School/Program Specifics

Budget Summary & Snapshots

Overall Recommendation





03

## BUDGET DEVELOPMENT



### Involves Multiple Stakeholders

- BPS Administrators & Educators through needs assessment
- Budget & Facilities Sub-Committee
- Town Administration

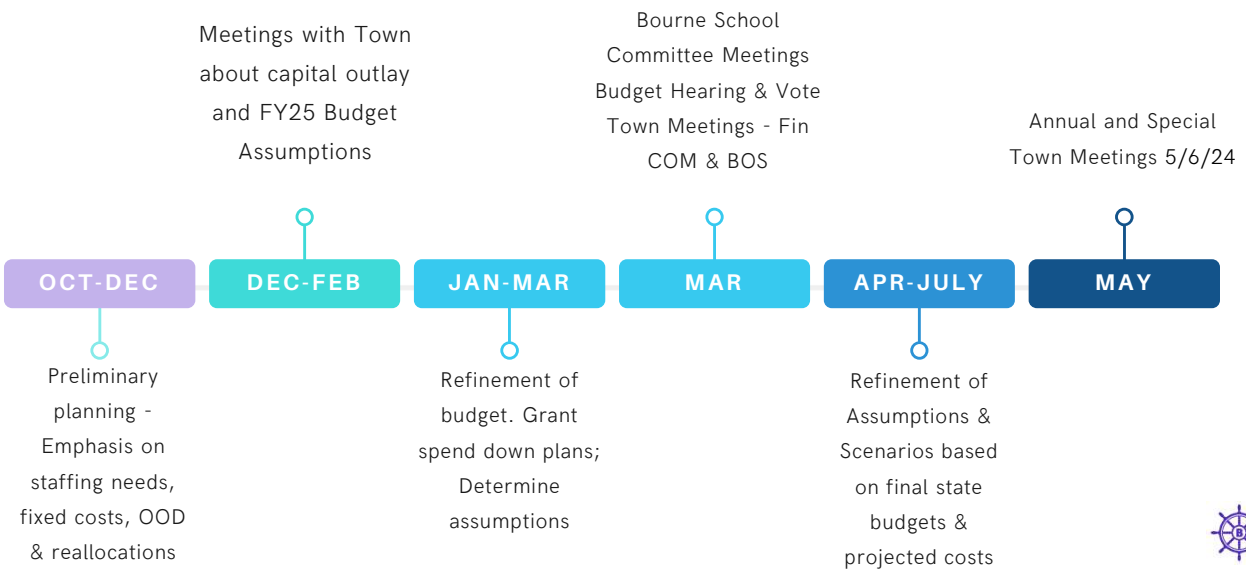
### Multiple Lenses

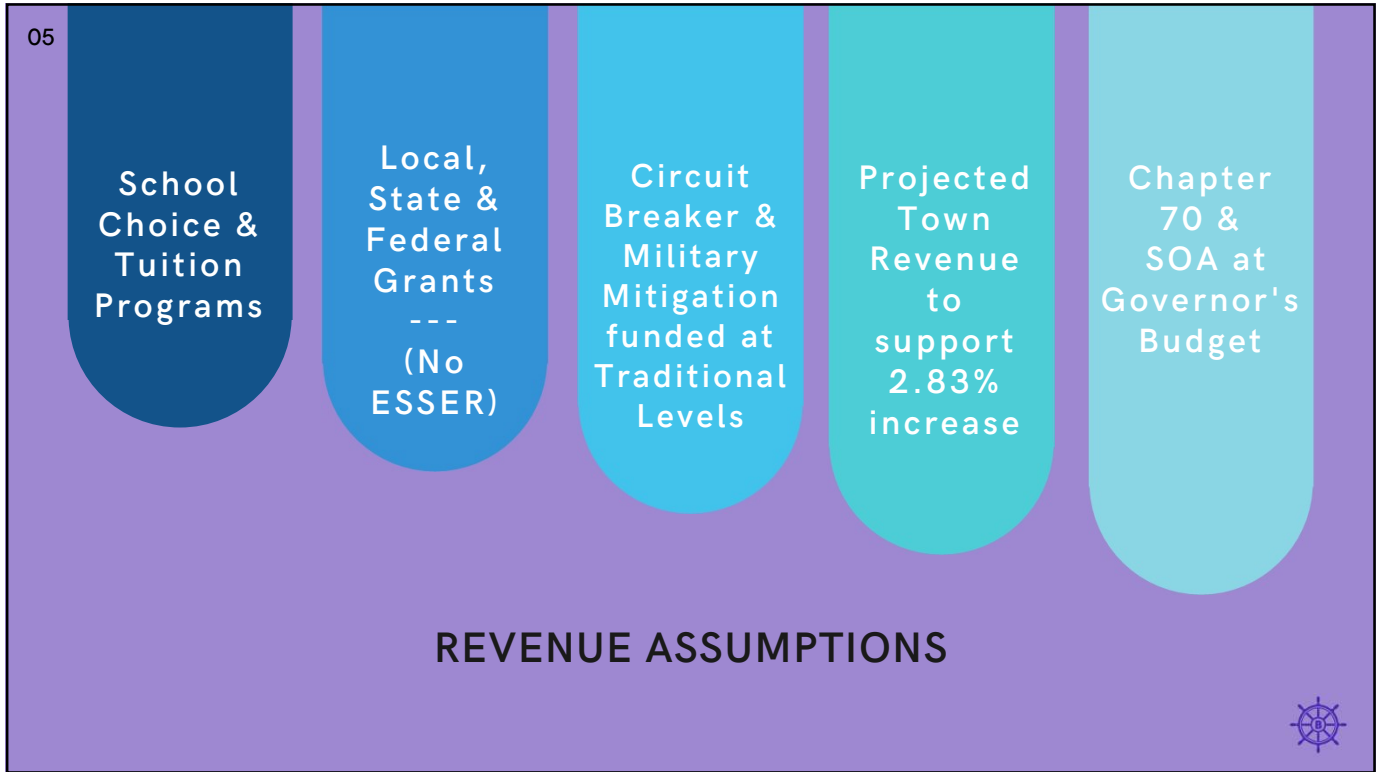
- District-wide
- Site Based
- Programmatic
- Individual student need



04

## BUDGET TIMELINES





07

## DISTRICT STRATEGY

### BUILDING COMMUNITY

*Expand opportunities to promote a consistent positive climate and culture through communication, collaboration and social-emotional support*

### PROMOTING EQUITY

*Develop more opportunities and structures to meet the needs of ALL learners to increase student achievement and access*

### STRIVING FOR EXCELLENCE

*Provide learning experiences that increase student ownership through relevant, engaging instruction and high expectations*

Links: [District Strategic Action Plan \(3 year\)](#)

#### School Improvement Plans

- [Bournedale Elem. School](#)
- [Bourne Intermediate School](#)
- [Bourne Middle School](#)
- [Bourne High School](#)



## 08 BOURNEDALE ELEMENTARY

Site Based Budget: \$4,934,627

- ARC continues to be our primary resource for ELA with the major change being the intense PD schedule.
- We are continuing our work with Alison Mello and waiting to hear about a continuation of the HQIM math grant.
- WIN and CPT continue to be a set part of our master schedule, with staff feedback driving any changes that need to be made to increase efficiency of these times.
- The Interventionist continues to be an integral part of the success of WIN and CPT at Bournedale. Participating in our Student Support Team, tutoring and small groups are an added plus to support for classroom teachers.
- We are always looking for ways to improve our Benchmarking process. Any changes will be made based on feedback from staff, budgets, and advice from consultants aligned with grant money.





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## BOURNE INTERMEDIATE SCHOOL

Site Based Budget: \$4,407,153

- Continue to expand before and after school enrichment opportunities, clubs and curriculum based events.
- Maintain ESL staffing and expand push-in services to provide standards based and language-focused instruction for ELL students in grade level/content area classrooms.
- Support the ongoing work of Math Consultant, Alison Mello -The work will prioritize the focus areas such as aligning/refining Eureka Math curriculum/assessments, expand teacher content and grade level standards knowledge, implement the best use of high quality math tools to support grade level concepts, and to promote a student centered classroom through the Math Workshop Model.
- Continued support for ARC in order to provide opportunities for students to build foundational literacy skills and to have access to rigorous and rich texts
- Continued refinement of the WIN Block through the support of PLCs, Data Team, one interventionist and the Unified Art teachers - Students benefit from data driven interventions and enrichment groupings.

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## BOURNE MIDDLE SCHOOL

Site Based Budget: \$5,631,813

- Continued implementation of high-quality curriculum materials in all areas
- Continued training in math practices with Alison Mello
- Continue to utilize IXL as a tool to support ELA and math intervention
- Continued focus on high-quality inclusion special education scheduling and practices
- Continued implementation of tier 1 guidance curriculum and tier 2 SEL supports
- Continued support for Media Center, tiered interventions, enrichment opportunities, and WIN block
- Continue to offer wide range of after school enrichment opportunities







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## BOURNE HIGH SCHOOL

Site Based Budget: \$5,193,482

- Continue to expand rigorous coursework in pre-AP & AP programming (Partnership with MIE) through 18 AP course offerings
- Continue to implement and expand Innovation Pathways and School-to-Career programming (Internship/Capstone 100% for Seniors in 24-25)
- Continue to support high-quality Tier 1 instruction and inclusion Special Education practices (Springboard Training, RISE Training, UDL) with a focus on strengthening standards-based objectives and increasing high-quality student discourse; Continue to evaluate and replace curriculum resources and textbooks to support high-quality learning experiences
- Continue to support WIN block interventions (Galileo, Pre-AP Learning Checkpoints, MyFlex Learning, Data Team, Literacy Team, MTSS)
- Continue to offer rich and diverse co-curricular and athletic opportunities
- Continue to strengthen our social-emotional supports for all students

## Proposed Changes

### STAFF:

Reallocations based on student needs including:

- Reduce 1 (of 2) Interventionist positions at BIS
  - Add 1 ESL/Directed Support teacher at BIS
- Reduce 1 PE position at BHS
  - Add 1 Physics/Engineering position at BHS

### PROGRAMMATIC:

Continue all current programming

### EQUITY:

Eliminate Activity & Transportation Fees



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## Teaching & Learning



### Curriculum & Resources

- Classroom Instructional Supplies across BPS
- Topical & timely curricular building-based activities across BPS
- Renewal of Instructional Material Subscriptions across BPS
- Renewal of Assessment Platform / Galileo
- Renewal of On-Line Text Resources for Teachers & Students, in particular
- Cont. Year 3 Implementation of SpringBoard ELA @ BMS
- Cont. Implementation of Pre-AP @ BHS
- Cont. Implementation of Innovation Pathways & Education Pathways
- Purchase of updated Instructional Materials @ BHS - Health, Sciences, & ASL



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## Teaching & Learning



### Professional Development

- Cont. Univ. Design for Learning (UDL) & student support training for ESPs (PK-18+)
- Cont. implementation of Math Workshop Items & instructional support of Eureka (PK-5),
- Cont. expansion of Instructional Math Support (6-12)
- Cont. curriculum evaluation, alignment, writing &/or revision opportunities (K-12)
- Cont. District course offerings such as Mentoring, EL Supports, Teaching w/ Light
- Ref. for tech./data subscriptions such as Open Architects, Blume Application, PowerSchool
- Cont. teacher self-selected workshops & graduate endeavors
- Training in new instructional technologies such as AI
- Training in the adoption & implementation of the new IEP
- Consultation for inclusive practice (PK-18+)

### Multi-Tiered Systems of Support (MTSS)

- Cont. to refine & support assessments, data teams, & feedback loops for behavioral & academic & social support / SEL practices
- Cont. WIN schedules @ all schools
- Cont. building-based & District Committees (MTSS, Data)



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## Technology

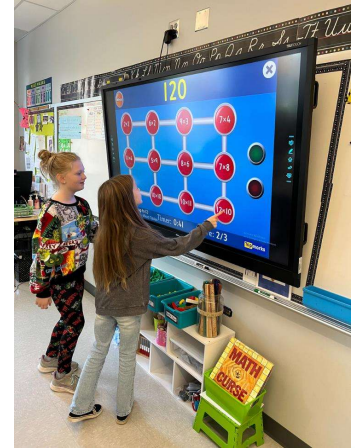


- FY25 Technology Budget Total \$475,021.00
- Technology Equipment/Network Infrastructure \$205,000.00
- Technology Salaries \$270,021.00



### What does this support?

- Network equipment service / support & data backups
- Internet circuits and bandwidth
- Continued upgrades of Windows computers
- Antivirus & subscriptions
- Upgrade Wi-Fi in Bourne in all classrooms (60% Erate Funded)
- Consolidate & streamline print services
- Continue upgrades and streamlining security & CCTV across district
- Daily support of classroom/office technology through work orders



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## Meeting the Needs of ALL Learners



### Social Emotional Learning & Counseling

- Augmented College & Career Counseling & Course offerings
- Ongoing collaboration regarding emotional and behavioral regulation
- Continue District-wide B2B and school-based groups and SEL support

### Special Education & Student Services

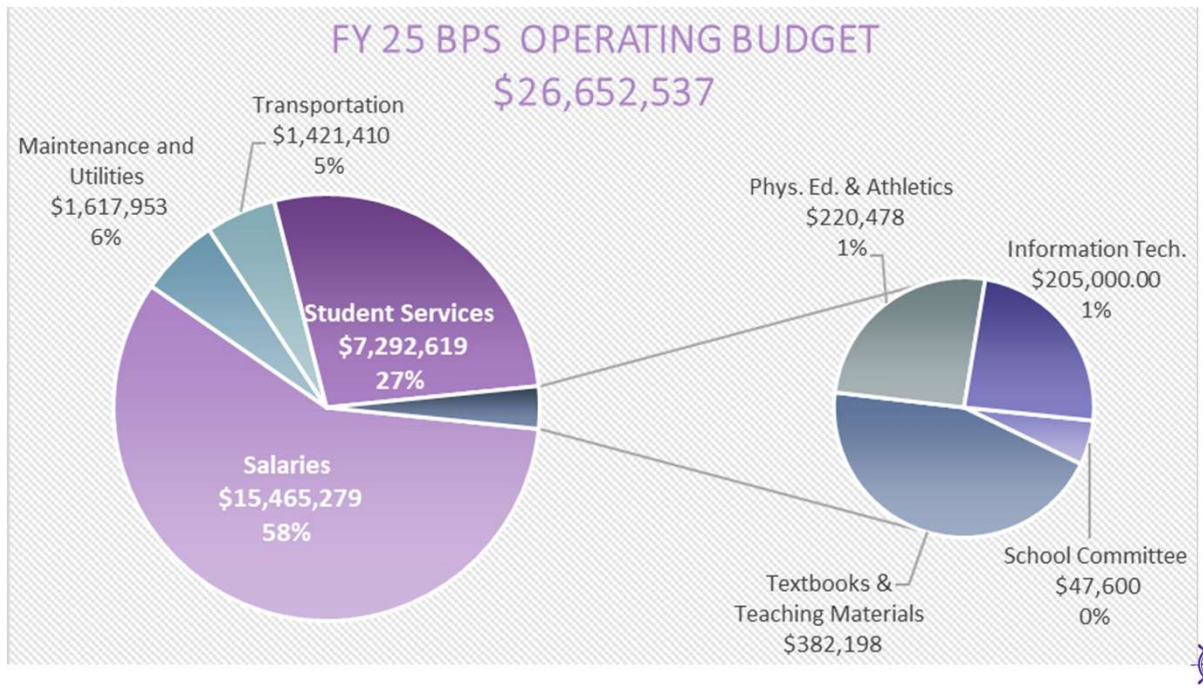
- ESY service programs to facilitate more in-district options
- New MA IEP rollout with emphasis on Data Collection Resources
- Continue Strong Inclusion Model
- Continue all Student Service Supports with emphasis on collaboration with support professionals (i.e.: SLP, OT, counseling, etc..) via an inclusion model
- Continued growth of SEPAC

### English Language Learners

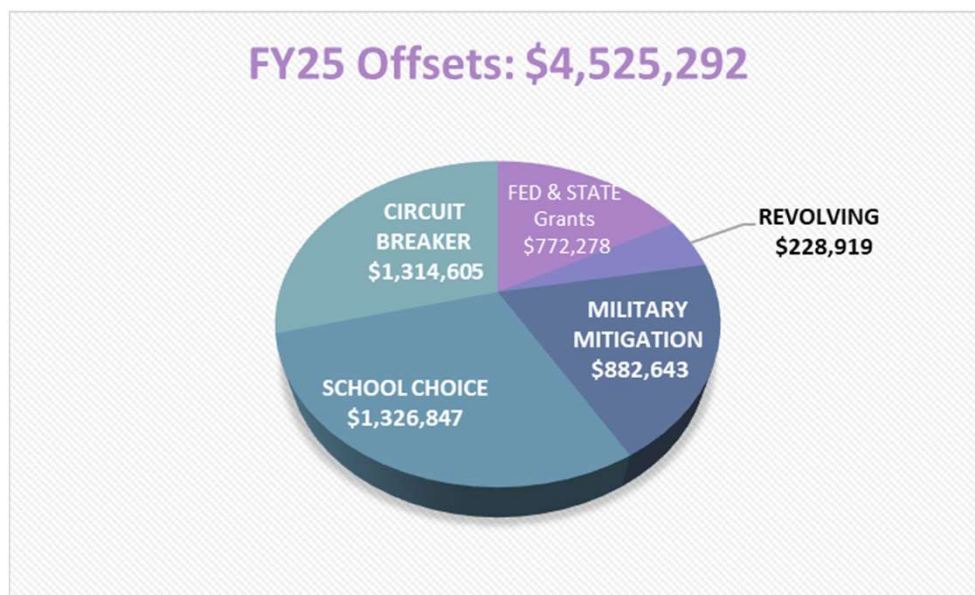
- Continue with 3 teachers to support multiple grades and levels



17



18

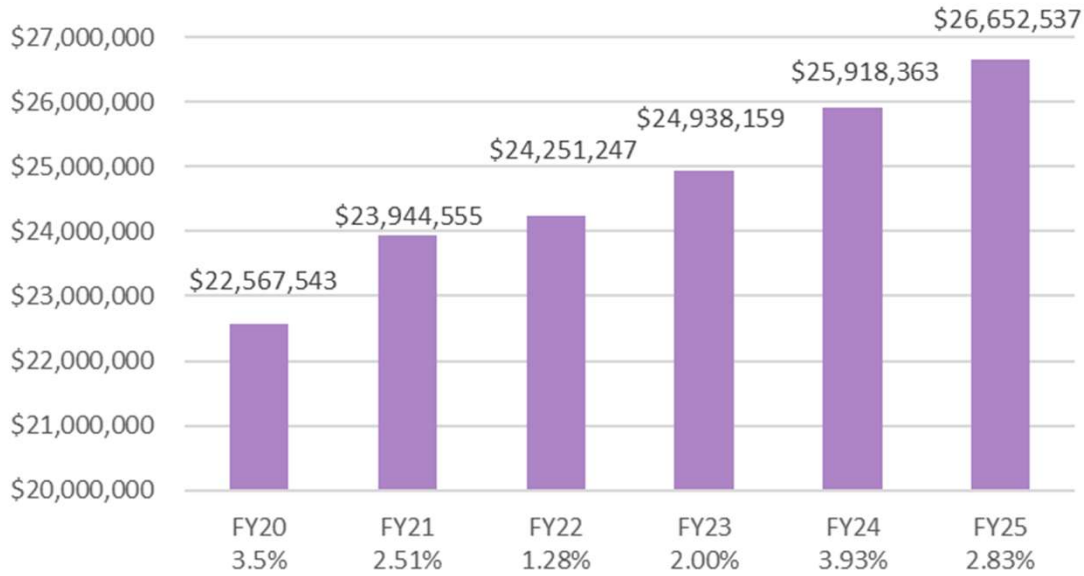


FY24 Offsets =  
\$4,615,054



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## Year Over Year Increase



## BUDGET SUMMARY

[hyperlink to full spreadsheet](#)

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Page 1

FY25 BUDGET PLANNING UPDATED 2.26.24

	CATEGORY	FY22 BUDGET	FY22 Budget Expended	FY23 Budget	FY23 Budget Expended	FY24 Approved Budget	FY25 Budget	FY2025 OFFSETS	FY25 REC. ADJUST.	FY25 REC. BUDGET	FTE FY24	FTE FY25	NOTES	% of FY25
1	COLLECTIVE BARGAINING FEES	\$ 20,000	\$ 57,319	\$ 25,000	\$ 36,298	\$ 20,000	\$ 20,000	\$ 10,900	\$ 30,000					
2	NO COMMITTED EXPENSE	\$ 16,000	\$ 13,651	\$ 16,000	\$ 20,326	\$ 16,000	\$ 16,000	\$ 1,600	\$ 17,600					
3	SCHOOL OFFSET	\$ 20,000		\$ 20,000		\$ 20,000		\$ 17,600		\$ 2,400				0.16%
4	VARIANCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,600				
5	CENTRAL OFFICE CLERICAL SALARIES	\$ 122,268	\$ 125,153	\$ 125,403	\$ 154,521	\$ 149,220	\$ 154,475			\$ 154,475	2.00	2.00		
6	OFFICE CLERICAL SALARIES	\$ 485,710	\$ 480,008	\$ 489,302	\$ 484,988	\$ 475,535	\$ 482,333			\$ 482,333	8.30	8.30		
7	BUSINESS CLERICAL SALARIES	\$ 61,137	\$ 61,368	\$ 62,252	\$ 66,462	\$ 67,215	\$ 67,713			\$ 67,713	1.00	1.00		
8	BUSINESS OFFICE SALARIES	\$ 114,367	\$ 116,206	\$ 120,344	\$ 116,558	\$ 122,868	\$ 126,095			\$ 126,095	1.80	1.80		
9	CLERICAL SALARIES	\$ 763,532		\$ 795,239		\$ 744,842		\$ -		\$ 744,842	12.10	12.10		3.23%
10	VARIANCE	\$ -	\$ (15,249)	\$ -	\$ 48,853					\$ 11,774				
11	CENTRAL OFFICE EXPENSE	\$ 8,800	\$ 14,164	\$ 8,800	\$ 16,000	\$ 8,800	\$ 8,800		\$ 4,000	\$ 12,800				
12	OFFICE EXPENSE - BHS	\$ 4,600	\$ 4,417	\$ 3,900	\$ 2,488	\$ 3,570	\$ 3,350			\$ 3,350			\$10 PER STUDENT	
13	OFFICE EXPENSE - BHS	\$ 4,700	\$ 4,146	\$ 4,400	\$ 6,048	\$ 4,350	\$ 4,420			\$ 4,420			\$10 PER STUDENT	
14	OFFICE EXPENSE - BHS	\$ 3,300	\$ 6,157	\$ 3,800	\$ 3,300	\$ 3,750	\$ 3,070			\$ 3,070			\$10 PER STUDENT	
15	OFFICE EXPENSE - BES	\$ 4,600	\$ 1,848	\$ 3,000	\$ 3,234	\$ 4,070	\$ 4,300			\$ 4,300			\$10 PER STUDENT	
16	CONTRACTED SERVICES BHS	\$ 36,420	\$ 24,605	\$ 25,738	\$ 17,411	\$ 25,675	\$ 25,675		\$ (5,000)	\$ 20,675				
17	CONTRACTED SERVICES BHS	\$ 35,500	\$ 24,510	\$ 26,638	\$ 16,308	\$ 24,574	\$ 24,574		\$ (5,000)	\$ 19,574				
18	CONTRACTED SERVICES BHS	\$ 25,900	\$ 18,210	\$ 19,258	\$ 8,000	\$ 15,175	\$ 15,175		\$ (5,000)	\$ 10,175				
19	CONTRACTED SERVICES BES	\$ 25,300	\$ 16,848	\$ 18,038	\$ 6,598	\$ 14,570	\$ 14,570		\$ (4,000)	\$ 10,570				
20	OFFICE EXPENSE	\$ 150,960		\$ 225,795		\$ 124,516		\$ -		\$ 124,516				0.34%
21	VARIANCE	\$ -	\$ (26,156)	\$ -	\$ (14,156)				\$ (15,000)	\$ 7,419				
22	SUPV/ASSISTANT SUPV.	\$ 309,207	\$ 314,431	\$ 317,110	\$ 317,313	\$ 326,980	\$ 365,885			\$ 365,885	2.00	2.00		
23	DIRECTOR OF BUSINESS SERVICES	\$ 130,203	\$ 130,243	\$ 132,783	\$ 132,833	\$ 135,414	\$ 149,789			\$ 149,789	1.00	1.00		
24	PRINCIPALS BHS	\$ 247,348	\$ 247,704	\$ 252,898	\$ 245,794	\$ 257,801	\$ 249,735			\$ 249,735	2.00	2.00		
25	PRINCIPALS BHS	\$ 231,594	\$ 231,233	\$ 236,698	\$ 241,178	\$ 245,707	\$ 254,176			\$ 254,176	2.00	2.00		
26	PRINCIPALS BHS	\$ 121,825	\$ 121,807	\$ 124,320	\$ 127,346	\$ 128,637	\$ 138,421			\$ 138,421	2.00	2.00		
27	PRINCIPALS BES	\$ 125,117	\$ 127,737	\$ 217,832	\$ 227,895	\$ 225,707	\$ 235,773			\$ 235,773	2.00	2.00		
28	TEACHERY SALARIES BHS	\$ 2,738,659	\$ 3,541,838	\$ 2,532,252	\$ 2,468,024	\$ 2,638,402	\$ 2,804,029			\$ 2,804,029	28.75	28.75		
29	TEACHERY SALARIES BHS	\$ 3,052,388	\$ 3,000,794	\$ 3,240,162	\$ 3,111,743	\$ 3,271,086	\$ 3,454,140	\$ (90,275)		\$ 3,271,086	37.50	37.50	1.0 FTE BS	
30	TEACHERY SALARIES BES	\$ 2,375,555	\$ 2,409,695	\$ 2,838,962	\$ 2,425,010	\$ 2,323,516	\$ 2,670,488	\$ (213,194)		\$ 2,457,294	28.20	28.20	1.0 TITLE 1 1.0 SC	
31	TEACHERY SALARIES BES	\$ 2,106,848	\$ 2,099,017	\$ 2,354,804	\$ 2,033,308	\$ 2,222,074	\$ 2,429,872	\$ (115,583)		\$ 2,314,495	26.35	26.35	1.0 TITLE 1	
32	SUBSTITUTE TEACHERS BHS	\$ 65,000	\$ 71,752	\$ 65,000	\$ 55,750	\$ 81,000	\$ 81,000		\$ (15,000)	\$ 66,000				
33	SUBSTITUTE TEACHERS BHS	\$ 65,000	\$ 81,320	\$ 65,000	\$ 122,586	\$ 81,000	\$ 81,000		\$ (5,000)	\$ 76,000				
34	SUBSTITUTE TEACHERS BES	\$ 32,500	\$ 97,915	\$ 58,500	\$ 60,971	\$ 74,500	\$ 74,500		\$ (5,000)	\$ 69,500				
35	SUBSTITUTE TEACHERS BES	\$ 37,000	\$ 76,155	\$ 64,000	\$ 125,155	\$ 79,000	\$ 79,000		\$ 5,000	\$ 84,000				
36	COACHING SALARIES BHS	\$ 258,845	\$ 252,718	\$ 258,845	\$ 199,099	\$ 240,000	\$ 240,000		\$ (45,000)	\$ 195,000				
37	EXTRACURRICULAR ACTIVITIES	\$ 62,000	\$ 65,007	\$ 62,000	\$ 60,775	\$ 62,000	\$ 62,000			\$ 62,000				
38	ACCUMULATED SICK LEAVE BHS	\$ 7,500	\$ 17,270	\$ 7,500	\$ 4,500	\$ 7,500	\$ 7,500			\$ 7,500				
39	ACCUMULATED SICK LEAVE BHS	\$ 7,500	\$ 4,330	\$ 7,500	\$ 2,450	\$ 7,500	\$ 7,500			\$ 7,500				
40	ACCUMULATED SICK LEAVE BES	\$ 7,500	\$ 4,432	\$ 7,500	\$ 13,565	\$ 7,500	\$ 7,500			\$ 7,500				
41	ACCUMULATED SICK LEAVE BES	\$ 7,500	\$ 4,530	\$ 7,500	\$ 4,600	\$ 7,500	\$ 7,500			\$ 7,500				
42	MEDIA CENTER TEACHER BHS	\$ 35,000	\$ 45,146	\$ 97,671	\$ 54,320	\$ 56,312	\$ 65,879			\$ 65,879	1.00	1.00		
43	MEDIA CENTER TEACHER BES	\$ 35,000	\$ 47,397	\$ 51,115	\$ 51,435	\$ 55,000	\$ 59,016			\$ 59,016	1.00	1.00		



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## RECOMMENDED OPERATING BUDGET

\$26,652,537

Represents a 2.83%  
(\$734,174)  
increase over FY 2024



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## NEXT STEPS

Bourne Fin Comm./BOS

SC Votes to Recommend Budget

State Finalizes Budget

Refinement of Assumptions

Annual and Spring Town Meeting



Bourne Public Schools - FY25 Proposed Budget





QUESTIONS?



Select Board  
Town of Bourne

Cape Cod Commission  
Attn: Steven Tupper, Deputy Director  
3225 Main Street (Route 6A) | PO Box 226  
Barnstable MA 02630-0226

DATE

Subject: draft Bourne Digital Equity Plan

Dear Mr. Tupper and Digital Equity Planning Team:

The Bourne Select Board is pleased to provide comments on the Commission's draft Digital Equity Plan for Bourne, as per your request. For your convenience, our responses are in order of the sections in the draft report as received on March 4, 2024.

**Existing Digital Equity Conditions**

- The report presents a general overview of the demographic and geographic conditions affecting digital equity in Bourne. However, we recommend that the report present more detail on the specific stakeholder groups and their locations and needs in Bourne. Further, we note that these are, indeed, issues affecting the entire Cape.
- Based on data and maps (Fig. 6, page 21), the Commission should state unequivocally, that all of Bourne is "underserved" (possible exception, downtown Buzzards Bay). Based on other statements in the report, the rest of the Towns on Cape Cod appear to be similarly "underserved"; this should be explicit in the final report.
- The maps of service coverage are clearly inaccurate, apparently based on incorrect ISP reports. E.g., Wing's Neck is noted to have extensive broadband coverage from multiple reliable providers, but this is not true. Sagamore is also noted as having multiple providers, but in fact does not.
- The report notes gaps in the data available for review. We request that the Cape Cod Commission be more specific about the types and quality of acceptable data that will be required to complete applications for upcoming grants. For examples, mailed surveys to all resident and seasonal households; ChromeBooks to all public school children (middle school and above), with software to document speed testing, i.e., upload/download, latency, and reliability in all areas of town year-round; or other.

**Community Engagement**

- We applaud the Cape Cod Commission's efforts to engage community members, but the turnout for your open meetings was low. Few private citizens, i.e., only four people not on advisory or town committees, attended the November workshop. The timing for these was a significant



problem. The home-bound, the elderly, the non-drivers, the people still at work or at home with small children, our large seasonal population—none of these groups were able to participate in any meaningful way. This underrepresentation also missed accounting for the areas in town with the largest seasonal population. These are significant deficits when attempting to compile comprehensive data.

## Key Findings

- Your finding that there is *“unreliable and spotty internet and cellular service across Bourne”* describes Bourne as *“largely underserved.”* Data you present in the plan documents that the Town of Bourne *as a whole* is “underserved” per the definitions by Digital Equity/ARPA, Gap, and BEAD grant programs. (Appendices regarding specific areas, e.g., Sagamore/Sagamore Beach, should clarify this further in the final report.) We recommend that this fact be added to the heading in this subsection.
- Barriers to adequate service as reported anecdotally by residents in all areas of town are well-described in your report.
- You note that *“Capacity and funding challenges impact an entity’s ability to develop and maintain new programs, enhance currently existing programs to better meet community needs, and develop the time-intensive partnerships or resources required to further streamline efforts and build a resource network. (p. 37)”* It is not clear to what this refers: a path to navigate to a solution, examples of action steps on how to accomplish a better result, resources and funding sources to be sought and applied? We need specifics on all of these.

## Implementation

- Obtain more specific data. More, or focused, speed testing (some aimed at documenting the summer degradation) would improve the accuracy of the data needed to implement any plan.
- The Cape Cod Commission should obtain more granular data on specific populations or areas to identify barriers to digital equity for each, or facilitate ways to do this in Bourne via funding, tech support, staffing, or other advice.
- Please provide a strong outline with specifics for a town-wide, perhaps coordinated with a county-wide, master implementation plan to help Bourne address our digital equity divide.
- Digital navigators can help assemble and advise a digital equity network in Bourne, when conditions are met, possibly in coordination with other towns. We need detailed specific information to derive such a plan. Please supply a specific description for an ideal such network, including likely resources needed.

Thank you for your kind attention to our concerns. We would be pleased to address any questions you have in more detail.

Sincerely,  
Bourne Select Board



CAPE COD  
COMMISSION



## Information from the Cape Cod Commission & Town of Bourne

### Press Contacts

Steven Tupper, Deputy Director, Cape Cod Commission | (508) 744-1232  
[stupper@capecodcommission.org](mailto:stupper@capecodcommission.org)

Elizabeth Hartsgrove, Assistant Town Administrator, Town of Bourne | (508) 759-0600 x13  
[ehartsgrove@townofbourne.com](mailto:ehartsgrove@townofbourne.com)

Sarah Colvin, Communications Manager, Cape Cod Commission | (508) 744-1271  
[sarah.colvin@capecodcommission.org](mailto:sarah.colvin@capecodcommission.org)

### **Town of Bourne Municipal Digital Equity Plan released for public comment**

*Bridging the digital divide for all in Bourne*

For Immediate Release – March 4, 2024: The Cape Cod Commission and Town of Bourne have released the Draft Town of Bourne Municipal Digital Equity Plan for a 21-day public review and comment period.

The Town of Bourne's Municipal Digital Equity Plan assesses the digital divide in Bourne and identifies opportunities to advance digital equity. The plan considers the affordability of internet service, access to technology necessary for participation in civic, social, and economic life, and the skills required for meaningful digital engagement. The goal of the plan is to prepare the town for funding opportunities and guide decision-making, investment, and implementation.

Members of the public are invited to review these documents and provide comments. The draft plan can be found at [cccom.link/bournede](https://cccom.link/bournede).

Comments may be sent via mail, facsimile, e-mail, or online by March 25, 2024, as follows:

- Mailed:  
Cape Cod Commission Attn: Steven Tupper, Deputy Director  
3225 Main Street (Route 6A) | PO Box 226  
Barnstable MA 02630-0226
- Sent by facsimile (fax) to the attention of Steven Tupper, Deputy Director, FAX: 508-362-3136
- Via electronic mail (E-Mail) please put "Bourne Digital Equity Plan" in the subject line and send to:  
[info@capecodcommission.org](mailto:info@capecodcommission.org)
- Via online public comment form: [www.capecodcommission.org/de-comments](https://www.capecodcommission.org/de-comments)

Copies of the plan will also be available at the Jonathan Bourne Public Library and Town of Bourne Council on Aging.

This project is funded by the Massachusetts Broadband Institute at the MassTech Collaborative under the Municipal Digital Equity Planning Program. Funding was provided by Massachusetts ARPA State Fiscal Recovery Funds.

For more information, please contact Steven Tupper at 508-744-1232.

###



ABOUT THE CAPE COD COMMISSION: The Cape Cod Commission is the regional land use planning, economic development and regulatory agency for Barnstable County, Massachusetts. It was created in 1990 to serve the citizens and 15 towns that comprise Cape Cod. The Commission works toward maintaining a healthy balance between economic progress and environmental vitality. "Keeping a Special Place Special" describes the agency's mission to protect the region's unique qualities. The 19-member volunteer Cape Cod Commission board represents a wide spectrum of the community and provides oversight for a staff of 40 professionals. For more information, visit [www.capecodcommission.org](https://www.capecodcommission.org)



## GPEV-24-5

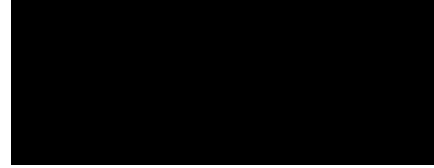
### General Use of Town Property Application

Status: Active

Submitted On: 3/4/2024

### Applicant

 Krista Landsman



Sharon, Ma 02067

---

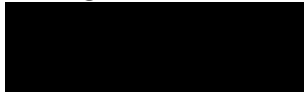
## Applicant Information

### Applicant Name\*

Krista Landsman

### Organization Name (if applicable)

### Mailing Address



### City

Sharon

### State

MA

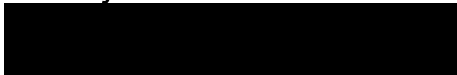
### Zip Code

02067

### Primary Contact Person\*

Krista

### Primary Email\*



### Primary Phone



### Additional Contact Person

Michael

### Additional Email



### Additional Phone

Applicant Affiliation (check all that apply)

**Veteran Affiliation**

☐

**Town of Bourne**

☒

**For-Profit Business in the Town of Bourne**

☐

**Educational Institution in the Town of Bourne**

☐

**Residential or Non-Profit in the Town of Bourne**

☒

**Resident or Non/For-Profit outside of the Town of Bourne**

☐

---

## Event Information

**Event Name/Title\***

Wedding

**Location\***

Barlows Landing Beach

**Is this a new event or a renewal?\***

New Event

**Expected Event Staff**

0

**Expected Public Attendance\***

10-30

**Is this a multi-day event?\***

No

**Public or Private Event?\***

Private

**Admission Fee**

0

**Purpose of Event ?**

Marriage ceremony. We own 415 Barlows Landing Rd and would like our wedding ceremony at Barlows landing beach. We are hoping for 10 people but may have in the 20s.



Type of Event (check all that apply)

Festival/Fair

☐

Charity Benefit/Fundraiser

☐

Ceremony

☒

Farmers Market

☐

Parade/Procession

☐

Run and/or Bike Race

☐

Block Party

☐

Filming

☐

Other

☐

Set Up Date

Fri Apr 05 2024 00:00:00 GMT-0400  
(Eastern Daylight Time)

Set up Start/End Time

430pm

Clean Up Date

Fri Apr 05 2024 00:00:00 GMT-0400  
(Eastern Daylight Time)

Clean Up Start/End Time

6pm

Event Start Date\*

Fri Apr 05 2024 00:00:00 GMT-0400  
(Eastern Daylight Time)

Event Start/End Time\*

5pm

Event End Date\*

Fri Apr 05 2024 00:00:00 GMT-0400  
(Eastern Daylight Time)

Event End Start/End Time\*

5-530

Rain Date

—

Will you be participating in the Town's Green Events initiative?

—

---

## Public Safety

Private Security?

No

On-Site Medical Services

No

Will propane be used at event?

No

Will portable heaters be provided at event?

No

Will the event be filmed?

No

Will media/press be present at your event?

No

---

## Public Works

Will this event require road closures?

No

Will town owned cones/barrier be needed?

No

Are town comfort stations being requested (if available)?

No

Will portable toilets be on site?

No

Private Waste Removal?

Yes

Will a dumpster be used on site?

No

# of General Waste Bins

—

# of Recyclable Bins

—

Will a Portable Generator be on site?

No

Is Town Electricity being requested?

No

Will vehicles need to be on the property?

No

---

## Inspectional Services

Tents

No

Will chairs/tables be provided by event?

No

Will a temporary stage be erected?

No

Will temporary fencing be installed?

No

Signs/Banners

No

Main Street Banner?

No

Will inflatables be on site?

No

---

## Health

Will food be offered at the event?

No

Are animals part of the event (petting zoo, pony rides)?

No

---

## Licensing and Town Clerk

Will your event have beer/wine?

No

Will your event have entertainment?

No

Will your event have amplification?

No

Will a raffle/live auction be included in event?

No

Will vendors be at event?

No

---

## Indemnification

Signature

✓ Krista Landsman  
Mar 4, 2024

---

## Timeline

Label	Activated	Completed	Assignee	Due Date
✓ Intake Review	3/4/2024, 10:20:12 AM	3/4/2024, 1:20:38 PM	Maria Simone	-
✓ Police Department	3/4/2024, 1:20:38 PM	3/13/2024, 9:02:05 AM	Theodore Economides	-
✓ Fire Department	3/4/2024, 1:20:38 PM	3/5/2024, 9:17:04 AM	David Pelonzi	-

Label	Activated	Completed	Assignee	Due Date
✓ Public Works	3/4/2024, 1:20:38 PM	3/5/2024, 10:21:31 AM	Matthew Quinn	-
✓ Inspectional Services/Building Department	3/4/2024, 1:20:38 PM	3/6/2024, 8:37:57 AM	Ann Gutterson	-
✓ Health Department	3/4/2024, 1:20:38 PM	3/4/2024, 1:33:16 PM	Kaitlyn Shea	-
✓ Clerk's Office	3/4/2024, 1:20:38 PM	3/5/2024, 6:49:34 AM	Syreeta Amaral	-
✓ Select Board Hearing Date	3/13/2024, 9:02:05 AM	-	Maria Simone	-
✓ Select Board Decision	-	-	-	-





Town of Bourne, MA

Mar 14, 2024

GPEV-24-5

## Police Department

General Use of Town Property Application

**Status:** Complete

**Became Active:** Mar 4, 2024

**Assignee:** Theodore Economides

**Completed:** Mar 13, 2024

---

### Applicant

Krista Landsman

[REDACTED]  
Sharon, Ma 02067  
5088505814

---

### Comments

**Theodore Economides, Mar 12, 2024**

Is there a request to waive parking sticker enforcement?

**Krista Landsman, Mar 12, 2024**

Hi! We own 415 Barlows Landing Road and were planning for everyone to park there. There should only be about 18 people, 3 of them children. How do I request to waive parking stickers for 4/5 4pm-6pm?

**Theodore Economides, Mar 13, 2024**

Parking waiver would have to be approved by the Select Board. Otherwise no PD concerns



Town of Bourne, MA

Mar 14, 2024

GPEV-24-5

## Public Works

General Use of Town Property Application

**Status:** Complete

**Became Active:** Mar 4, 2024

**Assignee:** Matthew Quinn

**Completed:** Mar 5, 2024

---

### Applicant

Krista Landsman



Sharon, Ma 02067/  
5088505814

---

### Comments

**Matthew Quinn, Mar 5, 2024**

All set. We just ask to keep beach area clean. after event. thank you.

2024  
Seasonal Licenses

D/B/A	NAME	MANAGER	TYPE OF ENTRTN	STREET	FD AMT	GEN AMT
	Betty Ann's Dairy Freeze, LLC	Stephen White, Manager		225 Main Street	\$50.00	
	Cataumet Light Mini Golf	David Ariagno	Mini Golf Course	1370 Route 28A		\$50.00
	Lazy Sundaes Ice Cream	Judy Ariagno, Manager		1370 Route 28A	\$50.00	
	Seafood Shanty, Inc.	Tish Economides, Manager		803 Scenic Highway	\$50.00	
d/b/a Somerset Creamery	Somerset Creamery, Inc.	Jason Berube, Manager		1268 Route 28A	\$50.00	



EA-24-3

Use of Town Property Event Application  
(old)

Status: Active

Submitted On: 1/30/2024

Applicant

Joyce Lindberg



Buzzards Bay, MA 02532

---

## Primary Contact Information

Name\*

Peter Lindberg

Business/Organization Name (if applicable)

Friends of Bourne Council on Aging

Mailing Address\*

P.O. Box 144 Buzzards Bay, MA 02532

Cell Phone No.\*



Email\*



---

## Event Information

Organization/Individual Hosting the event\*

Friends of Bourne COA/Friends Food  
Pantry

Type of Organization (LLC, non-profit)

non-profit

Type of Event (i.e.  
banquet/concert/fundraiser/party)\*

Fundraiser

Location of Event\*

Other

**Other\***

Community Building-Gym

**Date(s) of Event\***

04/27/24

**Set up/Clean up Dates ?**

**Rain Date**

05/04/2024

**Hours (start and end times)\***

8:00-4:00

**Estimated overall attendance\***

100

**# of Staff/Volunteers\***

12

**Description of Event\***

Psychic Fair and Craft Show to benefit the Bourne Food Pantry.

**Will your event impact traffic?\***

No

**Will you event impact parking?\***

No

**Is event open to the public?\***

Yes

**Will admission be charged?\*** ?

No

**Will there be alcohol service/ on-premise consumption?\***

No

?

**Will there be food?\***

No

**Will there be vendors?\***

Yes

**Type of Vendors\***

Retail



# of Retail Vendors

12

Will a tent be used?\*

No

Will the vendors be using tents?

No

Will you be holding a raffle?

Yes

**Only a non profit organization who has been organized and functioning in the Commonwealth of Massachusetts for two years can hold a raffle. A separate Raffle Permit from the Clerk's Office is required.**

Use of Electricity/generators?\*

Yes

If Yes for what purpose\* ?

Lights and other vendor appliances.

**Electricity is not available or guaranteed at every location. Based on your responses and location you will be notified if you need a generator. If a generator is required, it is the responsibility of the event organizer.**

Are you providing portable toilets?\*

No

Will you be placing a banner across Main Street?\*

No

---

## Hold Harmless Agreement

Signature\*



Peter Lindberg

Jan 30, 2024

---

Signature

## Signature

✓ Peter Lindberg  
Jan 30, 2024

---

## Timeline

Label	Activated	Completed	Assignee	Due Date	Status
✓ Application Content and Attachments	1/30/2024, 1:36:52 PM	2/22/2024, 1:25:11 PM	Maria Simone	-	Completed
✓ Police Department Comments	2/22/2024, 1:25:12 PM	2/26/2024, 12:37:06 PM	Theodore Economides	2/28/2024	Completed
✓ Fire Department Comments	2/22/2024, 1:25:12 PM	2/22/2024, 3:36:23 PM	David Pelonzi	-	Completed
✓ DPW Comments	2/22/2024, 1:25:12 PM	2/23/2024, 7:03:14 AM	Matthew Quinn	-	Completed
✓ Recreation	2/22/2024, 1:24:45 PM	2/22/2024, 1:30:07 PM	Kathryn Matthews	-	Completed
✓ Facilities	2/22/2024, 1:25:00 PM	3/15/2024, 3:59:55 PM	Liz Hartsgrove	-	Completed
✓ Town Clerk's Comments	2/22/2024, 1:25:12 PM	2/22/2024, 1:31:51 PM	Syreeta Amaral	-	Completed
✓ Town Administrator's Comments	3/15/2024, 3:59:56 PM	-	Maria Simone	-	Active
✓ Select Board Vote	-	-	-	-	Inactive
📄 Temporary Event Permit Issued	-	-	-	-	Inactive



Town of Bourne, MA

Mar 15, 2024

EA-24-3

## Town Clerk's Comments

Use of Town Property Event Application (old)

**Status:** Complete

**Became Active:** Feb 22, 2024

**Assignee:** Syreeta Amaral

**Completed:** Feb 22, 2024

---

### Applicant

Joyce Lindberg

Buzzards Bay, MA 02532  
508-759-3516

---

### Comments

**Syreeta Amaral, Feb 22, 2024**

Raffle Permit good until November 17, 2024. Please make sure to make all necessary report the State in regard to your raffle.



Town of Bourne, MA

Mar 15, 2024

EA-24-3

## Facilities

Use of Town Property Event Application (old)

**Status:** Complete

**Became Active:** Feb 22, 2024

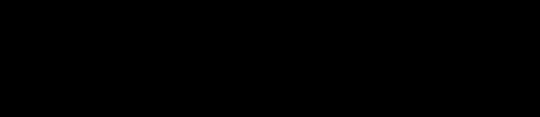
**Assignee:** Liz Hartsgrove

**Completed:** Mar 15, 2024

---

### Applicant

Joyce Lindberg



Buzzards Bay, MA 02532  
508-759-3516

---

### Comments

Liz Hartsgrove, Mar 15, 2024

Town Custodian or A1 will be available for event. Facility will be available to the event at 8:30am



EA-24-4

Use of Town Property Event Application  
(old)

Status: Active

Submitted On: 1/30/2024

Applicant



Joyce Lindberg



Buzzards Bay, MA 02532

---

## Primary Contact Information

Name\*

Peter Lindberg

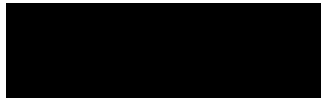
Business/Organization Name (if applicable)

Friends of Bourne Council on Aging

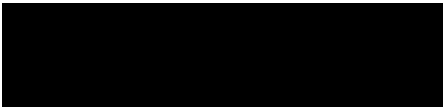
Mailing Address\*

P.O. Box 144

Cell Phone No.\*



Email\*



---

## Event Information

Organization/Individual Hosting the event\*

Friends of Bourne COA/Friends Food  
Pantry

Type of Organization (LLC, non-profit)

non-profit

Type of Event (i.e.  
banquet/concert/fundraiser/party)\*

Fundraiser

Location of Event\*

Other



**Other\***

Community Building-Kitchen

**Date(s) of Event\***

4/27/24

**Set up/Clean up Dates ?**

**Rain Date**

05/04/2024

**Hours (start and end times)\***

8:00-4:00

**Estimated overall attendance\***

100

**# of Staff/Volunteers\***

12

**Description of Event\***

Psychic Fair and Craft Show to benefit the Bourne Food Pantry.

**Will your event impact traffic?\***

No

**Will you event impact parking?\***

No

**Is event open to the public?\***

Yes

**Will admission be charged?\* ?**

No

**Will there be alcohol service/ on-premise consumption?\***

No

**? Will there be food?\***

Yes

**Describe type of food\* ?**

sandwiches

**Will there be vendors?\***


Yes

Type of Vendors*	# of Retail Vendors
Retail	1
Will a tent be used?*	Will the vendors be using tents?
No	No
Will you be holding a raffle?	Use of Electricity/generators?*
No	No
Are you providing portable toilets?*	Will you be placing a banner across Main Street?*
No	No

---

## Hold Harmless Agreement


Signature\*

 Peter Lindberg  
Jan 30, 2024

---


## Signature

Signature

 Peter Lindberg  
Jan 30, 2024

---

## Timeline

Label	Activated	Completed	Assignee	Due Date	Status
 Application Content and Attachments	1/30/2024, 1:42:30 PM	2/22/2024, 1:26:19 PM	Maria Simone	-	Completed

Label	Activated	Completed	Assignee	Due Date	Status
✓ Police Department Comments	2/22/2024, 1:26:20 PM	2/26/2024, 12:34:40 PM	Theodore Economides	2/28/2024	Completed
✓ Fire Department Comments	2/22/2024, 1:26:20 PM	2/22/2024, 3:35:28 PM	David Pelonzi	-	Completed
✓ DPW Comments	2/22/2024, 1:26:20 PM	2/23/2024, 7:05:00 AM	Matthew Quinn	-	Completed
✓ Recreation	2/22/2024, 1:25:57 PM	2/22/2024, 1:31:22 PM	Kathryn Matthews	-	Completed
✓ Facilities	2/22/2024, 1:26:06 PM	3/15/2024, 4:00:50 PM	Liz Hartsgrove	-	Completed
✓ Health Agent Comments	2/22/2024, 1:26:20 PM	2/28/2024, 3:36:50 PM	Kaitlyn Shea	-	Completed
✓ Town Administrator's Comments	3/15/2024, 4:00:50 PM	-	Maria Simone	-	Active
✓ Select Board Vote	-	-	-	-	Inactive
📅 Temporary Event Permit Issued	-	-	-	-	Inactive



EA-24-4

## Health Agent Comments

Use of Town Property Event Application (old)

**Status:** Complete

**Became Active:** Feb 22, 2024

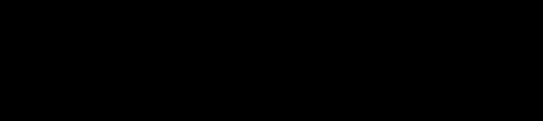
**Assignee:** Kaitlyn Shea

**Completed:** Feb 28, 2024

---

### Applicant

Joyce Lindberg



Buzzards Bay, MA 02532  
508-759-3516

---

### Comments

**Kaitlyn Shea, Feb 22, 2024**

Hello -- could you please describe where the sandwiches for the event will be coming from?

**Kaitlyn Shea, Feb 27, 2024**

Could you please provide more information about the food being served at this event, so that I can let you know if all Health Department requirements are met, thank you.

**Joyce Lindberg, Feb 28, 2024**

Hello Kaitlyn, The Board of Directors have chosen not to serve any food to the general public. The sandwiches will be for our Board Members, Staff and Volunteers. Hope this helps.

**Kaitlyn Shea, Feb 28, 2024**

That is helpful, thank you.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/21/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION** IS **WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> RogersGray, A Baldwin Risk Partner 410 University Ave Westwood MA 02090	<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext):</b> 800-553-1801 <b>E-MAIL ADDRESS:</b> mail@rogersgray.com <b>FAX (A/C, No):</b> 877-816-2156
<b>INSURED</b> Friends Of Bourne Council On Aging PO Box 144 Buzzards Bay MA 02532	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Arbella Protection Insurance C <b>INSURER B:</b> Scottsdale Insurance Company <b>INSURER C:</b> American Zurich Insurance Comp <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>

License#: PC-514062  
FRIE0FB-02**COVERAGES****CERTIFICATE NUMBER:** 2138085761**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			CPS7848802	8/16/2023	8/16/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ \$
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			1020032708	8/16/2023	8/16/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N <input type="checkbox"/>	N / A	RENEWAL	8/16/2023	8/16/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES** (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Date: April 27, 2024

Event: Psychic Fair and Craft Show

Time: 9AM-4PM

Location: Bourne Veterans Memorial Community Building, 239 Main Street, Buzzards Bay, MA 02532

# of FBCOA Volunteers: 20 maximum

Certificate Holder is included as Additional Insured with respect to the General Liability if required by written contract and subject to terms, conditions and exclusions of the policy.

**CERTIFICATE HOLDER****CANCELLATION**Town of Bourne  
24 Perry Avenue  
Buzzards Bay MA 02532

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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## MEMORANDUM

To: Members of the Select Board

Marlene McCollem, Town Administrator

From: Barry H. Johnson, Town Clerk

BHJ

Date: March 15, 2024

RE.: May 21, 2024 Annual Town Election per Chapter 92 of the Acts of 2022

In accordance with Chapter 92 of the Acts of 2022, I am requesting that the Select Board vote to opt out of the Vote by Mail for May 21, 2024 Annual Town Election.

This action will result in a definite financial savings for the town in the printing of the ballots; we currently have 15,935 registered voter and the postage cost to send out a ballot is .88 per ballot; this will result in a savings of \$14,022 to the town; this will not add additional workload onto the office staff; and we will not have to bring in extra personnel just for the purpose of processing these ballots.

Absentee Ballot requests will not change and will be available to voters requesting same. An eligible voter may obtain an Absentee Ballot by filling out an application and the instructions on how to do this may be found on the town website under the Clerk's Department.

NOTE: Monday, May 20, 2024 by noon is the last day and hour to apply for an Absentee Ballot.

Thank You for your consideration of this request.

cc. Mary Fernandes, Assistant Town Clerk

**ARTICLES OF THE WARRANT**

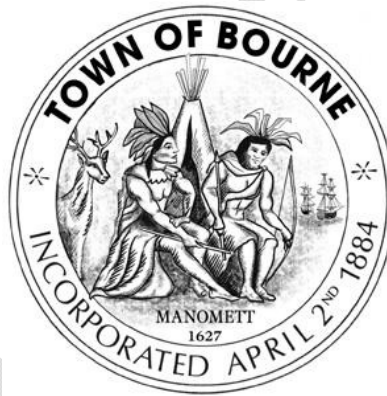
**FOR THE**

**ANNUAL TOWN MEETING**

**Monday, May 6, 2024**

**7:00 P.M.**

**Bourne High School Auditorium**



## ANNUAL TOWN MEETING

**ARTICLE 1:** To see if the Town will vote to approve each of the following articles, as a single Consent Agenda motion pursuant to a single vote, or pass any vote or take any other action relative thereto.

***Sponsor – Select Board***

1. Regular Required Authorizations - To see if the Town will vote to approve the following regularly required authorizations:
  - a. Assumption of Liability – to assume liability as specified in Section 1 of Chapter 814 of the Acts of 1972, in the manner provided by G.L. c. 91, §§ 29 and 29A, as most recently amended, for all damages that may be incurred by work performed by the Department of Environmental Protection of Massachusetts for the improvement, development, maintenance and protection of tidal and non-tidal rivers and streams, great ponds, harbors, tidewaters, foreshores and shores along a public beach, and, further, to authorize the Select Board to execute and deliver a bond of indemnity therefore to the Commonwealth.
  - b. Road Contracts - to authorize the Town Administrator to enter into a contract with the Massachusetts Highway Department Commissioner or the Federal Government for the construction and maintenance of public highways in the Town of Bourne for the ensuing year.
  - c. Grant Program Authorization - to authorize the Select Board and/or the Town Administrator to apply for, accept and enter into contracts from time to time for the expenditure of any funds allotted to Bourne by the Commonwealth of Massachusetts or the U. S. Government under any State or Federal grant program.
  - d. Contracts in Excess of Three Years - to authorize the Town Administrator or the Superintendent of Schools, in accordance with the provisions of G.L. c. 30B, § 12(b), to solicit and award contracts for terms exceeding three years, including any renewal, extension, or option, provided in each instance that the term in excess of three years is determined to be in the best interest of the Town by a vote of the Select Board (if solicited and awarded by the Town Administrator) or the School Committee (if solicited and awarded by the Superintendent).
  - e. Banking Institution Agreements – to authorize the Treasurer and the Town Collector, pursuant to G.L. c. 44, § 53F, and with the approval of the Select Board, to enter into agreements with banking institutions to maintain deposits in exchange for banking services, for periods not to exceed three years.
  - f. Medicaid Medical Services Program – to authorize the Select Board, pursuant to G.L. c. 44, § 72, to allocate any funds received as part of the Medicaid Medical Services Program to the School Committee for use, without further appropriation, for the benefit of educational programs.
2. Elected Officials Salaries - To see if the Town will vote to fix the salaries and compensation of the following elected officials of the Town, as provided by G.L. c. 41, § 108, for the fiscal year commencing July 1, 2024 as follows:
  - a. Town Moderator: \$644
  - b. Select Board 4 @ \$3,570 for total of \$14,280

- c. Select Board (Chair) 1 @ \$4,590 for a total of \$4,590
- d. Town Clerk: \$46,822

3. Chapter 90 - To see if the Town will vote to appropriate a sum of money from funds received or to be received from the Commonwealth of Massachusetts, pursuant to G.L. c. 90, for the construction, reconstruction, preservation, maintenance, and improvement of all public ways accepted by the Town, the acquisition of easements and other interests in real property related to the laying out of ways, and other related costs, which qualify under the State Aid Highway (Chapter 90) guidelines adopted by the Public Works' Commission, said funds to be expended under the direction of the DPW Director, with the approval of the Select Board.
4. Revolving Funds - To see if the Town will vote to set the total amount that may be expended from each revolving fund established by Article 2.10 of the General Bylaws, pursuant to G.L. c. 44, § 53E½, for the fiscal year beginning July 1, 2024, as follows:

Revolving Fund	FY 2025 Spending Limit
Recreation Programs Fund	\$ 175,000
Shellfish Propagation Fund	\$ 75,000
Transportation Revolving Fund	\$ 50,000
Public Library Book Fund	\$ 20,000
COA Supportive Day/Bridging the Years	\$ 100,000
COA Programs	\$ 100,000
Community Building Rental fund	\$ 10,000
Tax Title Collection Fund	\$ 60,000
	\$ 590,000

5. Accrued Contractual Compensated Absences - To see if the Town will vote to raise and appropriate, transfer from available funds, otherwise provide the sum of \$100,000 to fund the costs related to payments of accrued contractual compensated absences.

**ARTICLE 2:** To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide a sum of money to defray the regular annual expenses of the Town, or take any other action in relation thereto.

***Sponsor – Select Board***

**ARTICLE 3:** To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide a sum of money to operate the Sewer Department, or take any other action in relation thereto.

***Sponsor – Board of Sewer Commissioners***

**ARTICLE 4:** To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to operate the Integrated Solid Waste Management Program, or take any other action in relation thereto.

***Sponsor – Select Board***

**ARTICLE 5:** To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide a sum of money for the purpose of funding the Fiscal Year 2025 Capital Budget, or take any other action in relation thereto.

***Sponsor – Capital Outlay Committee and Select Board***

**ARTICLE 6:** To see if the Town will vote to hear Reports and Recommendations of Committees and Town Officers, or take any other action in relation thereto.

***Sponsor – Select Board***

**ARTICLE 7:** To see if the Town will vote, upon the recommendation of the Community Preservation Committee, to appropriate a sum of money for the following Community Preservation Fund purpose (Recreation Feasibility Study), and to meet said appropriation, to transfer from available funds or reserve from the FY2025 estimated Community Preservation Fund Revenues a sum of money for the purposes of this article, or take any other action in relation thereto:

***Sponsor – Community Preservation Committee***

**ARTICLE 8:** To see if the Town will vote, upon the recommendation of the Community Preservation Committee, to appropriate a sum of money for the following Community Preservation Fund purpose (Recreation Skate Park), and to meet said appropriation, to transfer from available funds or reserve from the FY2025 estimated Community Preservation Fund Revenues a sum of money for the purposes of this article, or take any other action in relation thereto:

***Sponsor – Community Preservation Committee***

**ARTICLE 9:** To see if the Town will vote, upon the recommendation of the Community Preservation Committee, to appropriate a sum of money for the following Community Preservation Fund purpose (Historic Preservation – Anna’s Pals – Former Hoxie School), and to meet said appropriation, to transfer from available funds or reserve from the FY2025 estimated Community Preservation Fund Revenues a sum of money for the purposes of this article, or take any other action in relation thereto:

***Sponsor – Community Preservation Committee***

**ARTICLE 10:** To see if the Town will vote, upon the recommendation of the Community Preservation Committee, to appropriate a sum of money for the following Community Preservation Fund purpose (Affordable Housing – 9 Sandwich Road), and to meet said appropriation, to transfer from available funds or reserve from the FY2025 estimated Community Preservation Fund Revenues a sum of money for the purposes of this article, or take any other action in relation thereto:

***Sponsor – Community Preservation Committee***

**ARTICLE 11:** To see if the Town will vote, upon the recommendation of the Community Preservation Committee, to appropriate a sum of money for the following Community Preservation Fund purpose (**Affordable Housing + Historic Preservation**), and to meet said appropriation, to transfer from available funds or reserve from the FY2025 estimated Community Preservation Fund Revenues a sum of money for the purposes of this article, or take any other action in relation thereto:

***Sponsor – Community Preservation Committee***

**ARTICLE 12:** To see if the Town will vote, upon the recommendation of the Community Preservation Committee, to appropriate a sum of money for the purposes of the administrative and operating expenses of the Community Preservation Committee, or take any other action in relation thereto.

***Sponsor – Community Preservation Committee***

**ARTICLE 13:** To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide a sum of money to the Stabilization Fund, or take any other action in relation thereto.

***Sponsor – Select Board***

**ARTICLE 14:** To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide a sum of money to the Capital Stabilization Fund, or take any other action in relation thereto.

***Sponsor – Select Board***

**ARTICLE 15:** To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide a sum of money for the Human Services Grant program, or take any other action in relation thereto.

***Sponsor – Select Board***

**ARTICLE 16:** To see if the Town will vote to reduce the size of the Bourne Cultural Council from 11 members to 5 members, the minimum required by MGL c. 10, §58, or take any other action in relation thereto.

***Sponsor – Bourne Cultural Council***

**ARTICLE 17:** To see if the Town will vote to amend the Town of Bourne Bylaws by deleting all references to “thirty (31) days” and all such similar references and replacing the same with “thirty (30) days” or other similarly appropriate text, or take any other action in relation thereto.

***Sponsor – Select Board***

**ARTICLE 18:** To see if the Town will vote to amend the Town of Bourne General Bylaw, Article 1.5, Section 1.5.6, by adding the **bolded** text and deleting the struck through text as follows:

Section 1.5.6

**Capital Outlay Items Defined.** Any proposed article meeting the definition of a capital outlay item as herein defined shall be presented to the Capital Outlay Committee for review as a Capital

Outlay item. A Capital Outlay item will refer to any activity that meets one or more of the following criteria:

- a. The acquisition of land or buildings.
- b. The new construction, reconstruction, repair, replacement, or improvement of buildings or other public facilities, drainage facilities, streets, sidewalks, parks or improvements of land with a cost in excess of \$20,000 **\$25,000**.
- c. The purchase of major equipment, including motor vehicles, with a cost in excess of \$10,000 **\$25,000**.

or take any other action in relation thereto.

*Sponsor – Select Board*

**ARTICLE 19:** To see if the Town will vote to amend the Town of Bourne Wetland Protection Bylaw, Article 3.7, Section 3.7.9 – Consultant Fees – by adding the **bolded** text and deleting the struck through text as follows:

Section 3.7.9

~~Consultant Fees. The Commission is authorized to impose reasonable fees require the applicant, to pay the reasonable costs and expenses borne by the Commission (Town) for specific expert engineering and consultant services deemed necessary by the Commission to review the notice of Intent and/or the Request for Determination of Applicability, up to a maximum of two thousand and five hundred dollars (\$2,500.00).~~

**As provided by MGL Ch. 44 § 53G, the Commission can impose reasonable fees for the employment of outside consultants, engaged by the Conservation Commission, for specific expert services deemed necessary by the Commission to review the Notice of Intent and/or the Request for Determination of Applicability.**

Said payment can be required at any point in the deliberations prior to a final decision being rendered. Said services may include but are not limited to wetland resource area surveys and delineations, wetland resource area reports, hydrogeological and drainage analysis, wildlife evaluation, shellfish surveys, and environmental/land-use law.

~~The Commission is hereby authorized to charge for said fee when the Notice of Intent and/or the Request for Determination of Applicability proposes any of the following: 500 square feet or greater alteration of a coastal or inland wetland resource area: 50 linear feet or greater of bank alteration to an inland or coastal waterway: 500 square feet or greater alteration to the buffer zone: alteration of greater than 500 square feet of land under a water body or the ocean: discharge of any pollutants into or contributing to surface or groundwater or the wetland resource area or buffer zone: or the construction of any detention or retention basin or water control structure. Any applicant aggrieved by the imposition of, or the size of, the fee, or any act related thereto, may appeal according to the provisions of Massachusetts General Laws.~~

**The applicant has a right to appeal the selection of the outside consultant pursuant to MGL Ch. 44 § 53G.**



or take any other action in relation thereto.

***Sponsor – Conservation Commission***

**ARTICLE 20:** Adopt **BEANO**, if necessary.

***Sponsor – Select Board***

**ARTICLE 21:** To see if the Town will vote to amend the Bourne Zoning Bylaw Section 1238A.4.b Traffic and Internal Circulation by deleting “25” as follows:

Where access by fire vehicles or other large trucks is not anticipated, access adequacy shall reflect consistency with the performance intent of the geometric standards of Subdivision Regulations of the Bourne Planning Board and the fire equipment access requirements of 527 CMR 25.

or take any other action in relation thereto.

***Sponsor – Planning Board***

**ARTICLE 22:** To see if the Town will vote to amend the Bourne Zoning Bylaw Section 1242.1 by deleting the word “two” and replacing with “three” as follows:

**1242.1 Enforcement:** Any Site Plan – Special Permit approval issued under this section shall lapse within **three** ~~two~~ years if a substantial completion of the requirements of the Site Plan has not taken place. Such permit may be extended for reasonable cause.

or take any other action in relation thereto.

***Sponsor – Planning Board***

**ARTICLE 23:** To see if the Town will vote to amend the Bourne Zoning Bylaw Section 3343 Interim Egress Control by deleting “Until June 1, 2020, or, if earlier” as follows:

**3343. Interim Egress Control.** ~~Until June 1, 2020, or, if earlier, u~~ **U**ntil opening of a limited-access highway connecting the Mid-Cape Highway (Route 6) with MacArthur Boulevard (Route 28) or Route 25, all development in the Traffic Management District shall be subject to the following:

- a) Access separation. No new street, driveway, or other means of vehicular access to an arterial street shall be created unless it is separated from all other means of vehicular access on the same side of the street by at least 1,000 feet, measured centerline to centerline along the edge of the street right-of-way, unless granted a special permit under Section 3344 authorizing less separation. However, each lot or set of contiguous lots held in ownership separate from that of all abutting land as of the date of adoption of this provision shall be allowed a single access to an abutting arterial street, provided that the access shall be located so as to minimize movement conflicts with all other accesses to the same road.
- b) Land division and sale. No land in the Traffic Management District shall hereafter be divided into separate lots or ownerships unless each resulting building lot will be entitled to vehicular access under these provisions, through one or more of the

following:

- having location and configuration making it feasible to meet the requirements of Section 3343(a), or
  - having an alternative means of access, such as an authorized shared driveway (see Section 3342), or
  - having frontage on a non-arterial street, or
  - having been granted a special permit under the provisions of Section 3344.
- c) Other requirements. The standards of the table in Section 3341 (except for the required driveway centerline separation) must be met by all uses, regardless of trip generation level.

or take any other action in relation thereto.

***Sponsor – Planning Board***

**ARTICLE 24:** To see if the Town will vote to amend the Bourne Zoning Bylaw Section 2821 Downtown District Table of Allowable Uses (DTD-1) Functional Standards and Special Permit Criteria for a Home Occupation Office Use by deleting “4120” in its entirety and replacing the same with “4110” as follows:

OFFICE USES		
Veterinary Clinic/Animal Hospital	SP	Animal hospitals shall not be located closer than one hundred (100) feet to any residential property, restaurant or hotel. All animals must be housed overnight in completely enclosed buildings. The SPGA may stipulate that appropriate sound mitigation devices be installed and that fences, walls, and/or vegetation be installed to screen the site where animals will be maintained out of doors.
Home Occupation.	SP	See Section <del>4110</del> 4120
Professional Office	P	See Section 2827

or take any other action in relation thereto.

***Sponsor – Planning Board***

**ARTICLE 25:** To see if the Town will vote to amend the Bourne Zoning Bylaw as follows:

Section 2220 Use Regulation Schedule; section 4120-4123 Accessory Dwelling; section 2821 Downtown District Table of Allowable Uses (Table DTD-1); section 2853 Table of Required Parking Spaces (Table DTD-3); and section V Definitions.

Amend the following sections:

**2220. Use Regulation Schedule**

DISTRICT	R-40 R-80	V-B B-1	B-2 B-4	B-3	GD
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ACCESSORY USES					
Accessory dwelling (See Section 4120)	<u>Yes</u> BA	<u>Yes</u> BA	<u>Yes</u> BA	No	No

*(BA = Board of Appeals)*

4120. Accessory Dwelling.

**The purpose of the accessory dwelling bylaw is to broaden the range of housing choice by increasing the number of small dwelling units available in Bourne's housing supply. The Building Commissioner/Chief Zoning Enforcement Office shall administer and enforce the provisions of this section.** A special permit authorizing one: An accessory dwelling may be granted only if consistent with the following:

4121. Development Requirements.

- a) **One accessory dwelling is permitted as a by right use to a lawful single-family use on the same lot.** ~~In conformance with Section 2450.~~
- b) **Septic capacity or sewerage deemed satisfactory.** ~~The Board of Health must have documented to the Board of Appeals that sewage disposal will be satisfactorily provided for, including provision for an appropriate reserve area on the site.~~
- c) Parking as required at per Section 3320 shall be provided either in a garage or **designated area** ~~on paved surfaces~~ not located within any required yard. **One parking space shall be designated per bedroom. Refer to section 2853 for parking requirements in the Downtown District (DTD).**
- d) **Minimum lot size is 5,000 square feet. Less than 5,000 square feet requires conformance with section 2450.**
- e) **The maximum size of an accessory dwelling is 1,500 square feet and contains no more than two bedrooms.**
- f) **An ADU is attached or detached to the primary structure and designed to maximize the appearance of a single-family residential property. It is subordinate to and no greater than 50% of the existing primary single-family dwelling floor area calculated as first floor, second floor, basements 50% above-grade, attics over 6'6" floor to ceiling height, and garages.**
- g) **The following types of properties or developments are not eligible for an accessory dwelling: deed restricted affordable housing units; all lots developed under a Comprehensive Permit (Chapter 40B); lots with more than one single-family dwelling unit; and lots created under section 4600 Open Space Community.**
- h) **Accessory dwelling units lawfully created prior to adoption of this section may continue to be used, maintained, and occupied.**

#### 4122. Occupancy Requirements

- a) Either the principal or the accessory unit must be owner-occupied. ~~except for temporary absences.~~ **Fractional ownership is prohibited.**
- b) An accessory unit ~~unit~~ **dwelling and primary dwelling** authorized under these provisions shall not be used for **short-term rental**, summer rental, boarding and lodging, or other commercial use **except for a home occupation according to Section 4110.**
- c) **The ADU and primary dwelling may not be rented for periods shorter than 90 days at a time, and are prohibited from any use as rental units on a weekly or daily basis.**
- d) **The primary dwelling and ADU must remain in common ownership which cannot be severed.**

#### **4123. Procedural Requirement**

~~a) To approve a special permit for an Accessory Dwelling, the Board of Appeals must make a determination that all of the above requirements have been met, and also that the particular circumstances of the case make such use appropriate, including consideration of whether lot area or other site characteristics assure mitigation of any impacts on the neighborhood, whether there is enforceable assurance that occupancy of the unit will serve significant community purposes, such as facilitating care for the elderly or handicapped, or providing housing at unusually low cost, and whether site and building design will effectively avoid any departure from the character of the neighborhood.~~

~~b) A Certificate of Occupancy for an Accessory Dwelling shall be issued for a period no greater than three years. Continued occupancy beyond that shall require a new Certificate of Occupancy, to be granted only upon documentation to the Inspector of Buildings that the relationships satisfying Section 4122 or on which the decision under paragraph a) was based are still in existence.~~

~~e) Upon termination of occupancy satisfying Section 4122, or a condition of the special permit, separate occupancy of the accessory dwelling shall not be reestablished unless a new special permit is granted, on grounds that either the requirements of Section 4122 and the original special permit will again be satisfied, or that special circumstances of the structure or its occupants would make single family occupancy a hardship, and that the granting of such Special Permit would not be detrimental to the neighborhood.~~

~~d) A Certificate of Compliance with the above paragraph must be provided by the owner to the Inspector of Buildings upon transfer of any beneficial interest in the property, and recorded at the Registry of Deeds.~~

### **DOWNTOWN DISTRICT**

#### **2820. ALLOWABLE USES**

##### **2821. Table of Allowable Uses**

The Table of Allowable Uses (Table DTD-1) establishes the uses that are permitted by right (P), by Special Permit (SP), or not permitted (N) in the Downtown District (DTD). For all uses allowed by Special Permit in the Downtown Zoning Districts, the Planning Board shall be the Special Permit Granting Authority (SPGA).

TABLE DTD-1: ALLOWABLE USES IN THE DOWNTOWN DISTRICT		
LAND USE CLASSIFICATION	PERMITTED BY:	FUNCTIONAL STANDARDS AND SPECIAL PERMIT CRITERIA
<b>RESIDENTIAL USES</b>		
Accessory <del>Apartment</del> <b>Dwelling Unit</b>	<b>P</b> <b>SP</b>	See Section 2827 (except subdistrict DTN see Section 4120)

### 2853. Table of Required Parking Spaces

Where on-site or controlled parking is necessary and required, the applicant shall provide at a minimum the amount required in the table below. This reduced parking requirement compared to Section 3300 of the Zoning Bylaw recognizes the availability and broad distribution of existing public parking and the pedestrian characteristics of the Downtown District.

TABLE DTD-3: REQUIRED PARKING SPACES IN THE DOWNTOWN DISTRICT	
TYPE OF USE	REQUIRED PARKING
<b>RESIDENTIAL USES</b>	
Accessory <del>d</del> <b>Dwelling or Live/Work Unit</b>	Minimum of 1 space per dwelling unit

## SECTION V DEFINITIONS

In this Bylaw the following terms, unless a contrary meaning is required by the context or is specifically prescribed, shall have the following meanings.

### Accessory Building

A building devoted exclusively to an accessory use as herein defined, and not attached to a **primary** ~~principal~~ building by any roofed structure.

### Accessory Dwelling Unit (ADU)

A subsidiary dwelling unit ~~created as an extension to an existing single-family dwelling.~~ **incorporated within a lawful primary single-family dwelling or as a detached accessory building and on the same lot as a lawful primary single-family dwelling use. This definition does not include a mobile home trailer, however mounted.**

### Accessory Use

A use customarily incidental to, and on the same lot as, a ~~principal~~ **primary** use and occupying less than 30% of the ~~habitable~~ **gross** floor area on the premises and less than 50% of the lot area. **This definition does not include ADUs.**

### Dwelling Unit

A building or portion of a building suitable for living quarters for a single family, having a single set of kitchen facilities (a stove ~~plus either or both~~ **in addition to either** a refrigerator ~~and or~~ **or** a kitchen sink) not shared with any other unit; or quarters for up to six persons in a lodging house, dormitory,

congregate housing, or similar group dwelling.

**Fractional ownership**

**The cost of an asset or property is split among individuals, corporate entities/trusts, each getting a share.**

or take any other action in relation thereto.

***Sponsor – Planning Board***

**ARTICLE 26:** To see if the Town will vote to (a) authorize the Select Board to acquire by purchase, gift, or eminent domain, the fee and/or permanent and/or temporary easements and/or other real property interests, for the purposes of establishing, constructing, operating, and maintaining a shared use path for non-motorized transportation, open space, and recreation purposes and for all other purposes for which shared use paths are now or hereafter may be used in the Commonwealth, including, without limitation, for the construction, installation, maintenance, improvement, repair, replacement, and/or relocation of rights of way, sidewalks, drainage, utilities, driveways, guardrails, slopes, grading, rounding, landscaping, parking areas, and other appurtenances and/or facilities, to enable the Town to undertake the Bourne Rail Trail – Phase 1 Project, and for any and all purposes incidental or related thereto, in, on, over, across, under, and along all or any portion of the certain parcels of land located on or near the railroad right of way, running from Monument Neck Road at Presidents Road to the intersection with the Cape Cod Canal Bike Path at the Railroad Bridge, and approximately shown on a plan entitled “Massachusetts Department of Transportation Highway Division, Plan and Profile of Bourne Rail Trail – Phase 1 in the Town of Bourne, Barnstable County, Preliminary Right of Way Plans,” dated October 6, 2020, prepared by Green Seal Environmental, Inc., a copy of which is on file with the Town Clerk, and as may be amended and/or incorporated into an easement plan(s); and (b) transfer the care, custody, management, and control of a portion or portions of the Town-owned property or properties shown on the aforesaid plan from the board having the custody of the same for the purposes for which such properties are currently held to the Select Board for roadway purposes and for purposes of a shared use path and purposes incidental to the use thereof, and further to dedicate said portions of Town-owned properties to the foregoing purposes; and (c) raise and appropriate, transfer from available funds, and/or borrow a sum of money in support of the foregoing project and any and all costs incidental or related thereto, including but not limited to the cost of any easement acquisitions, appraisals, and survey; and further (d) to authorize the Select Board to enter into all agreements and take any and all actions as may be necessary or appropriate to effectuate the foregoing purposes, or take any action relative thereto.

***Sponsor – Select Board***

**ARTICLE 27:** Utility easement for Police Station from Armory.

***Sponsor – Select Board***

**ARTICLE 28:** Utility (septic) easement for 1 Monument Ave.

***Sponsor – Select Board***

**ARTICLE 29:** Remove a portion of Shore Rd. property from Article 97 protection to build a fire station.

*Sponsor – Select Board*

Approved: April \_\_, 2024

SELECT BOARD

\_\_\_\_\_  
Mary Jane Mastrangelo

\_\_\_\_\_  
Melissa Ferretti

\_\_\_\_\_  
Anne-Marie Siroonian

\_\_\_\_\_  
Peter J. Meier

\_\_\_\_\_  
Jared P. MacDonald

Barnstable, ss.  
Bourne, Massachusetts

By virtue of the Authority vested in me, I have this day posted a true and attested copy of this warrant in the Bourne Veterans' Memorial Community Center, Bourne Town Hall and in all the post offices in the Town of Bourne viz: Buzzards Bay Post Office, Bourne Post Office, Monument Beach Post Office, Pocasset Post Office, Cataumet Post Office, Sagamore Post Office, and the Sagamore Beach Post Office.

Dated this \_\_\_\_ day of April, 2024

\_\_\_\_\_  
Constable

Received in the Town Clerk's Office \_\_\_\_\_  
Barry H. Johnson, Town Clerk



<b>FISCAL 2024 &amp; 2025 SOURCES &amp; USES OF FUNDS</b>				
	<b>Proposed Budget 1.9.24 2025</b>	<b>Proposed Budget 3.19.24 2025</b>	<b>\$ Increase / Decrease over Prior Year</b>	<b>% Increase / Decrease over Prior Year</b>
<b>GENERAL FUND REVENUES</b>				
<u><b>Property Taxes</b></u>				
Prior Year Tax Levy Limit	\$ 56,273,933	\$ 56,273,933	\$ -	0.00%
PY - Amended New Growth				
2.5% Allowance	1,406,848	1,406,848	-	0.00%
New Growth	275,000	275,000	-	0.00%
Override	-	-	-	-
<b>Sub-total</b>	<b>57,955,781</b>	<b>57,955,781</b>	<b>-</b>	<b>0.00%</b>
Debt Exclusion	3,849,849	3,849,849	-	0.00%
Cape Cod Commission Tax	216,000	216,000	-	0.00%
Unused Levy Capacity	-	-	-	-
<b>Total Tax Levy</b>	<b>62,021,630</b>	<b>62,021,630</b>	<b>-</b>	<b>0.00%</b>
<u><b>State Aid</b></u>				
General/Non Earmarked	2,968,261	3,037,547	69,286	2.33%
Education	6,803,405	6,632,963	(170,442)	-2.51%
<b>Total State Aid</b>	<b>9,771,666</b>	<b>9,670,510</b>	<b>(101,156)</b>	<b>-1.04%</b>
<u><b>Local Receipts</b></u>				
Motor Vehicle Excise	3,447,768	3,495,000	47,232	1.37%
Other Excise - Meals Tax	500,000	500,000	-	0.00%
Other Excise - Room/Hotel	600,000	600,000	-	0.00%
Other Excise - Boat	55,000	55,000	-	0.00%
Penalties & Interest	200,000	200,000	-	0.00%
Payments in Lieu	20,000	20,000	-	0.00%
Marinas	1,295,000	1,295,000	-	0.00%
Other Dept Revenue	275,000	275,000	-	0.00%
Licenses & Permits	800,000	800,000	-	0.00%
Fines & Forfeits	130,000	130,000	-	0.00%
Investment Income	100,000	100,000	-	0.00%
Miscellaneous-Recurring	630,000	630,000	-	0.00%
Miscellaneous-Recurring Energy Credits	700,000	700,000	-	0.00%
Miscellaneous-Non Recurring	59,037	59,037	-	0.00%
<b>Total Local Receipts</b>	<b>8,811,805</b>	<b>8,859,037</b>	<b>47,232</b>	<b>0.54%</b>
<u><b>Other Sources</b></u>				
ISWM General Fund Support	2,503,413	2,503,413	-	0.00%
Sewer General Fund Support	161,864	161,764	(100)	-0.06%
<b>Total Other Sources</b>	<b>2,665,277</b>	<b>2,665,177</b>	<b>(100)</b>	<b>0.00%</b>
<u><b>Special Revenues</b></u>				
Conservation Comm. RFA	30,000	30,000	-	0.00%
PL 874 Grant Fund	100,000	125,000	25,000	25.00%
Ambulance Fund	1,500,000	1,500,000	-	0.00%
CPA Fund Revenues for Debt Service	260,975	260,975	-	0.00%
Community Septic Management Program	10,023	10,023	-	0.00%
Waterways Improvement Fund	140,000	140,000	-	0.00%
TNC Rideshare Fund	-	-	-	-
<b>Total Special Revenue Funds</b>	<b>2,040,998</b>	<b>2,065,998</b>	<b>25,000</b>	<b>1.22%</b>
<b>Total General Fund Revenues</b>	<b>85,311,376</b>	<b>85,282,352</b>	<b>(29,024)</b>	<b>-0.03%</b>
<u><b>Use of Reserves</b></u>				
Free Cash for Budget	-	-	-	-
Capital Stabilization for Debt Service	593,000	593,000	0	0.00%
<b>Total Use of Reserves</b>	<b>593,000</b>	<b>593,000</b>	<b>-</b>	<b>0.00%</b>
<b>Grand Total Revenues</b>	<b>\$ 85,904,376</b>	<b>\$ 85,875,352</b>	<b>\$ (29,024)</b>	<b>-0.03%</b>

<b>FISCAL 2024 &amp; 2025 SOURCES &amp; USES OF FUNDS</b>				
	<b>Proposed Budget 1.9.24 2025</b>	<b>Proposed Budget 3.19.24 2025</b>	<b>\$ Increase / Decrease over Prior Year</b>	<b>% Increase / Decrease over Prior Year</b>
<b>GENERAL FUND EXPENSES</b>				
<b><u>Town Budget</u></b>				
General Government Services	\$ 4,600,219	\$ 4,614,181	\$ 13,962	0.30%
Public Safety Services	13,247,199	13,232,474	(14,725)	-0.11%
Public Works Services	3,532,628	3,540,128	7,500	0.21%
Health & Human Services	1,045,392	1,031,069	(14,323)	-1.37%
Culture & Recreation Services	1,067,789	1,065,186	(2,603)	-0.24%
Total Town	<b>23,493,227</b>	<b>23,483,038</b>	<b>(10,189)</b>	<b>-0.04%</b>
<b><u>Schools</u></b>				
Bourne School Department	26,722,006	26,652,537	(69,469)	-0.26%
Upper Cape Technical School	3,851,617	3,750,754	(100,863)	-2.62%
Total Schools	<b>30,573,623</b>	<b>30,403,291</b>	<b>(170,332)</b>	<b>-0.56%</b>
<b><u>Shared Costs</u></b>				
Public Utilities	1,774,760	1,754,760	(20,000)	-1.13%
OPEB	411,595	437,240	25,645	6.23%
Unemployment	70,000	70,000	-	0.00%
FICA	585,000	585,000	-	0.00%
Group Insurance	8,991,600	8,858,000	(133,600)	-1.49%
County Retirement/Special Legislation	4,967,393	5,085,800	118,407	2.38%
Insurance	1,963,755	1,963,755	-	0.00%
LIUNA Pension Fund	300,000	300,000	-	0.00%
Medicaid	2,000	2,000	-	0.00%
Reserve Fund	250,000	272,500	22,500	9.00%
Total Shared Costs	<b>19,316,103</b>	<b>19,329,055</b>	<b>12,952</b>	<b>0.07%</b>
<b>Total Operating Budget</b>	<b>73,382,953</b>	<b>73,215,384</b>	<b>(167,569)</b>	<b>-0.23%</b>
<b><u>Capital Budgets</u></b>				
Debt Service Budget Non Exempt	2,052,415	2,052,415	-	0.00%
Debt Service Budget Exempt	3,881,160	3,881,160	-	0.00%
Total Debt Service	<b>5,933,575</b>	<b>5,933,575</b>	<b>-</b>	<b>0.00%</b>
<b>Total General Fund Budget</b>	<b>79,316,528</b>	<b>79,148,959</b>	<b>(167,569)</b>	<b>-0.21%</b>
<b><u>Off-Budget Expenditures</u></b>				
Cherry Sheet Assessments	5,608,144	5,784,110	175,966	3.14%
Cherry Sheet Offsets*	879,704	842,283	(37,421)	-4.25%
Overlay Reserve	100,000	100,000	-	0.00%
<b>Total Off Budget Expenses</b>	<b>6,587,848</b>	<b>6,726,393</b>	<b>138,545</b>	<b>2.10%</b>
<b>Grand Total Expenses</b>	<b>\$ 85,904,376</b>	<b>\$ 85,875,352</b>	<b>\$ (29,024)</b>	<b>-0.03%</b>
	<b>0</b>	<b>0</b>		

<b>FISCAL 2024 &amp; 2025 SOURCES &amp; USES OF FUNDS</b>				
	<b>Proposed Budget 1.9.24 2025</b>	<b>Proposed Budget 3.19.24 2025</b>	<b>\$ Increase / Decrease over Prior Year</b>	<b>% Increase / Decrease over Prior Year</b>
<b>SEWER REVENUES</b>				
<u><b>Revenues</b></u>				
Retained Earnings	\$ -	\$ -	\$ -	-100.00%
Retained Earnings for Articles	-	-	-	100.00%
Sewer Enterprise Revenues	1,685,302	1,763,202	77,900	-1.38%
<b>Total Revenues</b>	<b>\$ 1,685,302</b>	<b>\$ 1,763,202</b>	<b>\$ 77,900</b>	<b>-9.34%</b>
<b>SEWER EXPENSES</b>				
<u><b>Expenditures</b></u>				
Salaries & Wages	\$ 226,050	\$ 226,050	\$ -	9.76%
Expenses	1,197,388	1,275,388	78,000	-14.23%
General Fund Admin. Fees	161,864	161,764	(100)	3.10%
<b>Total Operating Budget</b>	<b>1,585,302</b>	<b>1,663,202</b>	<b>77,900</b>	<b>-9.87%</b>
<u><b>Off Budget Expenditures</b></u>				
Reserve Fund	100,000	100,000	-	0.00%
<b>Total Off Budget Expenditures</b>	<b>100,000</b>	<b>100,000</b>	<b>-</b>	<b>0.00%</b>
<b>Grand Total Expenses</b>	<b>\$ 1,685,302</b>	<b>\$ 1,763,202</b>	<b>\$ 77,900</b>	<b>94.85%</b>
<b>ISWM REVENUES</b>				
<u><b>Operating Revenues</b></u>				
Retained Earnings	\$ -	\$ -	\$ -	
Facility Receipts	14,792,810	14,792,810	-	7.24%
<b>Total Revenues</b>	<b>14,792,810</b>	<b>14,792,810</b>	<b>-</b>	<b>7.24%</b>
<u><b>Use of Reserves</b></u>				
Post Closure Reserves	-	-	-	
Retained Earnings for Articles	-	-	-	
<b>Total Use of Reserves</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Grand Total Revenues</b>	<b>\$ 14,792,810</b>	<b>\$ 14,792,810</b>	<b>\$ -</b>	<b>7.24%</b>
<b>ISWM EXPENSES</b>				
<u><b>Operating Expenditures</b></u>				
Salaries & Wages	\$ 2,416,219	\$ 2,416,219	\$ -	4.16%
Expenses	8,348,178	8,348,178	-	11.19%
General Fund Admin. Fees	2,503,413	2,503,413	-	2.53%
Host Community Fee	925,000	925,000	-	0.00%
<b>Total Expenditures</b>	<b>14,192,810</b>	<b>14,192,810</b>	<b>-</b>	<b>7.56%</b>
<u><b>Off Budget Expenditures</b></u>				
Reserve Fund	600,000	600,000	-	0.00%
<b>Total Off Budget Expenditures</b>	<b>600,000</b>	<b>600,000</b>	<b>-</b>	<b>0.00%</b>
<b>Grand Total Expenses</b>	<b>\$ 14,792,810</b>	<b>\$ 14,792,810</b>	<b>\$ -</b>	<b>7.24%</b>

Town of Bourne  
FY25 Budget Adjustments

SB Meeting Date	3/19/2024
FC Meeting Date	3/18/2024

SoftRight						1/9/2024	3/19/2024	Change		
Fund	Page #	Dept.	GL #	GL Description	TA	TA	Inc (Dec)	Explanation		
GF	123-4	Town Admin	01-999-100-123-5100-5148-999-99	Recording Secretary Wages	15,000.00	25,000.00	\$ 10,000.00	Restore request		
GF	129-5	Human Resources	01-999-100-129-5200-5307-999-99	Professional Development	20,500.00	30,500.00	10,000.00	Restore request		
GF	197-21 to 23	Facilities Management	01-999-100-197-5100-5111-197-99	Salaries - Dept Head	96,612.00	90,574.00	(6,038.00)	Staff Turnover (M6, Step 3 @ 37.5)		
GF	240-33 to 35	Inspections	01-999-200-240-5100-5112-999-99	Salaries-Sup/Adm	109,694.00	94,969.00	(14,725.00)	Staff Turnover (G3-S6; G2-S3)		
GF	300-45	Education - BPS	01-999-300-300-5700-5790-999-99	BPS	26,722,006.00	26,652,537.00	(69,469.00)			
GF	301-46	Education - Voc School	01-999-300-301-5200-5320-999-99	Tuition	3,851,617.00	3,750,754.00	(100,863.00)			
GF	420-48 & 53	DPW	01-999-400-420-5200-5294-009-99	Other Contracted Services	55,000.00	62,500.00	7,500.00	Restore request		
GF	510-57 & 58	BOH	01-999-500-510-5100-5111-999-99	Salaries - Dept Head	122,255.00	104,864.00	(17,391.00)	Staff Turnover (M9, Step 3 @ 37.5)		
GF	510-57 & 58	BOH	01-999-500-510-5100-5141-999-99	Longevity	1,223.00	-	(1,223.00)	Staff Turnover		
GF	543-61	Veteran Services	01-999-500-543-5200-5317-999-99	Veteran Assessment	37,500.00	41,791.00	4,291.00	Per Assessment		
GF	631-65	Recreation	01-999-600-631-5100-5111-999-99	Salaries - Dept Head	88,597.00	90,574.00	1,977.00	Staff Turnover (Rec Director @ 37.5 Step M6-S3)		
GF	631-65	Recreation	01-999-600-631-5100-5112-999-99	Salaries-Sup/Adm	75,360.00	70,647.00	(4,713.00)	Staff Turnover (Asst. Director @ 37.5 Step M3-S3)		
GF	631-65	Recreation	01-999-600-631-5100-5141-999-99	Longevity	753.00	886.00	133.00	Staff Turnover		
GF	911-71	Shared Costs	01-999-900-911-5200-5210-999-99	Energy Natural Gas	435,000.00	415,000.00	(20,000.00)	Anticipate savings from ESCO		
GF	912-72	Shared Costs	01-999-900-912-5200-6369-999-99	OPEB	411,595.00	437,240.00	25,645.00	Per Current Financial Policy		
GF	937-75	Shared Costs	01-999-900-937-5700-5790-999-99	Group Insurance	8,991,600.00	8,858,000.00	(133,600.00)	Adjust Health Insurance - level fund per consultant		
GF	938-76	Shared Costs	01-999-900-938-5700-5790-999-99	County Retirement Assessment	4,892,307.00	5,010,714.00	118,407.00	FINAL BCRA Assessment (7/1 Early Pay Discount & PY COLA Adj)		
GF	947-80	Shared Costs	01-999-900-947-5700-5798-999-99	Reserve Fund	250,000.00	272,500.00	22,500.00			
GF		NA - See S&U		Cherry Sheet Assessments	5,608,144.00	5,784,110.00	175,966.00	Adjust per Governor's Budget		
GF		NA - See S&U		Cherry Sheet Offsets	879,704.00	842,283.00	(37,421.00)	Adjust per Governor's Budget		
							-			
							-			
							Subtotal GF Expense Adjustment	\$ (29,024.00)		
				State Aid						
				General/Non Earmarked	2,968,261.00	3,037,547.00	\$ 69,286.00			
				Education	6,803,405.00	6,632,963.00	(170,442.00)			
				PL 874 Grant Fund	100,000.00	125,000.00	25,000.00			
				Sewer Indirect Costs	161,864.00	161,764.00	(100.00)			
				Local Receipts - MVE	3,447,768.00	3,495,000.00	47,232.00			
							Subtotal GF Revenue Adjustment	\$ (29,024.00)		
							Net Change	\$ -		

# TOWN OF BOURNE

## Expenditure Budget Report

### 2025 Town Budget

113 - TOWN MEETING								
Account	Description	2023 App	2023 Exp	2024 App	2024 Exp	TA Rec.	\$ Change	% Change
5100 - PERSONAL SERVICES								
5120	WAGES - HOURLY EMP.(TEMP)	3,500.00	1,135.16	2,000.00	779.35	2,000.00		0.00%
5137	TOWN MODERATOR	644.00	644.00	644.00		644.00		0.00%
Total		4,144.00	1,779.16	2,644.00	779.35	2,644.00		0.00%
5200 - PURCHASE OF SERVICES								
5331	ELECTRONIC VOTING	0.00	0.00	18,000.00	8,950.00	18,000.00		0.00%
Total		0.00	0.00	18,000.00	8,950.00	18,000.00		0.00%
5400 - SUPPLIES								
5586	OTHER SUPP.- TOWN MEETING EXP.	16,000.00	9,603.58	6,000.00	4,322.45	6,000.00		0.00%
Total		16,000.00	9,603.58	6,000.00	4,322.45	6,000.00		0.00%
TOWN MEETING Total		20,144.00	11,382.74	26,644.00	14,051.80	26,644.00		0.00%

# TOWN OF BOURNE

## Expenditure Budget Report

### 2025 Town Budget

123 - TOWN ADMINISTRATOR								
Account	Description	2023 App	2023 Exp	2024 App	2024 Exp	TA Rec.	\$ Change	% Change
5100 - PERSONAL SERVICES								
5110	SALARY-TOWN ADMINISTRATOR	173,400.00	173,408.40	176,875.00	105,440.61	180,415.00	3,540.00	2.00%
5111	SALARIES - DEPT.HEADS	105,000.00	71,832.00	127,514.00	76,009.52	130,070.00	2,556.00	2.00%
5112	SALARIES - SUPERVISORS/ADM.SEC	96,427.00	100,106.75	104,511.00	63,251.47	109,170.00	4,659.00	4.45%
5113	SALARIES - CLERICAL/SECRETARY	67,277.00	74,853.76	70,670.00	42,802.94	75,540.00	4,870.00	6.89%
5141	LONGEVITY	563.00	562.82	707.00	720.95	739.00	32.00	4.52%
5146	CONTRACTUAL RESERVE	24,000.00	21,500.00	23,000.00		23,000.00		0.00%
5148	RECORDING SECRETARY WAGES	25,000.00	28,268.28	25,000.00	15,650.00	25,000.00		0.00%
Total		491,667.00	470,532.01	528,277.00	303,875.49	543,934.00	15,657.00	2.96%
5200 - PURCHASE OF SERVICES								
5294	OTHER - CONTRACTED SERVICES	75,000.00	116,732.62	75,000.00	94,925.50	70,000.00	-5,000.00	-6.66%
Total		75,000.00	116,732.62	75,000.00	94,925.50	70,000.00	-5,000.00	-6.66%
5400 - SUPPLIES								
5420	OFFICE SUPPLIES - GENERAL	1,300.00	952.53	1,300.00	336.77	1,300.00		0.00%
Total		1,300.00	952.53	1,300.00	336.77	1,300.00		0.00%
5700 - OTHER CHARGES AND EXPENDITURES								
5710	TRAVEL	6,000.00	3,774.12	6,000.00	331.04	4,000.00	-2,000.00	-33.33%
5715	FEES	0.00	0.00	2,500.00	4,940.00	2,500.00		0.00%
5730	DUES	4,200.00	2,761.10	4,200.00	365.31	4,200.00		0.00%
Total		10,200.00	6,535.22	12,700.00	5,636.35	10,700.00	-2,000.00	-15.74%
TOWN ADMINISTRATOR Total		578,167.00	594,752.38	617,277.00	404,774.11	625,934.00	8,657.00	1.40%

# TOWN OF BOURNE

## Expenditure Budget Report

### 2025 Town Budget

129 - HUMAN RESOURCE								
Account	Description	2023 App	2023 Exp	2024 App	2024 Exp	TA Rec.	\$ Change	% Change
5100 - PERSONAL SERVICES								
5111	SALARIES - DEPT.HEADS	100,000.00	94,247.52	102,000.00	60,807.74	104,040.00	2,040.00	2.00%
Total		100,000.00	94,247.52	102,000.00	60,807.74	104,040.00	2,040.00	2.00%
5200 - PURCHASE OF SERVICES								
5294	OTHER - CONTRACTED SERVICES	3,000.00	0.00	3,000.00	300.00	3,000.00		0.00%
5307	PROFESSIONAL DEVELOPMENT	0.00	0.00	30,500.00	8,394.24	30,500.00		0.00%
5323	PRE-EMPLOYMENT EVALUATIONS	4,500.00	5,703.00	4,500.00	2,113.70	4,600.00	100.00	2.22%
5342	COMMUNICATIONS - PRINTING	1,900.00	140.50	1,900.00		1,900.00		0.00%
5343	COMMUNICATIONS - ADVERTISING	4,000.00	124.50	4,000.00		4,000.00		0.00%
Total		13,400.00	5,968.00	43,900.00	10,807.94	44,000.00	100.00	0.22%
5400 - SUPPLIES								
5420	OFFICE SUPPLIES - GENERAL	550.00	271.60	550.00	97.11	550.00		0.00%
Total		550.00	271.60	550.00	97.11	550.00		0.00%
5700 - OTHER CHARGES AND EXPENDITURES								
5710	TRAVEL	200.00	151.88	200.00	171.42	200.00		0.00%
5730	DUES	725.00	270.00	725.00	460.00	725.00		0.00%
Total		925.00	421.88	925.00	631.42	925.00		0.00%
HUMAN RESOURCE Total		114,875.00	100,909.00	147,375.00	72,344.21	149,515.00	2,140.00	1.45%

# TOWN OF BOURNE

## Expenditure Budget Report

### 2025 Town Budget

197 - FACILITIES MANAGEMENT								
Account	Description	2023 App	2023 Exp	2024 App	2024 Exp	TA Rec.	\$ Change	% Change
5100 - PERSONAL SERVICES								
5111	SALARIES - DEPT.HEADS FACILITIES	181,225.00	85,723.68	92,185.00	54,746.00	90,574.00	-1,611.00	-1.74%
5116	SALARIES - LABORERS FACILITIES	114,422.00	156,116.78	263,686.00	145,266.95	268,387.00	4,701.00	1.78%
5130	OVERTIME - WAGES FACILITIES	12,000.00	8,073.49	12,000.00	5,671.03	12,000.00		0.00%
5141	LONGEVITY FACILITIES MANAGEMENT	0.00	325.00	1,300.00		1,300.00		0.00%
Total		307,647.00	250,238.95	369,171.00	205,683.98	372,261.00	3,090.00	0.83%
5200 - PURCHASE OF SERVICES								
5230	NON-ENERGY - WATER FACILITIES	0.00	300.00	0.00				0.00%
5235	NON-ENERGY - SEWER FACILITIES	1,700.00	3,479.98	0.00				0.00%
5239	R&M - MEP FACILITIES MANAGEMENT	30,000.00	31,513.81	25,000.00	2,124.62	25,000.00		0.00%
5240	R&M - BLDGS & GROUNDS FACILITIES	94,486.00	70,633.64	35,500.00	18,499.23	35,500.00		0.00%
5251	PEST SERVICES FACILITIES MANAGEMENT	2,000.00	1,196.00	2,000.00	1,546.00	2,000.00		0.00%
5252	JANITORIAL SERVICES FACILITIES	6,000.00	5,442.19	6,000.00	439.23	6,000.00		0.00%
5274	RENTALS - UNIFORMS FACILITIES	1,750.00	0.00	0.00				0.00%
5294	OTHER - CONTRACTED SERVICES FACILITIES	30,000.00	59,709.31	40,000.00	17,561.04	50,000.00	10,000.00	25.00%
5309	SERVICES - MEETINGS FACILITIES	150.00	135.36	150.00		150.00		0.00%
5343	COMMUNICATIONS - ADVERTISING	150.00	0.00	150.00		150.00		0.00%
Total		166,236.00	172,410.29	108,800.00	40,170.12	118,800.00	10,000.00	9.19%
5400 - SUPPLIES								
5420	OFFICE SUPPLIES - GENERAL FACILITIES	400.00	0.00	400.00	161.40	400.00		0.00%
5423	JANITORIAL SUPPLIES FACILITIES	3,500.00	8,076.86	3,500.00	4,072.91		-3,500.00	-100.00%
Using 019991001975400545019799 Custodial Supplies to keep line items consistent. Per conversation W. SF 10.24.23								
5430	BLDG./EQUIP.SUPP.-OPERATIONAL	40,000.00	42,272.85	40,000.00	37,535.82	38,500.00	-1,500.00	-3.75%
5432	BLDG./EQUIP.SUPP.- TOOLS FACILITIES	3,000.00	2,717.52	3,000.00	1,539.27	3,000.00		0.00%
5450	CUSTODIAL SUPP. - CLEANING FACILITIES	0.00	0.00	0.00		5,000.00	5,000.00	100.00%
Using 019991001975400545019799 Custodial Supplies to keep line items consistent. Per conversation W. SF 10.24.23								



# TOWN OF BOURNE

## Expenditure Budget Report

### 2025 Town Budget

197 - FACILITIES MANAGEMENT								
Account	Description	2023 App	2023 Exp	2024 App	2024 Exp	TA Rec.	\$ Change	% Change
5400 - SUPPLIES								
5481	VEH.SUPP.- DIESEL FACILITIES	7,200.00	5,693.31	0.00				0.00%
5484	VEH.SUPP.- PARTS FACILITIES MANAGEMENT	10,000.00	7,973.76	0.00				0.00%
5485	VEH.SUPP.- REG,INSPECTIONS FACILITIES	330.00	260.00	0.00				0.00%
5541	D.P. SUPPLES/EQUIP-P.C. FACILITIES	2,200.00	690.24	2,200.00	721.01	2,200.00		0.00%
5584	OTHER SUPP.- PROTECTIVE CLOTH.	3,850.00	7,769.38	8,000.00	1,100.14	8,500.00	500.00	6.25%
Total		70,480.00	75,453.92	57,100.00	45,130.55	57,600.00	500.00	0.87%
5700 - OTHER CHARGES AND EXPENDITURES								
5730	DUES FACILITIES MANAGEMENT	600.00	544.88	600.00		600.00		0.00%
Total		600.00	544.88	600.00		600.00		0.00%
Program Total		544,963.00	498,648.04	535,671.00	290,984.65	549,261.00	13,590.00	2.53%
POLICE STATION								
5200 - PURCHASE OF SERVICES								
5240	R&M - BLDGS & GROUNDS POLICE STATION	36,300.00	42,832.03	36,300.00	12,742.27	31,300.00	-5,000.00	-13.77%
Total		36,300.00	42,832.03	36,300.00	12,742.27	31,300.00	-5,000.00	-13.77%
5400 - SUPPLIES								
5450	CUSTODIAL SUPP. - CLEANING POLICE	0.00	0.00	0.00		5,000.00	5,000.00	100.00%
	New in FY25							
Total		0.00	0.00	0.00		5,000.00	5,000.00	100.00%
Program Total		36,300.00	42,832.03	36,300.00	12,742.27	36,300.00		0.00%
MEMORIAL COMMUNITY BLDG.								
5100 - PERSONAL SERVICES								
5116	SALARIES - LABORERS MEMORIAL	56,846.00	56,835.36	58,840.00	34,943.20	60,907.00	2,067.00	3.51%
5130	OVERTIME - WAGES MEMORIAL COMMUNITY	4,500.00	2,504.39	4,500.00	2,211.55	4,500.00		0.00%
5141	LONGEVITY MEMORIAL COMMUNITY BLDG.	650.00	650.00	750.00	750.00	750.00		0.00%
Total		61,996.00	59,989.75	64,090.00	37,904.75	66,157.00	2,067.00	3.22%

# TOWN OF BOURNE

## Expenditure Budget Report

### 2025 Town Budget

197 - FACILITIES MANAGEMENT								
Account	Description	2023 App	2023 Exp	2024 App	2024 Exp	TA Rec.	\$ Change	% Change
5200 - PURCHASE OF SERVICES								
5240	R&M - BLDGS & GROUNDS MEMORIAL	25,000.00	24,112.60	25,000.00	985.00	25,000.00		0.00%
5294	OTHER - CONTRACTED SERVICES MEMORIAL	65,000.00	40,244.58	65,000.00	24,819.16	65,000.00		0.00%
Total		90,000.00	64,357.18	90,000.00	25,804.16	90,000.00		0.00%
5400 - SUPPLIES								
5420	OFFICE SUPPLIES - GENERAL MEMORIAL	700.00	408.54	0.00				0.00%
5435	BLDG.& EQUIP.SUPP.- OTHER MEMORIAL	10,000.00	19,725.15	10,000.00	5,756.12	10,000.00		0.00%
5450	CUSTODIAL SUPP. - CLEANING MEMORIAL	7,000.00	6,455.54	7,000.00	4,745.12	7,000.00		0.00%
Total		17,700.00	26,589.23	17,000.00	10,501.24	17,000.00		0.00%
Program Total		169,696.00	150,936.16	171,090.00	74,210.15	173,157.00	2,067.00	1.20%
JONATHAN BOURNE PUBLIC LIBRARY								
5100 - PERSONAL SERVICES								
5117	WAGES - HOURLY EMP.(PERM) JONATHAN	0.00	0.00	29,430.00	17,471.60	30,454.00	1,024.00	3.47%
5141	LONGEVITY JONATHAN BOURNE PUBLIC	0.00	0.00	372.00	372.00	372.00		0.00%
Total		0.00	0.00	29,802.00	17,843.60	30,826.00	1,024.00	3.43%
5200 - PURCHASE OF SERVICES								
5246	R&M - MACHINE REPAIR CONTRACT	0.00	0.00	8,600.00	2,292.36	8,600.00		0.00%
Total		0.00	0.00	8,600.00	2,292.36	8,600.00		0.00%
5400 - SUPPLIES								
5430	BLDG./EQUIP.SUPP.-OPERATIONAL	0.00	0.00	4,500.00	3,767.90	4,500.00		0.00%
5450	CUSTODIAL SUPP. - CLEANING JONATHAN	0.00	0.00	3,000.00	954.35	3,000.00		0.00%
Total		0.00	0.00	7,500.00	4,722.25	7,500.00		0.00%
Program Total		0.00	0.00	45,902.00	24,858.21	46,926.00	1,024.00	2.23%
FACILITIES MANAGEMENT Total		750,959.00	692,416.23	788,963.00	402,795.28	805,644.00	16,681.00	2.11%

# TOWN OF BOURNE

## Expenditure Budget Report

### 2025 Town Budget

240 - INSPECTION DEPT								
Account	Description	2023 App	2023 Exp	2024 App	2024 Exp	TA Rec.	\$ Change	% Change
5100 - PERSONAL SERVICES								
5111	SALARIES - DEPT.HEADS BUILDING	107,183.00	107,177.04	113,160.00	67,456.00	119,058.00	5,898.00	5.21%
5112	SALARIES - SUPERVISORS/ADM.SEC	114,986.00	112,309.01	108,465.00	64,655.15	94,969.00	-13,496.00	-12.44%
5120	WAGES - HOURLY EMP.(TEMP) BUILDING	20,875.00	20,181.00	21,490.00	13,020.00	21,920.00	430.00	2.00%
5141	LONGEVITY BUILDING	800.00	0.00	800.00	800.00	800.00		0.00%
Total		243,844.00	239,667.05	243,915.00	145,931.15	236,747.00	-7,168.00	-2.93%
5200 - PURCHASE OF SERVICES								
5309	SERVICES - MEETINGS BUILDING	1,000.00	0.00	1,000.00		1,000.00		0.00%
5342	COMMUNICATIONS - PRINTING BUILDING	500.00	93.79	500.00		500.00		0.00%
Total		1,500.00	93.79	1,500.00		1,500.00		0.00%
5400 - SUPPLIES								
5420	OFFICE SUPPLIES - GENERAL BUILDING	750.00	388.92	750.00	233.49	750.00		0.00%
5421	OFFICE SUPPLIES - COPY MACHINE BUILDING	600.00	0.00	600.00		600.00		0.00%
5580	OTHER SUPP.- BOOKS BUILDING	1,600.00	316.08	1,600.00		1,600.00		0.00%
5584	OTHER SUPP.- PROTECTIVE CLOTH. BUILDING	2,000.00	245.00	2,000.00		2,000.00		0.00%
Total		4,950.00	950.00	4,950.00	233.49	4,950.00		0.00%
5700 - OTHER CHARGES AND EXPENDITURES								
5710	TRAVEL BUILDING	1,000.00	16.35	1,000.00	558.94	1,000.00		0.00%
5725	ALTERNATE INSPECTORS BUILDING	750.00	0.00	0.00				0.00%
5730	DUES BUILDING	150.00	0.00	110.00		110.00		0.00%
Total		1,900.00	16.35	1,110.00	558.94	1,110.00		0.00%
Program Total		252,194.00	240,727.19	251,475.00	146,723.58	244,307.00	-7,168.00	-2.85%
GAS & PLUMBING								
5100 - PERSONAL SERVICES								
5112	SALARIES - SUPERVISORS/ADM.SEC GAS &	40,530.00	41,928.08	41,860.00	25,473.80	43,055.00	1,195.00	2.85%

# TOWN OF BOURNE

## Expenditure Budget Report

### 2025 Town Budget

240 - INSPECTION DEPT								
Account	Description	2023 App	2023 Exp	2024 App	2024 Exp	TA Rec.	\$ Change	% Change
5700 - OTHER CHARGES AND EXPENDITURES								
5730	DUES WIRING	150.00	240.00	150.00		150.00		0.00%
Total		2,400.00	3,880.28	3,150.00	1,682.69	3,150.00		0.00%
Program Total		40,850.00	44,830.43	43,890.00	26,765.26	45,056.00	1,166.00	2.65%
SEALER WTS./MEASURES								
5700 - OTHER CHARGES AND EXPENDITURES								
5761	ASSESSMENT-SEALER/WEIGHTS & ME	16,155.00	16,064.98	16,560.00	16,556.80	16,975.00	415.00	2.50%
Total		16,155.00	16,064.98	16,560.00	16,556.80	16,975.00	415.00	2.50%
Program Total		16,155.00	16,064.98	16,560.00	16,556.80	16,975.00	415.00	2.50%
INSPECTION DEPT Total		352,929.00	347,152.18	356,085.00	217,112.80	352,093.00	-3,992.00	-1.12%

# TOWN OF BOURNE

## Expenditure Budget Report

### 2025 Town Budget

300 - BOURNE PUBLIC SCHOOLS								
Account	Description	2023 App	2023 Exp	2024 App	2024 Exp	TA Rec.	\$ Change	% Change
5700 - OTHER CHARGES AND EXPENDITURES								
5790	MISCELLANEOUS EXPENSE	24,938,159.00	0.00	25,818,363.00		26,652,537.00	834,174.00	3.23%
	3% Placeholder in FY Req Adopted changed to \$26,876,061 from Jordan's sheet 11.6.23							
	<b>Total</b>	24,938,159.00	0.00	25,818,363.00		26,652,537.00	834,174.00	3.23%
<b>BOURNE PUBLIC SCHOOLS Total</b>		24,938,159.00	0.00	25,818,363.00		26,652,537.00	834,174.00	3.23%

**TOWN OF BOURNE**  
**Expenditure Budget Report**  
**2025 Town Budget**

301 - VOCATIONAL SCHOOL								
Account	Description	2023 App	2023 Exp	2024 App	2024 Exp	TA Rec.	\$ Change	% Change
5200 - PURCHASE OF SERVICES								
5320	TUITION - REGIONAL DISTRICT	3,262,825.00	3,262,825.00	3,624,750.00	2,718,561.75	3,750,754.00	126,004.00	3.47%
	\$100k Placeholder							
	<b>Total</b>	3,262,825.00	3,262,825.00	3,624,750.00	2,718,561.75	3,750,754.00	126,004.00	3.47%
<b>VOCATIONAL SCHOOL Total</b>		3,262,825.00	3,262,825.00	3,624,750.00	2,718,561.75	3,750,754.00	126,004.00	3.47%

# TOWN OF BOURNE

## Expenditure Budget Report

### 2025 Town Budget

420 - D.P.W.								
Account	Description	2023 App	2023 Exp	2024 App	2024 Exp	TA Rec.	\$ Change	% Change
5400 - SUPPLIES								
5484	VEH.SUPP.- PARTS DPW ADMINISTRATION	1,500.00	556.37	1,500.00		1,500.00		0.00%
5485	VEH.SUPP.- REG,INSPECTIONS DPW	180.00	0.00	180.00		180.00		0.00%
5500	MEDICAL SUPP.- FIRST AID DPW	800.00	899.06	800.00	774.19	800.00		0.00%
5541	D.P. SUPPLES/EQUIP-P.C. DPW	1,300.00	0.00	1,300.00	193.02	1,300.00		0.00%
5584	OTHER SUPP.- PROTECTIVE CLOTH. DPW	2,000.00	3,121.50	4,000.00	3,041.34	4,000.00		0.00%
Total		19,690.00	13,188.54	21,690.00	6,833.76	21,690.00		0.00%
5700 - OTHER CHARGES AND EXPENDITURES								
5730	DUES DPW ADMINISTRATION	100.00	90.00	100.00		100.00		0.00%
5781	LICENSE REIMBURSEMENT DPW	400.00	0.00	400.00		400.00		0.00%
Total		500.00	90.00	500.00		500.00		0.00%
Program Total		398,990.00	410,423.05	459,503.00	215,448.67	430,061.00	-29,442.00	-6.40%
DPW HIGHWAY 5200 - PURCHASE OF SERVICES								
5294	OTHER - CONTRACTED SERVICES DPW	87,500.00	50,925.66	62,500.00	12,835.44	62,500.00		0.00%
Total		87,500.00	50,925.66	62,500.00	12,835.44	62,500.00		0.00%
5400 - SUPPLIES								
5430	BLDG./EQUIP.SUPP.-OPERATIONAL DPW	5,950.00	5,040.58	5,950.00	2,450.56	5,950.00		0.00%
5431	BLDG./EQUIP.SUPP.- PAINT DPW HIGHWAY	3,000.00	0.00	3,000.00		3,000.00		0.00%
5432	BLDG./EQUIP.SUPP.- TOOLS DPW HIGHWAY	4,200.00	358.73	5,000.00	469.70	5,000.00		0.00%
5461	GROUNDS SUPP.- LIGHT EQUIP. DPW	8,500.00	1,761.90	8,500.00	4,562.17	8,500.00		0.00%
5465	GROUNDS SUPP.- SWEEPERS DPW HIGHWAY	7,500.00	9,764.61	7,500.00	2,419.79	7,500.00		0.00%
5480	VEH. SUPP. FUEL DPW HIGHWAY	6,000.00	6,894.07	6,000.00	540.72	6,000.00		0.00%
5481	VEH.SUPP.- DIESEL DPW HIGHWAY	56,400.00	43,838.76	56,400.00	6,247.87	56,400.00		0.00%
5483	VEH.SUPP.- TIRES,TUBES,BATT DPW	5,000.00	6,144.90	5,000.00	939.65	5,000.00		0.00%

# TOWN OF BOURNE

## Expenditure Budget Report

### 2025 Town Budget

420 - D.P.W.								
Account	Description	2023 App	2023 Exp	2024 App	2024 Exp	TA Rec.	\$ Change	% Change
5400 - SUPPLIES								
5588	OTHER SUPP.- 2-WAY DEVICES	600.00	0.00	600.00	575.00	600.00		0.00%
Total		59,950.00	56,967.93	82,650.00	34,165.71	82,650.00		0.00%
5700 - OTHER CHARGES AND EXPENDITURES								
5781	LICENSE REIMBURSEMENT RECYCLING-DPW	300.00	613.23	1,200.00	403.00	1,200.00		0.00%
Total		300.00	613.23	1,200.00	403.00	1,200.00		0.00%
Program Total		71,850.00	63,570.68	96,950.00	34,568.71	96,950.00		0.00%
D.P.W. Total		1,341,139.00	1,393,228.80	2,787,139.00	1,356,650.33	2,871,128.00	83,989.00	3.01%



# TOWN OF BOURNE

## Expenditure Budget Report

### 2025 Town Budget

510 - BOARD OF HEALTH								
Account	Description	2023 App	2023 Exp	2024 App	2024 Exp	TA Rec.	\$ Change	% Change
5100 - PERSONAL SERVICES								
5111	SALARIES - DEPT.HEADS	112,063.00	112,062.96	118,311.00	69,621.12	104,864.00	-13,447.00	-11.36%
5112	SALARIES - SUPERVISORS/ADM.SEC	139,583.00	138,183.84	141,924.00	88,203.12	154,270.00	12,346.00	8.69%
5113	SALARIES - CLERICAL/SECRETARY	42,734.00	34,429.08	46,065.00	25,855.55	45,630.00	-435.00	-0.94%
5141	LONGEVITY	0.00	0.00	1,184.00	1,183.10		-1,184.00	-100.00%
Total		294,380.00	284,675.88	307,484.00	184,862.89	304,764.00	-2,720.00	-0.88%
5200 - PURCHASE OF SERVICES								
5242	R&M - LIGHT TRUCKS	1,500.00	528.45	0.00				0.00%
5298	RABIES RESPONSE	800.00	0.00	800.00		800.00		0.00%
5301	SERVICES - MEDICAL	150.00	31.25	150.00		150.00		0.00%
5309	SERVICES - MEETINGS	1,950.00	2,726.00	1,950.00	1,230.00	1,950.00		0.00%
5342	COMMUNICATIONS - PRINTING	1,000.00	70.20	1,000.00	125.98	1,000.00		0.00%
5343	COMMUNICATIONS - ADVERTISING	750.00	87.75	750.00	74.68	750.00		0.00%
Total		6,150.00	3,443.65	4,650.00	1,430.66	4,650.00		0.00%
5400 - SUPPLIES								
5420	OFFICE SUPPLIES - GENERAL	1,700.00	1,695.57	1,700.00	776.92	1,700.00		0.00%
5480	VEH. SUPP. FUEL	2,160.00	1,631.03	0.00				0.00%
5485	VEH.SUPP.- REG.INSPECTIONS	125.00	0.00	0.00				0.00%
5500	MEDICAL SUPP.- FIRST AID	150.00	14.99	150.00	142.40	150.00		0.00%
5501	MEDICAL SUPP.- LAB	300.00	0.00	300.00	136.36	300.00		0.00%
5580	OTHER SUPP.- BOOKS	350.00	325.00	350.00		350.00		0.00%
5584	OTHER SUPP.- PROTECTIVE CLOTH.	2,550.00	1,505.86	3,050.00	969.65	2,700.00	-350.00	-11.47%
Total		7,335.00	5,172.45	5,550.00	2,025.33	5,200.00	-350.00	-6.30%

# TOWN OF BOURNE

## Expenditure Budget Report

### 2025 Town Budget

510 - BOARD OF HEALTH								
Account	Description	2023 App	2023 Exp	2024 App	2024 Exp	TA Rec.	\$ Change	% Change
5700 - OTHER CHARGES AND EXPENDITURES								
5710	TRAVEL	2,000.00	565.13	2,100.00		2,100.00		0.00%
5730	DUES	800.00	692.38	850.00	629.00	1,000.00	150.00	17.64%
Total		2,800.00	1,257.51	2,950.00	629.00	3,100.00	150.00	5.08%
BOARD OF HEALTH Total		310,665.00	294,549.49	320,634.00	188,947.88	317,714.00	-2,920.00	-0.91%

# TOWN OF BOURNE

## Expenditure Budget Report

### 2025 Town Budget

543 - VETERAN'S SERVICES								
Account	Description	2023 App	2023 Exp	2024 App	2024 Exp	TA Rec.	\$ Change	% Change
5200 - PURCHASE OF SERVICES								
5317	SERVICES-VETERANS' ASSESSMENT	37,500.00	36,448.70	37,500.00	36,582.33	41,791.00	4,291.00	11.44%
Total		37,500.00	36,448.70	37,500.00	36,582.33	41,791.00	4,291.00	11.44%
5700 - OTHER CHARGES AND EXPENDITURES								
5770	VETERANS' BENEFITS	190,000.00	148,817.20	190,000.00	68,811.46	190,000.00		0.00%
Total		190,000.00	148,817.20	190,000.00	68,811.46	190,000.00		0.00%
VETERAN'S SERVICES Total		227,500.00	185,265.90	227,500.00	105,393.79	231,791.00	4,291.00	1.88%

# TOWN OF BOURNE

## Expenditure Budget Report

### 2025 Town Budget

631 - BOURNE RECREATION DEPT								
Account	Description	2023 App	2023 Exp	2024 App	2024 Exp	TA Rec.	\$ Change	% Change
5100 - PERSONAL SERVICES								
5111	SALARIES - DEPT.HEADS	103,929.00	103,919.76	107,307.00	54,066.32	90,574.00	-16,733.00	-15.59%
5112	SALARIES - SUPERVISORS/ADM.SEC	0.00	0.00	71,614.00	46,683.20	70,647.00	-967.00	-1.35%
5113	SALARIES - CLERICAL/SECRETARY	66,119.00	67,812.56	0.00				0.00%
5120	WAGES - HOURLY EMP.(TEMP)	56,742.00	25,529.00	56,503.00	49,470.88	73,369.00	16,866.00	29.84%
5141	LONGEVITY	1,039.00	2,756.79	1,789.00	716.14	886.00	-903.00	-50.47%
Total		227,829.00	200,018.11	237,213.00	150,936.54	235,476.00	-1,737.00	-0.73%
5200 - PURCHASE OF SERVICES								
5277	LIFEGUARD INCENTIVE	0.00	0.00	0.00	3,006.99	4,500.00	4,500.00	100.00%
5309	SERVICES - MEETINGS	500.00	0.00	500.00		500.00		0.00%
Total		500.00	0.00	500.00	3,006.99	5,000.00	4,500.00	900.00%
5400 - SUPPLIES								
5420	OFFICE SUPPLIES - GENERAL	850.00	1,071.96	850.00	504.61	850.00		0.00%
5583	OTHER SUPP.- UNIFORMS	2,500.00	2,500.00	1,500.00		2,500.00	1,000.00	66.66%
5595	OTHER SUPP.- MISC.	9,500.00	10,171.63	9,500.00	5,545.94	12,500.00	3,000.00	31.57%
Total		12,850.00	13,743.59	11,850.00	6,050.55	15,850.00	4,000.00	33.75%
5700 - OTHER CHARGES AND EXPENDITURES								
5710	TRAVEL	500.00	0.00	500.00		500.00		0.00%
5730	DUES	250.00	250.00	250.00	135.00	250.00		0.00%
Total		750.00	250.00	750.00	135.00	750.00		0.00%
BOURNE RECREATION DEPT Total		241,929.00	214,011.70	250,313.00	160,129.08	257,076.00	6,763.00	2.70%

# TOWN OF BOURNE

## Expenditure Budget Report

### 2025 Town Budget

911 - PUBLIC UTILITIES								
Account	Description	2023 App	2023 Exp	2024 App	2024 Exp	TA Rec.	\$ Change	% Change
5200 - PURCHASE OF SERVICES								
5210	ENERGY - NATURAL GAS	415,000.00	416,347.72	415,000.00	161,833.70	415,000.00		0.00%
5211	ENERGY - ELECTRICITY	1,203,907.00	1,254,461.03	1,112,000.00	646,436.08	1,215,000.00	103,000.00	9.26%
5230	NON-ENERGY - WATER	83,750.00	30,454.62	40,000.00	36,831.86	55,000.00	15,000.00	37.50%
5235	NON-ENERGY - SEWER	0.00	0.00	14,000.00	4,186.00	14,000.00		0.00%
5236	TRANE M&V	0.00	0.00	0.00		55,760.00	55,760.00	100.00%
Total		1,702,657.00	1,701,263.37	1,581,000.00	849,287.64	1,754,760.00	173,760.00	10.99%
PUBLIC UTILITIES Total		1,702,657.00	1,701,263.37	1,581,000.00	849,287.64	1,754,760.00	173,760.00	10.99%

# TOWN OF BOURNE

## Expenditure Budget Report

### 2025 Town Budget

912 - OPEB								
Account	Description	2023 App	2023 Exp	2024 App	2024 Exp	TA Rec.	\$ Change	% Change
5200 - PURCHASE OF SERVICES								
6369	OTHER POST EMPLOYMENT BENEFITS	279,338.00	279,338.00	371,595.00	371,595.00	437,240.00	65,645.00	17.66%
	Prelim based off new growth of \$400k							
	<b>Total</b>	279,338.00	279,338.00	371,595.00	371,595.00	437,240.00	65,645.00	17.66%
<b>OPEB Total</b>		279,338.00	279,338.00	371,595.00	371,595.00	437,240.00	65,645.00	17.66%

# TOWN OF BOURNE

## Expenditure Budget Report

### 2025 Town Budget

937 - GROUP INSURANCE								
Account	Description	2023 App	2023 Exp	2024 App	2024 Exp	TA Rec.	\$ Change	% Change
5700 - OTHER CHARGES AND EXPENDITURES								
5790	MISCELLANEOUS EXPENSE	8,471,147.00	8,468,379.44	8,858,000.00	4,991,779.59	8,858,000.00		0.00%
Total		8,471,147.00	8,468,379.44	8,858,000.00	4,991,779.59	8,858,000.00		0.00%
GROUP INSURANCE Total		8,471,147.00	8,468,379.44	8,858,000.00	4,991,779.59	8,858,000.00		0.00%

# TOWN OF BOURNE

## Expenditure Budget Report

### 2025 Town Budget

938 - COUNTY RETIREMENT								
Account	Description	2023 App	2023 Exp	2024 App	2024 Exp	TA Rec.	\$ Change	% Change
5700 - OTHER CHARGES AND EXPENDITURES								
5790	MISCELLANEOUS EXPENSE	4,415,874.00	4,415,874.00	4,565,380.00	4,565,380.00	5,010,714.00	445,334.00	9.75%
Total		4,415,874.00	4,415,874.00	4,565,380.00	4,565,380.00	5,010,714.00	445,334.00	9.75%
COUNTY RETIREMENT Total		4,415,874.00	4,415,874.00	4,565,380.00	4,565,380.00	5,010,714.00	445,334.00	9.75%



**TOWN OF BOURNE**  
**Expenditure Budget Report**  
**2025 Town Budget**

947 - MISCELLANEOUS								
Account	Description	2023 App	2023 Exp	2024 App	2024 Exp	TA Rec.	\$ Change	% Change
5700 - OTHER CHARGES AND EXPENDITURES								
5798	RESERVE FUND	0.00	0.00	350,000.00		272,500.00	-77,500.00	-22.14%
Total		0.00	0.00	350,000.00		272,500.00	-77,500.00	-22.14%
MISCELLANEOUS Total		0.00	0.00	350,000.00		272,500.00	-77,500.00	-22.14%

# TOWN OF BOURNE

## Expenditure Budget Report

### 2025 Town Budget

990 - TRANSFERS								
Account	Description	2023 App	2023 Exp	2024 App	2024 Exp	TA Rec.	\$ Change	% Change
5962 - TRANSFERS TO SPECIAL REVENUE F								
9000	DIRECT EXPENSE	0.00	517,510.10	0.00				0.00%
	<b>Total</b>	0.00	517,510.10	0.00				0.00%
5963 - TRANSFERS TO CAPITAL PROJECTS								
9000	DIRECT EXPENSE	0.00	0.00	0.00				0.00%
	<b>Total</b>	0.00	0.00	0.00				0.00%
5964 - TRANSFER TO FUND CPA FUND								
9000	DIRECT EXPENSE	0.00	0.00	0.00				0.00%
	<b>Total</b>	0.00	0.00	0.00				0.00%
5966 - TRANSFERS TO TRUST & AGENCY								
9000	DIRECT EXPENSE	0.00	1,429,572.87	0.00	1,011,500.00			0.00%
	<b>Total</b>	0.00	1,429,572.87	0.00	1,011,500.00			0.00%
<b>TRANSFERS Total</b>		0.00	1,947,082.97	0.00	1,011,500.00			0.00%
<b>GENERAL FUND Total</b>		78,204,502.98	53,866,824.86	83,195,362.00	37,747,055.72	79,148,959.00	-4,046,403.00	-4.86%
<b>Grand Total</b>		78,204,502.98	53,866,824.86	83,195,362.00	37,747,055.72	79,148,959.00	-4,046,403.00	-4.86%

Town of Bourne  
FY25 Sewer Budget Adjustments

SB Meeting Date	3/19/2024
FC Meeting Date	3/18/2024
BoSC Meeting Date	1/30/2024

SoftRight				1/9/2024	1/30/2024	Change	Explanation
Fund	Page #	Dept.	GL #	GL Description	TA	TA - BoSC	
SEF	442-2	Sewer	60-999-400-442-5200-5351-999-99	WWTF Sludge Removal	12,000.00	80,000.00	\$ 68,000.00
SEF	442-2	Sewer	60-999-400-442-5800-5871-999-99	New Equipment	5,000.00	15,000.00	10,000.00
				GF Admin Fee	161,864.00	161,764.00	(100.00)
				Subtotal GF Expense Adjustment			<u>77,900.00</u>
				User Charges			77,900.00
				Retained Earnings Subsidy			-
				Subtotal GF Revenue Adjustment			<u>77,900.00</u>
				Net Change			<u>\$ -</u>

# TOWN OF BOURNE

## Expenditure Budget Report

### 2025 Town Budget

442 - SEWERAGE COLLECTION & DISPOSAL								
Account	Description	2023 App	2023 Exp	2024 App	2024 Exp	TA Rec.	\$ Change	% Change
5100 - PERSONAL SERVICES								
5111	SALARIES - DEPT.HEADS	0.00	0.00	12,500.00	5,884.68	25,000.00	12,500.00	100.00%
5112	SALARIES - SUPERVISORS/ADM.SEC	13,047.00	13,272.31	14,135.00	8,558.79	15,330.00	1,195.00	8.45%
5116	SALARIES - LABORERS	134,594.00	127,563.85	137,505.00	81,654.93	144,570.00	7,065.00	5.13%
5130	OVERTIME - WAGES	40,000.00	29,954.12	40,000.00	24,720.62	40,000.00		0.00%
5141	LONGEVITY	1,500.00	850.00	1,500.00	1,175.00	850.00	-650.00	-43.33%
5190	INCENTIVE PAY	300.00	0.00	300.00		300.00		0.00%
	<b>Total</b>	189,441.00	171,640.28	205,940.00	121,994.02	226,050.00	20,110.00	9.76%
5200 - PURCHASE OF SERVICES								
5211	ENERGY - ELECTRICITY	70,048.00	78,241.71	130,000.00	68,148.36	120,000.00	-10,000.00	-7.69%
5213	ENERGY - OTHER FUELS	1,000.00	740.83	1,000.00	442.34	1,000.00		0.00%
5230	NON-ENERGY - WATER	750.00	497.61	750.00	277.21	750.00		0.00%
5240	R&M - BLDGS & GROUNDS	300.00	376.00	300.00		300.00		0.00%
5242	R&M - LIGHT TRUCKS	1,000.00	1,607.78	1,000.00	83.38	1,000.00		0.00%
5248	R&M - MACH.& EQUIP (BY OTHER)	30,000.00	12,551.21	30,000.00	7,132.73	30,000.00		0.00%
5273	RENTALS - HEAVY EQUIPMENT	2,500.00	50.00	2,500.00		2,500.00		0.00%
5274	RENTALS - UNIFORMS	550.00	660.38	550.00		550.00		0.00%
5304	SERVICES - CONSULTANTS	25,000.00	8,898.00	25,000.00	9,000.00	25,000.00		0.00%
5315	SERVICES-LEGAL,OUTSIDE COUNSEL	5,000.00	227.88	5,000.00	3,117.84	5,000.00		0.00%
5318	SERVICES-WASTE REMOVAL & DISPO	430,757.00	430,756.25	441,526.00		452,564.00	11,038.00	2.49%
5340	COMMUNICATIONS - TELEPHONE	2,000.00	1,265.00	2,000.00	734.65	2,000.00		0.00%
5341	COMMUNICATIONS - POSTAGE	900.00	0.00	900.00		900.00		0.00%
5342	COMMUNICATIONS - PRINTING	300.00	159.65	300.00	332.71	300.00		0.00%
5351	WWTF CONTRACTED SERVICES	246,000.00	244,332.53	92,800.00	72,639.34	92,800.00		0.00%
5352	WWTF CHEMICALS	0.00	0.00	12,000.00	6,195.86	12,000.00		0.00%

# TOWN OF BOURNE

## Expenditure Budget Report 2025 Town Budget

442 - SEWERAGE COLLECTION & DISPOSAL								
Account	Description	2023 App	2023 Exp	2024 App	2024 Exp	TA Rec.	\$ Change	% Change
5200 - PURCHASE OF SERVICES								
5353	WWTF OUTSIDE SVCS/SLUDGE REMOV	0.00	0.00	12,000.00	38,295.00	80,000.00	68,000.00	566.66%
5354	WWTF SCADA/FIBER COMMUNICATION	0.00	0.00	28,900.00	16,790.01	28,900.00		0.00%
Total		816,105.00	780,364.83	786,526.00	223,189.43	855,564.00	69,038.00	8.77%
5400 - SUPPLIES								
5420	OFFICE SUPPLIES - GENERAL	150.00	521.70	150.00	184.42	150.00		0.00%
5432	BLDG./EQUIP.SUPP.- TOOLS	5,000.00	2,011.11	5,000.00	385.11	5,000.00		0.00%
5451	HAZARDOUS MATERIAL EQUIP	4,000.00	0.00	4,000.00	589.64	4,000.00		0.00%
5481	VEH.SUPP.- DIESEL	4,200.00	2,740.51	4,200.00	443.24	4,200.00		0.00%
5484	VEH.SUPP.- PARTS	2,500.00	1,639.23	2,500.00		2,500.00		0.00%
5485	VEH.SUPP.- REG.INSPECTIONS	350.00	0.00	350.00		350.00		0.00%
5584	OTHER SUPP.- PROTECTIVE CLOTH.	4,500.00	2,240.15	4,500.00	2,000.00	4,500.00		0.00%
Total		20,700.00	9,152.70	20,700.00	3,602.41	20,700.00		0.00%
5700 - OTHER CHARGES AND EXPENDITURES								
5760	CAPITAL ASSESSMENT - TOWN OF W	224,030.00	224,028.88	329,306.00		134,550.00	-194,756.00	-59.14%
5781	LICENSE REIMBURSEMENT	375.00	100.00	375.00		375.00		0.00%
Total		224,405.00	224,128.88	329,681.00		134,925.00	-194,756.00	-59.07%
5800 - CAPITAL OUTLAY								
5870	REPLACEMENT EQUIPMENT	100,000.00	132,672.84	90,000.00	86,670.79	90,000.00		0.00%
5871	NEW EQUIPMENT	5,000.00	0.00	5,000.00		15,000.00	10,000.00	200.00%
Total		105,000.00	132,672.84	95,000.00	86,670.79	105,000.00	10,000.00	10.52%
5900 - PERMANENT DEBT SERVICE								
5910	PRINCIPAL LONG TERM DEBT	10,000.00	10,000.00	107,078.00	97,077.66	109,188.00	2,110.00	1.97%
5915	INTEREST-LONG-TERM DEBT	1,400.00	1,400.00	57,040.00	56,540.41	50,011.00	-7,029.00	-12.32%
Total		11,400.00	11,400.00	164,118.00	153,618.07	159,199.00	-4,919.00	-2.99%

TOWN OF BOURNE

Expenditure Budget Report

2025 Town Budget

442 - SEWERAGE COLLECTION & DISPOSAL								
Account	Description	2023 App	2023 Exp	2024 App	2024 Exp	TA Rec.	\$ Change	% Change
	SEWERAGE COLLECTION &	1,367,051.00	1,329,359.53	1,601,965.00	589,074.72	1,501,438.00	-100,527.00	-6.27%

**TOWN OF BOURNE**  
**Expenditure Budget Report**  
**2025 Town Budget**

947 - MISCELLANEOUS								
Account	Description	2023 App	2023 Exp	2024 App	2024 Exp	TA Rec.	\$ Change	% Change
5700 - OTHER CHARGES AND EXPENDITURES								
5798	RESERVE FUND	0.00	0.00	100,000.00		100,000.00		0.00%
Total		0.00	0.00	100,000.00		100,000.00		0.00%
MISCELLANEOUS Total		0.00	0.00	100,000.00		100,000.00		0.00%

# TOWN OF BOURNE

## Expenditure Budget Report

### 2025 Town Budget

990 - TRANSFERS								
Account	Description	2023 App	2023 Exp	2024 App	2024 Exp	TA Rec.	\$ Change	% Change
5961 - TRANSFER TO GENERAL FUND								
9000	DIRECT EXPENSE	0.00	153,587.00	0.00	157,003.00			0.00%
	Total	0.00	153,587.00	0.00	157,003.00			0.00%
5963 - TRANSFERS TO CAPITAL PROJECTS								
9000	DIRECT EXPENSE	0.00	0.00	0.00				0.00%
	Total	0.00	0.00	0.00				0.00%
5966 - TRANSFERS TO TRUST & AGENCY								
9000	DIRECT EXPENSE	0.00	30,000.00	0.00	30,000.00			0.00%
	Total	0.00	30,000.00	0.00	30,000.00			0.00%
5967 - TRANS TO CAP PROJ GEN FD 30								
9000	DIRECT EXPENSE	0.00	0.00	0.00				0.00%
	Total	0.00	0.00	0.00				0.00%
5978 - TRANSFER FROM BOND PREMIUM								
9000	DIRECT EXPENSE	0.00	0.00	0.00				0.00%
	Total	0.00	0.00	0.00				0.00%
5980 - TRANSFERS OUT								
9000	DIRECT EXPENSE	0.00	0.00	0.00				0.00%
	Total	0.00	0.00	0.00				0.00%
5983 - TRANSFER FROM RET EARNINGS								
9000	DIRECT EXPENSE	0.00	0.00	0.00				0.00%
	Total	0.00	0.00	0.00				0.00%
5984 - TRANSFER FROM RESERVE FOR EXPE								
9000	DIRECT EXPENSE	0.00	0.00	0.00				0.00%
	Total	0.00	0.00	0.00				0.00%



TOWN OF BOURNE

Expenditure Budget Report

2025 Town Budget

990 - TRANSFERS								
Account	Description	2023 App	2023 Exp	2024 App	2024 Exp	TA Rec.	\$ Change	% Change
TRANSFERS Total		0.00	183,587.00	0.00	187,003.00			0.00%

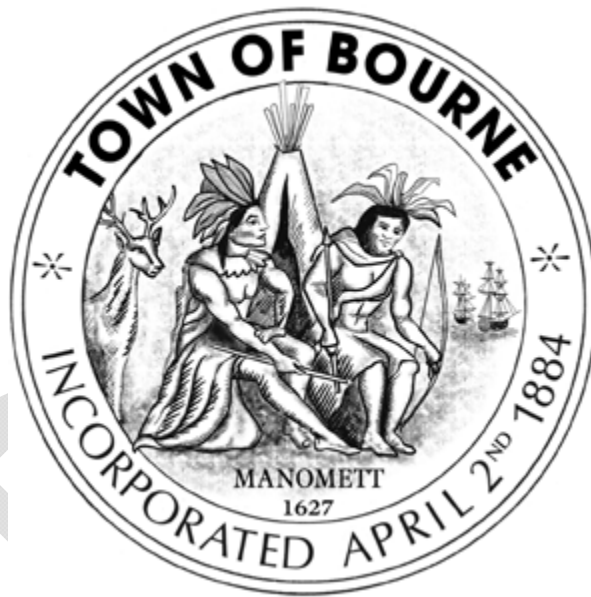
# TOWN OF BOURNE

## Expenditure Budget Report

### 2025 Town Budget

991 - TRANSFER TO GENERAL FUND								
Account	Description	2023 App	2023 Exp	2024 App	2024 Exp	TA Rec.	\$ Change	% Change
5920 - INTERFUND TRANSFERS								
5922	TRANSFER OF AVAILABLE FUNDS	0.00	0.00	0.00				0.00%
Total		0.00	0.00	0.00				0.00%
TRANSFER TO GENERAL FUND		0.00	0.00	0.00				0.00%
SEWER ENTERPRISE Total		1,367,051.00	1,512,946.53	1,701,965.00	776,077.72	1,601,438.00	-100,527.00	-5.90%
Grand Total		1,367,051.00	1,512,946.53	1,701,965.00	776,077.72	1,601,438.00	-100,527.00	-5.90%

# TOWN OF BOURNE



## FINANCIAL MANAGEMENT POLICIES

***XX 2024***

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## INTRODUCTION

The Town of Bourne engaged the services of the Edward J. Collins, Jr. Center at the University of Massachusetts Boston to develop proposed financial policies and procedures to guide the Town in its decision-making and financial management. In addition to guiding local decision makers, the proposed policies and procedures are intended to provide local officials with a means to demonstrate to townspeople their commitment to stewardship of the Town's municipal assets and to demonstrate to bond rating agencies that the Town recognizes the need to identify the impact of current decisions on the future and plan accordingly.

Further, these policies and procedures are intended to be complementary to any existing acts, laws, or by-laws that govern the operations of the Town. They are not proposed as substitutes for such acts, laws, or by-laws. It is recognized that circumstances may arise that may require action that might deviate from any given policy or procedure and that any decision to deviate from them – to the extent allowed under existing state law and regulation, or local by-law - is the purview of the Town and its local officials.

It is important to point out that this is not a static document; conditions and the environment in which municipalities operate can change. Consequently, these policies and procedures should be reviewed periodically to determine if modifications are warranted.

## OBJECTIVES

The objectives of the proposed Financial Management Policies included herein are as follows:

- 1) To guide elected and appointed officials in evaluating and implementing decisions that have significant impact on the Town;
- 2) To set forth planning and operating principles which require that the cost of government be clearly identified, and that financial risk be minimized;
- 3) To regularly evaluate the Town's financial capacity to meet present and future needs;
- 4) To promote credible and sound financial management by providing accurate and timely information on the Town's financial condition to elected officials, staff, the public and external interests;
- 5) To ensure that current and future capital needs are addressed in a comprehensive and financially-sound manner;
- 6) To promote improvement in the Town's credit rating and provide financial resources sufficient to meet the Town's obligations on all municipal debt and other long-term obligations.

## A. THE ANNUAL OPERATING BUDGET PROCESS

### PURPOSE

The purpose of this policy is to articulate the principles to be followed in the formulation of the recommended annual budget, formalize the steps that culminate in the adoption of the annual budget, and identify the parties responsible for preparing and presenting the budget.

### APPLICABILITY

This policy applies to the Town Administrator, the Select Board, Finance Committee, the Finance Director/Treasurer-Collector, the Town Accountant, the Director of Assessing, Bourne Public Schools, Upper Cape Cod Regional Technical School, Town boards and committees, Department Heads, and Town Meeting.

### DEFINITIONS

Annual Operating Budget - comprised of requests for funding for general fund operations, including Town boards and committees, and enterprise fund operations.

Available Funds: Funds established through previous appropriations or results of favorable operating results at fiscal year-end (e.g., Free Cash and Enterprise fund Retained earnings), and including but not limited to General and Specialized Stabilization Fund(s), CPA Reserves and Overlay Surplus

Capital Improvement Plan and Capital Budget –A plan updated annually consisting of capital requests from all departments, including the Bourne Public Schools and the CPA Committee, for the next five (5) fiscal years. The Capital Budget shall constitute the subset of Year 1 capital requests that are recommended for funding at the upcoming annual town meeting. (See Bourne Capital Improvement Planning Policy)

Enterprise Fund - a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods or services. Revenues and expenses of the service are segregated into a fund with financial statements separate from all other governmental activities.

General Fund - the primary fund used by a government entity to account for general government services. This fund is used to record all revenues and expenditures that are not associated with special-purpose funds, e.g., enterprise funds and grant funds. The activities being paid for through the general fund constitute the core administrative and operational tasks of a municipality.

### A-1. POLICY

The following principles shall guide town officials in the preparation of the recommended annual operating budget for presentation to Town Meeting:



- As required by Massachusetts General Law (M.G.L. c.44, §31 and M.G.L. c.59, §§ 21C-23), the recommended annual operating budget shall be balanced; that is, total recommended appropriations shall be supported by estimates of revenue equal to those appropriations.
- Recommended appropriations shall be realistically budgeted, and revenues shall be conservatively estimated.
- Sources of estimated revenue shall be reasonably expected to recur annually to sustain recurring annual expenditures. Sources of funding that are not recurring such as Free Cash or Stabilization Funds shall not be used for the purpose of balancing the operating budget unless extraordinary circumstances require it. Should one-time revenue be used to balance the budget, a plan shall be developed that would eliminate the use of one-time revenue in future years.
- The document transmitting the recommended annual budget shall include a presentation of estimated revenues proposed to finance the recommended budget and the assumptions underlying the estimates. (See [Long Range Forecasting Policy](#))
- The document transmitting the recommended annual operating budget shall include a disclosure of any grant funds that are being applied to enhance existing services or initiate new services; the term of each grant; and the estimated impact on future annual operating budgets to maintain those services at the expiration of the grant.
- The Town will seek to avoid using budgetary relief offered by statute or regulation that balances the budget at the expense of future years, such as amortizing deficits over multiple years.
- The Town shall maintain reserves for emergencies and other purposes (See [Financial Reserves Policy](#)) and shall maintain liquidity sufficient to pay bills on time to preclude the need to borrow in anticipation of revenue.

## **A-2. PROCEDURES**

The following procedures shall be followed in the development and presentation of the recommended annual operating budget:

1. On or before September 1st of each year, the Town Administrator shall transmit to all Department Heads, Town boards and committees, the Bourne Public Schools, and Upper Cape Cod Regional Technical School a schedule for submittal of annual operating budget and capital improvement plan requests for the ensuing fiscal year. This schedule shall include, at a minimum, the following dates/elements:

- a. On a date determined by the Town Administrator, submission by departments including Bourne Public Schools and the CPA Committee of capital budget requests to the Town Administrator on forms approved by the Town Administrator.
- b. Submission of operating budget requests to the Town Administrator by departments including Bourne Public Schools, Upper Cape Cod Regional Technical School, and Town boards and committees on or before November 15<sup>th</sup> of each year on forms approved by the Town Administrator. It is recognized that the budget submissions of the Bourne Public Schools and Upper Cape Cod Regional Technical School are preliminary and will not be finalized until their respective boards have voted to approve them.
- c. At the beginning of the budget process, on a date determined by the Town Administrator, submission by Town Administrator of a Long-Term Financial Forecast to the Select Board and Finance Committee.
- d. On or before December 30<sup>th</sup> of each year, submission by Town Administrator and the Capital Outlay Committee to the Select Board and the Finance Committee the proposed capital improvement plan for all Town departments including the Bourne Public Schools and the CPA Committee. (see Capital Improvement Planning Policy)
- e. On or before January 15<sup>th</sup> of each year submission by Town Administrator to the Select Board a proposed operating budget for all town departments including the Bourne Public Schools and Upper Cape Cod Regional Technical School, and Town boards and committees.
- f. A minimum of one scheduled joint meeting of the Select Board, School Committee, and the Finance Committee to review the proposed operating and capital budget.
- g. On or before February 1 of each year submission by the Select Board to the Finance Committee its proposed operating and capital budget.
- h. Date(s) of at least one (1) or more public hearings to be conducted by the Finance Committee on the proposed operating and capital budgets.
- i. The date, which must be not less than twenty (20) days prior to the scheduled date of the Town Meeting, that the Finance Committee will issue its report to the voters.

## **Operating Budget:**

2. The Town Administrator's Recommended Budget shall include the following:
  - a. Budget Recommendations for all departmental operations, including the Bourne Public Schools the Upper Cape Cod Regional Technical Schools, Town boards and committees, and non-departmental expenditures accounted for in the General Fund and each Enterprise Fund including the adopted budgets for the current fiscal year, year-end projections for the current fiscal year, and actual expenditures for the prior two fiscal years.
  - b. Estimated operating revenues and the proposed use of other available funds to finance the recommended operating budgets including budgeted and year-end projections for the current year and actual revenue for the prior two fiscal years.
  - c. An explanation of the budget both in fiscal terms and in terms of expected outcomes, delivery of services and initiatives.
  - d. A summary of the Town's debt position and projections.
  - e. Such other material deemed to be appropriate and/or required by the Select Board.
3. At least 20 days prior to the Annual Town Meeting, the Finance Committee shall issue in printed form its recommendations and explanations. Copies of the printed recommendations and explanations shall be available in accordance with Section 7-4 of the Town Charter.
4. The budget to be acted upon by the town meeting shall be the budget approved by the Select Board.

## **REFERENCES**

M.G.L. c. 41, §108

M.G.L. c. 44, §31

M.G.L. c.59, §§ 21C-23

Bourne Town Charter, Article 7, Finance and Fiscal Procedures

Town of Bourne By-laws, Section 1.2.7 Time Limit for Filing Annual Operating Budgets

Town of Bourne Financial Policy: Capital Improvement Planning

Town of Bourne Financial Policy: Long Range Financial Forecasting

Town of Bourne Financial Policy: Financial Reserves Policy

## B. CAPITAL IMPROVEMENT PLANNING

### PURPOSE

Capital assets – roads and bridges, utility infrastructure, equipment, vehicles, parks, buildings, and technology – are critical components in supporting the delivery of municipal services and contributing to the quality of life in the town.

The purpose of this policy is to define an annual capital improvement planning process to identify the need for the acquisition of new Town owned capital assets, the replacement of existing Town owned assets, and the proposed financing of each.

### APPLICABILITY

This policy applies to all town departments, boards, and committees that maintain an inventory of Town owned capital assets including the Bourne Public Schools and the Community Preservation Act (CPA) Committee; to the Town Administrator with responsibility for creating an annual Capital Improvement Plan (CIP); to the Capital Outlay Committee and the Select Board with responsibility to review and, if appropriate, modify the Town Administrator's recommended CIP; and the Finance Committee in its role to review and take positions on capital projects proposed for funding and to make recommendations to Town Meeting.

### DEFINITIONS

Annual Operating Budget: comprised of requests for funding for general fund operations and enterprise fund operations.

Annual Levy Limit: The amount of property taxes a municipality can raise in a given fiscal year governed by rules promulgated under Proposition 2 ½. Any amounts raised over and above the annual levy limit to fund additional operating costs (override) or capital spending (debt exclusion or capital outlay exclusion) are subject to approval by town wide referendum.

Available Funds: Funds established through previous appropriations or results of favorable operating results at fiscal year-end, e.g., Free Cash, Stabilization Fund(s), Overlay Surplus, and Enterprise Fund Retained Earnings. Available Funds also includes money derived through the Community Preservation Act (CPA).

Capital Improvement Plan and Capital Budget: A plan updated annually consisting of capital requests from all departments, including the Bourne Public Schools and the CPA committee, for the next five (5) fiscal years. The Capital Budget shall constitute the subset of Year 1 capital requests that are recommended for funding at the upcoming annual town meeting.

Capital Project: a major, non-recurring expenditure that generally meets the following criteria:

- 1) Massachusetts General Law permits the Town to issue bonds to finance the expenditure;
- 2) Project costs \$25,000 or greater;
- 3) Proposed project or asset to be acquired has a useful life of five (5) years or more including:
  - a. New public buildings, or additions to existing buildings, including land acquisition costs and equipment needed to furnish the new building or addition for the first time;
  - b. Alterations, renovations, or improvements to existing buildings;
  - c. Land acquisition and/or improvements, unrelated to public buildings, but necessary for conservation, recreation, or off-street parking;
  - d. Major equipment acquisition, replacement, or refurbishment, including but not limited to vehicles, furnishings, and information technology systems' hardware and software or other items that combined in purpose together make it a Capital Project;
  - e. New construction or major improvements to Town's physical infrastructure, including streets, sidewalks, stormwater drains, landfill and the sanitary sewer system. Infrastructure improvements must extend the useful life of the infrastructure by at least ten (10) years to be appropriately classified as a Capital Project;
  - f. Feasibility studies, engineering design services, or consultant services which are ancillary to a future Capital Project.

Exempt debt: authorized by MGL c 59, sec. 21C(j) is General Fund debt financed outside the limits of Proposition 2 ½ pursuant to a debt exclusion vote approved by a majority vote of the registered voters in the town.

Pay-As-You-Go Financing: When a capital asset is paid entirely or partially from current operating budget revenue or available funds in the year that it is acquired.

Non-Exempt debt: General Fund debt financed within the limits of Proposition 2 ½.

## **B-1. POLICY**

The following shall be the policy of the Town:

- To maintain its physical assets by providing funding in the annual operating budget to protect its capital investments and minimize future maintenance and replacement costs.
- To pursue a program of preventive maintenance as a cost-effective approach to protecting its capital investments and maximizing the useful life of its capital assets including the procurement of outside

services where Town staff capacity or expertise appears insufficient to perform such preventive maintenance.

- To endeavor to provide and preserve the infrastructure and equipment needed for achieving the highest levels of public services and quality of life possible by annually developing a five-year Capital Improvement Plan to ensure adequate investment in the Town's capital assets.
- The Capital Improvement Plan submitted by the Town Administrator shall at a minimum consist of the following elements:
  - 1) A clear summary of its contents
  - 2) A list, together with supporting data, of all capital improvements proposed to be undertaken in the next five years; such list to include all capital improvements of the Bourne Public Schools and the CPA committee and those resulting from any inter-municipal or regional agreements. Such list shall detail proposed:
    - Acquisition of new land, facilities, vehicles, and equipment;
    - Construction and expansion of existing facilities;
    - Major maintenance and repairs of facilities, vehicles, and equipment;
    - Replacement program for existing equipment and vehicles;
    - Cost estimates, methods of financing and recommended timetables;
    - All projects requested to be funded in the first year shall be accompanied by a written quote and/or estimate from a qualified vendor;
    - All projects requested to be funded in the five year the Capital Budget shall be accompanied by a proposed source of funding (see Town of Bourne's Financial Reserves Policy and Debt Management Policy);
    - A debt schedule that shows existing debt service, estimated debt service on authorized but yet to be issued debt, and projected debt service for requested capital projects identified as candidates for debt financing. The schedule shall also include the existing and projected ratio of debt service to General Fund Revenue.
- To the extent possible, feasibility studies, engineering design services or consultant services ancillary to a capital project shall be completed prior to the submission of the capital project;

- The following shall be considered as sources of financing of capital:
  - 1) Town Budgeted General Operating Revenues, Enterprise Fund revenues, and CPA revenues; Available Funds, (e.g., Special Purpose Stabilization Funds, Free Cash, Retained Earnings, CPA reserves and Overlay Surplus), and grant funds from the federal and state governments.
  - 2) Long-term debt shall be considered an appropriate funding source for capital requests whose costs cannot be accommodated with current revenue within the annual operating budget without adversely affecting the financing of services. Debt Service payments shall be structured based on annually declining debt service (level principal and declining interest payments) in order to create future capacity to finance future projects with new debt service unless unique circumstances related to a capital project(s) financing require alternative debt structures.
  - 3) For projects other than those related to enterprise fund programs, grant programs and the CPA, the target for spending for General Fund capital projects (exclusive of those projects financed outside the limits of Proposition 2 ½) shall be 7% of the prior fiscal year General Fund budget; The source of funding to be any combination of projected General Fund operating revenue or Available Funds. The 7% shall be comprised of the following:
    - a. 2% targeted for building renewal, and the replacement of existing or acquisition of new equipment on a pay-as-you-go basis.
    - b. 5% targeted for debt service on debt-financed projects.
- This policy recognizes that meeting the above capital financing spending targets may take multiple years to achieve. To that end, a plan for achieving these goals shall be incorporated into the Town's Long-Range Financial Forecast.
- No specific spending target is established for enterprise fund projects. Through the long-range capital planning process, future capital costs will be identified. The Town will strive to include in proposed rates – subject to an evaluation of their impact on rate payers - a component to generate revenue that can be set-aside in a reserve to fund future project costs on a pay-as-you-basis or to underwrite future debt service costs.
- Upon reaching the general fund target of 7 % described above, If - in the development of the annual operating budget in any following fiscal year - funds needed for the Capital Budget recommended to Town Meeting are below the target , the difference in revenue allocated for capital and the 7 % target shall, to the extent practicable, be appropriated into a capital stabilization fund to offset the costs of future capital projects.

- The term for which debt is issued shall comply with the limits in Massachusetts General Law. Notwithstanding these limits, debt maturities should be equal to or less than the useful life of the asset being financed.
- To the extent practicable, assets with short useful lives that are replaced regularly, or are under the capital project dollar amount threshold shall be funded in departmental operating budgets.

## **B-2. PROCEDURES**

1. The Town Administrator in conjunction with the Capital Outlay Committee shall have responsibility for coordinating the development of a proposed five-year Capital Improvement Plan, to be delivered on a timeline that supports the Annual Budget Process and in compliance with the Town Charter. The Town Administrator shall create the forms on which capital project requests are submitted. On or about September 1<sup>st</sup>, the Town Administrator shall develop and transmit to the Select Board and the Finance Committee a calendar identifying dates in the development of the plan including:
  - a. Submission by departments and town committees of capital budget requests to the Town Administrator including the Bourne Public Schools and potential town owned projects being considered by the CPA committee.
  - b. Dates for departments requesting capital projects to appear before the Town Administrator and the Capital Outlay Committee to respond to questions about project proposals, and to provide and answer questions regarding cost estimates and scope for any projects proposed for the Capital Budget.
  - c. Submission by the Town Administrator of the Long-Term Financial Forecast to include projections of capital to be financed with cash and/or debt.
  - d. Submission by the Town Administrator to the Capital Outlay Committee of the Town Administrator's recommended Capital Improvement Plan and Capital Improvement Budget.
  - e. On or before December 30<sup>th</sup> of each year submission by Town Administrator, in conjunction with the Capital Outlay Committee, to the Select Board the proposed Capital Improvement Plan and Capital Improvement Budget for all Town departments including the School Committee and the CPA Committee.
  - f. A joint meeting, if it is determined to be needed, of the Select Board, School Committee, Capital Outlay Committee, and the Finance Committee to review the proposed capital improvement plan and capital budget.



- g. On or before February 1st of each year submission by the Select Board to the Finance Committee its proposed capital budget.
- h. Date(s) of at least one (1) or more public hearings to be conducted by the Finance Committee on the proposed capital budget.
- i. Not less than twenty (20) days prior to the scheduled date of the Annual Town Meeting, the Finance Committee will issue its report to the voters.

On a date established by the Select Board that will provide sufficient time for the public to review prior to the Town Meeting, the Select Board shall make available a printed copy of the proposed five-year capital plan to all voters at the Annual Town Meeting.

2. In prioritizing capital requests, the Town Administrator shall determine how the project addresses the following criteria:
  - a. Overall Fiscal Impact: limited resources for competing projects require that each project's full impact on the Town's budget be considered in evaluating projects. Projects that are self-funded or have a substantial proportion of external funding may receive higher ratings than those that do not.
  - b. Legal obligations and in the furtherance of the Town's strategic goals: Some projects are unavoidable due to court orders, federal mandates, or state laws that require their completion. In addition, projects that advance an approved Town plan such as Select Board Policy Goals, School Department Strategic Plan or the Town's Local Comprehensive Plan should receive higher consideration than those that do not.
  - c. Impact on service to the public: Consideration will be given to capital projects that address public health, safety, or accreditation issues and improved service by an agency to the public.
  - d. Urgency of maintenance needs: Capital projects that are essential to maintain service, protect assets, or restore service that has been interrupted due to failure of capital assets should be considered in prioritizing projects.
  - e. Prior Phases: Some projects need to be developed in phases due to their complexity or size. In such cases that need has already been established by prior commitment of funds to existing projects. Therefore, continuation and/or completion of the project should be a consideration.

- f. Economic Base: Directly benefits the Town's economic base by protecting and increasing property values.
  - g. Community Values: Provides Capital projects that support social cultural, historic, economic, or aesthetic value.
  - h. Department priority: The requesting department's indication of which projects are most important to their mission should be recognized in the prioritization of projects.
3. Only Town owned projects that have gone through the annual capital planning process will be considered for funding unless required by an emergency, which may be determined based on hazard to public safety, potential damage to people or property, regulatory requirement, grant availability, or other factors. Emergency requests shall be submitted to the Town Administrator, in a form prescribed by the Town Administrator, for review and consideration. If the Town Administrator deems the request constitutes an emergency, he/she shall transmit the request, including a recommendation of the source of funding, to the Select Board and Finance Committee for consideration. Furthermore, it is recognized that opportunities for the acquisition of land may present themselves on a timeline that may not dovetail with the annual capital planning process and that disclosure of such opportunities during the normal capital planning process may jeopardize the sensitivity of active negotiations for the acquisition of such property. Consequently, notwithstanding the requirements of this policy, consideration of such acquisitions and requests for funding may occur at any time within a given fiscal year.
4. In consultation with the Town Administrator, within six months after the completion of a capital project or acquisition financed through a special article, the Town Accountant shall close out the project so any unexpended balance financed with cash or bond proceeds can be re-deployed for other purposes pursuant to Massachusetts General Law or regulation.

## REFERENCES

M.G.L. c. 41, § 106B

M.G.L. c. 44, §§ 7-8

M.G.L. c. 44, § 20

M.G.L. c. 44, § 33B

Massachusetts Department of Revenue, Division of Local Services: Division of Local Services Best Practice: Presenting and Funding Major Capital Projects

Bourne Town Charter, Section 7-2, Capital Improvement Plan and Capital Improvement Budget

Town of Bourne By-Law Section 1.2.7 Time Limit for Filing Annual Operating Budgets

Town of Bourne By-law Section 1.5 Capital Outlay Committee

Town of Bourne Financial Policy: Annual Budget Process Policy

Town of Bourne Financial Policy: Financial Reserves Policy

Town of Bourne Financial Policy: Debt Management Policy

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## C. LONG RANGE FINANCIAL FORECASTING

### PURPOSE

Annual budget proposals can have significant implications for subsequent fiscal years. Prudent financial management calls for an evaluation of the future impact of those proposals by decision-makers before they are recommended for a vote by Town Meeting. A tool for such an evaluation is a multi-year revenue and expenditure forecast.

It is important to emphasize that a forecast is not a proposed or recommended budget. It is a tool for planning, not budgeting. A forecast is intended to facilitate discussion among community “stakeholders” with the hope that it will result in the identification of issues that call for further discussion and analysis as each annual budget cycle unfolds.

The purpose of this policy is to describe the methodology for forecasting revenues and expenditures, the timing for completion of an annual forecast, and the identification of the parties to be involved in the process.

This policy is a companion to the provisions of the Bourne Town Charter, Section 7-3 Long Term Financial Forecast that requires a 5-year financial forecast of town revenues, expenditures, and general financial condition.

### APPLICABILITY

This policy applies to the Town Administrator, the Finance Director, the Select Board, and the Finance Committee.

### DEFINITIONS

Available Funds - balances available for expenditure established through previous appropriations (e.g., stabilization funds or overlay surplus) or from a Fund’s positive operating results at fiscal year-end (e.g., free cash or retained earnings).

Indirect Costs - those expenses that are part of the annual operating budget accounted for in the General Fund, a portion of which can be identified as supporting the operations of an enterprise.

Retained Earnings - any operating surplus (actual revenues in excess of estimates and appropriations in excess of expenses) is retained in the enterprise fund rather than closed to the General Fund at fiscal year-end. Surplus of an enterprise certified by the Massachusetts Department of Revenue, Division of Local Services as available is called “retained earnings.” Use of retained earnings requires appropriation by Town Meeting.

Enterprise Fund - a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods or services. Revenues and expenses of the service are segregated into a fund with financial statements separate from all other governmental activities.

General Fund - the primary fund used by a government entity to account for general government services. This fund is used to record all revenues and expenditures that are not associated with special-purpose funds, e.g., enterprise funds and grant funds. The activities being paid for through the general fund constitute the core administrative and operational tasks of a municipality.

## **C-1. POLICY**

The following principles shall guide town officials in the preparation of an annual, multi-year forecast of revenues and expenditures:

- The forecast shall be for 5 fiscal years, not including the base year which shall be the current adopted budget.
- A separate forecast shall be developed for General Fund operations and each Enterprise Fund operation.
- The forecasting methodology shall be a maintenance budget approach; that is, the projected costs needed to maintain the “current level of services” reflected in the base-year budget and the revenues available to support projected maintenance budgets. The difference between projected revenues and expenditures, if positive, shall be characterized as the “available balance;” that is, the excess of projected revenues over projected expenditures, which can be used to fund service or program enhancements, future collective bargaining agreements, add to reserve balances, or finance capital on a pay-as-you-go basis.
- Revenues shall be projected conservatively as follows:
  - a. projections of the property tax shall be based on the growth of the levy limit pursuant to Proposition 2 ½; that is, growth in the prior years’ levy limit of 2 1/2 % plus an increase attributable to new growth. Forecasts of new growth shall be based on a review of a 10-year history of growth by class with adjustments based on current information that calls for deviations from such averages.
  - b. projections of each category of local receipts shall generally be based on the history of actual collections and projections of 5-year historical averages with adjustments made based on current information that calls for deviations from such averages, e.g., newly adopted fees or charges, termination of a fee-based program, etc.

- c. projections of state aid shall be based on a 5-year historical average of actual receipts by Cherry Sheet program with adjustments made based on current information that calls for deviations from such averages.
  - d. Projections of Available Funds shall be based on current balances in each Fund and an assessment of the reliability of their recurrence in each year of the forecast, and the advisability of their use to support operating budgets.
  - e. Projections of increases in Enterprise Fund transfers to the General Fund to cover indirect costs shall be based on projected increases in the components that comprise indirect costs (see the Town's Enterprise Fund policy).
- Expenditure projections shall be based on increases driven by estimated inflationary pressures, current collective bargaining agreements, and escalators in other existing service contracts. Projections of expenditures not requiring appropriations (Other Amounts to be Raised), shall be based on a review of historical patterns of expenditures - an example being the Overlay account - and historical annual average increases for Cherry Sheet assessments.

## C-2. PROCEDURES

The following procedures shall be followed in the development and presentation of the annual revenue and expenditure forecast:

1. Revenue and expenditure forecasts by Fund shall be prepared annually by the Finance Director and approved by the Town Administrator prior to submission to the Select Board and Finance Committee and shall include narrative or annotations describing the assumptions driving the forecasts.
2. The initial presentation of the Town Administrator's financial forecast shall be by the date set forth in the Town Administrator's budget/town meeting calendar pursuant to the Town's policy on the Annual Operating Budget Process and shall also be included in the Town Administrator's annual budget message.
3. The Select Board shall make the forecast available to the public for inspection.

## REFERENCES

M.G.L. c.59, §§ 21C-23

Bourne Town Charter, Section 7-3 Long Term Financial Forecast

Town of Bourne Financial Policy: Annual Operating Budget Process

Town of Bourne Financial Policy: Capital Improvement Planning

## D. DEBT MANAGEMENT POLICY

### PURPOSE

Pursuant to Massachusetts General Law, municipalities may issue debt to finance capital projects and, under extraordinary circumstances, for non-capital purposes. The purpose of this policy is to guide the Town in making decisions regarding the issuance of debt needed to maintain capital assets, yet at a level that recurring revenue can support without adversely affecting the delivery of local services.

### APPLICABILITY

This policy applies to the Select Board, Town Administrator, Finance Committee and Capital Outlay Committee in their capacity as budget decision makers, and to the Finance Director/Treasurer-Collector with responsibility to manage the issuance of debt.

### DEFINITIONS

Annual Budget: comprised of requests for funding for general fund operations, enterprise fund operations and capital projects.

Arbitrage: investing funds borrowed at a lower interest cost in instruments providing a higher rate of return.

Betterment or Special Assessment: a special property tax that is permitted where real property within a limited and determinable area receives a special benefit or advantage, other than the general advantage to the community, from the construction of a public improvement.

Bond anticipation note (BAN): a short-term note issued to provide cash for initial project costs. BANs may be issued for a period not to exceed five years but require a reduction of principal after two years. At maturity, a BAN can be retired in full or converted to a long-term bond.

Bond counsel: special legal counsel with expertise in the issuance of municipal bonds hired to ensure that all aspects of a bond issue - from town meeting authorization to bond sale to post-sale reporting and disclosure - conform to all applicable state and federal law and regulation.

Capital Outlay Expenditure Exclusion: authorized by Massachusetts General Laws (M.G.L. c. 59, § 21C (1 ½)) is a mechanism that allows a community to raise the total dollar cost of a capital purchase or capital project through a one-year increase in the tax levy. In this way, the municipality avoids long-term interest costs, if it were to borrow the needed funds. A capital outlay expenditure exclusion can only be used to fund purposes, specified in Ch. 44 Sec. 7 and Sec. 8, for which a community may incur debt.

Debt service: the annual amount of principal and interest paid on a bond, typically twice a year with one payment for principal and interest and the other for interest only.

Enterprise Fund: a separate accounting and financial reporting mechanism for which revenues and expenditures are segregated into a fund with financial statements separate from all other governmental activities. An enterprise fund identifies the total direct and indirect costs to provide the service and the sources and amounts of revenues that support a service for which a fee is charged in exchange for the service, an example being the delivery of sewer services.

Exempt debt: authorized by Massachusetts General Laws (M.G.L. c. 59, § 21C (j)) is General Fund debt financed outside the limits of Proposition 2 ½ pursuant to a debt exclusion vote approved by a majority vote of registered voters in the town.

Financial Advisor: hired by a municipality to advise on the structure of a bond issue, finalize bond financing plans, develop offering documents, prepare for any rating agency and investor presentations, market the bond offering to investors, price the bonds, close the transaction and assist with any post-closing disclosure requirements.

General Fund: the primary Fund used by a governmental entity. This Fund is used to record all revenues and expenditures that are not associated with special-purpose Funds. e.g., enterprise funds, grant funds and revolving funds. The activities being paid for through the general fund constitute the core administrative and operational tasks of a municipality.

Non-exempt debt: General Fund debt financed within the limits of Proposition 2 ½.

Official Statement: a document containing information about a prospective bond issue or a bond anticipation note issue which contains information about the issue and the issuer and is intended for the potential investor. The official statement is sometimes published with a notice of sale. It is sometimes called an offering circular or prospectus.

Pay-As-You Go Financing: When a capital asset is paid entirely or partially from current operating budget revenue or available funds in the year that it is acquired.

Proposition 2 ½: pursuant to Massachusetts General Law (M.G.L. c. 59, § 21C (f)), a limit in the annual increase in a municipality's property tax levy to 2 ½ percent plus an increase attributable to new construction in the town. In addition, upon voter approval property taxes may increase beyond the limits of Proposition 2 ½ on a permanent basis to fund increases in the operating budget or on a temporary basis to fund capital improvements.



Revenue Anticipation Note (RAN): pursuant to authority granted by MGL Ch. 44 s 4, a short-term loan issued to provide operating cash in anticipation of estimated revenue yet to be received. such as tax collections and state aid.

## **D-1. POLICY**

The Town's policy regarding debt management shall be as follows:

- The means of identifying projects that are candidates for debt financing shall be part of an annual capital planning process (see the Town's Capital Improvement Planning policy and Financial Reserves policy).
- It is recognized that multiple capital investments may not be able to be financed on a pay-as-you go basis in a given fiscal year without the risk of adversely affecting general fund or enterprise fund operating budgets. Therefore, it shall be policy that capital projects may appropriately be financed through the issuance of debt.
- Major new construction projects or significant renovations and capital expenditures to be funded with General Fund revenue may be candidates for funding through a Proposition 2 ½ debt exclusion.
- The Town will endeavor to structure non-exempt, exempt and enterprise fund debt in a manner that will minimize the impact on taxpayers and ratepayers.
- Projects recommended for funding through the issuance of debt shall not be approved without an estimate of the annual debt service that will result from bonds issued and consideration of the impact the debt service will have on the Town's annual budget. In this regard, the Town will endeavor to manage debt so as not to exceed the following target:
  - a. Total General Fund, non-exempt, long-term debt service as a percentage of the Town's projected General Fund revenue shall not exceed 7 percent with a target of 5 percent. In addition, as a general rule, the Town shall strive to maintain a debt service floor of 3% percent of projected General Fund revenue representing a commitment to maintaining its capital assets from recurring revenue.
- The target for growth in annual debt service in any fiscal year shall be no greater than the rate at which General Fund revenue is projected to grow.
- Notwithstanding the maximum terms allowed by Massachusetts General Law (M.G.L. c. 44, §§ 7-8) for the issuance of bonds, the Town will (1) seek to limit the term so that it is equal to or less than the Town's estimate of the useful life of the asset being financed; (2) for a given purpose, strive to issue debt for a shorter period than the maximum term allowed when that term exceeds 10 years; and, (3)

except for major buildings, sewer projects, Integrated Solid Waste Management (landfill) projects and land acquisition, seek to limit bond maturities to no more than 10 years.

- In an effort to free up capacity within the annual general fund debt service budget to accommodate proposed capital projects to be financed through the issuance of debt, The Town will (1) attempt to maintain a long-term debt schedule so that at least 50% of the outstanding principal will be retired at the end of 10 years; and, (2) where possible, issue debt on a level principal/declining interest basis (so that annual debt service will decline over the term of the bond).
- The Town, with advice from its financial advisor, shall endeavor to issue debt with call dates to facilitate refunding if the interest rate environment changes to the Town's advantage.
- The Town will strive to maintain, if not enhance, its bond rating through the development of policies and procedures that address the following evaluative criteria used by rating agencies in evaluating a municipality's creditworthiness:
  - a. Debt Factors: debt per capita, debt as a percentage of equalized valuation, rate of debt amortization and the amount of exempt versus non-exempt debt.
  - b. Financial Factors: Operating surpluses or deficits, free cash as a percentage of revenue, state aid reliance, property tax collection rates, unfunded pension liability.
  - c. Economic Factors: property values, personal income levels, tax base growth, tax and economic base diversity, unemployment rates and population growth.
  - d. Management Factors: governmental structure, the existence of a capital improvement plan, the quality of accounting and financial reporting, etc.
- Short-term financing for capital projects, reimbursable grants or in anticipation of property tax collections through internal borrowing or the issuance of bond, grant or tax anticipation notes is appropriate. Internal borrowing shall be in compliance with Massachusetts General Laws (M.G.L. c. 44, § 20A) based on the Treasurer's assessment of the Town's cash flow position and the availability of surplus cash, and the current interest rate environment for (1) the investment of Town funds, and (2) rates for short and long-term borrowing, with the understanding that an internal borrowing not retired by June 30 of a fiscal year through the issuance of a short-term note, a bond or the receipt of grant funds may adversely affect the Department of Revenue's certification of the Town's free cash.
- Notwithstanding the maximum terms for the issuance of debt prescribed by Massachusetts General Laws (M.G.L. c. 44, §§ 7-8 ), it shall be the policy of the Town to limit the term of a bond issued to finance a project that yields a special benefit or advantage to property owners within a limited and

determinable area, and whose costs will be recovered through the assessment of a betterment pursuant to Massachusetts General Laws (M.G.L. c. 80, § 13), to 15 years or less.

## **D-2. PROCEDURES**

It shall be the responsibility of Finance Director/Treasurer-Collector to:

1. Work with bond counsel to draft motions for review by the Town Administrator and the Select Board for transmittal to town meeting for approval of debt authorizations.
2. Work with the Town Administrator to project the cash flow needs of individual projects and schedule bond and/or BAN sales accordingly.
3. Coordinate the compilation of information from town departments and, where applicable, regional school districts and other regional entities for transmittal to the Town's financial advisor for inclusion in the Official Statement.
4. Identify town staff to participate in presentations to bond rating agencies, lead the presentation, and coordinate timely responses to any questions raised by a rating agency.
5. Work with bond counsel and the Town's financial advisor to draft motions required to be voted by the Select Board at the time of the award for the sale of bonds.
6. For capital projects authorized to be funded through the issuance of debt, in order to avoid arbitrage penalties, ensure that the amount borrowed at any given time for individual bond authorizations can be expended on a schedule that complies with Internal Revenue Service requirements.
7. To ensure that bond proceeds are segregated and ensure that they are expended for the purpose for which they were borrowed.
8. To ensure that the investment of bond proceeds complies with limitations imposed by the Internal Revenue Service.
9. In consultation with the Town's financial advisor, ensure that all debt-related filings with the federal government (the Internal Revenue Service and the Municipal Securities Rulemaking Board) and the Massachusetts Department of Revenue be done timely.
10. To prepare and maintain a schedule, segregated by Fund, of (1) each debt authorization voted by town meeting and the debt service schedule for each bond issued pursuant to the authorization and (2) for each authorization the amount of debt yet to be issued and an estimate of when it is to be issued and the projected debt service schedule upon issuance.

## REFERENCES

M.G.L. c. 41, § 59

M.G.L. c. 44, § 4

M.G.L. c. 44, § 6A

M.G.L. c. 44, § 8

M.G.L. c. 44, § 19

M.G.L. c. 44, § 20A

M.G.L. c. 59, § 21C (f)

M.G.L. c. 59, § 21C (j)

26 USC § 148

M.G.L. c. 41, § 61

M.G.L. c. 44, § 6

M.G.L. c. 44, § 7

M.G.L. c. 44, § 17

M.G.L. c. 44, § 20

M.G.L. c. 44, § 21A

M.G.L. c. 59, § 21C (i1/2)

M.G.L. c. 80, § 13

Massachusetts Department of Revenue, Division of Local Services: DLS Best Practice: Understanding Municipal Debt

Massachusetts Department of Revenue, Division of Local Services: DLS Borrowing Guidelines: Asset Useful Life - Borrowing Limits

Massachusetts Department of Revenue, Division of Local Services: DLS Informational Guideline Releases 17-21: Borrowing and 17-22: Premiums and Surplus Proceeds for Proposition 2½ Excluded Debt

Government Finance Officers Association Best Practice: Refunding Municipal Bonds

Internal Revenue Service Guidance: Arbitrage Guidance for Tax-Exempt Bonds

Town of Bourne Financial Policy: Capital Planning Policy

Town of Bourne Financial Policy: Financial Reserves Policy

## E. FINANCIAL RESERVES

### PURPOSE

The creation and maintenance of financial reserves is a critical component of sound and prudent financial management. Reserves serve multiple functions:

- 1) As a source of funding for selected, planned future capital expenditures to reduce the need to issue debt thus avoiding interest and borrowing costs.
- 2) As a source of funding for significant and extraordinary, unforeseen expenditures.
- 3) As a source of funding to substitute for lost revenue during a time of economic downturn thus precluding, or minimizing, cuts to municipal and educational services.
- 4) As evidence to credit rating agencies of a municipality's strong financial management in that the maintenance of significant reserves indicates a commitment to comprehensive long-term planning, a positive factor in credit rating determinations.

### APPLICABILITY

This policy pertains to the Select Board, Finance Committee, Town Administrator and Finance Director/Treasurer-Collector to guide them in their roles in making short and long-term budget recommendations and is intended to be advisory to Town Meeting.

### DEFINITIONS

Enterprise Fund: Pursuant to Massachusetts General Law (M.G.L. c. 44, § 53F½), municipalities can establish enterprise funds to account for services that are delivered on a business-type basis, e.g., water, sewer, trash disposal, golf courses, etc. A municipality adopts an enterprise by a vote of Town Meeting. The enterprise fund establishes a separate accounting and financial reporting mechanism for a municipal service for which a fee is charged in exchange for goods or services. Under enterprise accounting, the service's revenues and expenditures are segregated into a separate fund with its own financial statements, rather than being commingled with the revenues and expenses of all other governmental activities. The Town of Bourne currently has two enterprise funds: the Integrated Solid Waste Management Enterprise Fund and the Sewer Enterprise Fund.

Finance Committee Reserve Fund: Pursuant to Massachusetts General Law (M.G.L. c. 40, § 5A), a fund created annually by appropriation or transfer at an annual or special town meeting to provide for extraordinary or unforeseen expenditures in each fiscal year. –The appropriation or transfer cannot exceed in the aggregate five percent of the levy of the fiscal year preceding the fiscal year for which the fund is established. No direct drafts against this fund shall be made, but transfers from the fund may from time to time be voted by the Finance Committee. At the end of each fiscal year, any unused amount of the Reserve Fund is closed to the surplus of the general fund.

Free Cash: Also known as Unassigned Fund Balance, it represents the surplus of the General Fund operating budget at the close of a fiscal year resulting from revenues realized in excess of estimates and expenditures less than appropriations plus unused free cash resulting from the prior fiscal year. Use of free cash to support appropriations requires a vote of Town Meeting. The amount of free cash must be certified by the Massachusetts Department of Revenue before it is available for appropriation. Unpaid property taxes and certain deficits reduce the amount of surplus that can be certified as free cash.

General Fund: The primary fund used by a government entity. This fund is used to record all revenues and expenditures that are not associated with special-purpose funds. The activities being paid for through the General Fund constitute the core administrative and operational tasks of a municipality.

General Fund Operating Budget: Includes the Salaries and Wages, operating expenses, shared costs and debt services. It does not include individual appropriation articles, off budget expenses, enterprise funds or capital expenditures.

Other Post Employee Benefits (OPEB): Other post employee benefits are benefits, other than pension distributions, paid to employees during their retirement years. The major post-employment benefit in Massachusetts is health insurance.

Overlay Reserve/Surplus: Overlay Reserve is an amount of annual General Fund revenue set aside annually to cover prospective abatements and exemptions of property taxes. Overlay Surplus is excess Overlay Reserve that is determined to be over and above the amount that was initially estimated to be needed. It is determined, certified, and transferred by vote of the Board of Assessors. The use of overlay surplus as a funding source is subject to appropriation by Town Meeting and can be used for any lawful purpose. Any unused balance of overlay surplus at the end of a fiscal year is closed to General Fund balance and becomes part of free cash available for appropriation in the subsequent fiscal year.

Retained Earnings: Similar to free cash, retained earnings is the surplus of an enterprise fund budget at the close of a fiscal year resulting from revenues realized in excess of estimates and expenditures less than appropriations plus unused retained earnings carrying over from the prior fiscal year. The use of retained earnings is subject to appropriation by Town Meeting for expenditures related to the enterprise. The amount of retained earnings available for appropriation must be certified by the Massachusetts Department of Revenue before it can be voted by town meeting.

Special Education Reserve Fund: Pursuant to M.G.L c. 40, Section 13E, a school district, with the approval of Town Meeting, may establish and appropriate or transfer money to a reserve fund to pay for unanticipated or unbudgeted costs of special education. The balance in this reserve fund shall not exceed 2% of the annual net school spending of the school district. Funds can only be distributed from this fund by a majority vote of the school committee and the Select Board.

Stabilization Funds: Pursuant to Massachusetts General Law (M.G.L. c. 40, § 5B), a municipality, through a vote of Town Meeting, may establish one or more stabilization funds and designate the purpose for which each fund is established. The creation of a stabilization fund requires two thirds vote of Town Meeting. Appropriation of funds into a stabilization fund is by majority vote. Appropriation of funds out of a general purpose stabilization fund requires a two-thirds vote of town meeting while an appropriation from a special purpose stabilization fund requires a majority vote. Any interest that is earned from the investment of stabilization fund monies accrues to the stabilization fund. There is no limit on the cumulative balance of all stabilization funds in a municipality.

## **E-1. POLICY**

It shall be the general policy of the Town to:

- Maintain reserves to provide the capacity to respond to the costs of unanticipated and extraordinary events, significant reductions in annual revenue streams due to economic disruption, and to provide a source of available funds for future capital expenditures.
- Maintain and manage multiple types of reserves, including stabilization funds, free cash, retained earnings, and overlay surplus.
- Maintain overall general fund reserves including the Town's combined stabilization funds and free cash at an amount not less than 8% of the Town's projected General Fund operating budget.

The following policies shall govern the administration of the following reserves.

- **Finance Committee Reserve Fund** - Annually, the annual operating budget recommendation shall include an appropriation into the Finance Committee Reserve Fund in an amount not more than \$350,000. Every year, the Finance Committee shall review the history of Finance Committee transfers to determine if the annual appropriation into the Finance Committee Reserve is adequate.
- **Free Cash** – In the development of the proposed annual general fund operating budget, the Town shall strive to estimate revenue and recommend appropriations at a level that will generate free cash at fiscal year-end equal to approximately 3 to 5 % of the Town's Prior Year's General Fund operating budget.

As a general rule, the use of free cash will be limited to funding non-recurring operating and capital budget expenditures; transfers to stabilization funds; funding of unfunded liabilities (e.g., OPEB); and funding of extraordinary or unforeseen costs that cannot be financed from the Finance Committee Reserve Fund or through transfers between line items in the operating budget.

- **General Purpose Stabilization Fund** - The Town shall maintain a General Purpose Stabilization Fund whose primary purpose is to replace declines in general fund revenue due to economic downturns. The Town shall endeavor to maintain a minimum balance of 6% to 10% of the General Fund Operating Budget. Once the target level of the fund is reached, if any use of the fund reduces the balance below the target levels, a plan for replenishment of the Fund shall be developed per the procedure described below.
- **Special Purpose Stabilization Fund(s)** – The Town shall maintain one or more Special Purpose Stabilization Funds to finance future needs. Sources of financing appropriations into such funds shall include each, or some combination of: taxation; available funds including but not limited to free cash and overlay surplus; and other non-recurring or potentially inconsistent revenue sources. Such Stabilization Funds shall include but not be limited to the following:
  - a. Capital Stabilization Fund - to finance selected future capital needs as identified through the Town’s annual capital planning process (see Capital Planning policy) on a pay-as-you-go basis or to subsidize debt service of large capital projects, (e.g., municipal or school construction) to mitigate the impact on taxpayers. Use of a Capital Stabilization Fund(s) to finance projects on a pay-as-you-go basis can serve to preserve the Town’s debt capacity for major capital projects.
  - b. School District Reserve Fund: To pay for unanticipated or unbudgeted costs of special education and recovery high school programs, out of district tuition or transportation. The balance in this reserve fund shall not exceed 2% of the annual net school spending of the school district. Funds can only be distributed from this fund by a majority vote of the school committee and the Select Board.
  - c. Climate Resiliency and Infrastructure Stabilization Fund: To finance selected projects to mitigate or eliminate potential problems associated with climate change.
  - d. Future Landfill Closure Stabilization Fund: To accumulate funds to offset the loss of revenue from host community fees and indirect cost allocations when the landfill closes so as to pay for any outstanding debt or other obligations that remain after the closure.
  - e. Sewer Capital Stabilization Fund: To finance large equipment needs or projects related to the town’s sewer infrastructure. Funding will come from Sewer Retained Earnings.
- **Overlay Surplus** Overlay surplus shall be reserved for non-recurring costs such as direct capital expenditures, contributions to the general stabilization fund or a special purpose stabilization fund, or to finance unfunded liabilities, e.g., OPEB



- **Sewer Enterprise Fund Retained Earnings** - In the development of the proposed annual budget for the Sewer Enterprise Fund, the Town shall strive to estimate revenue and recommend appropriations at a level that will generate retained earnings at fiscal year-end to address the following:
  - To cover potential revenue shortfalls in any given fiscal year.
  - To finance unanticipated, extraordinary expenditures not provided for in the adopted annual budget.
  - To provide cashflow for the fund to preclude the use of the Town's pooled cash to fund sewer operations which would have a negative impact on general fund interest income.
  - For rate stabilization.

In addition, the Town shall consider - consistent with guidance from the Department of Revenue (DLS Departmental Procedure Manual: Enterprise Funds) - adding to Enterprise Fund budgets a line-item ('budget surplus') whose unexpended balance at fiscal year-end would accrue to retained earnings and be available to finance selected future capital needs as identified through the Town's annual capital planning process. These amounts could accumulate as unappropriated retained earnings until the capital need arises or could be appropriated annually into a Special Purpose Stabilization Fund created to fund capital projects.

## E-2. PROCEDURES

The following procedures are adopted pursuant to this policy.

1. **Finance Committee Reserve Fund** - requests of the Finance Committee for Reserve Fund transfers shall be based on requests from department heads submitted to the Town Administrator for initial review, who will then bring those requests to the Finance Committee for review and approval.
2. **General Stabilization Fund** - Pursuant to the policy governing the General Stabilization Fund, if use of the Fund results in a balance that falls below the target of 6 to 10%% of the Prior Year's General Fund operating budget, the Town Administrator, in consultation with the Select Board and the Finance Committee, shall develop a plan for to bring the balance of the Fund back to its target level.
3. **Overlay Surplus** - Pursuant to the policy governing the use of overlay surplus, the Select Board shall periodically request that the Board of Assessors conduct an analysis of the overlay reserve accounts to determine the amount, if any, that can be declared overlay surplus. The analysis shall consider the following:
  - a. Current cumulative balance in the overlay accounts of all fiscal years after reconciling with the Town Accountant's records.
  - b. Balance of property tax receivables, which represents the total real and personal property taxes still outstanding for all levy years.

- c. Estimated amount of potential abatements, including any cases subject to State Appellate Tax Board hearings or other litigation.
  - d. Upon determining any excess in the overlay account, the Board of Assessors shall present the analysis to the Select Board for its review. If the Select Board determines that the excess is needed to support proposed spending, it shall, pursuant to Massachusetts General Laws (M.G.L. c. 59, § 25), formally request that the Board of Assessors convene to consider a vote to transfer overlay to overlay surplus within 10 days of such request. Notification of that vote shall be made to the Selectboard, Town Administrator, Town Accountant, and Finance Committee.
4. **Appropriations from Reserves** - The overall level of financial reserves is critical to maintaining the Town's bond rating and ensuring sufficient funds to manage unanticipated needs. Funds shall be recommended for appropriation from reserves only after an initial review by the Town Administrator and Finance Director and their presentation to the Select Board and Finance Committee. Consideration of the use of reserves shall include an assessment of whether the balance of relevant reserve accounts after their proposed appropriation does not have an adverse effect on the Town's financial condition.
5. **Annual Reporting:** The Town Accountant shall annually prepare a report for inclusion in the annual town meeting warrant book that will compare the actual amounts in the various reserve accounts to the target amounts provided for in this policy.

## REFERENCES

M.G.L. c. 40, § 6

M.G.L. c. 40, § 5A

M.G.L. c. 40, § 5B

M.G.L. c. 59, § 25

M.G.L. c. 44, § 53F½

M.G.L. c 40, Section 13E

Massachusetts Department of Revenue, Division of Local Services: [DLS Best Practices: Free Cash and Special Purpose Stabilization Funds](#)

Massachusetts Department of Revenue, Division of Local Services: [DLS Departmental Procedure Manual: Enterprise Funds](#)

Massachusetts Department of Revenue, Division of Local Services: [DLS Informational Guideline Releases 17-20: Stabilization Funds and 17-23: Overlay and Overlay Surplus](#)

Government Finance Officers Association Best Practices: [Fund Balance Guidelines for the General Fund and Working Capital Targets for Enterprise Funds](#)

## F. SEWER ENTERPRISE FUND POLICY

### PURPOSE

Massachusetts General Law provides for municipalities to establish – for accounting purposes – a separate fund (or funds) classified as Enterprise Funds to record the revenues and expenditures of municipal operations that deliver services on a business-like basis; that is, the users of the service are charged fees intended to cover most if not all of the costs of delivering the service.

The purpose of this policy is to establish principles that govern the accounting and financing of operations that deliver these kinds of services. At the time of adoption of this policy, the Town of Bourne operates two enterprise funds, one for the Integrated Solid Waste Management (ISWM) program and one for the delivery of sewer services. Due to its uniqueness, the former is governed by separate ISWM Enterprise Fund Financial Policies and Guidelines while the latter will be addressed through this policy.

### APPLICABILITY

This policy is applicable to the Town Administrator, the Finance Director and the Superintendent of Public Works with responsibility for estimating annual enterprise fund revenue, recommending annual user charges and annual operating and capital budgets; the Finance Committee with responsibility for recommending annual enterprise fund budgets; the Select Board acting in their capacity as the Town's Sewer Commissioners with responsibility for setting sewer user charges; and, the Capital Outlay Committee, which bears responsibility in conjunction with the Town Administrator for recommending enterprise fund capital projects to the Finance Committee and Select Board.

### DEFINITIONS

Direct costs – expenses that comprise the recommended budget of an enterprise and are voted as appropriations by Town Meeting to finance the operations of the enterprise. These expenses are accounted for in the Enterprise Fund.

Enterprise Fund - An enterprise fund gives communities the flexibility to account separately for all financial activities associated with a broad range of municipal services. It establishes a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods or services. Revenues and expenses of the service are segregated into a fund with financial statements separate from all other governmental activities.

Fund – a separate accounting entity used to segregate the revenues and expenditures of a single municipal activity or multiple activities, record the annual financial results of that operation, segregate any resulting surplus and facilitate financial reporting of the Fund's assets and liabilities.

General Fund - the primary fund used by a government entity. This fund is used to record all revenues and expenditures that are not associated with special-purpose funds, e.g., enterprise funds and grant funds. The activities being paid for through the General Fund constitute the core administrative and operational tasks of a municipality.

Indirect Costs – those expenses that are part of the annual operating budget accounted for in the General Fund, a portion of which can be identified as supporting the operations of an enterprise.

Retained Earnings - any operating surplus (actual revenues in excess of estimates and appropriations in excess of expenses) is retained in the enterprise fund rather than being closed to the General Fund at fiscal year-end. Surplus of an enterprise certified by the Massachusetts Department of Revenue, Division of Local Services as available is called “retained earnings”. Use of retained earnings requires appropriation by Town Meeting.

## **F-1. POLICY**

The town will adhere to the following policies regarding the Sewer Enterprise Fund:

- The Town has established a Sewer Enterprise fund for the following purposes:
  - a. To clearly identify the total cost of providing sewer collection services– direct, indirect and capital - and the source(s) of funding of the service.
  - b. To make important financial and management information readily accessible for rate setting purposes and financial reporting.
  - c. To provide a mechanism for the segregation of any surplus at fiscal year-end that is generated by the sewer operation and to reserve that surplus for future use in support of the operation, subject to appropriation by Town Meeting.
- The annual budget of the Sewer Enterprise shall be included in the Finance Committee’s annual recommended budget as described in the Town’s Annual Budget Process policy.
- Capital requests of the Sewer Enterprise Fund for the ensuing fiscal year and future years shall be included in the Town Administrator’s recommended annual Capital Improvement Plan as described in the Town’s Capital Improvement Planning policy.
- User charges shall be set at a level to cover all costs, direct and indirect and capital-related.
- The Sewer Enterprise’s share of the Town’s annual cost of financing its Other Post Employment Benefits (OPEB) liability shall be included in the total costs to be financed by user charges as described in the Town’s Other Post Employment Benefits policy.

- Sewer Enterprise Fund user charges shall be reviewed annually and presented by the Town Administrator or his/her designee to the Select Board acting in their capacity as Sewer Commissioners for review and approval. If rate changes are recommended, the Select Board acting in their capacity as Sewer Commissioners, pursuant to its fee-setting duties, shall act on such recommendations. If new rates are approved, they shall take effect upon a date in the motion approving such rates.
- A reserve of retained earnings shall be maintained at a level described in the Town's Financial Reserves policy, including an amount to cover emergency circumstances.
- Mid-year adjustments of rates will be sought only under extraordinary circumstances in response to emergencies that cannot be accommodated through an appropriation of available retained earnings.

## **F-2. PROCEDURES**

1. Determination of Indirect Costs – Indirect costs of an enterprise shall be updated annually to serve two purposes:
  - a. As part of the budget process, to identify the amount of Sewer Enterprise Fund revenue proposed to be transferred to the General Fund to finance those costs to be incurred by the General Fund in support of the operations of the enterprise.
  - b. To include as a component of total annual cost of the Sewer enterprise – in addition to direct and capital costs – for the purpose of determining rates that will result in the enterprise being self-supporting; that is, total estimated revenue equal to total costs.
2. Indirect costs (those costs borne by the General Fund in support of the enterprise) shall include but not be limited to a portion of the salaries and expenses of the following as determined by the Town Accountant:
  - Finance Staff (Finance Director, Town Accountant, and assistants)
  - Audit (Contracted Service)
  - Information Technology (IT)
  - Town Engineer
  - Town Administrator
  - Legal Services
  - Postage & Copying
  - Benefits for active and retired employees, including insurances, Medicare tax, unemployment, and worker's compensation
  - Pension costs- The Town's share of its annual pension assessment attributable to employees of the enterprise

- Vehicle Insurance
- Property and liability insurance covering buildings, equipment, and operations of the enterprise

Note that the following are not included as indirect costs because Town Meeting appropriates them as direct costs included in the enterprise budgets.

- Debt service

3. The Town Administrator or his/her designee shall develop in writing methodologies for identifying any recommended changes relative to attribution of indirect costs.

## REFERENCES

M.G.L. c. 44, § 53F½

Massachusetts Department of Revenue, Division of Local Services: Enterprise Fund G.L. c. 44, § 53F½ Manual

Town of Bourne Financial Policy: Annual Budget Process Policy

Town of Bourne Financial Policy: Financial Reserves Policy

Town of Bourne Financial Policy: Capital Improvement Planning Policy

Town of Bourne Financial Policy: ISWM Enterprise Fund Financial Policies and Guidelines

Town of Bourne Financial Policy: Other Post Employment Benefits Policy

## G. HEALTH INSURANCE TRUST FUND

### PURPOSE

In lieu of providing premium-based health insurance for its current employees and retirees, a municipality, pursuant to Massachusetts General Laws (MGL) Chapter 32B, Section 3A can elect to self-insure employee health care through the creation of a Health Insurance Trust Fund. Financing of the Trust Fund comes from employee/retiree and employer contributions, and the cost of employee health care and other related costs are paid from the Trust Fund. This policy provides direction and guidance on how the self-insurance program and the Health Claims Trust Fund will be operated and managed.

### APPLICABILITY

This policy applies to the Town Administrator who, with the assistance of the Finance Director and the Human Resources Director shall manage the self-insurance program including setting the amounts (working rates) to be paid by the Town, employees and retirees in support of the self-insurance program; to the Select Board and the Finance Committee who will recommend the town meeting appropriation to pay for the Town's annual contribution to the Trust; and, the Town Accountant who ensures that the annual audit of the Fund is conducted.

### DEFINITIONS

Claims - Actual health care claims incurred by the plans' subscribers (and their dependents) payable under the terms of the applicable health plans.

Incurred but not reported (IBNR) reserve - Established to cover the anticipated liability of incurred claims not yet paid due to lags in claims processing.

Plan Advisor - A qualified consultant hired by an organization to provide consultation and advice on establishing working rates, stop loss coverage, and plan design.

Plan Design - A detailed description of benefits offered, percentage of costs paid by the employee/retiree and the town, co-pays, and deductibles.

Self-Insured Health Claim Trust - A self-insured plan is one in which the employer and employees assume the financial risk for providing health care benefits to employees, retirees, and other covered members. For accounting purposes, the Trust is operated as an internal service fund separate and apart from the General Fund.

Stop Loss Coverage (Re-insurance) - Caps the amount of money an employer must pay out, protecting the plan against catastrophic claims by shifting the rise of low probability, high consequence events to a third-party insurer. It can be in the aggregate where the town's total claims expenses are capped at a

predetermined amount or individual stop loss where the cap applies to claims by individual members of the plan.

Third Party Administrator - A qualified health care manager who is responsible for adjudicating and paying claims under the terms of the applicable health plans.

Working Rates - The amounts, per employee, paid by the employee and the Town sufficient to pay for claims, reinsurance premiums, service fees charged by the plan advisor and third-party administrator and other related expenses of the fund. These payments are made on a shared basis according to predetermined ratios.

## **G-1. POLICY**

The Town's policy regarding the Health Insurance Trust Fund shall be as follows:

- The Fund will maintain a fund balance, with reserves, sufficient to:
  - a. Make prompt payment of claims and related liabilities.
  - b. Maintain an "incurred but not reported" (IBNR) reserve to cover the anticipated liability of incurred claims not yet paid due to lags in claims processing.
  - c. Maintain an additional claims reserve to cover unanticipated claims and related liabilities including extraordinary claims not covered by stop loss coverage. This additional reserve shall be set at the average of four months of the prior year's claims.
- Working rates will be set at a sufficient level to pay for anticipated claims, stop loss reinsurance premiums, service fees charged by the plan advisor and third-party administrator, other related expenses of the Fund, and to provide for fund balance to meet the IBNR and Additional Claims reserves described above.
- The working rate ratio between the town and plan subscribers shall be in adherence to town personnel policies and collective bargaining agreements.
- Should the Fund's fund balance exceed the recommended fund balance above, consideration may be given to issuing a rate 'holiday' whereby payment of the working rates is suspended for a specific period of time, to reduce the fund balance. Any reduction in rates or granting a rate holiday should be evaluated based on its potential impact on rate stability.
- The town shall proactively work with the third-party administrator and plan advisor to design health care plans that contain costs as much as possible without compromising services, including but not limited to providing a robust wellness plan, more cost-effective ways to access care and pharmaceutical alternatives.



- The Town of Bourne, through its Select Board, has adopted the provisions of MGL, Chapter 32B, Sections 21-23 which provides for an alternative to traditional collective bargaining procedures to make changes to health insurance benefits. The Town will continue to use the provisions of MGL Chapter 32B, Section 21-23 when implementing future changes to the Town's health insurance benefits.
- Stop Loss (Reinsurance) levels shall be reviewed annually to ensure that the optimum attachment point (when stop loss insurance becomes effective), is obtained.
- An audit of the Fund shall be conducted annually to ensure that the Fund follows accepted accounting principles and is in compliance with this policy and state law. The audit will be performed as part of the town's annual audit provided that the auditor will issue a separate report on the Health Claims Trust Fund.
- At least every five years, the Town shall solicit proposals for third party administration and plan advisory services.

## **G-2. PROCEDURES**

1. On or before March 15th, the Town Administrator, Finance Director and Human Resources Director shall meet with the Plan Advisor and the Third-Party Administrator to review their projected working rates for the upcoming fiscal year.
2. On or before May 1st, the Town Administrator shall set the working rates for the upcoming fiscal year.
3. On or before June 1st, the Town Administrator and Finance Director shall meet with the Plan Advisor to determine stop loss insurance carrier and insurance amounts for the upcoming fiscal year.
4. The Plan Advisor shall monthly provide the Town with a report that shows plan expenses and revenues for the prior month and cumulatively year-to-date including comparisons to budget projections. The Town Administrator shall inform the Select Board should the Trust Fund activity vary significantly from projections or if other areas of concern arise.
5. The Town Accountant will provide the required plan information to the Town's outside auditor when requested.

## REFERENCES

MGL Chapter 32B, Section 3A

MGL Chapter 32B, Sections 21-23

Government Finance Officers Association (GFOA) publication: Smart Practices for Self-Funded Employee Health Insurance by Shayne Kavanagh.

DRAFT

## H. OTHER POST EMPLOYMENT BENEFITS (OPEB) TRUST

### PURPOSE

At retirement, in addition to eligibility for a pension - funded in whole or in part by an employee's regular contributions to a pension fund while an active employee - municipal employees in the Commonwealth are entitled to receive what is referred to as Other Post Employment Benefits (OPEB) which include post-retirement health insurance and may also include dental and life insurance. The Town's share of this future benefit for current retirees, as well as the future benefit for current active employees (future retirees), if not funded annually results in an ever-increasing unfunded liability, that when it comes due can have severe impacts on a municipality's operating budget.

To ensure fiscal sustainability, this policy sets guidelines for a responsible plan to meet the Town's obligation to provide other post-employment benefits for current and future retirees.

### APPLICABILITY

This policy encompasses OPEB-related budget (funding) decisions, accounting, financial reporting, and investment for the Town's OPEB Plan and applies to the Select Board in its role to recommend the proposed annual budget; to the Finance Committee in its role as participant in the annual budget development process; the Finance Director pursuant to M.G.L. c. 32B, § 20, as custodian of the Town of Bourne OPEB Trust Fund; the Board of Trustees of the Town of Bourne OPEB Trust Fund and, to the Town Administrator and Town Accountant with responsibility for OPEB-related activities.

### DEFINITIONS

Annual Required Contribution – an actuarially calculated amount which if appropriated annually will retire a municipality's unfunded OPEB liability over a prescribed schedule.

Governmental Accounting Standards Board (GASB) - is an independent, private-sector organization that establishes accounting and financial reporting standards for U.S. state and local governments that follow Generally Accepted Accounting Principles (GAAP).

OPEB Liability Trust Fund - a trust fund established by a governmental unit for the deposit of appropriations, gifts, grants and other funds for the benefit of retired employees and their dependents; payment of required contributions by the governmental unit for the group health insurance benefits provided to employees and their dependents after retirement; and reduction and elimination of the unfunded liability of the governmental unit for those benefits. It is an expendable trust fund, subject to appropriation, that is managed by a trustee or board of trustees. The Town of Bourne created this trust fund under Article 15 of the 2011 Annual Town Meeting.

The State Retiree Benefit Trust Fund (SRBTF) - an investment vehicle established by Massachusetts law that enables political subdivisions of the Commonwealth to invest funds set aside to fulfill other-post-employment-benefits (OPEB) for retirees such as healthcare or dental coverage in retirement. Governmental accounting regulations prevent commingling these assets with traditional retirement investment funds, but the SRBTF allows for these eligible state and municipal entities a “turnkey” option to set aside money to be invested through the [Pension Reserves Investment Management Board \(PRIM\)](#).

## **H-1. POLICY**

It shall be the policy of the Town as follows:

- The Town is committed to a disciplined and methodical annual funding of the long-term cost of OPEB due to its current and future retirees.
- The Town will engage the services of an actuary every two years as a participant in the Barnstable County Group Valuation program to perform an updated actuarial valuation of its OPEB liability as a source of information for decision makers about progress toward funding of the liability and to comply with reporting requirements promulgated by GASB.
- The Town will have its OPEB liability as presented in the biannual actuarial valuation disaggregated, at a minimum, among the General Fund, the Integrated Solid Waste Management (ISWM) Enterprise Fund and the Sewer Enterprise Fund.
- The Town will seek to have the share of its OPEB liability attributable to the ISWM Enterprise Fund funded in as short a time frame as practical.
- The Town will periodically assess strategies to mitigate its OPEB liability by evaluating the structure of benefits offered and their cost drivers while at the same time avoiding benefit reductions that would place undue burdens on employees or risk making the Town an uncompetitive employer.

## **H-2. PROCEDURES**

### **1. Accounting for and Reporting the OPEB Liability**

Every two years, the Finance Director/Treasurer-Collector will engage the services of an actuary to conduct a valuation or interim update of the Town’s OPEB liability for the General Fund, the Sewer Enterprise Fund, and the ISWM Enterprise Fund to be transmitted to the Town’s independent auditor for integration into the Town’s annual financial statements in compliance with guidelines of the Governmental Accounting Standards Board.

Upon completion of an actuarial valuation, the Finance Director shall transmit the document to the Town Administrator, which in turn shall be transmitted to the Select Board, Trustees of Town of Bourne OPEB Trust Fund and Finance Committee for their information and consideration.

## 2. Trust Management and Investment

Appropriations by Town Meeting into the Town's OPEB Liability Trust Fund are to be invested by the Finance Director in consultation with the Trustees of the Town of Bourne OPEB Trust Fund. The Finance Director and the Trustees of the Town of Bourne OPEB Trust Fund will manage the Fund in conformance with the Town's OPEB Liability Trust Investment Policy and the state's prudent investor laws.

The Trustees of the Bourne OPEB Liability Trust Fund shall meet at least once a year to conduct its business. All meetings of the Trustees shall comply with MGL Chapter 30A, Sec. 18-25, the Commonwealth Open Meeting Law.

On an annual basis, the Town will evaluate its option to invest the OPEB trust with the State Retiree Benefits Trust Fund.

## 3. Mitigation

On an ongoing basis, the Town will assess health care cost containment measures and evaluate strategies to mitigate its OPEB liability. The Town Administrator will monitor proposed laws affecting OPEBs and Medicare and analyze their impacts.

The Finance Director will regularly audit the group insurance and retiree rolls and terminate any participants found to be ineligible based on work hours, active Medicare status, or other factors.

## 4. OPEB Funding Strategies

To address the Town's OPEB liability, the Town Administrator and Finance Director will annually recommend a funding schedule for the Town OPEB Plan to the Select Board and Finance Committee based on the most recent actuarial valuation. To the extent that funds are available, annually, the Town shall endeavor to transfer to the Town of Bourne OPEB Trust Fund an amount not less than \$250,000.

Potential sources of funding for the annual appropriation to the OPEB Liability Trust Fund may include, but not be limited to general fund revenue, free cash, overlay surplus Sewer Enterprise fund and ISWM Enterprise Fund.

To move toward full funding (beyond the current \$250,000 minimum annual funding) of the actuarially derived Annual Required Contribution to the OPEB Trust Fund, the Town Administrator with the assistance

of the Finance Director shall periodically evaluate the potential of the following and make recommendations to the Select Board and Finance Committee on annual appropriations to the OPEB Trust Fund:

- An accelerated funding schedule from the ISWM Enterprise Fund
- Transfer unexpended funds from insurance line items to the OPEB Trust Fund.
- Appropriate amounts equal to any Medicare Part D Reimbursements received by the Town.
- Appropriate a percentage of any new revenue stream(s) identified and adopted after the establishment of the Trust.
- Determine and commit to appropriating an annual portion of free cash.
- Appropriate an annually increasing percentage of the General Fund Operating Revenues
- At a future time when the pension reserve for Town of Bourne employees as managed by the Barnstable County Retirement Board is fully funded, direct any reduction in the Town's annual pension assessment to the Trust Fund.
- Increase the annual contribution to the Trust by an amount to be determined, for each new, permanent, full-time employment position created and staffed.

## REFERENCES

M.G.L. c. 32B, § 20

M.G.L. c. 32B, § 20A

M.G.L. c. 44, § 54

M.G.L. c. 44, § 55

M.G.L. c. 203C

Town of Bourne Other Post-Employment Benefits (OPEB) Trust, adopted under Article 15 of the 2011, Annual Town Meeting.

Town of Bourne Other Post Employment Benefits Trust Agreement dated April 7, 2015.

Town of Bourne OPEB Liability Trust Investment Policy Statement signed April 14, 2015.

Town of Bourne Financial Policy: [Financial Reserves Policy](#)

GASB Statements 75: Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions and 74: Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans  
Government Finance Officers Association Best Practices: Ensuring Other Postemployment Benefits (OPEB)  
Sustainability and Sustainable Funding Practices for Defined Benefit Pensions and Other Postemployment Benefits (OPEB)

# I. ISWM ENTERPRISE FUND FINANCIAL POLICIES AND GUIDELINES

## INTRODUCTION

The following financial management policies and guidelines set forth the framework for overall planning and management of the Town of Bourne, Integrated Solid Waste Management Enterprise Fund, overseen by the General Manager of the Town of Bourne, Department of Integrated Solid Waste Management. The policies are intended to be advisory in nature and serve as a point of reference for all policy-makers, administrators and advisors.

Responsibility for maintaining safe and environmentally sound operation of the Department of Integrated Solid Waste Management, that is in compliance with all Federal, State and local laws and regulations, is by the Charter, the responsibility of the ISWM General Manager. For each Fiscal Year, the General Manager shall prepare an overall financial management plan that includes an annual budget, administrative fee structure, capital outlay and debt management plan, and contributions to all funds within Retained Earnings. The ISWM General Manager will work closely with the Town Administrator and the Finance Director in the annual budget planning process and the implementation of the Financial Policies.

The policies are designed to ensure the sound financial condition of the ISWM now and in the future. Sound financial condition may be defined as:

- **Cash Solvency:** The ability to pay bills in a timely fashion and have a reserve to address unexpected increases in operational expenses.
- **Long-Term Solvency:** The ability to pay future costs including all debt service and benefit costs beyond the life of the landfill.
- **Service Level Solvency:** The ability to provide needed services for the residents and customers of the ISWM facilities in a safe and environmentally sound manner.
- **Infrastructure Solvency:** The ability to maintain infrastructure, plan for future development and meet long term obligations.

## ANNUAL BUDGET

**Components:** The annual Operating Budget of ISWM shall include the salaries and wages, expenses, host fee; and the administrative fee.

**Administrative Fee:** Administrative Fee represents contributions from the ISWM Enterprise Fund, in a manner compliant with the MA Department of Revenue guidelines for Enterprise Funds, for Administrative expenses of the Town. The administrative fee shall include ISWM fringe benefits, DPW expenses associated with the curbside collection program and other miscellaneous expenses such as accounting, management, postage and legal counsel.

**OPEB:** ISWM will make contributions to the OPEB Trust Fund in accordance with the Town's Financial Policy on OPEB contributions.

## FISCAL RESERVE GUIDELINES

ISWM's accumulation of prudent reserves is critically important to the fiscal health of the community for many reasons. The Town will endeavor to establish and maintain the following accounts as part of Retained Earnings. The undesignated balance of Retained Earnings will be reviewed as needed and applied in a manner to enhance the financial stability of the Enterprise Fund, including reducing debt.

Working Capital: Retained Earnings should be maintained at a minimum balance of 3 months operating expenses in cash. A month's operating expenses shall be calculated as the 12-month average from the previous fiscal year. The Finance Director shall be consulted and will make the annual determination of the amount required.

Reserve Fund: The ISWM Reserve Fund will be budgeted at 5% of the ISWM Annual Operating Budget. Access to the Reserve Fund shall be for emergencies or other unanticipated budgetary needs that may arise as a result of unexpected circumstances and must be approved by a vote of the Finance Committee upon request of the ISWM General Manager. Any funds expended during the fiscal year may be replenished at a Special Town Meeting if recommended by the General Manager and the Town Administrator. The minimum annual allocation shall be \$600,000.

Closure and Post-Closure Funds: To maintain closure accounts in compliance with state regulations that set aside adequate funds to close the landfill and/or transfer stations and further to maintain an account for the long-term post-closure care and monitoring required by regulations. Any annual calculation shall be done, in accordance with regulations, to determine the contributions from Retained Earnings into these accounts. Costs for closure and post-closure will be reviewed and updated at least every two years. Withdrawals from closure accounts shall be made on the recommendation of the General Manager and in consultation with the MA DEP. These funds are not to be used for any other purpose and are required to receive operating permits.

Host Fee: ISWM shall contribute to the General Fund, in accordance with law, the minimum required annual host fee based on a per ton fee per qualifying ton. Said fee shall be calculated in accordance with the law utilizing the cited inflation factor published by the Federal Government. The fee shall be part of the annual operating budget and will be based on projected qualifying tons and revenue for the coming Fiscal Year. The total qualifying tons multiplied by the established rate per ton is the determining factor for the host fee. If the General Manager determines that the qualifying tons in any Fiscal Year will not be sufficient to cover the budgeted Host Fee, the General Manager will notify the Town Administrator and the Finance Director as soon as the determination is made but no later than April 1 before the Fiscal Year end.



## FINANCIAL PLANNING & MONITORING GUIDELINES

Long-term financial forecasting and constant monitoring of current revenue and expenditure trends are vitally important to maintain quality service levels and fiscal discipline. As a result it is the policy of the Town that ISWM undertake the following:

Multi-Year Financial Forecasting: Establish and maintain an on-going financial planning model that projects revenues and expenses over the next five (5) years by using five (5) years of historical data and other fiscal trend analysis. ISWM shall endeavor to secure long-term contracts and other business arrangements to ensure that it has a steady source of revenue to meet its obligations.

Monitor and Track Current Year Financial Activities: Constantly monitor revenue and expenditure activities and publish periodic reports for policy-makers, the Town Administrator and Finance Director. To meet this objective, ISWM should implement improved financial management systems to create the required revenue and expenditure reports, reduce duplication of effort, and maximize productivity of finance department staff.

## CAPITAL PLANNING & DEBT SERVICE MANAGEMENT GUIDELINE

ISWM's ability to address its capital needs (infrastructure, facilities, equipment, etc.) is critical to meet contractual and regulatory obligations to provide safe and environmentally compliant facilities. ISWM is a unique operation in the state of MA for a municipal government and consideration must be given to the General Manager that ISWM has substantial expenditures for the purposes of keeping its facilities in good working order and to plan for the future. Therefore, ISWM shall undertake the following:

Capital Improvement Plan: In accordance with the Town of Bourne Charter, as amended, ISWM shall establish and maintain a five (5) year capital improvements plan, update the plan annually, develop capital financing strategies consistent with these policies, and integrate any new operating costs associated with capital projects into the annual operating budget. ISWM should capitalize expenditures of at least \$20,000 and have a useful life of more than five years.

Debt Maturity Guidelines: The Treasurer will strive to limit the maturity of ISWM's debt according to Mass General Laws and within the overall active life of the specific project or the landfill. A debt management plan will be developed for each fiscal year as part of the Operating Budget. This plan shall take into account the Fiscal Reserves that have been identified and that must also be fully funded.

Alternative Financing Strategies: ISWM will continually pursue opportunities to acquire capital by means other than conventional borrowing such as grants, and other programs as may be available.

Reconciliation & Record Keeping: ISWM will annually reconcile debt-related records with the Finance Director/Treasurer and the Town Accountant before April 1 of each fiscal year to determine if any unissued bond authorizations need to be rescinded at the Annual Town Meeting.

Debt Issuance: ISWM will work closely with the Finance Director and the Town's Financial Advisor and Bond Counsel to ensure that all legal requirements are met and that the lowest possible interest rate can be obtained.

Capital Budget: The Capital Budget for ISWM shall be determined on an annual basis and shall include replacement of ISWM funded equipment utilized by the Department of Public Works to fulfill the duties of curbside MSW and recyclables collection. ISWM will include a 5-year capital plan as part of the annual capital outlay review.

Revenue Enhancement Guidelines: ISWM will rapidly move to collect all receivables and close accounts of customers who do not pay. Further ISWM will notify the Town Administrator of accounts that require the Town to pursue full payment by all legal means.

DRAFT

## B. Capital Improvement Planning Target Worksheet (P12)

<b>FY23 GFOB</b>	<b>74,073,179.98</b>
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**FY24 Targets****5% Target - Debt Financed Projects**

5% of PY GFOB	3,703,659.00	5.00%
FY24 Non-exempt Debt Appropriation	<u>2,513,200.00</u>	3.39%
FY24 Non-exempt Debt Appropriation over (under) policy	(1,190,459.00)	-1.61%

**2% Target - Building renewal and replacement/acquisition of existing equipment (pay-as-you-go capital)**

2% of PY GFOB	1,481,463.60	2.00%
FY24 ATM Capital P1	1,103,181.00	
FY24 STM Capital P2	<u>580,250.00</u>	
Total Capital	1,683,431.00	2.27%
FY24 Pay-as-you go capital under (over) policy	201,967.40	0.27%

<b>FY24 GFOB</b>	<b>77,587,218.00</b>
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**FY25 Targets - prelim appropriations****5% Target - Debt Financed Projects**

5% of PY GFOB	3,879,360.90	5.00%
FY25 Non-exempt Debt Appropriation	<u>1,780,300.00</u>	2.29%
FY25 Non-exempt Debt Appropriation under (over) policy	(2,099,060.90)	-2.71%

**2% Target - Building renewal and replacement/acquisition of existing equipment (pay-as-you-go capital)**

2% of PY GFOB	1,551,744.36	2.00%
FY25 ATM Capital P1	1,042,200.00	
FY25 STM Capital P2	<u>-</u>	
Total Capital	1,042,200.00	1.34%
FY25 Pay-as-you go capital over (under) policy	(509,544.36)	-0.66%

<b>FY25 GFOB</b>	<b>79,148,959.00</b>
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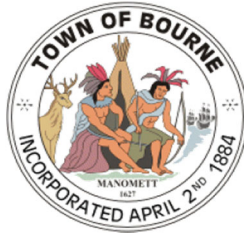
**FY26 Targets (forecasted)****5% Target - Debt Financed Projects**

5% of PY GFOB	3,957,447.95	5.00%
FY26 Non-exempt Debt Appropriation	<u>-</u>	0.00%
FY26 Non-exempt Debt Appropriation under (over) policy	(3,957,447.95)	-5.00%

**2% Target - Building renewal and replacement/acquisition of existing equipment (pay-as-you-go capital)**

2% of PY GFOB	1,582,979.18	2.00%
FY26 ATM Capital P1	-	
FY26 STM Capital P2	<u>-</u>	
Total Capital	-	0.00%
FY26 Pay-as-you go capital over (under) policy	(1,582,979.18)	-2.00%

**\*Once 7% target is reached, the amount in subsequent years under target shall be appropriated to the capital stabilization fund**



## Select Board's Correspondence

March 19, 2024

- A. DEP letter – Final Community Involvement Plan RCL Comments
- B. DEP letter – DD Property Munitions Response Site Plan
- C. DEP letter – Remedial Investigation Report for Dioxane et al
- D. Steamship authority Parking burden
- E. Cong Keating Partners – Affordable Housing Groundbreaking



Commonwealth of Massachusetts  
Executive Office of Energy & Environmental Affairs

## Department of Environmental Protection

Southeast Regional Office • 20 Riverside Drive, Lakeville MA 02347 • 508-946-2700

Maura T. Healey  
Governor

Kimberley Driscoll  
Lieutenant Governor

Rebecca L. Pepper  
Secretary

Bonnie Heiple  
Commissioner

March 8, 2024

Air Force Civil Engineer Center/JBCC  
Attn: Kimberly Gill  
Remediation Program Manager  
322 East Inner Road  
Otis ANG Base, Massachusetts 02542

RE: **BOURNE – BWSC**  
Release Tracking Number: **4-0000037**  
Joint Base Cape Cod (JBCC)  
**Draft Final Community Involvement  
Plan, RCL, Comments**

Dear Ms. Gill:

The Massachusetts Department of Environmental Protection (MassDEP) has reviewed the Air Force Civil Engineer Center (AFCEC) response to comments letter (RCL) dated February 26, 2024, in response to MassDEP comments dated January 19, 2024, for the document “**Draft Final Community Involvement Plan (CIP)**” (Draft CIP) dated December 2023. The Draft CIP details the types of public involvement activities that will take place to keep the community informed and involved in remedial activities of the Installation Restoration Program at Joint Base Cape Cod. MassDEP has the following comment on the RCL.

MassDEP Comment No.2, Community Involvement Activities, Environmental Justice: Please update the Deborah A. Marshall-Hewlitt contact information title to ‘Environmental Justice and Community Engagement Coordinator’.

Please incorporate this letter into the Administrative Record for the Installation Restoration Program Community Involvement Program at JBCC. If you have any questions regarding this matter, please contact me at (617) 694-2644 or Deborah Marshall-Hewlitt at (774) 384-3564.

Sincerely,

Leonard J. Pinaud, Chief  
Federal Site Management  
Bureau of Waste Site Cleanup

P/dmh

Ec: Upper Cape Select Boards  
Upper Cape Boards of Health  
JBCC Cleanup Team  
MassDEP Boston/Southeast Region



# Department of Environmental Protection

Southeast Regional Office • 20 Riverside Drive, Lakeville MA 02347 • 508-946-2700

Maura T. Healey  
Governor

Kimberley Driscoll  
Lieutenant Governor

Rebecca L. Tepper  
Secretary

Bonnie Heiple  
Commissioner

March 11, 2024

Air Force Civil Engineer Center/JBCC  
Attn: Ms. Kimberly J. Gill  
Remediation Program Manager  
322 East Inner Road  
Otis ANG Base, Massachusetts 02542

RE: **BOURNE – BWSC**  
Release Tracking Number: 4-0000037  
Joint Base Cape Cod (JBCC)  
**Draft Proposed Plan for Department of  
Defense Property Munitions Response Site  
at the Old Grenade Courts Munitions  
Response Area, RCL, Comments**

Dear Ms. Gill:

The Massachusetts Department of Environmental Protection (MassDEP) has received the Air Force Civil Engineer Center (AFCEC) response to comments letter (RCL) dated February 29, 2024, issued in response to MassDEP comments dated February 2, 2024, on the document **“Draft Proposed Plan for Department of Defense Property Munitions Response Site at the Old Grenade Courts Munitions Response Area”** (Draft Proposed Plan) dated December 2023. The RCL included a red-lined Revised Draft Proposed Plan dated January 2024. The Draft Proposed Plan was prepared to identify the AFCEC preferred remedy to address the risk associated with munitions and explosives of concern (MEC) and munitions constituents (MC) from the historical use of the Department of Defense (DoD) Property Munitions Response Site (MRS) at the Old Grenade Courts Munitions Response Area (MRA) for training in the handling and throwing of high explosive grenades and inert practice grenades. The MRA is located on Commonwealth of Massachusetts property on JBCC currently under the control of the DoD. MassDEP has the following comments on the RCL and Revised Draft Proposed Plan.

1. Page 2, Plan Summary:

The revised text states, **“In addition, no source of MC (i.e., MEC) has been found in the remaining portion of the MRS outside of the live grenade courts where historical training with practice grenades was conducted (live grenades were not permitted).”** Please revise the text to *“In addition, no source of MC (i.e., MEC) has been found in the areas investigated in the remaining portion of the MRS outside of the live grenade courts where historical training with practice grenades was conducted (live grenades were not permitted).”*

2. Page 3, Introduction:

MassDEP commented on February 2, 2024, on the text, **“The AF’s vision is to make the DoD Property MRS safe and clean for the reasonably anticipated future land use, which is expected to remain under DoD control for the foreseeable future.”** and requested that the AFCEC confirm that the

reasonably anticipated future land use is expected to remain under DoD control for the foreseeable future. Confirmation of this statement is important for full consideration of Alternative 2- Land Use Controls (LUCs) with Annual MEC Sweeps and Unexploded Ordnance Construction Support as the preferred remedy. The AFCEC response stated, **"It has been confirmed that the reasonably anticipated future land use is expected to remain under DoD control for the foreseeable future. There are no known plans for a change from current land use at the DoD Property MRS. No change has been made to the text."** However, at a meeting of the JBCC Military-Civilian Community Council (MC3) on February 28, 2024, the MassDevelopment presented information identifying several parcels within the JBCC cantonment area that have been declared excess, including a portion of the MRS, and that are being explored for conversion from military to other uses, particularly housing. The AFCEC, the EPA and MassDEP should meet to discuss how this information may change the Remedial Investigation/Feasibility Study and the Draft Proposed Plan.

3. Page 7, Results of the Risk Assessment, Munitions Constituents Risk Assessment:

The text states, **"In addition, no source of MC (i.e., MEC) has been found in the portion of the MRS outside of the live grenade courts where historical training with practice grenades only is suspected (live grenades were not permitted)."** Please revise the text to *"In addition, no source of MC (i.e., MEC) has been found in the areas investigated in the portion of the MRS outside of the live grenade courts where historical training with practice grenades only is suspected (live grenades were not permitted)."*

Please incorporate this letter into the Administrative Record for the Old Grenade Courts Munitions Response Area for the Military Munitions Response Program at Joint Base Cape Cod. If you have any questions regarding this letter, please contact me at (617) 694-2644.

Sincerely,



Leonard J. Pinaud, Chief  
Federal Site Management  
Bureau of Waste Site Cleanup

Ec: Upper Cape Select Boards  
Upper Cape Boards of Health  
JBCC Cleanup Team  
MassDEP Boston/Southeast Region



Commonwealth of Massachusetts  
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## Department of Environmental Protection

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March 11, 2024

Air Force Civil Engineer Center/JBCC  
Attn: Kimberly J. Gill  
Remediation Program Manager  
322 East Inner Road  
Otis ANG Base, Massachusetts 02542

RE: **BOURNE – BWSC**  
Release Tracking Number: 4-0000037  
Joint Base Cape Cod (JBCC)  
**Draft Supplemental Remedial Investigation  
Report for 1,4-Dioxane and Per- and  
Polyfluoroalkyl Substances at Fire Training  
Area-1 - MOR2, Comments**

Dear Ms. Gill:

The Massachusetts Department of Environmental Protection (MassDEP) has reviewed the Air Force Civil Engineer Center (AFCEC) Memorandum of Resolution2 (MOR2) dated March 6, 2024, in response to MassDEP comments dated November 9, 2023, for the document **“Draft Supplemental Remedial Investigation Report for 1,4-Dioxane and Per- and Polyfluoroalkyl Substances at Fire Training Area-1, Joint Base Cape Cod, Massachusetts”** dated April 2022 (the FTA-1 RI).

MassDEP has no comments on the FTA-1 RI MOR2.

Please incorporate this letter into the Administrative Record for the Fire Training Area-1 Operable Unit. If you have any questions regarding this matter, please contact me at (617) 694-2644 or Elliott Jacobs at (857) 207-0815.

Sincerely,

Leonard J. Pinaud, Chief  
Federal Site Management  
Bureau of Waste Site Cleanup

P/ej

Ec: Upper Cape Select Boards  
Upper Cape Boards of Health  
JBCC Cleanup Team  
MassDEP Boston/Southeast Region



## Kathleen Thut

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**From:** Nathaniel Trumbull <nat@teia.org>  
**Sent:** Sunday, March 10, 2024 12:58 PM  
**To:** Marlene McCollem  
**Cc:** Edward DeWitt  
**Subject:** Bourne may be interested in SSA parking burden (Sent by Nat Trumbull, nat@teia.org)

Dear Marlene,

Please see the attached letter (letter draft was prepared by town counsel of Falmouth) to be voted on by the Falmouth Select Board tomorrow (Mon., March 11).

The letter is public comment from the Town of Falmouth about the Steamship Authority failure to disclose adequately its SSA parking expansion to state environmental offices.

Please note the role of the parking lot in Cataumet.

If Bourne would like to submit public comment to the MEPA Office, the new deadline for submission of public comment to the MEPA Office is Friday, March 15 (deadline was extended).

Thank you.

Sincerely,

Nat Trumbull  
Southeast MA Regional Transportation (SMART) Citizens Task Force  
[nat@teia.org](mailto:nat@teia.org), 508 540 0308

----- Forwarded message -----

From: **Marlene McCollem** <[mmccollem@townofbourne.com](mailto:mmccollem@townofbourne.com)>  
Date: Tue, Feb 27, 2024 at 10:04 AM  
Subject: RE: [bournema] Bourne may be interested in SSA parking burden (Sent by Nat Trumbull, [nat@teia.org](mailto:nat@teia.org))  
To: [nat@teia.org](mailto:nat@teia.org) <[nat@teia.org](mailto:nat@teia.org)>

Thank you, Nat.

I will share your comments with the Select Board.

Be well,

Marlene

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**From:** Contact form at bournema [mailto:[cmsmailer@civicplus.com](mailto:cmsmailer@civicplus.com)]  
**Sent:** Monday, February 26, 2024 3:51 PM  
**To:** Marlene McCollem <[mmccollem@townofbourne.com](mailto:mmccollem@townofbourne.com)>  
**Subject:** [bournema] Bourne may be interested in SSA parking burden (Sent by Nat Trumbull, [nat@teia.org](mailto:nat@teia.org))

Hello mmccollem,

Nat Trumbull ([nat@teia.org](mailto:nat@teia.org)) has sent you a message via your contact form (<https://www.townofbourne.com/user/7206/contact>) at bournema.

If you don't want to receive such e-mails, you can change your settings at <https://www.townofbourne.com/user/7206/edit>.

Message:

The Town of Bourne may be interested in learning more about the Steamship Authority's parking burden on the Town of Bourne and the SSA's recent advisory letter request to the MEPA Office. There is an opportunity for comment from the Town of Bourne.

Please see the attached comments. Thank you. Sincerely,  
Nat Trumbull

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# TOWN OF FALMOUTH

Office of the Town Manager & Select Board

59 Town Hall Square, Falmouth, Massachusetts 02540

Telephone: (508) 495-7320

[townmanager@falmouthma.gov](mailto:townmanager@falmouthma.gov)

March 11, 2024

By email to [tori.kim@state.ma.us](mailto:tori.kim@state.ma.us)

Tori T. Kim  
Assistant Secretary/ MEPA Director  
Executive Office of Energy and Environmental Affairs  
100 Cambridge Street, Suite 900  
Boston, MA 02114

Re: Steamship Authority Request for Advisory Ruling regarding MEPA review

Dear Assistant Secretary Kim,

At a meeting on March 11, 2024, the Town of Falmouth Select Board discussed the Woods Hole, Martha's Vineyard and Nantucket Steamship Authority ("SSA") Request for Advisory Ruling of January 18, 2024 addressed to your attention. For the reasons discussed below, the Select Board submits its opposition to the SSA's Request for an Advisory Ruling that the operational changes to the use of its parking lots since 2011, including the Cataumet Lot in Bourne, are insignificant in terms of their environmental impact.

In an Advisory Opinion dated June 15, 2023, the Executive Office of Energy and Environmental Affairs (EEA) determined that the continued use of the Cataumet Lot by the SSA is a material change to the SSA parking proposal reviewed under EEA # 14559 requiring the filing of a Notice of Project Change, or in the alternative, a Request for an Advisory Opinion that the changes are insignificant as to environmental impacts. In the Advisory Opinion at page 3, the EEA directed the SSA to submit a filing to address the following:

1. The use of the Cataumet Lot and any other surrounding lots used by the SSA since 2011, including any future use;
2. For those lots that the SSA intends a reduced use for ferry operations, specify the means by which the reduced usage of the lots would be enforced or verified;
3. Identify any traffic impacts resulting from the use of the lots including a revised traffic study in consultation with the MassDOT and local transportation officials;
4. Describe any mitigation measures that might be needed;
5. Confirm that there are no future plans to develop Parcels 2 and 4; and
6. Provide an update on the use of Lot 10 for parking.

The SSA's response to the above directives was lacking in several areas, as illustrated below.

1. The SSA described the current use of the Cataumet lot, as well as the lots at 1 Cowdry Rd., 286 Palmer Ave., and 590 Thomas B. Landers Rd. As for the Cataumet lot, the SSA makes clear that intends to use this lot for the foreseeable future, contrary to the information provided during the last MEPA review in 2011 (EEA #14559). The only mention of the Ice Arena Lot (also known as Lot 10) is found in a footnote in which the SSA states that it "leases an additional 300 parking spaces seasonally during the summer months" with no other details provided.

2. The SSA provided no information about how reduced usage of its lots would be enforced or verified.
3. The SSA simply declined to commit to obtaining any traffic studies.
4. The SSA failed to mention mitigation measures in its response.
5. The SSA stated that it has no plans to develop Parcel 2.
6. The SSA failed to provide an update on the use of Lot 10 beyond the minimal statement in footnote 1.

The Select Board submits that it is impossible to determine whether or not the use of the parking lots, including the Cataumet lot, has a significant impact on the environment such that MEPA review is required without all of the information requested by the EEA.

When making this determination, it is important to note that the number of passengers transported by the SSA from its parking lots to the ferry grew by 7% from 2010 to 2022<sup>1</sup>. The number of daily fee parking permits reported by the SSA in its letter to you grew by 6% from 2011 to 2023. The resulting vehicular traffic has a considerable environmental impact on the Falmouth community. As such, we ask that the EEA require that the SSA complete an Environmental Impact Report that addresses the Authority's parking lot expansion history over the past 20 years and the impacts of this expansion. The aforementioned letter submitted by the SSA provides parking counts but these counts are not supported by engineered plans or aerial images documenting the number of parking spaces in each lot. We ask that the SSA be required to provide documentation of the change in parking counts over the past 20 years so the impacts of its parking operations can be confirmed and properly evaluated. Moreover, the Select Board asks that the EEA hold the SSA accountable for complying with MEPA reporting thresholds going forward.

For the above reasons, the SSA's submission is insufficient and unresponsive to the EEA's order. The EEA explicitly asked for a thorough report as to the use of its parking facilities to make a determination about their possible environmental consequences. The SSA failed to respond as directed, and therefore, the EEA must deny the Request for an Advisory Ruling that a project change is insignificant and require the SSA to file a Notice of Project Change in order to conduct a complete and accurate MEPA review.

Thank you for your consideration.

Sincerely,

Nancy Robbins Taylor  
Falmouth Select Board Chair

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<sup>1</sup> Cape Cod Times July 28, 2023: *Population growth during COVID cited in Steamship Authority rider, revenue increases*



*The Commonwealth of Massachusetts*  
*Executive Office of Energy and Environmental Affairs*  
*100 Cambridge Street, Suite 900*  
*Boston, MA 02114*

Maura T. Healey  
GOVERNOR

Kimberley Driscoll  
LIEUTENANT GOVERNOR

Rebecca L. Tepper  
SECRETARY

Tel: (617) 626-1000  
Fax: (617) 626-1081  
<http://www.mass.gov/eea>

June 15, 2023

By E-mail

Nathaniel Trumbull  
SMART Citizens Task Force  
11 Church Street  
Woods Hole, MA 02543  
E-mail: [smartcitizenstaskforce@gmail.com](mailto:smartcitizenstaskforce@gmail.com)

Re: Woods Hole, Martha's Vineyard and Nantucket Steamship Authority (SSA)

Dear Mr. Trumbull:

On behalf of Secretary Rebecca Tepper, I write to respond to your letter of February 26, 2023 ("February 26 letter"), in which you requested reconsideration of a prior advisory ruling issued by this Office on February 24, 2023 (and corrected on February 27, 2023) (the "February 24 ruling") in relation to operations of Woods Hole, Martha's Vineyard and Nantucket Steamship Authority.<sup>1</sup> The February 26 letter was sent on behalf of the Southeast Massachusetts Regional Transportation (SMART) Citizens Task Force. At your request, further consultation was conducted with the Woods Hole, Martha's Vineyard and Nantucket Steamship Authority ("SSA" or "the Authority"), SMART, and this Office on March 30, 2023. Supplemental information was provided by SSA on March 8 and April 21, 2023, and a response from you was sent on May 21, 2023. Your letter also required consultation with the Massachusetts Department of Transportation (MassDOT).

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<sup>1</sup> After issuing the advisory ruling on February 24, 2023, I received your February 26 letter noting two technical errors, namely, the reference to SSA (not SMART) in connection with the input from Mr. Edward DeWitt and an erroneous reference to inches (not feet) in footnote 4. These errors were corrected prior to publication in MEPA's Recent Decisions webpage (<https://eeaonline.eea.state.ma.us/EEA/MEPA-eMonitor/recentDecisions>) on February 27, 2023; the ruling also appeared in the March 8, 2023 Environmental Monitor (<https://eeaonline.eea.state.ma.us/EEA/MEPA-eMonitor/home>). Your February 26 letter included a request that I withdraw this advisory ruling in light of additional facts; your letter was treated as a request for reconsideration, to which this ruling responds.

### Background

Your February 26 letter continues to seek a ruling that certain operations of the SSA are subject to review under the Massachusetts Environmental Policy Act (“MEPA”) and implementing regulations at 301 CMR 11.00.

As indicated in prior correspondence from you dated November 27, 2022 (the “November 27 letter”), you have asserted that SSA operations “have grown to be a public nuisance in the form of excessive noise, traffic volume, pollution, and threats to public safety.” While the SSA operates ferry service between Woods Hole and Martha’s Vineyard, and between Hyannis and Nantucket, your letter indicated concern with the former route. The November 27 letter stated that SMART has advocated for the opening of an “off-Cape freight port” to transport provisions, supplies, and fuel to Martha’s Vineyard and Nantucket (collectively, “the Islands”), and made note of Executive Order 425 (2000), which created a task force to study the potential for expanding ferry service from off-Cape locations such as New Bedford. The task force produced a report with recommendations in 2001.<sup>2</sup>

The November 27 letter asserted that SSA has made certain operational changes since 2001, which have increased traffic along a six-mile long SSA ferry corridor in Falmouth. Such changes included lengthening/widening vessels to carry more passengers and vehicles, replacing smaller ferries with larger ferries, and expanding off-site parking availability. However, as indicated in the February 24 ruling, the statistics provided with your November 27 letter failed to demonstrate that SSA’s operational changes have resulted in an increase in average daily trips (adt) corresponding to any MEPA review thresholds, including those in 301 CMR 11.03(6) (Transportation).

Your February 26 letter continues to assert that SSA’s operations have resulted in traffic increases that exceed MEPA review thresholds, noting, in particular, traffic counts performed at certain roadway segments in the vicinity of the SSA ferry terminal. Your letter also discusses changes in parking availability at off-site lots. In its March 8, 2023 response, the SSA indicated that parking improvements implemented by the Authority were previously reviewed by MEPA (EEA #14559), and received a Certificate on a Final Environmental Impact Report (FEIR) on October 28, 2011. However, the SSA acknowledged during the March 30, 2023 consultation meeting that the use of the Cataumet Lot continued after completion of the 2011 MEPA review, and provided more details about use of the lot in supplemental information provided on April 21, 2023.

### Determination

MEPA review is required if there is “Agency Action” for a Project, and one or more review thresholds in 301 CMR 11.03 are triggered. See 301 CMR 11.01(2)(a)-(b). As defined in 301 CMR 11.02, “Agency Action” consists of either an Agency directly undertaking a Project, or, if the Project is undertaken by a Person, any action that “grants a Permit, provides Financial Assistance, or closes a Land Transfer.” MEPA jurisdiction is broad (or “full scope”) when a Project is undertaken by an Agency or involves Financial Assistance. 301 CMR 11.01(2)(a).

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<sup>2</sup> <https://smartmassachusetts.files.wordpress.com/2017/11/2001-task-force-report.pdf>



As previously stated in the February 24 ruling, while the SSA acknowledges that it is an “Agency” under MEPA, prior correspondence from you failed to demonstrate that SSA’s operations have resulted in an increase in adt that exceeds applicable MEPA review thresholds at 301 CMR 11.03(6)(a)6. and 11.03(6)(b)13. & 14. While your February 26 letter provides traffic counts at certain roadway segments, it provides no information to demonstrate that the increase in traffic at those locations is attributable to operations of the SSA. Your May 21 response continues to assert that actions taken by SSA to increase capacity of the ferry terminal should be considered a form of “induced demand” for new vehicular traffic. However, correspondence with MassDOT confirms that ferry terminal operations are not associated with standard “land use code” (LUCs) that provide trip generation estimates by land use types. And, in any event, the actions challenged here amount to modest changes to schedules and vessel sizes, and do not alter the overall capacity of the terminal as a whole.

With regard to parking, MEPA review thresholds acknowledge that an increase in parking may result in potential environmental impacts. For this reason, SSA’s prior parking proposal was reviewed by MEPA (EEA #14559), as it exceeded mandatory EIR thresholds at 301 CMR 11.03(1)(a)2.: *creation of 10 or more acres of impervious area* and 11.03(6)(a)7.: *construction of 1,000 or more New parking spaces at a single location*. The SSA has acknowledged that it has continued its use of the Cataumet Lot since 2011, notwithstanding indications to the contrary in the FEIR Certificate for EEA #14559. While SSA’s April 21 response states that use of the lot was limited to the summer months and has been suspended since 2019, it notes that the lot has a total capacity of 900 spaces and that SSA renewed its lease for the space in 2019. Under these circumstances, I find that SSA’s continued use of the Cataumet Lot is a material change to the project reviewed under EEA #14559, and requires the filing of a Notice of Project Change (NPC). Under amended 301 CMR 11.10(6) effective January 6, 2023, the SSA may request an advisory opinion under 301 CMR 11.01(6) that a project change is insignificant in terms of its environmental consequences, such that an NPC filing would not serve the purpose of MEPA review and should not be required. The Secretary retains discretion to publish any such request for advisory ruling for public comment.

\* \* \* \* \*

Based on the foregoing, the SSA is directed to file an NPC or request for advisory ruling to disclose the environmental impacts associated with changes to SSA’s utilization of parking lots since issuance of the FEIR Certificate for EEA #14559. The filing should discuss the use of the Cataumet Lot and any other surrounding parking lots by the SSA since 2011, as well as any future plans for use. To the extent SSA intends to make reduced use of any lots to support ferry operations (for instance, on a seasonal basis), it should specify the means by which any such reduced use would be enforced or verified, identify any traffic impacts that would result from such use including through a revised traffic study conducted in consultation with MassDOT and/or other local transportation officials, and describe any mitigation measures that may be warranted. Consistent with the FEIR Certificate for EEA #14559, the SSA should confirm that it has no plans for future development on Parcels 2 and 4, and should provide an update on its usage of Lot 10 for parking.

Aside from the requirement to file an NPC or request for advisory ruling, I hereby affirm my prior ruling that MEPA review is not required for any of the operational changes (except parking utilization) identified by your November 27 and February 26 letters because, while there is Agency Action, the changes identified do not meet or exceed any MEPA review thresholds. As previously noted,

traffic impacts are also well within the scope of impacts that were foreseen when the 1998 amendments to 301 CMR 11.00 were promulgated; accordingly, fail-safe review does not appear to be warranted under 301 CMR 11.04(1)(b)1.

If you have any questions regarding this determination, please contact the MEPA Office at [MEPA@mass.gov](mailto:MEPA@mass.gov).

Sincerely,

/s/ *Tori T. Kim*

Tori T. Kim

Assistant Secretary

cc: Terence G. Kenneally, SSA General Counsel





**Re: Steamship Authority Needs to Properly Account for Parking Operations**

February 25, 2024

Dear Assistant Secretary Kim,

The tone and tenor of the Steamship Authority's January 18, 2024 letter is that 1) the Authority is the best judge of its environmental impacts, 2) it is a waste of time for MEPA to review its actions particularly related to parking, and 3) MEPA thresholds do not apply to the Authority. There is no apology for claiming the same mitigation (abandonment of certain parking lots) for multiple projects and never carrying out the mitigation (abandonment). There is no explanation why the Authority failed to notify MEPA of its change in mitigation strategy (at a minimum a Notice of Project Change). There is no remorse. There is no explanation why it took the Authority so long to respond to the June 15, 2023 MEPA decision. There is no legal authority cited for the Authority's position or behavior.

The MEPA thresholds related to parking are clear and unambiguous:

Addition of 1,000 new parking spaces at a single location requires an ENF and mandatory EIR. 310 CMR 11.03 6. (a)(7);

Addition of 300 new parking spaces at a single location requires an ENF and potential additional review if the Secretary requires. 310 CMR 6. (b)(14).<sup>1</sup>

The Authority's actions have also been clear and unambiguous:

The Authority twice relied on abandonment of the Cataumet parking lot as mitigation in exchange for favorable environmental review. The Authority never abandoned the lot and instead of letting its lease simply expire, it

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<sup>1</sup> The number of new parking spaces threshold is reduced to 150 if certain ADT parameters are crossed. 310 CMR 6.(b)(13). Based on the previous review, the Authority does not effectively track ADT.



extended the lease and acquired an option to purchase the property. At a minimum, a Notice of Project Change was/is required.

The Authority also relies on abandonment of Gifford Street as past mitigation. As noted in the Authority's letter the Gifford Street lot remains a parking lot for trucks, construction equipment, and materials. That is not abandonment and requires, at a minimum, a Notice of Project Change.

The Authority parking space numbers are and have never been consistent. The number for Palmer Avenue as far back as 2015 was 1,800 spaces and not 1,508 spaces as claimed in its letter. "After Phase 2 is completed in May 2014, the Steamship Authority will have up to 1,800 spaces at its Palmer Avenue parking lot, representing an overall increase of approximately 350 spaces." (*Steamship Authority 2013 Annual Report*, page 8). No ENF could be found for the 350 additional spaces at Palmer Avenue. The 350 additional spaces at Palmer Avenue required at a minimum an ENF.

In its pending request, the Authority has used footnotes to avoid counting actual parking spaces from Table 1 in its letter. The Ice Arena (footnote 1) is an Authority lot. According to Table 2 in the Authority's letter more than 26,886 people have parked at that lot. The 300 spaces at the Ice Arena required at a minimum an ENF. SMART believes it is listed as a footnote because it reaches a MEPA threshold.

The Cowdry Road (Woods Hole) entry in Table 1 omits the short-term and queuing parking spaces.<sup>2</sup> Those areas are also parking spaces.

In 2000, the number of parking spaces in Falmouth was 3,400.<sup>3</sup> SMART calculates the current number as not less than 4,301 in 2024. This is a 26.5 percent increase in spaces with essentially no environmental review.

The Authority cannot be relied upon or trusted to provide an accurate picture of its parking operations. Because of this fact, SMART can only report on the total number of parking spaces as being not less than 4,301 in Falmouth and not less

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<sup>2</sup> Short-term and queuing parking have a major impact on ADT.

<sup>3</sup> *Falmouth Enterprise*, July 21, 2000, page 8. The article goes into detail about the use of various Authority parking lots.





than 900 at Cataumet.<sup>4</sup> The Falmouth numbers, by SMART's calculations, do not include Gifford Street or the short-term and queuing areas in Woods Hole.

Based on the totality of facts in the records before MEPA related directly or indirectly to parking, Southeast Massachusetts Regional Transportation (SMART) Citizens Task Force requests that the Authority be directed to complete and file an EIR that addresses 1) the history and expansion of parking lot operations over the past 20 years, 2) all of the Authority's past lapses in MEPA compliance, 3) the impact of the Authority's parking lot operations on ADT, 4) parking lot stormwater management, 5) MEPA threshold adherence moving forward, and 6) management actions to address MEPA compliance.

The Authority prefers that MEPA look at the Cataumet lot in isolation. As noted in these comments there is a systematic ignoring of MEPA thresholds across the entire spectrum of the SSA's parking operations. MEPA needs to send a very strong message to the Authority. SMART asks you to grant our requested relief.

Sincerely,

*Nathaniel S. Trumbull*

Nathaniel Trumbull  
SMART Citizens Task Force  
[nat@teia.org](mailto:nat@teia.org), 508 540 0308

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<sup>4</sup> The actual number of spaces at the Cataumet lot is difficult to measure because spaces are not marked. The Authority has consistently used the number 900 plus. It is likely that the lot actually falls into the 1,000 plus spaces category. Reactivation required an EIR.



Cc:

Falmouth Select Board Chair Nancy Taylor and Select Board members

Falmouth Town Manager Mike Renshaw

Maura O'Keefe, Falmouth Town Counsel

Robert Davis, Steamship Authority General Manager

Terence Kenneally, Steamship Authority General Counsel

SSA Board Chair Robert Jones and Board members

Senator Susan Moran

Representative Dylan Fernandes

Ed DeWitt



## Woods Hole, Martha's Vineyard and Nantucket Steamship Authority

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### AUTHORITY MEMBERS

**ROBERT R. JONES**  
Barnstable Member, Chair

**JAMES M. MALKIN**  
Dukes County Member, Vice Chair

**PETER J. JEFFREY**  
Falmouth Member, Secretary

**MOIRA E. TIERNEY**  
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**ROBERT F. RANNEY**  
Nantucket Member

**ROBERT B. DAVIS**  
General Manager

**MARK K. ROZUM**  
Treasurer/Comptroller

**TERENCE G. KENNEALLY**  
General Counsel

January 18, 2024

By email to [tori.kim@state.ma.us](mailto:tori.kim@state.ma.us)

Tori T. Kim  
Assistant Secretary / MEPA Director  
Executive Office of Energy and Environmental Affairs  
100 Cambridge Street, Suite 900  
Boston, MA 02114

Re: **Request for Advisory Ruling in Response to Your Letter of June 15, 2023**

Dear Assistant Secretary Kim,

Woods Hole, Martha's Vineyard and Nantucket Steamship Authority ("Authority") acknowledges receipt of your above-referenced letter of June 15, 2023, and submits a Request for Advisory Ruling that the Authority's foreseeable limited use of its Cataumet Lot in Bourne, Massachusetts, is insignificant in terms of its environmental consequences and a Notice of Project Change (NPC) filing would not serve the purpose of MEPA review and should not be required.

### **Current Vehicle Parking Situation for Woods Hole to Martha's Vineyard Route**

At the present writing, the Authority operates four (4) separate mainland parking lots for its passenger ferry service between Woods Hole, Massachusetts, and the island of Martha's Vineyard. The parking lot locations and their vehicle space capacities are set forth in **Table 1**.

The Authority also owns a vacant (former parking) lot located at 677 Gifford Street in Falmouth, which is currently being used as a storage and "laydown" facility for its ongoing Woods Hole terminal reconstruction project. The Gifford Street Lot is not currently utilized for parking customers' vehicles and was last used for parking customers' vehicles in 2015.

Table 1

Address	Town	Capacity/Spaces
1 Cowdry Rd.	Falmouth (Woods Hole)	324
286 Palmer Ave.	Falmouth (Palmer)	1,508
590 Thomas B Landers Rd.	East Falmouth (TBL)	1,927 <sup>1</sup>
1251-1255 Rte. 28A (Sandwich Road)	Bourne (Cataumet)	900 <sup>2</sup>

The Authority offers daily fee parking and permit parking to its customers. Permit parking is offered on an annual basis at the Authority's Woods Hole Lot and its Palmer Avenue Lot. Daily fee parking is offered at the Authority's Woods Hole Lot, its Palmer Avenue Lot and during the spring through fall seasons at its TBL Lot and the Cataumet Lot. The number of annual permits at the Authority's Woods Hole Lot is currently 252 and 1,497 permits at its Palmer Avenue Lot. All other parking is daily fee with customers coming and going and paying upon their departures from the lots. Table 2 summarizes the Authority's daily fee parking data from 2011 through 2023.

Table 2

YEAR	MAIN/TOWN LOT	PALMER LOT	GIFFORD LOT	SUN LOT	CATAUMET LOT	FALMOUTH HIGH	ICE ARENA LOT	THOMAS B. LANDERS	TOTAL FALMOUTH
2011	3,266	70,928	14,176	15,636	11,086	1,880	11,770	420	129,150
2012	3,669	85,062	14,716	16,099	12,713	1,711	209	435	134,604
2013	4,211	83,199	14,633	15,463	12,603	2,621	-	1,029	133,059
2014	5,032	90,132	12,447	13,042	11,646	1,818	-	771	134,888
2015	2,949	93,100	1,347	789	3,890	-	-	38,511	140,586
2016	2,117	94,266	-	-	1,927	-	797	46,076	145,183
2017	169	85,043	-	-	2,227	-	2,122	54,369	143,930
2018	107	81,967	-	-	971	-	4,804	52,424	140,373
2019	94	79,921	-	-	1,870	-	4,280	49,270	135,435
2020	27	60,937	-	-	-	-	-	20,593	81,557
2021	26	80,287	-	-	-	-	255	42,481	123,049
2022	34	83,447	-	-	-	-	1,626	45,549	130,656
2023	26	89,985	-	-	-	-	922	45,323	136,256
TOTALS	21,707	1,078,272	57,319	61,029	58,933	7,930	26,885	397,251	1,709,326

<sup>1</sup> The Authority leases an additional 300 parking spaces seasonally during the summer months at the neighboring Falmouth Ice Arena property. This property is the original Lot 10 referenced in the FEIR/NPC certificate dated October 28, 2011

<sup>2</sup> Cataumet Lot is used only as an overflow lot during busy summer periods i.e. Fourth of July holiday period.

**1 Cowdry Road, Falmouth a.k.a. Woods Hole Lot**

In October 2015, the Authority entered a five (5) year agreement with the Town of Falmouth to lease the Woods Hole Lot, which provides vehicle parking that is located near the Authority's Woods Hole terminal and the village of Woods Hole.

In September 2016, the Authority and the Town agreed to amend the lease agreement (1st Amendment). This amendment extended the period in which the Authority leased a portion of its property to the Town for metered parking. The amendment was necessary because the metered spaces leased by the Town were moved from the Authority's terminal site to the Woods Hole parking lot to accommodate the construction of the Authority's new temporary terminal building. The parties designated forty-five (45) parking spaces within the Woods Hole Lot for the Town's use. As a result of this amendment, the Authority realized a significant decrease in the number of its daily fee parking customers at the Woods Hole Lot as illustrated in the 2017 figures in **Table 2**.

In July 2020, the Authority and the Town approved a one-year renewal of the lease agreement (2nd Amendment) because the agreement's term was set to expire on December 31, 2020.

In December 2021, the Authority and the Town approved a two-year renewal of the lease agreement (3rd Amendment), extending the term of the lease by two (2) additional years to an expiration date of December 31, 2023. The amendment also increased the number of parking spaces designated as "Village Permit" spaces in the Woods Hole Lot from forty-five (45) to sixty (60) spaces without any other changes to the lease.

On December 18, 2023, the Town's Select Board voted in support of a one-year extension of the lease, which now expires on December 31, 2024. This amendment also decreased the number of parking spaces designated as "Village Permit" spaces in the Woods Hole Lot from sixty (60) spaces to fifty (50) spaces. If the lease of the Woods Hole Lot is not renewed by the parties as of January 1, 2025, the Authority's current 252 permit parking customers and its daily fee parking capacity of approximately twenty-five (25) spaces will need to be transferred to the Authority's remaining parking lots.

**286 Palmer Avenue, Falmouth a.k.a. Palmer Avenue Lot**

For decades, the Authority has operated a parking lot and shuttle bus service to its Woods Hole Terminal from its Palmer Avenue Lot. In October 2016, the Authority approved the construction of its new administration office building at the Palmer Avenue Lot location. In February 2018, the Authority moved its administrative staff offices from Woods Hole to the newly constructed office building at the Palmer Avenue Lot and began reconstruction of its marine ferry terminal in Woods Hole. Relocating the Authority's administrative staff offices from Woods Hole resulted in approximately sixty (60) employee vehicles that previously parked at the Woods Hole Terminal being designated at the Palmer Avenue Lot as well as spaces for the vehicular traffic related to visitors to the administrative offices being accommodated at the Palmer Avenue Lot.

The Palmer Avenue Lot has thirty-four (34) spaces available for customers with accessibility needs, nine (9) spaces for charging electric vehicles (EVs), fifteen (15) spaces for oversized vehicles, i.e. buses (including electric buses), RVs, twenty-five (25) spaces designated for car rentals, and 1,425 spaces designated for daily fee parking and permit parking.

The Authority is currently reviewing whether the Palmer Lot is a suitable location for installing solar canopies and battery storage and additional electric vehicle charging stations.

**590 Thomas B. Landers Road, Falmouth a.k.a. TBL Lot & Falmouth Ice Arena Lot**

Within EEA #14559, the Authority set forth the purchasing details of the TBL Lot and its intention to purchase certain parcels of land to create an approximately 1,900-space parking lot and consolidate the then-existing parking lot operations within Falmouth. In May 2015, the TBL Lot and its approximately 1,900 parking spaces became operational. Since 2015, the Authority has operated its parking and bus shuttle service seasonally from the TBL Lot because it is now the primary overflow lot when the Palmer Avenue Lot fills to its capacity.

In October 2021, following the completion of a feasibility study, the Authority awarded a contract to NextGrid, Inc. and Madison Energy Partners of Bedford, Massachusetts, to lease the TBL Lot for a solar development project. The project calls for maintaining the parking lot operation while installing solar canopies throughout the lot with the potential for battery storage and electric vehicle charging stations. Since 2021, NextGrid has been developing the TBL Lot's solar project. To date, construction has not begun as the required permits are being pursued.

The Authority also leases an additional 300 parking spaces seasonally during the summer months at the neighboring Falmouth Ice Arena property. In 2019, the Authority utilized the Ice Arena lot a total of sixteen (16) days during the summer months. In 2020, the Authority did not utilize the Ice Arena lot during the summer. In 2021, the Ice Arena lot was utilized for only one (1) day. In 2022 and 2023, the Authority utilized the Ice Arena lot for only seven (7) days each year.

In October 2023, NextGrid advised that the Cape Transmission Study was expected to be approved by ISO New England in November 2023, but the Cape Distribution Study has yet to be approved by the Massachusetts Department of Public Utilities (DPU). Eversource has confirmed that the DPU has yet to rule on the Cape study capital investment project (CIP) fee, which allocates upgrade costs to construct the solar systems involved to developers and ratepayers. Until those fees are formally allocated, the projects in the study, including the TBL Lot project, are on hold. Accordingly, the Authority and NextGrid have agreed to extend the TBL Lot solar project's development period until December 31, 2024, with an option to further extend the period an additional twelve (12) months. The full impact of the TBL Lot solar project's construction delay upon the Authority's parking lot operations is also under review.



**1251-1255 Rte. 28A (Sandwich Road), Bourne a.k.a. Cataumet Lot**

Within EEA #14559, the Authority advised that it intended to sell the Gifford Street Lot and stop leasing the 900-spaced Cataumet Lot. As noted above, the Authority continues to own and utilize the Gifford Street Lot as a storage facility, but it has not been used for parking customers' vehicles since 2015. See Table 2.

In January 2019, the Authority approved and executed a new lease agreement with Gary W. Wing, the trustee of the properties comprising the Cataumet Lot. The lease's term ends November 30, 2028. The future sale and demise of the property is subject to a separate agreement of first refusal held by the Authority.

The Authority last utilized the Cataumet Lot for parking customers' vehicles in 2019. The Cataumet Lot was utilized from 2015 through 2019 primarily between the months of July and August with a total number of cars parked of 10,885 over that five (5) year period. See Table 2. The Lot was used for daily fee parking only during the Fourth of July Weekend and during the Martha's Vineyard Agricultural Society Livestock Show & Fair, which is held over the course of four (4) days in August every year. Since 2019, the Authority has not used the Cataumet Lot for customer parking or any other use because of reduced parking demand. The Cataumet Lot's capacity is underutilized, but it does provide traffic relief for the Town of Falmouth during the busy summer months of July and August when or if the need arises. If the Cataumet Lot's capacity becomes unavailable for customer parking, there is a good likelihood that customers will drive to Falmouth and/or Woods Hole seeking parking alternatives. If the Woods Hole Lot lease is not renewed by the Town of Falmouth and the Authority as of January 1, 2025, then additional customers will be seeking parking alternatives within the Town.

With passenger counts steadily returning to pre-COVID-19 pandemic levels and the potential impacts that the construction of the TBL Lot solar project may have on parking capacities, the Authority anticipates the need to direct customer vehicle traffic to the Cataumet Lot for daily fee parking during the busy summer months of July and August. Accordingly, the Authority intends to continue to fund its lease of the Cataumet Lot for the foreseeable future.

**Traffic Impacts**

Because of the delays associated with DPU's review of the Cape Distribution Study and the resulting delays in constructing the TBL Lot solar project and the very recent developments with the lease amendment concerning the Woods Hole Lot, the Authority has not committed to a traffic study concerning its foreseeable, but likely limited, use of the Cataumet Lot in lieu of the TBL Lot.

Following its review of the factual circumstances set forth in this letter, the Authority discerns very few, if any, material environmental impacts stemming from its limited use of the Cataumet Lot during its utilization between 2015 and 2019.<sup>3</sup> Furthermore, the Authority has no

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<sup>3</sup> For example, the number of daily cars parked at the Cataumet Lot in 2019 (1,870) was approximately 1.4% of the total number of daily cars parked in Falmouth (& Bourne) (135,345). See Table 2.

Tori T. Kim  
Assistant Secretary / MEPA Director  
January 18, 2024  
Page 6 of 6

current plans to develop Parcel 2 that is located on Research Road adjacent to the Falmouth Ice Arena property. Parcel 4, referenced in your June 2023 letter and within EEA #14559, was a parcel on the west side of Research Road that was the subject of an intergovernmental land swap requested by the Town of Falmouth in 2011. The Authority and the Town of Falmouth entered into a land swap agreement in August 2011 whereby the Town took Parcel 4 and the Authority received "Lot 18," which was acreage on the east side of Research Road that was subsumed into Parcel 2.

In light of the above information, the Authority requests that your office provide an advisory ruling that the Authority's foreseeable limited use of the Cataumet Lot is insignificant in terms of its environmental consequences and a Notice of Project Change filing would not serve the purpose of MEPA review and should not be required.

If you have any questions or concerns about this response, please contact me at (508) 289 4301 or by email me at [tkenneally@steamshipauthority.com](mailto:tkenneally@steamshipauthority.com).

Very truly yours,



Terence G. Kenneally  
General Counsel

**Kathleen Thut**

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**From:** Maria Plati <mplati@poah.org>  
**Sent:** Friday, March 8, 2024 9:53 AM  
**Subject:** Join Cong Keating, partners, Apr 5 Bourne groundbreaking affordable housing

RSVP to [events@poah.org](mailto:events@poah.org) by March 27



Please join Congressman Bill Keating (MA-9) and housing partners and supporters at a **Groundbreaking for Cape View Way Apartments**

Friday, April 5 at 10:30 am ~ 12 Cape View Way, Bourne

RSVP by March 27 to [events@poah.org](mailto:events@poah.org)

## Groundbreaking for Cape View Way Apartments

Friday, April 5 at 10:30 [rsvp to events@poah.org](mailto:events@poah.org)

12 Cape View Way, Bourne

### Guest Speakers:

**Congressman Bill Keating (MA-9)**

Clark Ziegler, Executive Director, Massachusetts Housing Partnership

Cape View Way will create 42 units of affordable housing in a three-story building in Sagamore Beach. The development will offer a mix of nine one-bedroom, 28 two-bedroom, and five three-bedroom apartments. Three apartments will be fully handicapped-accessible and a fourth will be accessible to sensory-impaired residents. Apartments will be affordable to residents earning 60 percent of the area median income (AMI), with 16 units subsidized for residents at 30 percent of AMI. Cape View Way will be designed to passive house energy efficiency standards.

Parking instructions will be sent upon your rsvp. Do not park in Ace Plaza.  
Please carpool if possible.

Note: This is an active construction site. Please wear appropriate shoes.

rsvp here: [events@poah.org](mailto:events@poah.org)

Note: there is limited parking on the site. Please carpool if possible. Do not park in the Ace Shopping Plaza.

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