

# Board of Sewer Commissioners Meeting Agenda



Date  
March 26, 2024

Time  
7:00 PM

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

*The Zoom chat will not be monitored. Participants who wish to speak must raise the hand icon until the Chair asks them to unmute. Note this meeting is being televised, streamed or recorded by Bourne TV. If anyone in the audience is recording or videotaping, they need to acknowledge such at this time.*

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

**Zoom Meeting ID: 884 3036 4341**

**Password: SEWER**

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

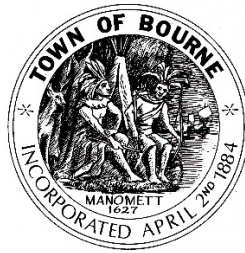
## **7:00 P.M. Call Public Session to Order in Open Session**

1. Moment of Silence to recognize our troops and our public safety personnel
2. Salute to the flag
3. Reading of the Vision and Mission Statements
4. Preliminary Sewer Allocation Request for 328 Main Street
5. Preliminary Sewer Allocation Request for 15 Bay Drive
6. Operational Allocation Three Year Review Process
7. DPW Director Report
8. Policy
  - a. Amend Rules and Regulations: Application and Design Review Fees
  - b. Sewer Enterprise Fund Financial Policy
9. Partial Reimbursement of recently paid Application and Design Review Fees
10. Discuss draft letter to the CCIWPF to seek 25% reimbursement for Bourne's portion of future Wareham capital upgrade
11. Minutes:
12. Correspondence
13. Future agenda items
14. Committee reports
15. Next meeting date: April 30
16. Adjourn

RECEIVED  
2024 MAR 22 PM 12:08  
OWN CLERK BOURNE

*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 [ktut@townofbourne.com](mailto:ktut@townofbourne.com) or call the Town Administrator's Office at 508-759-0600 x1503*

# TOWN OF BOURNE



## Vision

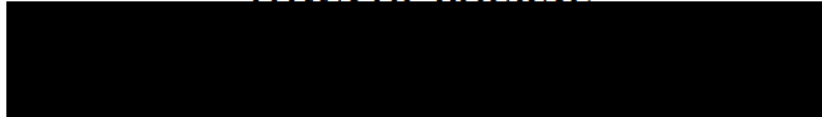
Bourne is a proud community that embraces change while respecting the rich heritage of the town and its villages. It is a municipality based on strong fiscal government with a durable economy that recognizes the rights of all citizens, respects the environment, especially the coastal areas of the community 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.



## TOWN OF BOURNE



TIMOTHY P LYDON, SIT,  
CFM  
ENGINEERING TECHNICIAN

24 PERRY AVE.  
BUZZARDS BAY, MA 02532  
PHONE: 508-759-0600 x1345 • FAX: 508-759-8026  
Email: tlydon@townofbourne.com

March 7, 2024

RE: Preliminary Allocation Fee for pending sewer application  
LOCUS: 328 Main Street, Map 20.3 Parcel 135  
TO: Board of Sewer Commissioners (BOSC)  
328 Main Street Bourne, LLC

**Subject:** Preliminary Allocation

Based on the most recently adopted Town of Bourne Sewer Use Rules & Regulations dated May 30, 2023 and outlined under Section 5.3 and 6.1 and further described in Attachment C (the fee schedule) the Engineering Department has provided the following fee breakdown.

**Application and Design Review Fee:** \$1,500 (Received 3/7/2024)

**Preliminary Allocation Fee:** Per the Bourne Sewer Regulations Sewer System Fee Structure, the proposed 1,540 gallons per day (gpd) is assessed to cost \$5,540 using the following formula:

$\$5 \text{ per first } 1,000\text{gpd } (\$5,000) + \$1 \text{ per gpd after } (\$540) (110 \text{ bedrooms} \times 110\text{gpd}) = \$5,540$

Per Section 5.3, projects not complete but have been granted Allocation by vote of the Board, shall be considered Preliminary Allocations. Per Section 5.3.4 §1b, the preliminary allocation fee is due within 30 days of the Boards approval. The developer or owner of such projects should have come before the Board within six months to meet the requirements for a Preliminary Allocation as stated in Section 5.3 herein and to pay the Preliminary Allocation Fee described herein minus the amount of fees paid previously.

**Residential Connection:** \$700 (7 x \$100 per unit) due prior to Building Permit issuance

**Sewer System Development Charge:** \$37,978.75 (\$75 x 435.85' frontage plus \$11,500 x 0.46 Acres) due prior to Building Permit issuance

Please see the relevant sections of the Sewer Regulations if you may have any questions.

Respectfully,

Timothy Lydon  
Engineering Department



Choubah Engineering Group, P.C.,

Consulting Professional Engineers

112 State Road / N. Dartmouth MA 02747

Tel: (508) 858-5040 / Fax: (508) 858-5041 / [www.choubahgroup.com](http://www.choubahgroup.com)

BOURNE BD OF SELECTMEN  
ROUD 2024 MAR 7 PM 1:01

March 4, 2024

Mr. Timothy Lydon, SIT, CFM  
Town of Bourne Engineering Department  
24 Perry Avenue  
Buzzards Bay, MA 02532

Re: Sewer Allocation Application  
328 Main Street  
Map 20.3 Parcel 135  
Bourne, MA 02532

Applicant:

328 Main Street Bourne, LLC  
561 Thomas B. Landers Road  
Falmouth, MA 02536  
CEG# 23-644

Dear Mr. Lydon,

Please find attached a completed Preliminary Wastewater Allocation Application including supporting documents and a \$1,500 fee for the proposed 7 residential units at 328 Main Street.

We have a conceptual plan to develop the property with 7 residential units with a total of 14 bedrooms (two bedrooms per unit).

We anticipate generating approximately 1,540 gallons per day of wastewater (based on 110 gpd per bedroom per Title V).

Please review the attached documents and let me know if you need any additional information.

Sincerely,

*Halim A. Choubah, P.E.*

Halim A. Choubah, P.E., President

Cc: File, Johnny Hatem, 328 Main Street Bourne, LLC





**Sewer Service Application Form**  
**Town of Bourne, Massachusetts**

**Section 1: General Information**

A. Applicant Name	328 Main Street Bourne, LLC
B. Applicant Address and Phone:	
C. Is the Applicant the Property Owner?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
D. Property Owner Name	Same as Applicant
E. Property Owner Address	Same as Applicant
F. Property Owner Mailing Address	Same as Applicant
G. Property Owner Phone/Email	N/A
H. Building Contractor Name, Address, Phone, and License Number	N/A
I. Licensed Drain Layer or Master Plumber Name, Address, Phone, and License Number	N/A
J. Source of Property Water Supply	Buzzards Bay Water District
K. Number of Residential Bedrooms	14 Bedrooms
L. Types of Plumbing Fixtures	
Kitchen Sink <input checked="" type="checkbox"/>	Water Closet <input checked="" type="checkbox"/>
Lavatory <input type="checkbox"/>	Bath Tub <input checked="" type="checkbox"/>
Laundry Tub <input checked="" type="checkbox"/>	Shower <input checked="" type="checkbox"/>
Urinal <input type="checkbox"/>	Disposal <input type="checkbox"/>
M. Dig Safe #	N/A
N. Water District/Department Connection (if applicable)	Buzzards Bay Water District

- O. Plans and Specifications for the proposed building sewer, as required, by the Planning Board checklist, are attached hereto (Refer to the Bourne Planning Board Department for the updated checklist)



- P. Connection Request:

Residential Connection less than 500 Gallons per Day (GPD)

Residential Connection greater than 500 GPD

Mixed Use/Commercial Change of Use or Increase in Flow

Industrial User

*Skip to Section 5.*

*Complete Sections 2, 3, and 5*

*Complete Sections 2, 3, and 5*

*Complete Sections 2 through 5*

## Section 2: Wastewater Allocation Form

- A. Location of Proposed Project (Address)

328 Main Street, Bourne MA 02532

Location of Proposed Project (Map and Parcel)

Map: 20.3 Parcel: 135

- B. Is Applicant Leasing or Buying?

*If buying, attach Purchase & Sale*

Leasing \_\_\_\_\_ Buying \_\_\_\_\_

- C. Is there an existing connection to the sewer system?

Yes

- D. Description of Proposed Project

Twelve residential duplex units with three bedrooms in each unit (see plan).

- E. Financing is in Place

☒ *Copy of Documentation Attached*

- F. Applicant has a letter of intent to finance

☒ *Copy Attached*

- G. Allocation Requested

1,540 gpd

- H. Any unusual characteristics of projected flow?

Yes \_\_\_\_\_ No ☒

If Yes, describe type of wastewater flow:

- I. Requested Amount Exceeds Available Allocation

Yes ☒ No \_\_\_\_\_



Environment One Corporation

**Pressure Sewer Preliminary  
Cost and Design Analysis  
For  
328 Main Street Bourne MA**

**Prepared For:**  
**Choubah Engineering Group, P.C.**  
**112 State Road (Rte. 6)**  
**Dartmouth MA 02747**  
**Tel: (508) 858-5040**  
**Fax:**  
**Prepared By: M Sparks**  
**February 21, 2024**

## **328 Main Street Bourne MA**

**Prepared by :** M Sparks

**On:** February 21, 2024

**Notes :**

12 Duplex Houses, each with its own dedicated DH071 station. 24 Total.

Existing Duplex Unit at Gas Station that pumps DH152, Zone 1 is existing in this model

Potential for a 7 Unit building with a total flow of 1,540 gallons

Zone 1 - Existing Station

Zone 2 and 3 - 12 Duplex Houses

Zone 4 - Future 7 Unit Building (205 feet)

**<<<< END OF NOTES >>>>**



# PRELIMINARY PRESSURE SEWER - PIPE SIZING AND BRANCH ANALYSIS

Prepared By:  
M Sparks

328 Main Street Bourne MA

February 21, 2024

Zone Number	Connects to Zone	Number of Pumps in Zone	Accum Pumps in Zone	Gals/day per Pump	Max Flow Per Pump (gpm)	Max Sim Ops	Max Flow (GPM)	Pipe Size (inches)	Max Velocity (FPS)	Length of Main this Zone	Friction Loss Factor (ft/100 ft)	Friction Loss This Zone	Accum Friction Loss (feet)	Max Main Elevation	Minimum Pump Elevation	Static Head (feet)	Total Dynamic Head (ft)
This spreadsheet was calculated using pipe diameters for: SDR11HDPE										Friction loss calculations were based on a Constant for inside roughness "C" of: 150							
1.00	4.00	1	1	200	13.62	1	13.62	1.25	3.02	310.00	2.80	8.67	25.28	5.00	0.00	5.00	30.28
2.00	3.00	9	9	200	12.01	3	36.03	2.00	3.90	250.00	2.96	7.41	61.44	5.00	0.00	5.00	66.44
3.00	4.00	15	24	200	12.34	5	61.08	2.00	6.61	475.00	7.88	37.42	54.03	5.00	0.00	5.00	59.03
4.00	4.00	2	27	200	14.01	5	62.00	2.00	6.71	205.00	8.10	16.61	16.61	5.00	0.00	5.00	21.61

PRELIMINARY PRESSURE SEWER - ACCUMULATED RETENTION TIME (HR)  
328 Main Street Bourne MA

Prepared By:  
M Sparks

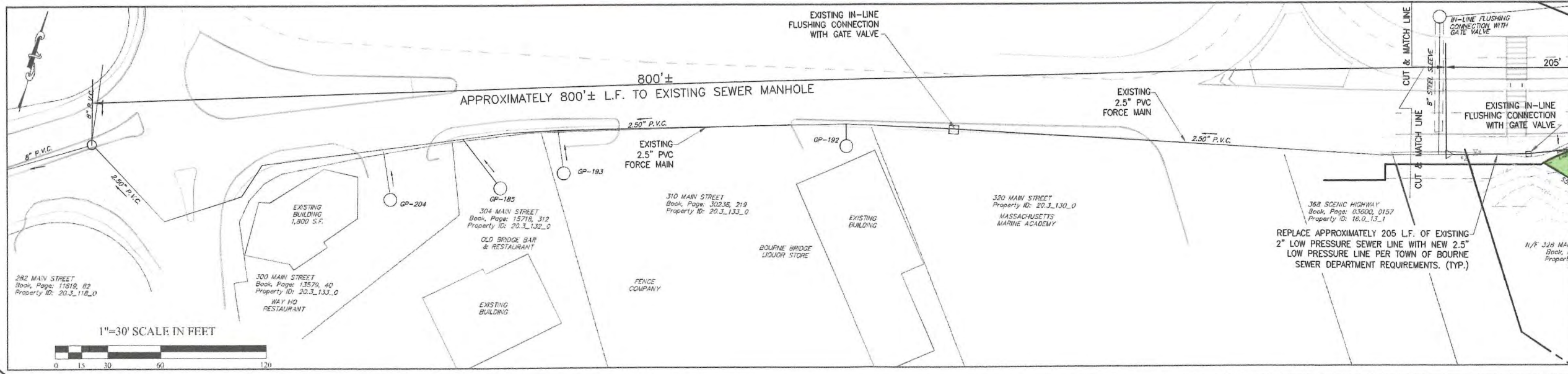
February 21, 2024

Zone Number	Connects to Zone	Accumulated Total of Pumps this Zone	Pipe Size (inches)	Gallons per 100 lineal feet	Length of Zone	Capacity of Zone	Average Daily Flow	Average Fluid Changes per Day	Average Retention Time (Hr)	Accumulated Retention Time (Hr)
This spreadsheet was calculated using pipe diameters for: SDR11 HDPE							Gals per Day per Dwelling		200	
1.00	4.00	1	1.25	7.52	310.00	23.32	200	8.58	2.80	2.94
2.00	3.00	9	2.00	15.40	250.00	38.51	1,800	46.74	0.51	1.02
3.00	4.00	24	2.00	15.40	475.00	73.16	4,800	65.61	0.37	0.51
4.00	4.00	27	2.00	15.40	205.00	31.58	5,400	171.02	0.14	0.14





SANITARY FLOW ANALYSIS (PER TITLE V, 310 CMR (15.203))	
<b>PROPOSED SEWER DESIGN FLOW</b>	
PROPOSED BUILDING AREA: 6,000 S.F.	
USE: GASOLINE FILLING STATION & MIXED-USE BUILDING.	
PROPOSED GASOLINE STATION: 75 GPD / ISLAND	= 375 GPD
5 ISLANDS X 5	
PROPOSED RETAIL BUILDING: 50 GPD/1,000 S.F. = 100 GPD	= 200 GPD
(MINIMUM 200 GPD PER TITLE V )	
PROPOSED SUB SHOP/DELI:	= 400 GPD
20 SEATS @ 20 GPD	
PROPOSED RESTAURANT:	= 800 GPD
40 SEATS @ 20 GPD	
PROPOSED SIX 2 BEDROOM APARTMENTS: 110 G.P.D./BEDROOM	= 1,320 GPD
12 BEDROOMS = 110 G.P.D. X 12	
PROPOSED TWENTY-FOUR 3 BEDROOM DUPLEX UNITS: 110 G.P.D./BEDROOM	= 7,920 GPD
72 BEDROOMS = 110 G.P.D. X 72	
PROPOSED SEVEN 2 BEDROOM APARTMENTS: 110 G.P.D./BEDROOM	= 1,540 GPD
14 BEDROOMS = 110 G.P.D. X 14	
TOTAL FLOW = 375 GPD + 100 GPD + 400 GPD + 800 GPD + 1,320 GPD	= 12,555 GPD
+ 7,920 GPD + 1,540 GPD	



CHOUBAH ENGINEERING GROUP, P.C.  
**CEG**  
CONSULTING PROFESSIONAL ENGINEERS  
112 STATE ROAD (ROUTE 6),  
NO. DARTMOUTH, MA 02747  
TEL: (508) 858-5040 FAX: (508) 858-5041  
www.choubahgroup.com

PROJECT:  
328 MAIN STREET BOURNE, LLC  
561 THOMAS B LANDRS RD  
FALMOUTH, MA 02536

PREPARED FOR:  
PROPOSED 7 UNIT  
RESIDENTIAL BUILDING  
AT 328 MAIN STREET,  
BOURNE, MA 02532



## DESIGN REVIEW COMMITTEE SET

Issue Date: 02/26/2024		
Revisions		
No.	Date	Description
Project Number: 23-644		
Scale: AS SHOWN		
Designed By:		
Drawn By:		Checked By: HC
Sheet Title:		

## SEWER PLAN





Matthew R. Sawicki  
Director

**TOWN OF BOURNE**  
***Department of Public Works***

35 Ernest Valeri Road  
Buzzards Bay, Massachusetts 02532  
PHONE: 508-759-0600 ext. 3225



March 20, 2024

RE: Preliminary Allocation and Sewer Use Fees  
LOCUS: 15 Bay Drive, Map 23. Parcel 92.00  
TO: Board of Sewer Commissioners (BOSC)  
Frank Asaro  
Brett Ellis

**Subject:** Residential Connection Under 500 Gallons per Day

Based on the most recently adopted Town of Bourne Sewer Use Rules & Regulations dated May 30, 2023 and outlined under Section 5.3 and 6.1 and further described in Attachment C (the fee schedule dated December 19, 2023) the Department of Public Works has provided the following fee breakdown.

**Application and Design Review Fee:** ***COMPLETE*** (\$1,500 received March 18, 2024)

**Residential Connection:** ***\$100.00*** [\$100 for residential properties and \$100 for each additional unit) due prior to Building Permit issuance

Please see the relevant sections of the Sewer Regulations if you may have any questions.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Matt Sawicki".

Matthew Sawicki  
Director



## Sewer Service Application Form

Town of Bourne, Massachusetts

### Section 1: General Information

A. Applicant Name

Brett Ellis

B. Applicant Address and Phone:

[REDACTED]

C. Is the Applicant the Property Owner?

Yes \_\_\_\_\_ No ☒

D. Property Owner Name

Frank Asaro

E. Property Owner Address

[REDACTED]

F. Property Owner Mailing Address

Same

G. Property Owner Phone/Email

[REDACTED]

H. Building Contractor Name, Address, Phone, and License Number

ALL Phase Contracting

54 OAK Street Winchester, MA 01890  
781-760-0452 Lic. CS078172

I. Licensed Drain Layer or Master Plumber Name, Address, Phone, and License Number

J. Source of Property Water Supply

Town

K. Number of Residential Bedrooms

3

L. Types of Plumbing Fixtures

Kitchen Sink ☒

Water Closet \_\_\_\_\_

Lavatory ☒

Bath Tub ☒

Laundry Tub \_\_\_\_\_

Shower ☒

Urinal \_\_\_\_\_

Disposal \_\_\_\_\_

M. Dig Safe #

20241007024

N. Water District/Department Connection (if applicable)

Buzzards Bay



## Bourne Sewer Service Application Form

- O. Plans and Specifications for the proposed building sewer, as required, by the Planning Board checklist, are attached hereto (Refer to the Bourne Planning Board Department for the updated checklist)



- P. Connection Request:

<del>Residential Connection less than 500 Gallons per Day (GPD)</del>	<del>Skip to Section 5.</del>
Residential Connection greater than 500 GPD	Complete Sections 2, 3, and 5
Mixed Use/Commercial Change of Use or Increase in Flow	Complete Sections 2, 3, and 5
Industrial User	Complete Sections 2 through 5

## Section 2: Wastewater Allocation Form

- A. Location of Proposed Project (Address)

15 Bay Drive

Location of Proposed Project (Map and Parcel)

23.1 92

- B. Is Applicant Leasing or Buying?  
If buying, attach Purchase & Sale

Leasing \_\_\_\_\_ Buying \_\_\_\_\_

- C. Is there an existing connection to the sewer system?

\_\_\_\_\_

- D. Description of Proposed Project

\_\_\_\_\_

- E. Financing is in Place

\_\_\_\_\_ Copy of Documentation Attached

- F. Applicant has a letter of intent to finance

\_\_\_\_\_ Copy Attached

- G. Allocation Requested

\_\_\_\_\_

- H. Any unusual characteristics of projected flow?

Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, describe type of wastewater flow:

- I. Requested Amount Exceeds Available Allocation

Yes \_\_\_\_\_ No \_\_\_\_\_

### Section 3: General Commercial/Mixed Use

A. Company Name	_____
B. Facility Address and Phone:	_____
C. Property Owner Name	_____
D. Property Owner Address	_____
E. Property Owner Mailing Address	_____
F. Property Owner Phone/Email	_____
G. Name and Title of Corporate Officer Signing Application	_____
H. Name and Title of Facility Manager	_____
I. Name and Title of Employee Responsible for Wastewater Discharge	_____
J. Type of Business:	_____
K. Principle Product or service:	_____
L. Describe Operation and Activities of Facility	_____
_____	
_____	
M. Describe any factors affecting operation (Seasonal production, scheduled shutdown, peak operation, batch operation, etc.)	_____
_____	
_____	
N. Number of Employees	_____
_____	

## Section 4: Industrial Users

A. Standard Industrial Classification Code (SIC) and/or North American Industry Classification System (NAICS) Code \_\_\_\_\_

B. List all raw materials used in the operation  
*Attach additional pages if necessary* \_\_\_\_\_

C. List any flammable, combustible, or explosive substances which are stored, utilized, or produced at this facility: *Attach additional pages if necessary* \_\_\_\_\_

D. List any hazardous substances, SDS sheets (as defined in 310 CMR 30.00), which are stored, utilized, or produced at this facility: *Attach additional pages if necessary* \_\_\_\_\_

E. Describe all measures which are taken to isolate those areas of the facility where the substances listed in Item C. and D. are stored, utilized, or produced. In particular, list efforts to prevent the discharge of these substances to the sewer system (*attach additional pages if necessary*): \_\_\_\_\_

F. Is there a Spill Prevention Plan? Yes \_\_\_\_\_ → **Attach Copy** No \_\_\_\_\_

G. Attach copies of Statement of Violation Penalties issued to the Industrial User Attached \_\_\_\_\_ Not Applicable \_\_\_\_\_

H. Name and Title of Employee Responsible for Wastewater Discharge \_\_\_\_\_

I. List the size, location, average daily flow and maximum daily flow of all connections to the sewer system. *Note: The maximum daily flow listed will be considered the maximum day permitted flow, if this application is accepted; attach additional pages if necessary* \_\_\_\_\_

## Bourne Sewer Service Application Form

- J. List all other methods of wastewater disposal (e.g. direct to waterbody or ground, waste hauling service). *Attach additional pages if necessary.*

---

K. Baseline Monitoring Report

Attached \_\_\_\_\_ Date Completed \_\_\_\_\_

*Note: The Department requires that an applicant for an industrial connection permit submit a "Baseline Monitoring Report" which shall be prepared by a Professional Civil Engineer, registered in the Commonwealth of Massachusetts, in accordance with the U.S. EPA "General Pretreatment Regulations for Existing and New Sources of Pollution" (40 CFR 403, as amended). The completed Baseline Monitoring Report shall be reviewed by the Manager of the facility from which the wastewater is discharged and the Manager of the facility shall certify in writing that "all sampling for the Report was performed under normal operating conditions at the Facility, particularly with regard to the quantity and characteristics of the wastewater which was generated during the sampling."*

- L. Operating Parameter Ranges of Wastewater Effluent (% ranges if not operational yet):

	Effluent Range	Efficiency Removal (%)
pH		
Temperature		
BOD (mg/L)		
TSS (mg/L)		
Oil & Grease (mg/L)		

- M. Attach copies of the results of all analyses conducted on the wastewater (raw and pretreated) over the past two years.

Attached \_\_\_\_\_ Not Applicable \_\_\_\_\_

- N. Describe any proposed or existing pretreatment which this wastewater will receive prior to discharge. If this is a proposed process or modification to an existing process, attach a copy of the design report prepared by a Professional Civil Engineer, registered in the Commonwealth of Massachusetts, including a detailed flow schematic, plans, and specifications.

## Section 5: Certification

In consideration of granting this permit, the undersigned agrees:

1. To accept and abide by all provisions of "Sewer Use Regulations" of the Town of Bourne, Massachusetts and of all other pertinent rules and regulations that may be adopted in the future.
2. That no person shall excavate, construct, effect, maintain, modify, or use any sewer connection or extension without a currently valid permit from the Town of Bourne. The permit must be "in-hand" before work can commence.
3. To pay all the cost of said particular sewer and its connection with the public sewer in said street, including all labor and materials or any other expense incurred necessary for proper construction of said particular sewer as determined by the Sewer Commission.
4. To maintain the building sewer at no expense to the Town.
5. For himself, his heirs, devisees and assigns, that the said Department of Public Works shall have access at all reasonable hours, to the said premises, to see that all the laws, rules, and regulations relating to the sewer are complied with.
6. To notify the Superintendent when the building sewer is ready for inspection and connection to the public sewer, but before any portion of the work is covered. Notice of two (2) business days shall be provided to the Superintendent.
7. That construction of the sewer connection will be completed within ninety (90) days of issuance of this permit.

Signed: \_\_\_\_\_

*Brett Ellis*

Applicant's Name: \_\_\_\_\_

*Brett Ellis*

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

*3-17-2024*

**DO NOT WRITE BELOW THIS LINE – OFFICE USE ONLY**

Total Fee Paid: \_\_\_\_\_

Street Opening Permit \_\_\_\_\_ Valid Bond and Insurance \_\_\_\_\_

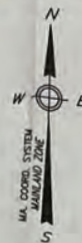
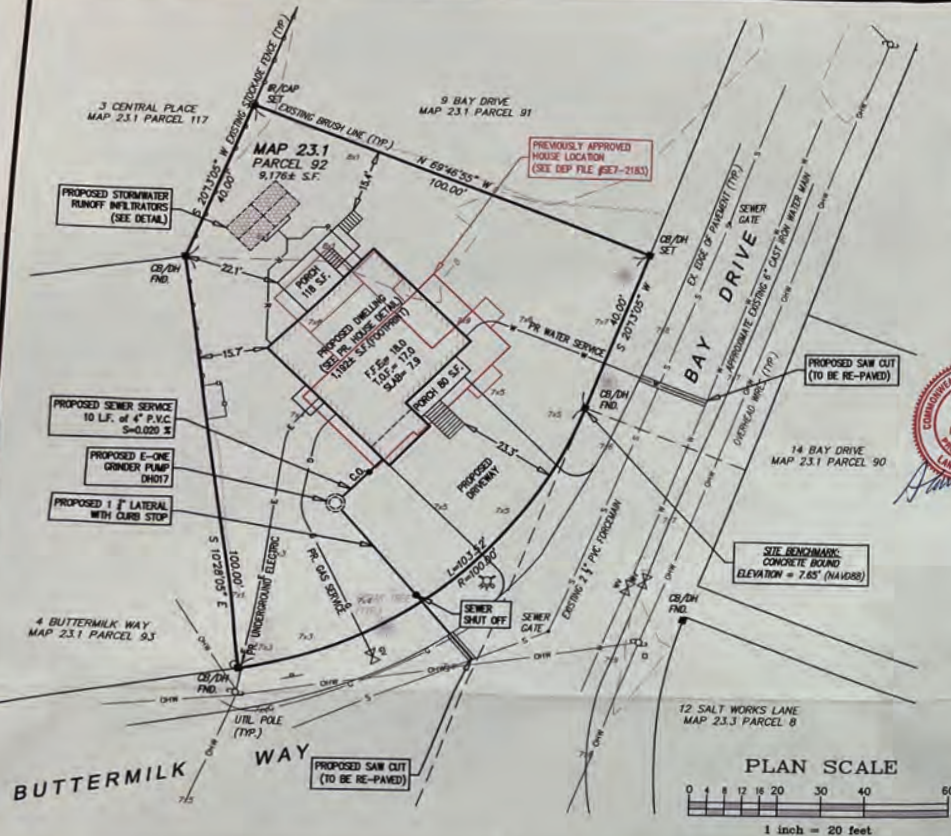
Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Permit Number \_\_\_\_\_ Expires \_\_\_\_\_

Signed: \_\_\_\_\_ Title: \_\_\_\_\_

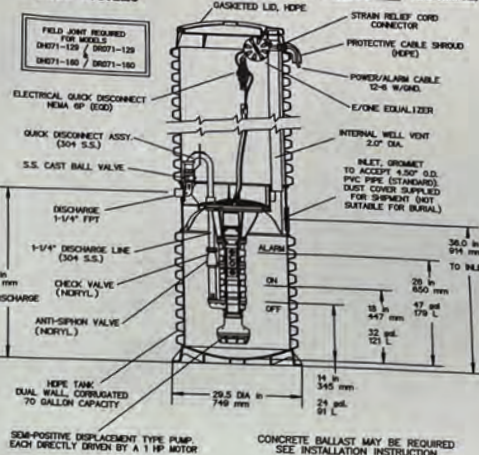
Date: \_\_\_\_\_





**clone**  
SEWER SYSTEMS

OPTIONS: ☐ DH071  
☒ DR071



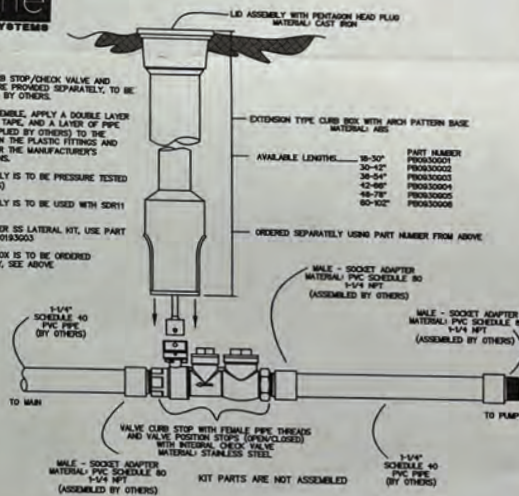
### MODEL DH071 / DR071 DETAIL SHEET

NOT TO SCALE

**clone**  
SEWER SYSTEMS

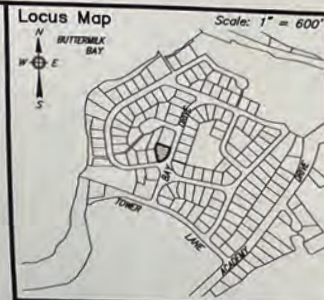
NOTES:

1. SS CURB STOP/CHECK VALVE AND FITTINGS ARE PROVIDED SEPARATELY TO BE ASSEMBLED BY OTHERS.
2. TO ASSEMBLE, APPLY A DOUBLE LAYER OF TUBULAR TAPE AND A LAYER OF PIPE DOPE (SUPPLIED BY OTHERS) TO THE THREADS ON THE PLASTIC FITTINGS AND THREADS ON THE PLASTIC FITTINGS AND INSTALL PER THE MANUFACTURER'S INSTRUCTIONS.
3. ASSEMBLY IS TO BE PRESSURE TESTED (BY OTHERS).
4. ASSEMBLY IS TO BE USED WITH SDR11 HOPE PIPE.
5. TO ORDER SS LATERAL KIT, USE PART NUMBER N00193003.
6. CURB BOX IS TO BE ORDERED SEPARATELY, SEE ABOVE.



### STAINLESS STEEL LATERAL KIT - 11/4" SCHEDULE 40 PIPE

NOT TO SCALE



### Notes

1. LOCUS: #15 BAY DRIVE MAP 23.1 PARCEL 92
2. OWNER: FRANK J. ASARO  
DIANE M. ASARO  
62 HEWINGWAY STREET  
WINCHESTER, MA 01890
3. DEED REF: Deed Bk: 36134 Pg: 84
4. PLAN REF: Plan Bk: 82 Pg: 89 (LOT 45)
5. LOCUS DOES FALL ENTIRELY WITHIN SPECIAL FLOOD HAZARD ZONE "AE" at 16 AS SHOWN ON FEMA FLOOD INSURANCE RATE MAP No. 25001C-0501-J dated 07/16/2014.
6. LOCUS DOES NOT FALL WITHIN THE NATURAL HERITAGE AND ENDANGERED SPECIES PROGRAM (NHESP) AREAS OF ESTIMATED HABITATS OF RARE WILDLIFE AND PRIORITY HABITATS OF RARE SPECIES.
7. FINAL UTILITY AND EROSION CONTROL LOCATIONS SHALL BE FIELD COORDINATED.
8. CONTRACTOR TO COORDINATE ROOF RIDGE ELEVATION WITH DESIGN ENGINEER AT TIME OF INSTALLATION.

(SEE ADDITIONAL NOTES)

### PRE-EXISTING NON-CONFORMING

ZONE-B-40	REQUIRED	EXISTING	PROPOSED
LOT AREA:	40,000 ± S.F.	9,176 ± S.F.	9,176 ± S.F.
FRONT YARD:	20'	23.3'	23.3'
SIDE YARD:	12'	15.4'	15.4'
REAR YARD:	12'	22.1'	22.1'
MAX. GROSS FLOOR AREA TO LOT AREA (2,110 ± S.F. min.):	0%	22.5%	22.5%
MAX. LOT COVERAGE:	25%	0%	15.9%
BUILDING HEIGHT:	25' (max.)	33.9' (b)(c)	33.9' (b)(c)

Notes:

- (a) SEE TABLE 2456 FOR NON-CONFORMING LOTS IN BOURNE ZONING BY LAWS.
- (b) INCREASE ALLOWABLE BY 5 FEET FOR ROOF ELEMENTS HAVING A SLOPE OF 4" OR MORE PER FOOT.
- (c) BUILDING HEIGHT BASED ON AN AVERAGE EXISTING GRADE OF 7.8±.

Prepared By:

**BRACKEN**  
ENGINEERING INC.

49 HERRING POND ROAD  
BUZZARDS BAY, MA 02532

(tel) 508.833.0070  
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18 OLD SOUTH ROAD  
NANTUCKET, MA 02554

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### PROPOSED SITE PLAN IN BOURNE, MA

Prepared For:

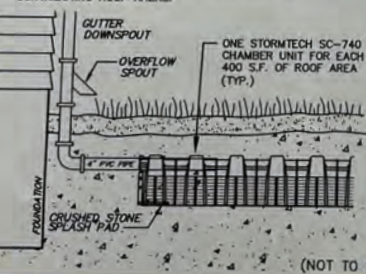
FRANK J. ASARO  
DIANE M. ASARO  
#15 BAY DRIVE  
MAP 23.1 PARCEL 92

No.	Date	Revision	Description	By
1	1/25/24	REVISE	STRUCTURE LAYOUT	JPH

Date:	Drawn:	Checked:	Sheet:
DECEMBER 20, 2021	JPH/BE	ZLB/AMG	1 of 1

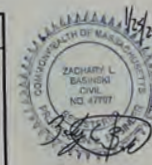
### ROOF RUNOFF STORMWATER SYSTEM

NOTE: CONTRACTOR IS TO FIELD COORDINATE THE REQUIRED NUMBER OF AND FINAL LOCATION OF ROOF STORMWATER SYSTEMS WITH FINAL DOWNSPOUT LOCATIONS AND CONTRIBUTING ROOF AREAS.



### ADDITIONAL NOTES

9. CONTRACTOR TO OBTAIN APPROVAL FROM THE TOWN OF BOURNE ENGINEERING DEPARTMENT AND/OR THE HIGHWAY DEPARTMENT PRIOR TO MAKING THE PROPOSED SEWER CONNECTION.
10. CONTRACTOR RESPONSIBLE TO PAY ALL UTILITY CONNECTION AND/OR APPLICATION FEES.
11. CONTRACTOR TO RESTORE/REPAIR THE PROPOSED ROAD CUTS IN ACCORDANCE WITH THE TOWN OF BOURNE HIGHWAY REQUIREMENTS. IF NO REQUIREMENTS ARE PROVIDED, CONTRACTOR IS TO USE THE MOST RECENT MassDOT SPECIFICATIONS.
12. ALL PROPOSED UTILITIES SHALL BE ELEVATED ABOVE THE DESIGN FLOOD ELEVATION (17').
13. ALL BUILDING MATERIALS BELOW THE D.F.E. SHALL BE COMPRISED OF FLOOD RESISTANT MATERIALS.
14. ANY ENCLOSURES BELOW THE D.F.E. SHALL BE USED SOLELY FOR PARKING, STORAGE OR BUILDING ACCESS AND SHALL BE EQUIPPED WITH "SMART VENT" FLOOD VENTS WITHIN 1-FOOT OF EXISTING GRADE AND ON OPPOSING WALLS.







**TOWN OF BOURNE**  
*Board of Sewer Commissioners*  
24 Perry Avenue – Room 101  
Buzzards Bay, MA 02532-3496  
www.townofbourne.com



JARED P. MACDONALD, CHAIR  
MELISSA A. FERRETTO, VICE CHAIR  
MARY JANE MASTRANGELO, CLERK  
PETER J. MEIER  
ANNE-MARIE SIROONIAN

PHONE: 508-759-0600 X1503

**Allocation Three (3) Year Review**

Date: March 26, 2024

Owner: Hampton Cape Cod Canal

Location: 12 Kendall Rae Place, Buzzards Bay

Date of Occupancy: December 19, 2019 Current Percent Capacity: 100 %

Preliminary Allocation: Date: March 18, 2017 GPD: 15,243

Operational Allocation Date: N/A GPD: N/A

Three (3) Year Actual Water Usage:

Year	Month	Total Gallons	GPD	Peak GPD x 2.3	Peak GPD x 1.7
2023	Jan-Mar	385,000	4,278	9,839	7,272
	Apr-Jun	547,000	6,078	13,979	10,332
	Jul-Sept	1,096,000	12,178	28,009	20,702
	Oct-Dec	502,000	5,578	12,829	9,482
	Total	2,530,000	6,932	15,942	11,784
2022	Jan-Mar	335,000	3,722	8,561	6,328
	Apr-Jun	433,000	4,811	11,066	8,179
	Jul-Sept	1,219,000	13,544	31,152	23,026
	Oct-Dec	474,000	5,267	12,113	8,953
	Total	2,461,000	6,742	15,508	11,462
2021	Jan-Mar	289,000	3,211	7,386	5,459
	Apr-Jun	484,000	5,378	12,369	9,142
	Jul-Sept	982,000	10,911	25,096	18,549
	Oct-Dec	373,000	4,144	9,532	7,046
	Total	2,128,000	5,830	13,409	9,911
3 Year Average		2,373,000	6,501	14,953	11,052

Updated Allocation: Date: \_\_\_\_\_ GPD: \_\_\_\_\_

PD = gallons per day

GPY = gallons per year

Peak GPD = peak daily flow (average daily flow x peaking factor of 2.3 and 1.7)

## Buzzards Bay Commercial Wastewater Summary Sheet (March 7, 2024)

OWNER	LOCATION	GPD Req'd	GPD Exist'g	Planning Board Approval Date	Application Paid Date (\$1500)	Preliminary Allocation Approval Date	Prelim Alloc Fee	Prelim Allocation Date Paid	Sewer Develop Fee	Sewer Develop Fee Date Paid	Occupancy Permit Date	Comments	Previous 6 Month Review Dates
<b>Pending Applications</b>		Requested:											
328 Main St Bourne, LLC	328 Main St	1,540		TBD	3/7/2024	TBD	\$5,540.00	TBD	\$38,678.75	Due before BP		Planning Board hearing continued to 1/25/2024. 990gpd approved 5/30/2023	10/24/2023
<b>Preliminary Allocations (Under Construction)</b>				All Time Totals:	\$25,500		\$191,721		\$836,889	TOTAL:		\$1,054,110.01	
Maritime Holdings LLC/Rob	12 Wagner Way	17750		TBD	1/5/2018	6/18/2019	\$22,750.00	11/20/2019	TBD	Due before BP		Building Permit not requested yet	11/19, 5/20, 2/21, 4/21, 2/22, 9/22
Vincent Michienzi	100 Block	26080		TBD	TBD	10/13/2015	TBD	TBD	TBD	Due before BP		-1000 gpd 11/25/2019 (originally 27080)	11/19, 5/20, 9/20, 4/21, 2/22
Vincent Michienzi	85-93 Main Street	13000	931	2/14/2019	10/24/2018	10/15/2018	\$18,000.00	10/24/2019	N/A	N/A	85: 9/20/2019 89: 1/4/2023 91: 2/7/2020 93A: x/xx/xxxx 93B: x/xx/xxxx	93A Main St is not occupied. 93B allocation included here. See separate allocation request approved 2/27/2024	11/19, 5/2020, 9/2020, 4/21
Bay Motor Inn	223 Main Street	11985	640	5/28/2020 (Prelim)	5/20/2020	7/28/2020	\$16,335.00	9/1/2020	\$56,193.25	Due before BP		Sewer Dev Fee based on Prelim Plan (March 2020 revision)	2/21, 4/21, 2/22, 9/22, 4/23
340 Main St LLC	340 Main Street (Ph 2)	7920		7/21/2023	1/11/2023	11/29/2022	\$11,920.00	1/11/2023	\$33,005.00	Due before BP		Building Permit not requested yet. \$33k due out of \$66k+ total for both Phases.	10/24/2023
CMP Development LLC	2 Kendall Rae Place	37262		10/6/2022	11/2/2022	11/29/2022	\$41,262.00	12/29/2022	\$105,478.05	Due before BP		Building Permit not requested yet	4/23, 10/23
James McLaughlin	227R Main Street	550		7/14/2022	11/18/2022	11/29/2022	\$2,750.00	12/9/2022	\$6,085.75	12/9/2022		Construction in progress	4/25/2023
140 Main Buzz Bay, LLC	140 Main St	1,300	33	11/10/2022	11/21/2022	11/29/2022	\$5,300.00	12/15/2022	\$39,818.50	2/20/2024		Construction in progress	4/23, 10/23
Bourne Scenic Park	370 Scenic Hwy (Ph 1)	8,910		N/A	8/22/2023	12/19/2023	\$12,910.00	1/12/2024	\$313,375.00	Due before Construction			
Ladd Homes, LLC	46 Holt Rd	1,320		1/25/2024	5/22/2023	5/30/2023	\$4,950.00	7/2/2023	\$22,146.75	2/20/2024		1/27/2024 amended to 1,320 gpd. 990gpd approved 5/30/2023	10/24/2023
Vincent Michienzi	93B Main Street	750		N/A	2/7/2024	2/27/2024	N/A	N/A	\$623.50	Due		Allocation within 85-93 Main St project previously approved	
<b>Operational Allocation and awaiting Actual Use</b>													
James McLaughlin	227 Main Street	79	40	10/10/2019	12/31/2019	1/28/2020	\$5,079.00	2/7/2020	N/A	N/A	11/29/2021	Policy no longer applies as there are 4 residential units or less	
Domino's/Wareham Pizza Co	2 Bourne Bridge Appr	500	0	N/A	9/15/2021	10/28/2021	\$2,500.00	8/29/2022	N/A	N/A	1/14/2022		
CALAMAR	13 Kendall Rae Place	16800		12/21/2017		9/19/2017	\$21,800.00	1/6/2020	\$137,520.75	4/14/2023	4/28/2023		11/19, 5/20, 4/21, 2/22
MMA Cadet Housing	11 Buttermilk Way	7070	310	N/A	12/27/2019	1/28/2020	\$12,070.00	2/20/2020	\$40,491.60	4/4/2023	5/19/2023		2/21/2023
Jersey Mike's	2 Bourne Bridge Appr	1,000		N/A	1/18/2023	1/31/2023	\$5,000.00	2/15/2023	\$342.00	2/15/2023	5/10/2023		
EAV Solutions	260 Main St	200		3/23/2023	4/21/2023	4/25/2023	\$1,000.00	4/28/2023	N/A	N/A	8/24/2023		
340 Main St LLC	340 Main St (Ph 1)	3095		2/27/2020	8/19/2020	8/25/2020	\$8,095.00	11/2/2020	\$33,275.74	8/24/2023	2/24/2023	Sewer Inspection approved and backfilled 11/14/2022. \$33k+ out of \$66,260.75 (TL 1/25/24)	2/2021, 4/21, 2/22, 9/22
HAMPTON INN	12 Kendall Rae Place	15243	6931 (2023)	3/28/2017		9/30/2014			\$48,533.12	11/11/2019	12/30/2019	Review Capacity in Jan 2024 per Policy. 2023: 6931; 2022: 6742; 2021: 5830 Three Year Average: 6501	
	2022 GPD Downtown Act. Us	114002											
	2% Residential Reserve	6000											
	Total Approved GPD	290816											
	Total Available GPD	9184											
<b>Operational Allocation</b>			2022 use										
Keystone Assisted Living	218 Main Street	14000	10797						\$14,248.12				



Matthew R. Sawicki  
Director

**TOWN OF BOURNE**  
***Department of Public Works***

35 Ernest Valeri Road  
Buzzards Bay, Massachusetts 02532  
PHONE: 508-759-0600 ext. 3225



**Memorandum**

**To:** Marlene McCollem, Town Administrator  
**Cc:** Board of Sewer Commissioners  
**From:** Matt Sawicki, Director of Public Works  
**Re:** Sewer Use Rules and Regulations – Application and Design Review Fees  
**Date:** March 26, 2024

---

Per the request of the Board of Sewer Commissioners (BOSC) at their monthly meeting held on February 27, 2024, the Department of Public Works (DPW) has reviewed the current Application and Design Review Fees. Based on our analysis, the BOSC may take into consideration the following or comparable changes:

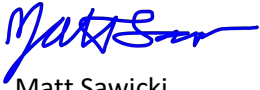
1. Amend Section 4.1 Application Required for Building Sewer, page 11 as follows:  
*The property owner shall complete a General Sewer Service Application prior to construction, reconstruction, abandonment, repair, or modification of a new or existing building sewer which connects to the Town's sanitary sewer system. The application shall include building site plans as required by the DPW, and by such other permits, plans, specifications, and information as the DPW requires. An application/design review fee, as defined in Section 6 shall be paid at the time the application is filed. **Applicants who apply to modify a project that has previously been granted a preliminary allocation by the BOSC, shall be required to submit an updated applicable Sewer Service Application and submit an Application and Design Modification Fee as defined in Section 6.** Construction, reconstruction, repair, or modification of the building sewer shall not proceed without authorization by the DPW. A DPW inspector will be assigned to inspect the building sewer and connection to a public sanitary sewer.*
2. Amend Section 6.1.1 – Application & Design Review Fee (Residential, Commercial, and Industrial), page 18 as follows:  
*A flat-rate review fee charged at the time the **original** sewer application is submitted. This fee must be paid before the application will be deemed complete. **An applicant is entitled to modify or revise the original application at any time in the future by submission of an Application and Design Modification Fee.***
3. Amend Attachment C: Sewer Use Rates, Fees and Fines as follows:
  - A. Application and Design Review Fees:
    - \$ 370.00 - Residential; New connection or redevelopment under 500 gallons per day**
    - \$ 960.00 - Residential; New connection or redevelopment over 500 gallons per day**
    - \$ 1,310.00 - Mixed Use/Commercial new or redevelopment**
    - \$ 1,660.00 - Industrial**
  - B. **Application and Design Modification Fee: \$ 245.00**

- C. Eliminate:- ***Preliminary Allocation Extension Fee: \$5 per projected gallon per day flow for first 500 gallons or \$2,500 for projects greater than 500 gallons per day.***

A specific methodology was utilized by the DPW in the development of recommending changes to the application/design fees. This included a review of the time necessary by Administrative, Engineering and DPW staff to process applications, contractual pay rates and municipal overhead costs.

Please contact our office at (508) 759-0600 ext. 3225 or email [msawicki@townofbourne.com](mailto:msawicki@townofbourne.com) if you have any questions or need DPW to provide additional information.

Respectfully submitted,



Matt Sawicki



## 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<sup>1</sup>. Due to its uniqueness, the former is governed by the sperate ISWM Enterprise Fund Financial Polices and Guidelines while the latter will be addressed though this policy.

### APPLICABILITY

This policy is applicable to the Town Administrator, the Finance Director/~~Treasurer-Collector~~ 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

<sup>1</sup> 1988 Special Town Meeting Article 10 Acceptance of MGL C. 40 Section 39A Establishing an Enterprise Fund for municipal sewerage and ~~sewage~~sewage.

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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.

#### 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: For any service delivered on a business-like basis, the Town shall consider establishing an Enterprise Fund in order to affect the following:~~
  - To clearly identify the total cost of ~~providing sewer collection services~~~~delivering a specified service~~ – direct, indirect and capital - and the source(s) of funding of the service.
  - To make important financial and management information readily accessible for rate setting purposes and financial reporting.
  - To provide a mechanism for the segregation of any surplus at fiscal year-end that is generated by the specified operation and to reserve that surplus for future use in support of the operation, subject to appropriation by Town Meeting.
- The annual budget of any 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 the ensuing fiscal year and future years shall be included in the Capital Outlay Committee’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 to the Select Board acting in their capacity as Sewer Commissioners ~~by~~ by Commissioners by the Town Administrator or his/her designee 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

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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, 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.~~
- A Sewer Capital Stabilization fund shall be maintained as described in the Town's Financial Reserves policy additionally one hundred percent (100%) of revenue generated from Sewer System Development Charges shall be ~~directly~~ deposited into this fund ~~after an affirmative per-e~~ vote of Town Meeting.
- ~~Reserve Fund: The Sewer Reserve Fund will be budgeted at 5% of the Sewer 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 Board of Sewer Commissioners. Any funds expended during the fiscal year may be replenished at a Special Town Meeting if recommended by the Board of Sewer Commissioners. The minimum recommended annual allocation shall be \$100 000.~~
- 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.

## PROCEDURES

Determination of Indirect Costs – Indirect costs of an enterprise shall be updated annually to serve two purposes:

- 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.
- 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.

Indirect costs (those costs borne by the General Fund in support of an 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 Town Director Town Accountant Treasurer/Collector and assistants)~~
- ~~Finance Director/Treasurer Collector~~

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- Audit (Contracted Service)
- Information Technology (IT)
- ~~Town Engineer Select Board~~
- 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.

- ~~Benefits for active and retired employees, including insurances, Medicare tax, unemployment, and workers' 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~~
- ~~Legal services~~
- Debt service

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 – Annual Budget Process policy

Town of Bourne– Financial Reserves policy

Town of Bourne– Capital Improvement Planning policy

Town of Bourne -ISWM Enterprise Fund Financial Polices and Guidelines

Enterprise Fund policy

draft 1~~bc~~: ~~11/12/21~~ 11/27/23

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Town of Bourne – Other Post Employment Benefits policy

ADOPTED BY:

DATE ADOPTED:

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## 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](#)

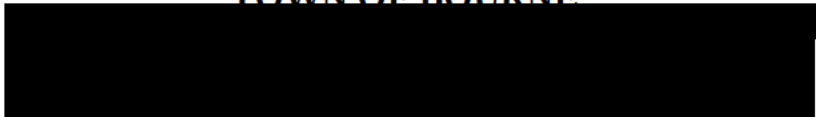
Massachusetts Department of Revenue, Division of Local Services: [DLS Informational Guideline Releases 17-20: Stabilization Funds and 17-23: Overlay and Overlay Surplus](#)

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





## TOWN OF BOURNE



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March 20, 2024

CCIWPF Management Board  
c/o The Cape Cod Commission  
3225 Main Street  
Barnstable, MA 02630

Re: Bourne's share of future Wareham capital improvement debt

Dear Management Board Members:

The Town of Bourne is currently engaged in an Intermunicipal Agreement (IMA) with the Town of Wareham for sewage treatment and disposal services. Bourne pays Wareham an annual fee to treat up to 200,000 gallons per day (gpd) of sewage that is pumped from Bourne to the Wareham wastewater treatment plant (WWTP). Additionally, Bourne is assessed 17.91% for any capital improvements to the Wareham WWTP.

Recently, Wareham Town Meeting passed a borrowing article to invest approximately \$36M in upgrades to the WWTP's clarifiers and headworks. Bourne will be responsible for approximately \$6.5M of the permanent debt service. The project is included on the 2023 IUP, and has been approved for SRF funding. Once the permanent loan is funded, Bourne will receive invoices from Wareham on an annual basis as determined by the final debt schedule (a 20-year note is anticipated).

The Town of Bourne respectfully requests that the CCIWPF subsidizes Bourne's capital payment by 25% for the life of the loan, and transfer funds to Bourne on an annual basis in accordance with the final debt schedule to meet the obligation. The subsidy provided by the CCIWPF will significantly ease the cost burden faced by the Bourne ratepayers and allow the Town to avoid significant rate increases.

Sincerely,

Jared MacDonald, Chair  
Bourne Board of Sewer Commissioners

CC: Nate Keenan, Deputy Director, Clean Water Trust  
Erica Flemming, Finance Director  
Matt Sawicki, DPW Director  
Marlene McCollem, Town Administrator