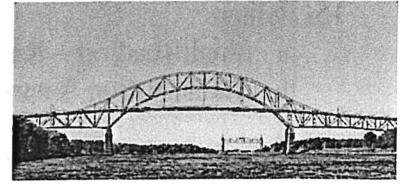


Select Board Meeting Agenda



Date
July 11, 2023

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: 869 5775 5505 Password: BOURNE

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

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. Public comment on non-agenda items: Public comments are allowed for up to a total of 12 minutes at the beginning of each meeting. Each speaker is limited to 3 minutes for comment. Based on past practice, members of the Board are not allowed to comment or respond.
5. Consent Agenda
 - a. Appointment of Joshua Plante as Weighmaster
 - b. Committee appointments as listed on the attached "FY2024 Committee Appointments by Select Board" page
 - c. Sagamore Beach Colony Club – One day liquor license for 7/15/23
 - d. Bourne High School car wash on 8/27/23 at the Pocasset fire station
 - e. National Night Out to be held in Buzzards Bay Park on 8/1/23
 - f. Recreation Department fitness classes at Buzzards Bay Park (various days)
 - g. Approve Town Administrator vacation time carryover to FY24
 - h. Accept a \$50 donation to the Fire Department
6. FY22 Audited Financial Statements - presentation
7. Budget transfers/reserve fund transfers
8. Request for Cable Advisory Committee / broadband internet committee
9. Library Strategic Plan – presentation
10. South Side Fire Station – site selection update
11. Monument Beach fitness classes request (Weds & Fridays – 7/17 – 8/25)
12. Review committee vacancies
13. Appointment of Wastewater Advisory Committee Members
14. Continued discussion – set goals and objectives for the Town Administrator for FY24

RECEIVED
2023 JUL -7 PM 2:18
TOWN CLERK BOURNE

15. Policy

- a. Final Reading – Rules of Procedure – new Section XII. Certificates of Vote
- b. Conservation Restriction Policy – possible rescission

16. Minutes: 6/6/23, 6/13/23

17. Town Administrator report

18. Future agenda items

19. Committee reports

20. Correspondence

21. Next meeting date: July 18 & 25

July 31 & August 1 – One Cape Summit

August 1 – National Night Out (6-8 pm)

Wednesday, August 2 – Select Board – to avoid August 8

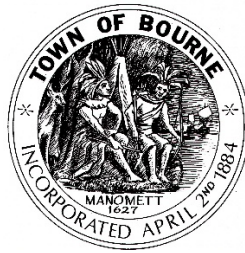
August 8 – Select Board Retreat (9 am – 2 pm)

August 15

22. Adjourn

Reasonable accommodations for people with disabilities are available upon request. Include a description of the accommodation you will need, including as much detail as you can and include a way we can contact you if we need more information. Please allow advance notice. Send an email to kthut@townofbourne.com 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.

Mary Rebello

From: Marlene McCollem
Sent: Friday, May 26, 2023 10:52 AM
To: Mary Rebello; Kathleen Thut
Subject: FW: Committee Reappointment
Attachments: Josh Plante.pdf

For the Select Board's appointments in June.
Thank you,
Marlene

From: Catie Plante [mailto: [REDACTED]]
Sent: Friday, May 26, 2023 10:51 AM
To: Marlene McCollem <mmccollem@townofbourne.com>
Cc: Ernie Plante < [REDACTED]>
Subject: Re: Committee Reappointment

Good Morning,

We would like to request that Joshua Plante become a certified weighmaster. Attached is his CORI check form and copy of his license. Please let us know if there is anything else you need to move forward with this process.

Thank you,
Catie

Catie Plante

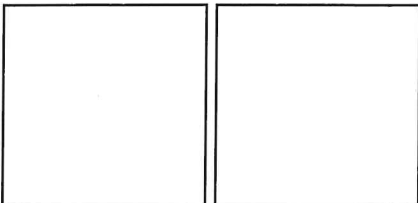
General Manager

Colony Moving & Storage/Agent for United Van Lines, U#51

45 Barlows Landing Rd./P.O. Box 1269

Pocasset, MA 02559

508-563-7300 Ext. 108 508-563-7394 Fax



*2022 Fleet Safety Award, *2019 Customer Choice

2015 Customer Choice, *July 2011 United Agent of the month*

July 2010-June 2011 Most Improved Agent

CORi okay

Part I ADMINISTRATION OF THE GOVERNMENT**Title VII** CITIES, TOWNS AND DISTRICTS**Chapter 41** OFFICERS AND EMPLOYEES OF CITIES, TOWNS AND DISTRICTS**Section 85** WEIGHERS, MEASURERS AND SURVEYORS OF GOODS OR COMMODITIES; APPOINTMENT; QUALIFICATIONS; TENURE; REMOVAL

Section 85. The mayor or the selectmen, on the written request of any person engaged in buying, selling or transporting goods or commodities which require weighing, surveying or measuring, shall appoint weighers, measurers or surveyors of such goods or commodities, who shall be sworn before entering upon their duties, shall serve for one year, and may be removed at any time by the appointing authority. At least one such weigher, measurer ✕ and surveyor in each town shall not be engaged in the business of buying, selling or transporting the goods or commodities weighed, measured or surveyed by him, but no person shall be ineligible for appointment because of sex or because of residence elsewhere than in the town where appointed, notwithstanding any provisions to the contrary in any general or special act.

FY2024
Committee Appointments by
Select Board

COMMITTEE	FIRST	LAST	EXP	TERM
Conservation Commission - Associate	Joseph	Soares, Jr.	June 30, 2024	1 YR
Other Post-Employee Benefits Trust	Karen	Girouard	June 30, 2024	1 YR
Bourne Human Services Committee	Leona	Bombaci	June 30, 2026	3 YR
Education/Scholarship Committee	Laurianne	Gilbert	June 30, 2026	3 YR

TALENT BANK FORM

ACT NOW- SERVE YOUR COMMUNITY

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

TOWN GOVERNMENT TALENT BANK
c/o Town Administrator,
24 Perry Avenue
Buzzards Bay, MA 02532

NAME: Joseph M. Soares Jr. DATE: June 5, 2023

ADDRESS: [REDACTED] VILLAGE: Gray Gables

OCCUPATION: Retired TELEPHONE # [REDACTED]

EMAIL: [REDACTED]

Please list in order of preference which committee(s) you are interested in:


Conservation Commission - Associate Member

Briefly describe why you would be an asset to this committee(s). Include any special training and qualifications:

Preservation of enviroment.

One Day Liquor License**ODLL-23-8**

Submitted On: Jun 12, 2023

Applicant Deanna Waldron**Primary Location**150 CLARK RD
Bourne, MA 02532**Applicant Information****Contact/Manager Name**

Deanna Waldron

Contact/Manager Email**Name of Organization**

Sagamore Beach Colony Club

Organization Address

PO Box 417 Sagamore Beach, MA 02562

Contact/Manager Phone**Type of Organization**

Non profit

Type of License

All Alcoholic -\$50

Premises to be Licensed**Venue Name**

Fisher Tennis Center

Venue Contact Person

Sarah Garrity

Is this event indoors or outdoors?

Outdoors

Address

150 Clark Road Sagamore Beach, MA 02562

Venue Phone Number

617-839-2416

A site plan will be required for all events. The plan should indicate where alcohol will be served and consumed. Additional details should include parking, tents, food setup, guest seating, etc. A hand drawn plan is acceptable.

Event Information**Type of event**

Annual Club Event

Provide a brief description of event

Hors Derby- social gathering with a Kentucky Derby theme

Date of Event

07/15/2023

End Time

11 pm

Estimated Hourly Attendance

90

Start Time

6 pm

Admission Charge

\$35 per person

Describe how alcohol will be served and managed/monitored

Alcohol will be served during the celebration of the gangfe
We use food during the celebration

Additonal Permits

Will there be food?

Yes

Will a tent(s) be used?

No

Will there be vendors?

No

Brief description of entertainment

blue tooth speaker

Brief description of food

appetizers/snack food

Will there be a raffle?

No

Will there be entertainment?

Yes

Please Note

Liability Insurance

Liability Disclaimer

Signature

true

Signature

Signature

true





SAGABEA-01

CAIMOLA

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/23/2023

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).

PRODUCER The Corcoran & Havlin Insurance Group 287 Linden Street Wellesley, MA 02482	CONTACT NAME Riley Mantos
	PHONE (A/C, No, Ext) (781) 235-3100 250
	FAX (A/C, No)
	E-MAIL ADDRESS Riley.Mantos@chinsurance.com
	INSURER(S) AFFORDING COVERAGE
	INSURER A Church Mutual Insurance Co
	INSURER B
	INSURER C
	INSURER D
	INSURER E
	INSURER F

COVERAGES

CERTIFICATE NUMBER:

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
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE L MIT APPL ES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		0417721-02-450276	9/2/2022	9/2/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 ABUSE & MOLEST \$ 1,000,000
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			0417721 09-450278	9/2/2022	9/2/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			0417721-81-450279	9/2/2022	9/2/2023	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCR PTION OF OPERATIONS below		N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACC DENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Certificate Holder is included as an Additional Insured with respects to the General Liability when required by written contract and subject to policy terms and conditions.

CERTIFICATE HOLDER

CANCELLATION

Town of Bourne Attn: Nancy Sunderman Selectman's Office 24 Perry Avenue Buzzards Bay, MA 02532-3441	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 



TECHNIQUES OF ALCOHOL MANAGEMENT®

101 S. WASHINGTON SQ. STE. 800
LANSING, MI 48933

800-292-2896
WWW.TAMUSA.ORG

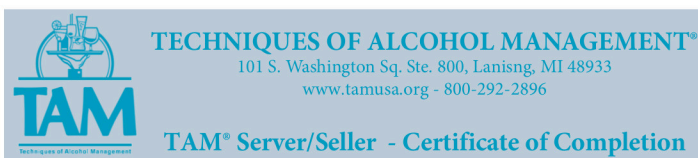
Congratulations Nicole,

You have passed the Techniques of Alcohol Management (TAM)® exam with a score of 100. Attached below is your official TAM® completion card. This card is proof you have successfully completed the nation's premier alcohol server/seller training course.

The TAM® program is dedicated to the safe and responsible consumption of alcohol. From reducing over-consumption and alcohol-related traffic accidents, to keeping alcohol out of the hands of minors and intoxicated individuals, our hope is that your certification will help you make your workplace and community a safer place.

Our curriculum and programming are constantly updated to meet the changing needs of today's Hospitality Industry. Your certification is valid for the dates listed on your card. As your expiration date approaches, please contact our office or visit our website for information on renewing your certification.

Thank you for choosing TAM®.



Nicole Waldron [REDACTED]
Sagamore Beach Colony Club
PO BOX 767
Sagamore Beach, MA 02562
Effective Date: 06/04/2021 - 06/04/2024
Card #E-1622825744-6628-13716
Online by tamusa.org for the state of MA

© 1983-2020 National Hospitality Institute®

This card certifies that the individual named has successfully completed the Techniques of Alcohol Management (TAM)® server/seller training program, presented by the National Hospitality Institute®.

Congratulations on completing the Techniques of Alcohol Management (TAM)® course

This is your TAM® Certification Card. Carry it to verify that you have completed the nation's premier alcohol server/selling training class and are now TAM®-certified. For more information on how you can further your TAM® education through upcoming seminars, please contact the National Hospitality Institute at (800) 292-2896.

**ODLL-23-8**

One Day Liquor License

Status: Active**Date Created:** Jun 12, 2023**Timeline**

Label	Status	Activated	Completed	Assignee	Due Date
 Original Submission	Issued	Jun 12, 2023 at 7:40 pm	Jun 12, 2023 at 7:40 pm	-	-
 Application Content and Attachments	Complete	Jun 12, 2023 at 7:40 pm	Jun 13, 2023 at 8:57 am	Maria Simone	-
 Building	Complete	Jun 13, 2023 at 8:57 am	Jun 13, 2023 at 9:40 am	Ann Gutterson	-
 Department of Public Works	Complete	Jun 13, 2023 at 8:57 am	Jun 13, 2023 at 10:05 am	Matthew Quinn	-
 Board of Health	Complete	Jun 13, 2023 at 8:57 am	Jun 13, 2023 at 2:44 pm	Kaitlyn Shea	-
 Fire Department	Complete	Jun 13, 2023 at 8:57 am	Jun 14, 2023 at 12:47 pm	David Pelonzi	-
 Police Department	Complete	Jun 13, 2023 at 8:57 am	Jun 21, 2023 at 1:22 pm	James Czyryca	-
 Town Administrator Approval	Complete	Jun 21, 2023 at 1:22 pm	Jun 27, 2023 at 12:33 pm	Maria Simone	-
 License Commission Board Vote	Active	Jun 27, 2023 at 12:33 pm	-	Maria Simone	07/12/2023
 Fee Payment	Inactive	-	-	-	-
 One-Day Liquor License	Inactive	-	-	-	-



Town of Bourne, MA

Jul 7, 2023

ODLL-23-8

Police Department

One Day Liquor License

Status: Complete

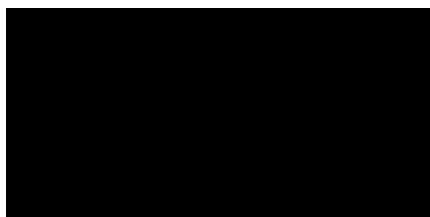
Became Active: Jun 13, 2023

Assignee: James Czyryca

Completed: Jun 21, 2023

Applicant

Deanna Waldron



Primary Location

150 CLARK RD
Bourne, MA 02532

Owner:

Sagamore Beach Colony Club
PO Box 417 Sagamore Beach, MA 02562

Comments

James Czyryca, Jun 21, 2023

No police concerns. Must follow all liquor laws. All alcohol must remain inside venue. No alcohol allowed off property. No alcohol allowed on public roads or beaches.

**Use of Town Property Event
Application**

Applicant

 Judy Lunedei

EA-23-42



Primary Contact Information

Name

Judy Lunedei

Business/Organization Name (if applicable)

Bourne High School Soccer Booster Club

Mailing Address



Cell Phone No.



Email



Event Information

Organization/Individual Hosting the event

Bourne High School Soccer Booster Club

Type of Organization (LLC, non-profit)

Non-profit booster club

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

Car wash fundraiser

Location of Event

Pocasset Fire Station

Date(s) of Event

Sunday, August 27, 2023

Set up/Clean up Dates

Sunday, August 27, 2023

Hours (start and end times)

10:00 am to 2:00 pm

Estimated overall attendance

50

of Staff/Volunteers

40

Description of Event

Car wash fundraiser

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?

No

Will a tent be used?

No

Will you be holding a raffle?

No

Use of Electricity/generators?

No

Are you providing portable toilets?

Will you be placing a banner across Main Street?

No

No

Please Note:

Copy of Liability Insurance with the Town named as additional insured

Hold Harmless Agreement

Signature

true

Signature

Signature

true



EA-23-42

Use of Town Property Event Application

Status: Active

Date Created: Jun 28, 2023




Timeline

Label	Status	Activated	Completed	Assignee	Due Date
✓ Application Content and Attachments	Complete	Jun 28, 2023 at 9:14 pm	Jun 29, 2023 at 9:13 am	Maria Simone	-
✓ DPW Comments	Complete	Jun 29, 2023 at 9:13 am	Jun 29, 2023 at 9:46 am	Matthew Quinn	-
✓ Police Department Comments	Complete	Jun 29, 2023 at 9:13 am	Jun 29, 2023 at 11:35 am	Theodore Economides	07/06/2023
✓ Fire Department Comments	Complete	Jun 29, 2023 at 9:13 am	Jul 6, 2023 at 2:52 pm	David Pelonzi	07/07/2023
✓ Town Administrator's Comments	Complete	Jul 6, 2023 at 2:52 pm	Jul 6, 2023 at 3:46 pm	Maria Simone	-
✓ Select Board Vote	Active	Jul 6, 2023 at 3:46 pm	-	Maria Simone	07/12/2023
📄 Temporary Event Permit Issued	Inactive	-	-	-	-

**Use of Town Property Event
Application**

EA-23-41

Applicant

 John Stowe
 508-759-4420 ext. 8004
 jstowe@townofbourne.com

Primary Contact Information

Name

Lt. John R. Stowe Jr.

Mailing Address

35 Armory Road, Bourne, MA 02532

Email

jstowe@townofbourne.com

Business/Organization Name (if applicable)

Bourne Police Department

Cell Phone No.

774-836-6049

Event Information

Organization/Individual Hosting the event

Bourne Police Department

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

National Night Out

Certain events taking place at Buzzards Bay Park may also require an additional permit from the U.S. Army Corps of Engineers. Based on your responses, you will be notified if you are required to apply.

Events held at Buzzards Bay Park are required to upload a site plan detailing where things will be set up. You will be able to upload this later in the application.

Type of Organization (LLC, non-profit)

--

Location of Event

Buzzards Bay Park

Date(s) of Event

August 1, 2023

Set up/Clean up Dates

--

Hours (start and end times)

6:00-8:00 PM

Estimated overall attendance

500

of Staff/Volunteers

10

Description of Event

Community building event to enhance relationships with first responders. Food to be provided by the Bourne Patrolmen's Association. Parking areas around the pavillion to be used for emergency vehicles.

Will your event impact traffic?

No

Is event open to the public?

Yes

Will there be alcohol service/ on-premise consumption?

No

Will you event impact parking?

No

Will admission be charged?

No

Will there be food?

Yes

Describe type of food

Hot dogs and hamburgers

Will there be vendors?

No

Will a tent be used?

No

Will you be holding a raffle?

--

Use of Electricity/generators?

No

Are you providing portable toilets?

No

Will you be placing a banner across Main Street?

No

Please Note:

Buzzards Bay Park Rules and Regulations

Copy of Liability Insurance with the Town named as additional insured

Hold Harmless Agreement

Signature

true

Signature

Signature

true

EA-23-41

Use of Town Property Event Application

Status: Active**Date Created:** Jun 27, 2023**Timeline**

Label	Status	Activated	Completed	Assignee	Due Date
✓ Application Content and Attachments	Complete	Jun 27, 2023 at 11:36 am	Jun 27, 2023 at 11:41 am	Maria Simone	-
✓ Health Agent Comments	Complete	Jun 27, 2023 at 11:41 am	Jun 27, 2023 at 11:51 am	Kaitlyn Shea	-
✓ DPW Comments	Complete	Jun 27, 2023 at 11:41 am	Jun 29, 2023 at 9:42 am	Matthew Quinn	-
✓ Police Department Comments	Complete	Jun 27, 2023 at 11:41 am	Jul 5, 2023 at 9:08 am	John Stowe	07/04/2023
✓ Fire Department Comments	Complete	Jun 27, 2023 at 11:41 am	Jul 6, 2023 at 2:37 pm	David Pelonzi	07/07/2023
✓ Town Administrator's Comments	Complete	Jul 6, 2023 at 2:37 pm	Jul 6, 2023 at 3:47 pm	Maria Simone	-
✓ Select Board Vote	Active	Jul 6, 2023 at 3:47 pm	-	Maria Simone	07/12/2023
 Temporary Event Permit Issued	Inactive	-	-	-	-



Town of Bourne, MA

Jul 7, 2023

EA-23-41

Health Agent Comments

Use of Town Property Event Application

Status: Complete

Became Active: Jun 27, 2023

Assignee: Kaitlyn Shea

Completed: Jun 27, 2023

Applicant

John Stowe
jstowe@townofbourne.com
35 Armory Road
Bourne, MA 02532
508-759-4420 ext. 8004

Comments

Kaitlyn Shea, Jun 27, 2023

Be sure to have thermometers in any coolers used for the Hamburger patties if they are to be grilled on site.

Paulina, a rising junior at UMass Amherst, 2 time Boston Marathon finisher, and a certified group fitness instructor will be instructing this class. She is passionate about promoting exercise in an inclusive way for people of all fitness levels. This summer series is a program of the Recreation Department and will be held on Monday, Wednesdays, and Fridays from 7:00am-8:00am.

**Use of Town Property Event
Application**

EA-23-38

Applicant

 Kathryn Matthews
 508-759-0600 ext. 5237
 kmatthews@townofbourne.com

Primary Contact Information

Name

Bourne Rec

Business/Organization Name (if applicable)

--

Mailing Address

239 Main Street

Cell Phone No.

5087590600

Email

kmatthews@townofbourne.com

Event Information

Organization/Individual Hosting the event

Bourne Rec

Type of Organization (LLC, non-profit)

--

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

Full Body Fitness Class

Location of Event

Buzzards Bay Park

Certain events taking place at Buzzards Bay Park may also require an additional permit from the U.S. Army Corps of Engineers. Based on your responses, you will be notified if you are required to apply.

Events held at Buzzards Bay Park are required to upload a site plan detailing where things will be set up. You will be able to upload this later in the application.

Date(s) of Event

Monday, Wednesday, Friday, July 17th-August 25th

Set up/Clean up Dates

6:45/8:15

Hours (start and end times)

7:00am-8:00am

Estimated overall attendance

30

of Staff/Volunteers

1

Description of Event

Full Body Fitness Class offered by a vendor of the Recreation Department.

Will your event impact traffic?

No

Will your event impact parking?

No

Is event open to the public?

No

Will admission be charged?

Yes

Will there be alcohol service/ on-premise consumption?

No

Will there be food?

No

Will there be vendors?

Will a tent be used?

No

Will you be holding a raffle?

No

Are you providing portable toilets?

No

No

Use of Electricity/generators?

No

Will you be placing a banner across Main Street?

No

Please Note:

Buzzards Bay Park Rules and Regulations

Copy of Liability Insurance with the Town named as additional insured

Hold Harmless Agreement

Signature

true

Signature

Signature

true



EA-23-38


Use of Town Property Event Application

Status: Active**Date Created:** Jun 13, 2023

Timeline

Label	Status	Activated	Completed	Assignee	Due Date
✓ Application Content and Attachments	Complete	Jun 13, 2023 at 12:16 pm	Jun 13, 2023 at 12:45 pm	Maria Simone	-
✓ DPW Comments	Complete	Jun 13, 2023 at 12:45 pm	Jun 13, 2023 at 1:58 pm	Matthew Quinn	-
✓ Police Department Comments	Complete	Jun 13, 2023 at 12:45 pm	Jun 13, 2023 at 2:13 pm	Theodore Economides	06/20/2023
✓ Fire Department Comments	Complete	Jun 13, 2023 at 12:45 pm	Jun 14, 2023 at 12:46 pm	David Pelonzi	-
✓ Town Administrator's Comments	Complete	Jun 14, 2023 at 12:46 pm	Jun 15, 2023 at 9:46 am	Maria Simone	-
✓ Select Board Vote	Active	Jun 15, 2023 at 9:46 am	-	Maria Simone	07/12/2023
📄 Temporary Event Permit Issued	Inactive	-	-	-	-

memo

To: Select Board
From: Marlene, McCollem 
CC: Erica Flemming, Finance Director
Elise Zarcaro, HR Director
Date: June 30, 2023
Re: Vacation Time Carryover

According to Section VII.C of my employment agreement with the Town, I “shall be permitted to carry over two (2) weeks of vacation leave into the next fiscal year, with the approval of the Board.” Although I diligently attempt to use all of my benefit time, I respectfully request a carryover of 26-hours of unused time into FY24. I remain mindful of the need to use vacation time to rest and recharge, so that I am able to return to work with energy and enthusiasm.

From: [Cody, David](#)
To: [Maria Simone](#)
Cc: [Pelonzi, David](#)
Subject: Donation
Date: Tuesday, June 20, 2023 9:33:53 AM

Good Morning Maria,

We received a donation from Nan and Hugh Crossland for \$50 in the memory of retired Deputy Fire Chief James Newell. Could you please add my request to accept it to the next Selectboard meeting?

Thank you,

Dave

David S. Cody

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

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



We'll get you there.

CPAs | CONSULTANTS | WEALTH ADVISORS

Town of Bourne, Massachusetts

Fiscal Year 2022 Audit Exit Conference

July 11, 2023

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Investment advisory services are offered through CliftonLarsonAllen Wealth Advisors, LLC, an SEC-registered investment advisor.

Agenda



TERMS OF
ENGAGEMENT



EXECUTIVE
SUMMARY



FINANCIAL
HIGHLIGHTS



MANAGEMENT
LETTER



QUESTIONS



Terms of Engagement



Express opinions on whether the basic financial statements are fairly presented, in all material respects, in accordance with GAAP



Express an “in relation to” opinion on the schedule of expenditures of federal awards



Express an opinion on compliance related to major federal award programs



Terms of Engagement (continued)



Provide a report on internal control over financial reporting and compliance with laws, regulations, contracts and grants



Provide a report on internal control over compliance related to major federal award programs




Provide a management letter based on identified control deficiencies



Executive Summary

Financial Statements



Unmodified opinion
(pages 1 - 2) issued on
the financial statements

- Best opinion available

No findings reported in
GAO report on internal
control and compliance



Executive Summary (continued)

Single Audit

Waiting on finalizing
compliance procedures
with School Department

Initial procedures suggest
there is no non-
compliance to report

Management Letter

2 Comments Reported
(1 of which is informational)



Financial Highlights

Governmental Activities (page 14)

- Net Position – \$9.6M
 - Net investment in capital assets - \$96M
 - Restricted - \$26M
 - \$8.2M related to self-insured health insurance activities
 - Unrestricted deficit – (\$113M)
 - Direct result of net pension liability (\$30M) and net OPEB liability (\$60M)



Financial Highlights (continued)

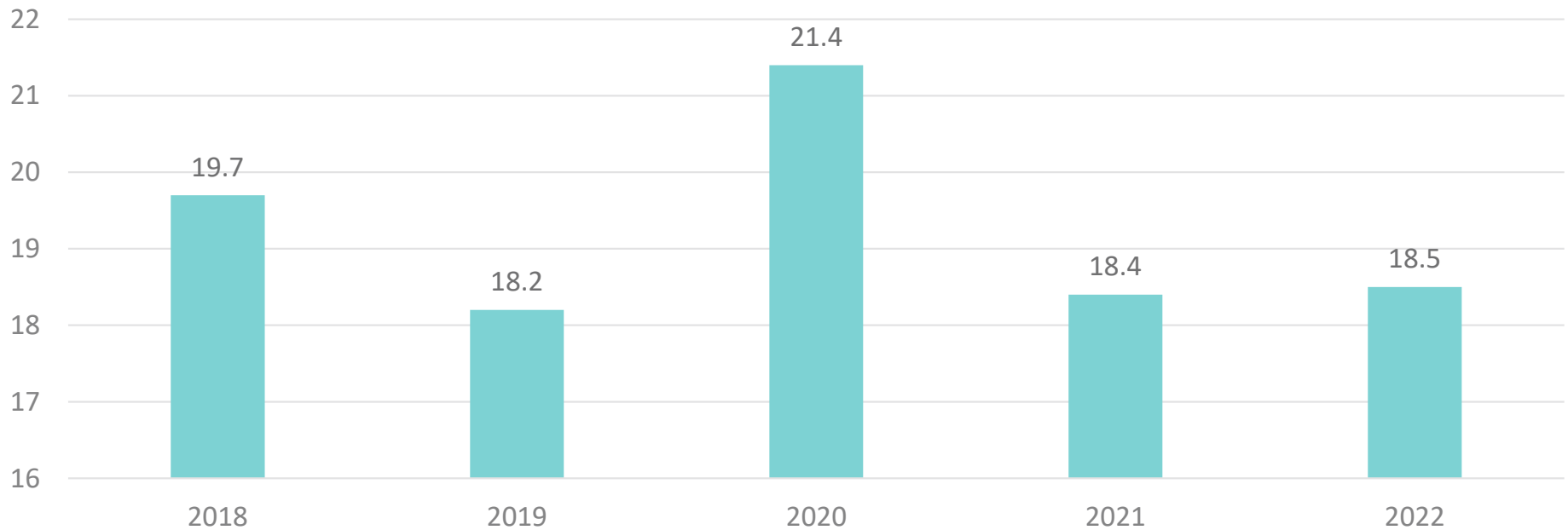
General Fund (page 17)

- Fund balance \$24.3M
 - Restricted - \$165K
 - Committed - \$8.5M
 - Capital stabilization - \$3.7M
 - Climate resiliency stabilization - \$150K
 - Continuing appropriations -\$4.6M
 - Assigned - \$366K (Encumbrances)
 - Unassigned - \$15.3M
 - General stabilization - \$4.4M



Financial Highlights (continued)

Percentage of General Unassigned Fund Balance to Expenditures and Transfers Out



Financial Highlights (continued)

Sewer Enterprise Fund (page 21)

- Total net position - \$6.6M
 - Net investment in capital assets - \$6.1M
 - Unrestricted net deficit – (\$509K)
 - Net pension liability and net OPEB liability total \$155K and \$314K, respectively



Financial Highlights (continued)

Landfill Enterprise Fund (page 21)

- Total net position - \$18.3M
 - Net investment in capital assets - \$8.6M
 - Unrestricted - \$7.7M
 - Net pension liability and Total OPEB liability totals \$1.5M and \$3.1M, respectively
 - Cash set aside for closure and postclosure care totals \$2.0M
 - Landfill liability totals \$9.8M



Financial Highlights (continued)

NOTE 8 – Long-term Obligations (page 52)

- Debt, landfill liabilities and compensated absences
- Governmental Activities - \$48.0M
 - Debt - \$46.0M
 - Compensated absences - \$2.0M
- Business-type Activities - \$17.5M
 - Debt - \$7.5M (including \$4.0M of MCWT interim loans)
 - Landfill - \$9.8M
 - Compensated absences - \$195k



Financial Highlights (continued)

NOTE 11 – OPEB (page 56)

- Net OPEB liability totals \$63.7M
 - Total OPEB trust assets is \$6.2M
 - Net OPEB liability was calculated at 6.5% discount rate
 - 1% higher (\$56.7M)
 - 1% lower (\$72.2M)
 - Health care trend rate sensitivity
 - 1% higher (\$74.4M)
 - 1% lower (\$55.0M)



Financial Highlights (continued)

NOTE 15 – Pension Plan (pages 62)

- Total net pension liability reported is \$31.5M
 - 5.731% of BCRA NPL based on 12/31/21 measurement date
 - Net pension liability was calculated at 6.9% discount rate
 - 1% higher (\$19.0M)
 - 1% lower (\$46.3M)



Management Letter

2 Comments and Recommendations

- Information Technology
- Subscription-based Information Technology Arrangements (Informational)



Questions?



CLAconnect.com



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Date: **7.10.23**

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

Town of Bourne
Budget and Reserve Fund Transfers
FY23 Year End

In accordance with MGL c 40 § 6, it is requested that the following reserve fund transfers be made effective June 30, 2023:

Account Description	GL #	Increase	Decrease	Notes
Election & Registration Wage	01-999-100-162-5100-5120-002-99	\$ 25,500 00	\$ -	<i>Expenses for various elections</i>
Snow & Ice Grounds/Sanders	01-999-400-423-5400-5464-999-99	11,598 98	-	<i>Expenses</i>
Public Utilities - Water	01-999-900-911-5200-5230-999-99	25,750 00	-	<i>Estimated splashpad invoice encumbrance</i>
Unemployment	01-999-900-913-5700-5790-999-99	58,900 00	-	<i>Charges due to fraudulent claims refunded at later date</i>
FICA	01-999-900-936-5700-5790-999-99	22,000 00	-	<i>Overall increase in gross wages</i>
Liability Insurance	01-999-900-945-5700-5743-999-99	26,100 00	-	<i>Timing FY23 budget season</i>
Medicaid	01-999-900-949-5700-5790-999-99	1,220 00	-	<i>Increased charges</i>
Reserve Fund	01-930-100-131-9000-7001-999-99	-	171,068 98	
		\$ 171,068.98	\$ 171,068.98	

Town of Bourne
Request for Transfer from the Reserve Fund
(To be submitted in Triplicate)

Date: 7.10.23

Finance Committee:

Request is hereby made for the following transfer from the Reserve Fund in accordance with Chapter 40, Section 6, of the Massachusetts General Laws.

1. Amount Requested: \$ 600,000.00

2. To be transferred to: Various - See Attached
(Give name of appropriation)

3 The amount requested will be used for (give specific purpose):

Extraordinary and unforeseen expenditures.

4 This expenditure is extraordinary and/or unforeseen for the following
reason(s): _____

Verbal explanation presented during meeting.

Department Head

Finance Committee

Date of Meeting: 7.10.23 Number Present and Voting: _____

Transfer voted in the sum of: \$ 600,000.00 Transfer Disapproved _____

Chairman, Finance Committee

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

Attachment - 7/10/2023, ISWM Reserve Fund Transfer

	Line Item Deficits	Reserve Fund Transfer	
Host Fee	61-999-900-991-5920-5922-999-99	\$ 86,082.98	<i>Host Fee</i>
Other Contracted	61-999-400-439-5200-5294-019-99	513,917.02	<i>C&D/Leachate</i>
	Total RFT Request	\$ 600,000.00	

(To be submitted in Triplicate)

Date: 7.10.23

Finance Committee:

Request is hereby made for the following transfer from the Reserve Fund in accordance with Chapter 40, Section 6, of the Massachusetts General Laws.

1. Amount Requested: \$ 50,000.00

2. To be transferred to: Various - See Attached
(Give name of appropriation)

3 The amount requested will be used for (give specific purpose):

Extraordinary and unforeseen expenditures.

4 This expenditure is extraordinary and/or unforeseen for the following reason(s):

Verbal explanation presented during meeting.

Department Head

Finance Committee

Date of Meeting: **7.10.23** Number Present and Voting:

Transfer voted in the sum of:	\$	50,000.00	Transfer Disapproved
-------------------------------	----	------------------	----------------------

Chairman, Finance Committee

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

Attachment - 7/10/2023, Sewer Reserve Fund Transfer

	Line Item Deficits	Reserve Fund Transfer	
Electricity	60-999-400-442-5200-5211-999-99	\$ 40,000.00	<i>Increase Electricity</i>
Capital Replace Equip	60-999-400-442-5800-5870-999-99	10,000.00	<i>BETA Contract</i>
	Total RFT Request	\$ 50,000.00	

Town of Bourne
Request for Budget Transfer
FY23 Year End

In accordance with MGL c 44 § 33B, it is requested that the following budget transfers be made effective June 30, 2023:

Account Description	GL #	Increment	Decrement
Postage & Copying-Postage	01-999-100-156-5200-5341-999-99	27,300.00	
Conservation Salary Dept Head	01-999-100-171-5100-5111-999-99	2,623.00	-
Insp Salaries-Bldg	01-999-200-240-5100-5112-020-99	12,700.00	
DNR Fuel	01-999-200-295-5400-5480-026-99	25,200.00	-
DPW Budget	01-999-400-420-5200-5294-019-99	47,500.00	-
Street & TrafficLights	01-999-400-424-5200-5214-999-99	32,500.00	-
Public Utilities	01-999-900-911-5200-5211-999-99	92,300.00	-
Health Insurance	01-999-900-937-5700-5790-999-99	-	240,123.00
	Total	\$ 240,123.00	\$ 240,123.00

	Finance Committee	Board of Selectmen
Date of Meeting	7/10/2023	7/11/2023
Transfer Voted in the sum of:	\$ 240,123.00	\$ 240,123.00

Chairman, Finance Committee _____ Date: _____

Chairman, Board of Selectmen _____ Date: _____

Town of Bourne
Budget and Reserve Fund Transfers
FY23 Year End

In accordance with MGL c 44 § 33B, it is requested that the following budget transfers be made effective June 30, 2023:

Account Description	GL #	Increase	Decrease	Notes
Postage & Copying-Postage	01-999-100-156-5200-5341-999-99	27,300 00		<i>Increase cost and volume of postage</i>
Conservation Salary Dept Head	01-999-100-171-5100-5111-999-99	2,623 00	-	<i>CBA increase</i>
Insp Salaries-Bldg	01-999-200-240-5100-5112-020-99	12,700 00		<i>Temporary help during employee leave</i>
DNR Fuel	01-999-200-295-5400-5480-026-99	25,200 00	-	<i>Fuel sales & increase cost of supplies/Maint.</i>
DPW Budget	01-999-400-420-5200-5294-009-99	47,500 00	-	<i>Expenses</i>
Street & TrafficLights	01-999-400-424-5200-5214-999-99	32,500 00	-	<i>Increase delivery charge & maint. contract</i>
Public Utilities	01-999-900-911-5200-5211-999-99	92,300 00	-	<i>Increase delivery charge</i>
Health Insurance	01-999-900-937-5700-5790-999-99	-	240,123 00	<i>Health Insurance Surplus</i>
		\$ 240,123.00	\$ 240,123.00	

This contact was addressed to All Select Board, should be responded to by Clerk as received and included in the next packet.

Begin forwarded message:

From: Contact form at bournema <cmsmailer@civicplus.com>
Date: June 7, 2023 at 7:58:28 PM EDT
To: All Select Board <Selectmen@townofbourne.com>
Subject: [bournema] Request to reactivate and expand charge of CAC (Sent by Robert Dwyer, [REDACTED])
Reply-To: [REDACTED]

Hello Select Board,

Robert Dwyer ([REDACTED]) has sent you a message via your contact form (<https://www.townofbourne.com/users/all-selectmen/contact>) at bournema.

If you don't want to receive such e-mails, you can change your settings at <https://www.townofbourne.com/user/396/edit>.

Message:

This message is sent on behalf of Marie Oliva, President & CEO of the Cape Cod Canal Region Chamber of Commerce:

Dear Chair Mastrangelo and embers of the Select Board:

I have attached a letter requesting that the Select Board reactivate and expand the charge of the Cable Advisory Committee to respond to the acute needs, and imminent opportunities, to bring modern fiber optic-based broadband and telecommunications to Bourne residents.

I request that you include this request as an Agenda Item for discussion by the

Select Board in the near future, as federal funding opportunities are about to open. Please feel free to contact me if you have any questions.

Kind regards,
Marie Oliva

June 7, 2023

Select Board, Town of Bourne
Ms. Mary Jane Mastrangelo (Chair)
Mr. Peter Meier
Mr. Jared MacDonald
Ms. Melissa Ferretti
Ms. Anne Marie Siroonian

Subject: Request to reactivate and expand the charge of the Cable Advisory Committee

Dear Bourne Select Board:

The Town of Bourne has long recognized the importance of quality cable TV service and reliable internet access for its residents and businesses. The Cable Advisory Committee, which was initially established to negotiate the franchise agreement with cable TV provider(s), became inactive after the recent franchise agreement with Comcast was signed. This has left the town with limited oversight and advocacy for the improvement of the TV services.

Meanwhile, in addition to ongoing challenges with cable TV service, parts of the town still experience unreliable internet connectivity. In today's increasingly digital world, it is more critical than ever that we provide dependable and high-speed broadband access for everyone in our community. The segments of the population that are unserved or underserved by broadband access will soon be identified by the Cape Cod Commission's Digital Equity planning study.

Furthermore, there are currently federal grant opportunities available for towns like Bourne to invest in broadband infrastructure, such as fiber-optic networks. These funds present a significant opportunity to improve the quality and accessibility of internet services for our residents and businesses. However, the town must act quickly to take advantage of these grant opportunities, as they are time-sensitive and highly competitive.

Given the existing challenges and the urgent need to seize imminent funding opportunities, it is crucial that we reactivate the town of Bourne's Cable Advisory Committee and expand its scope to include broadband internet from both cable and fiber.

The Cable Advisory Committee should be reactivated, and renamed to reflect its expanded mission, perhaps with an updated title such as “Select Board’s Broadband, Telecommunications and Cable Advisory Committee”. This reactivated committee would advise the SB on matters in addition to its statutory duties regarding the Cable Franchise License, which is currently in place with Comcast for the next 10 years.

The Committee would advise the SB on a long-term strategy for meeting the needs of Bourne residents and businesses, as fiber optic and wireless 5G broadband opportunities expand on Cape Cod and in SE Massachusetts. More urgently, the committee would advise the SB on the rapidly evolving grant-funded options to provide and fund fiber optic connectivity for Bourne residents, including segments of the Town population likely to be identified by the upcoming Cape Cod Commission planning study as having statutory Digital Equity needs.

Specific tasks could include:

- Providing the SB and residents with information on immediate funding opportunities to install and operate broadband services, under the federal Infrastructure Law and other funding vehicles.
- Providing the SB and residents with information on regional (e.g., the active Cape Cod Technology Council Broadband Committee), cross-Town, and private-sector opportunities to fund, construct and operate fiber optic services.
- Maintaining contact with entities now building and operating town-wide fiber optic systems in other Massachusetts towns, including the new Falmouth Municipal Light Plant, identifying opportunities for interconnection, and identifying Best Practices to be evaluated for possible adoption in Bourne.
- Manage relationships and negotiate contracts with the town’s telecommunications providers such as Verizon, Open Cape, Comcast and other middle mile providers (for execution by the Select Board, which is the same authority given to the CAC with the cable franchise).
- Identifying the best options for participation by the Town of Bourne in building and operating broadband services to residents and businesses, such as:
 - Town nominal ownership, with full contracting (design, build, operate, ...) to outside parties.
 - Establishment of an independent authority under the Municipal Light Plant statute
 - Establishment of Municipally operated network
 - Request that MLPs or systems in abutting towns expand their services to Bourne
 - Identify private contractors willing to partner to pursue public-private grant opportunities.
- Advising the SB, Planning Department and Board, etc. as wireless 5G providers seek approvals to locate multiple 5G antennas in church steeples, water towers, and multiple local sites. (High-speed 5G wireless service requires many antennas, with line-of-site to customers. These siting requests have generated

controversy in some municipalities.)

- Advising the SB on use of expanded broadband services to replace or supplement in-person Town services (at Town Hall, Library, Schools) likely to be adversely impacted for several years by roadway traffic during bridge construction.
- Advising the SB, Schools, Library, Council on Ageing, etc. on Digital Literacy education programs, particularly for identified Digital Equity segments of the town population (and perhaps Unserved/Underserved Environmental Justice and Herring Pond Wampanoag residents)

Given the speed of emerging opportunities for funding and partnerships, the reactivated committee would need to meet weekly or biweekly. This could be at a set time each week, on Zoom. Draft Minutes could be generated by an AI App from the Zoom recording and posted quickly on the Town website.

Examples of towns that have expanded the scope of the Cable Committee to the internet.

Shelburne

<https://www.townofshelburne.com/g/53/Technology--Cable-Advisory-Committee>

Truro

<https://www.truro-ma.gov/cable-and-internet-advisory-committee>

Wellfleet (direct communication with Wellfleet's fiber subcommittee informed us of Town activities)

We look forward to the Select Board acting on this request at your earliest opportunity. We are available to discuss this request in person as a Select Board agenda item.

Sincerely,



Marie Oliva
President & CEO

Fiber Optic Committee Members



Presentation Update

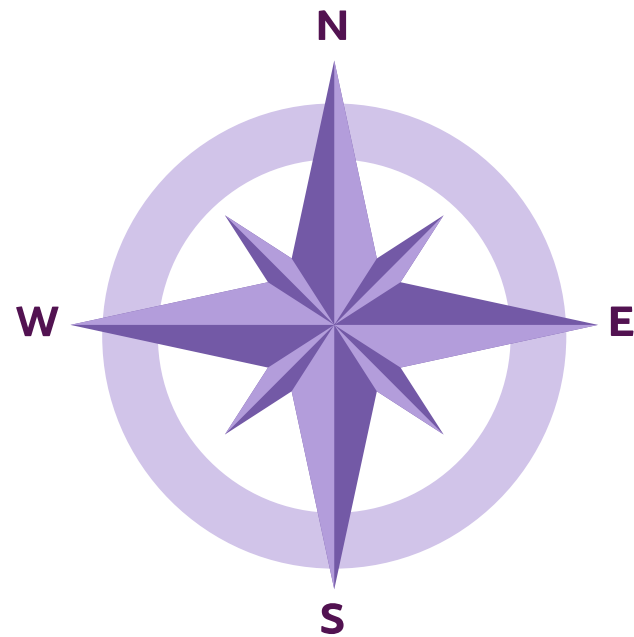
July 11, 2023

Strategic Plan

24 | 28

Why are we doing this?

Libraries offer services as vibrant and diverse as the community it supports.



Explore

To continue being an important contributor to the quality of life for our community.



Experience

Develop tools that are up-to-date and an accurate reflection of our community needs.



Enjoy

Ensure all ages, backgrounds, needs, and abilities can identify the Bourne library as everyone's Library.

How do we get there?

Public Participation Plan



Public Participation Plan



Purpose

“The Library Board of Trustees and staff are interested in generating public opinion as to what should happen next in terms of library services and facilities so that we may better serve our vibrant and diverse community and realize the library’s full potential to have a positive impact in the lives of residents of all ages, backgrounds, needs and abilities.”

Objective

“The success of the library creating a positive impact will be achieved when decisions about its future are aligned with the needs of all people it serves.”

Problem

“What services will the community need for the next 5+ years; where and how should they be offered?”

Public Participation Plan

People - Stakeholders

Residents: Year-Round, Part-Time

Patrons from other communities

Chamber and Bourne businesses

Workers in Bourne

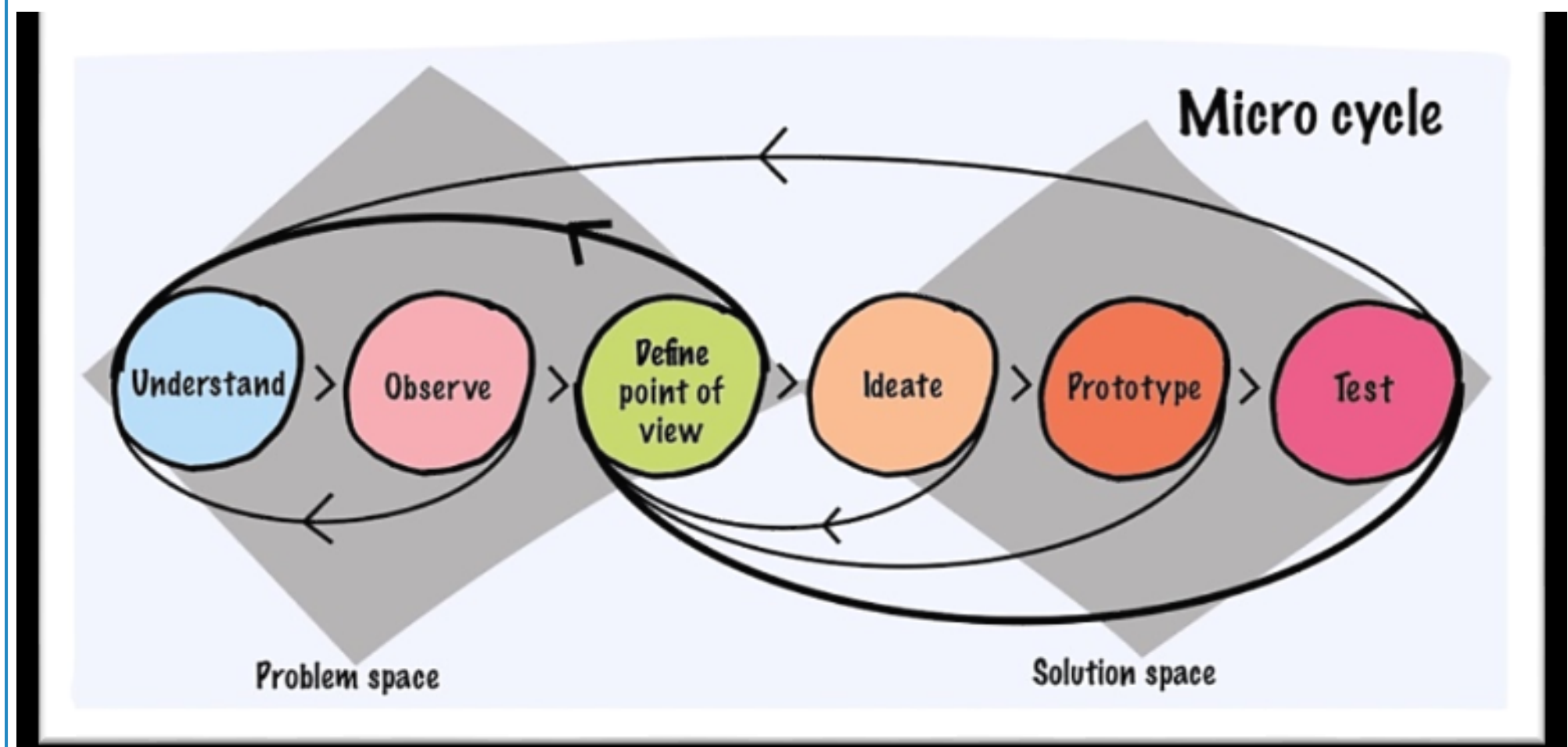
Community Groups & Associations

Bourne Schools: Families and Students

Youth Groups & Associations

Town Board, Cmte Members, Staff

Design Thinking Methodology



Public Participation Plan



Hearing the Community

5W+H

- **Who** specifically are the customers;
- **What** services are they using or not able to use;
- **When** are they being used or not used;
- **Where** are they being used or not used, and
- **Why** are they using or not able to use the services
- **How** are the services adding value or not.

Survey



Workshops



Public Participation Plan



Workshops

In Person Workshop #A

Monday, July 17, 2023

6:00pm - 8:00pm

Jonathan Bourne Public Library

Virtual Workshop

Wednesday, July 19, 2023

5:00pm - 7:00pm

Via Zoom

In Person Workshop #B

Thursday, July 27, 2023

10:00am - 12:00pm

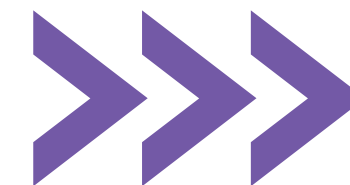
Veterans Memorial Community Center

Break-out Groups/Rooms with Trustee Facilitators

- What are the strengths and assets of Bourne Library?
- What are the Library's challenges today and in the future?
- What is your future vision of library services in the Town of Bourne?

Pre-Registration Required

SCAN QR CODE



or visit Town Webpage

www.townofbourne.com/library

Public Participation Plan



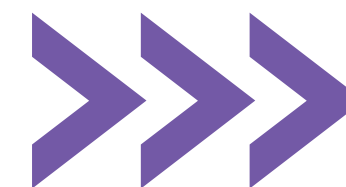
Survey

RESPONSES DUE BY
August 4, 2023

PRINTED FORMAT AVAILABLE AT
JONATHAN BOURNE PUBLIC LIBRARY
TOWN HALL
VETERANS MEMORIAL COMMUNITY CENTER

The survey extends an open invitation to everyone in the community to easily participate and engage from the comfort of home, office or mobile device.

TO ACCESS SURVEY
SCAN QR CODE
OR VISIT TOWN WEBPAGE
www.townofbourne.com/library





24 | 28 Strategic Plan Timeline

	Trustee & Staff Task
	Town Staff Task
•	Public Participation

Description	Timeline	June	July	Aug	Sept
Gather data about existing library operations and indicators	June 12 – June 23				
Initial SWOT Analysis/Evaluation of Programs and Resources	June 15				
Finalize Public Participation/Engagement, and list of Stakeholders	June 29				
Discuss Survey draft and possibly approve	June 29				
Summarize Initial plan and discussions	June 12 – July 11				
Develop outline of Public Workshops	June 29				
Update Select Board	July 11				
Launch outreach efforts outlined in Engagement plan	July 12				
* Launch Survey for public participation	July 12 – Aug 4				
* Conduct Public Workshops (2 in person, 1 virtual)	July 17, July 19, July 27				
Collect and compile results from Survey and Workshop	July 12 – Aug 11				
* Public Meeting for comments on 1 st Draft Plan	August 24				
Revisions to Draft Plan incorporating feedback	Aug 24 – Sept 5				
Update to Select Board	September 5				
* Public Meeting for comments on 2 nd Draft Plan	September 13				
Final Draft/Report presented for Trustee approval	September 28				



Questions?

Strategic Plan

24 | 28



Bourne Fire Department

Southside Station #2

June 28, 2023

Space Needs— Southside Station #2



SPACE NEEDS PROGRAM EVALUATION

For

Southside Station #2

Bourne Fire Department

March 2023



SACCOCCIO & ASSOCIATES
ARCHITECTS

Space Needs— Southside Station #2

	ITEM	1 st Floor	2 nd Floor
APPARATUS AND SUPPORT			
APPARATUS ROOM	AS-1	6400	
EQUIPMENT STORAGE	AS-2	200	
TURNOUT GEAR ROOM	AS-3	400	
DECON ROOM	AS-4	200	
DECON ROOM UNISEX TOILET	AS-5	20	
EMERGENCY SHOWER	AS-6	20	
WASHER / EXTRACTOR	AS-7	120	
AIR SUPPLY ROOM	AS-8	240	
EMS STORAGE	AS-9	149	
TRAINING	AS-10	IN DAY ROOM	
EQUIPMENT MAINTENANCE	AS-11	48	
PUBLIC/LOBBY/DISPATCH			
WATCH ROOM	P-1	200	
PUBLIC LOBBY/VESTIBULE/RECEPTION	P-2	150	
PUBLIC TOILETS	P-3	88	
ADMINISTRATION			
OFFICE	AD-1	184	
OFFICE SUPPLY CLOSET	AD-5	36	
SERVER CLOSET	AD-7	25	
ADMINISTRATION / WAITING	AD-8	257	
INDOOR TRAINING			
TRAINING ROOM – shared day room	I-1		
FITNESS CENTER (GYM)	I-3	500	
FIREFIGHTER’S QUARTERS			
FIREFIGHTER’S BUNK ROOMS – 7	FQ-1		980
“CLEAN LINEN” WASHER / DRYER	FQ-2		80
FIREFIGHTER’S TOILET & SHOWER3	FQ-3		240
DAY ROOM	FQ-4		849
KITCHEN/DINING	FQ-5		
BUILDING SUPPORT & SYSTEMS			
JANITORS CLOSET	M-1	75	
BUILDING STORAGE	M-2	75	
		9,387	2,149
CIRCULATION 25%		2,347	537
TOTAL		11,734	2,686
GRAND TOTAL			14,420

Space Needs— Southside Station #2

Department Staffing

	Present		Future (2042)	
	South Side #2		South Side #2	
Personnel, Day Shift	Per Shift	Total	Per Shift	Total
Chief / Deputy				
Station Lt.	1	4	2	8
Firefighters/EMS - Career	2	6	5	20
Firefighters/EMS – Call 10		Float		
Total	3	10	7	28

Parking

	Present / Future			
	South Side #2		South Side #2	
Parking Spaces	Per Shift	Event	Per Shift	Event
Staff			15	
Public			4	
Total			18	

Site Features

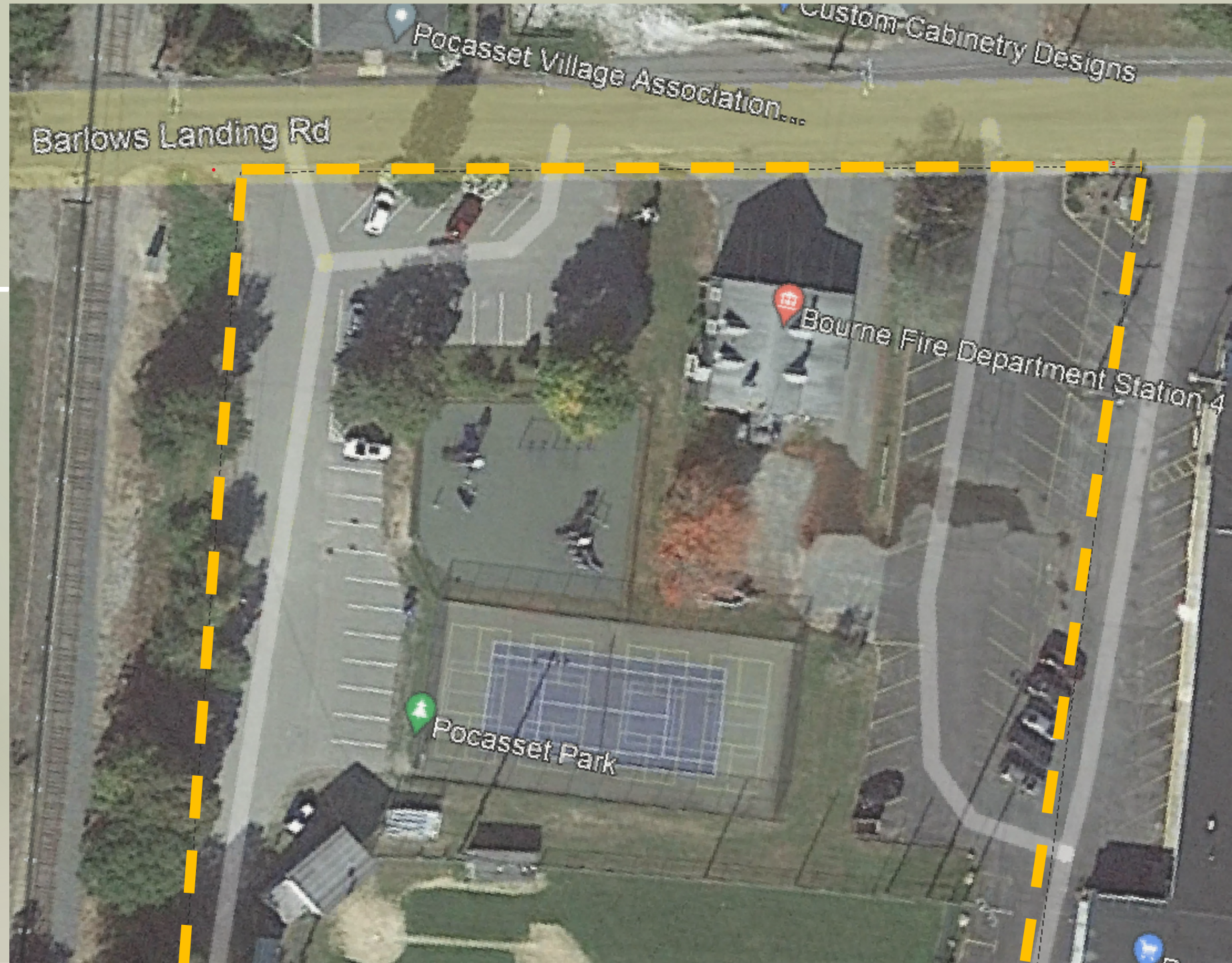
Provide space for dumpster, A/C condenser, emergency diesel generator (48-hour service for entire building)

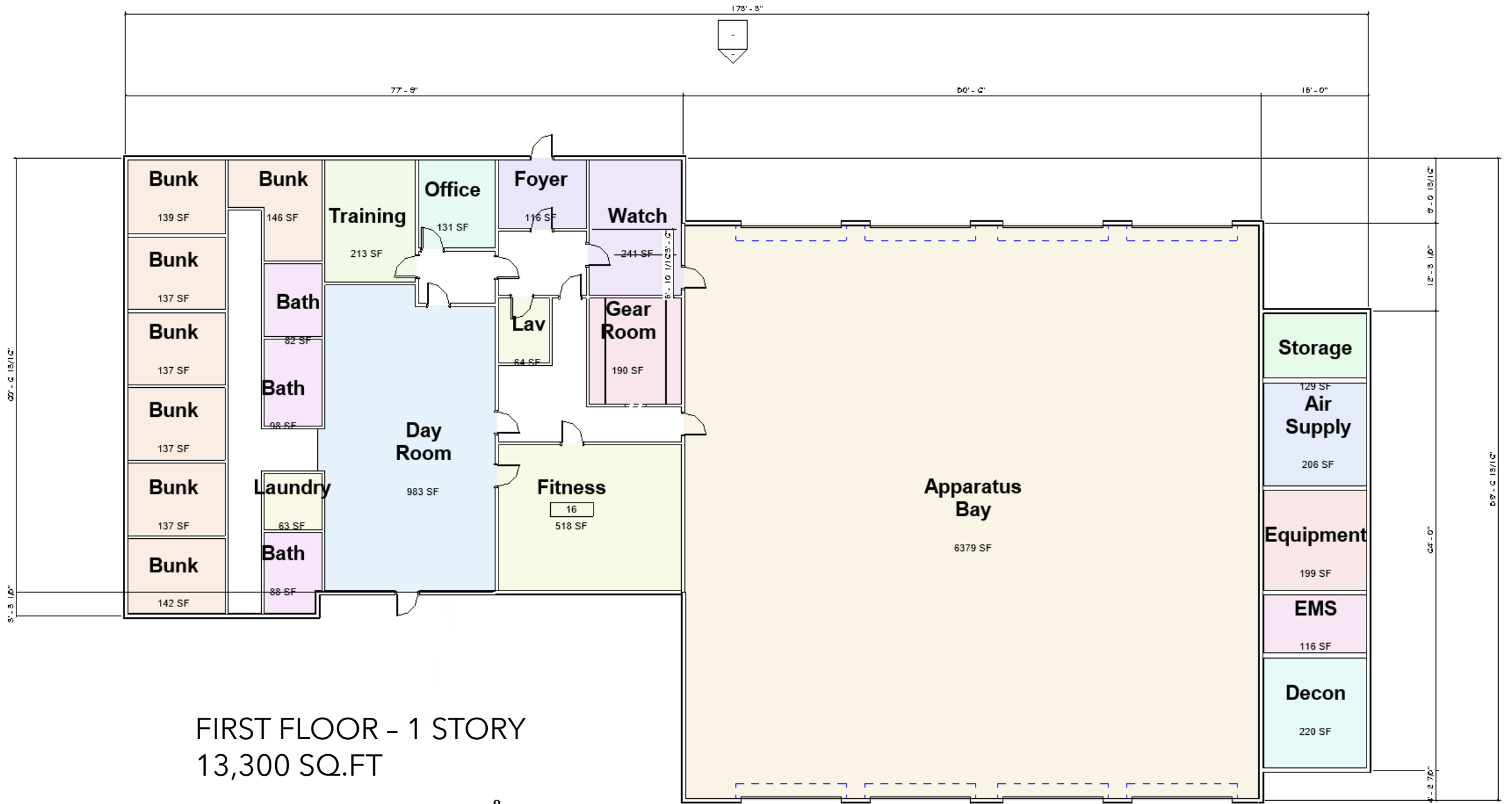
Provide gated parking for [staff](#)
Drive-thru- preferred
Fuel Depot 500 gas / 1000 diesel

Interior Features

- Charging stations
- Multiple data and outlet locations in each room

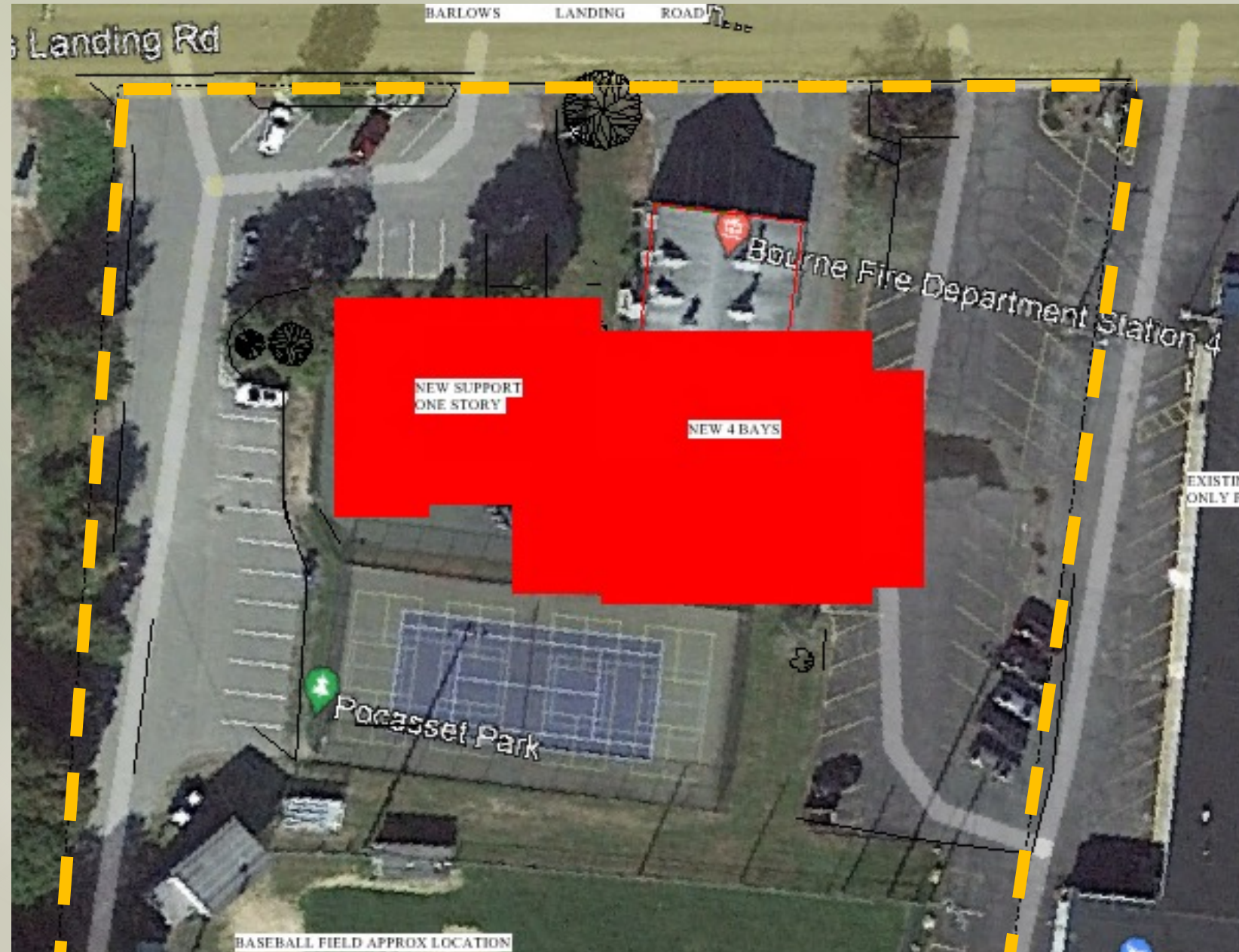
Site plan –
Barlows
Landing
Rd.



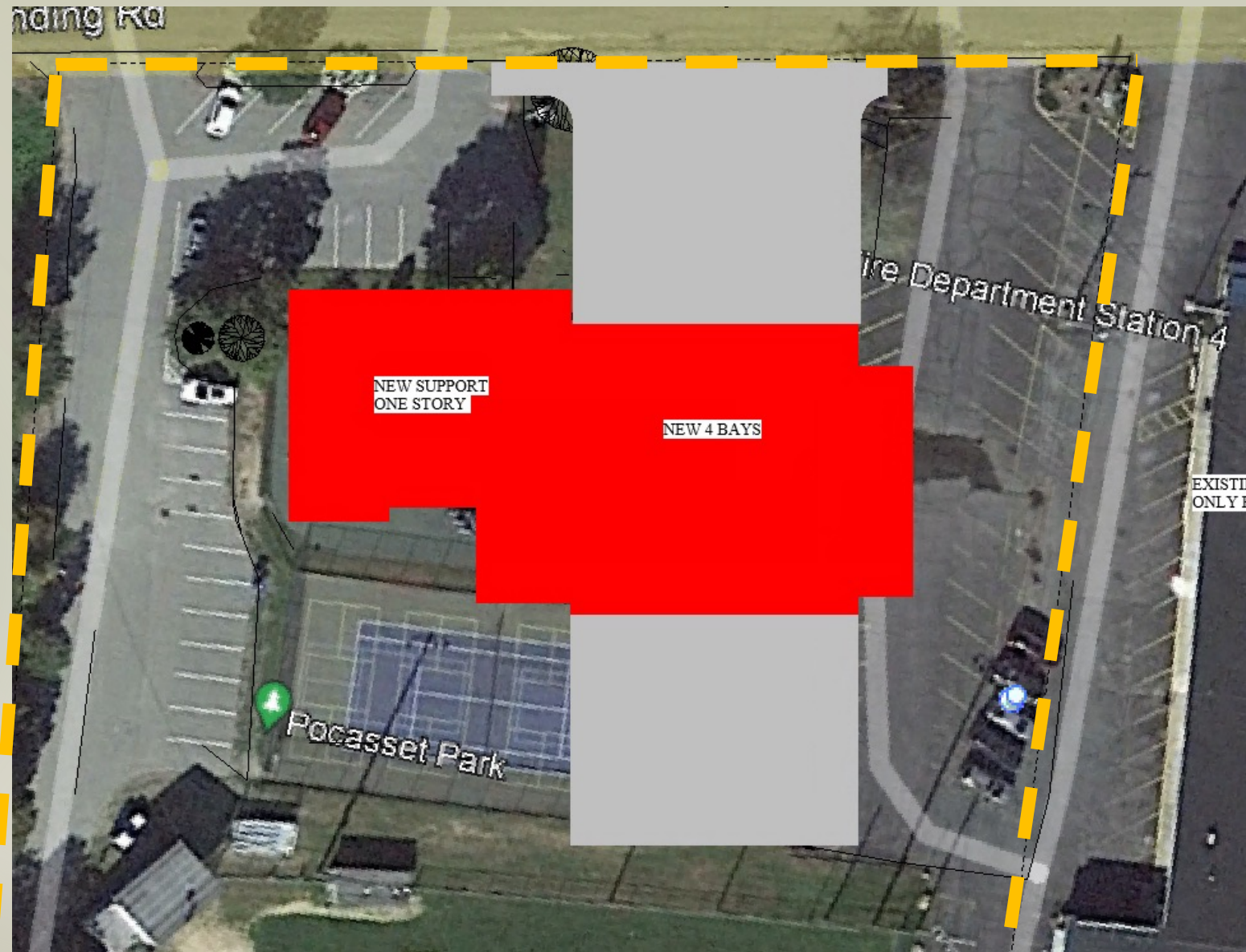


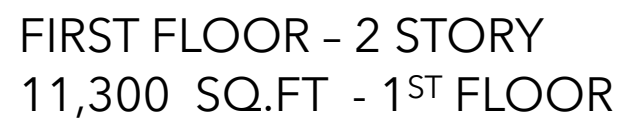
FIRST FLOOR - 1 STORY
13,300 SQ.FT

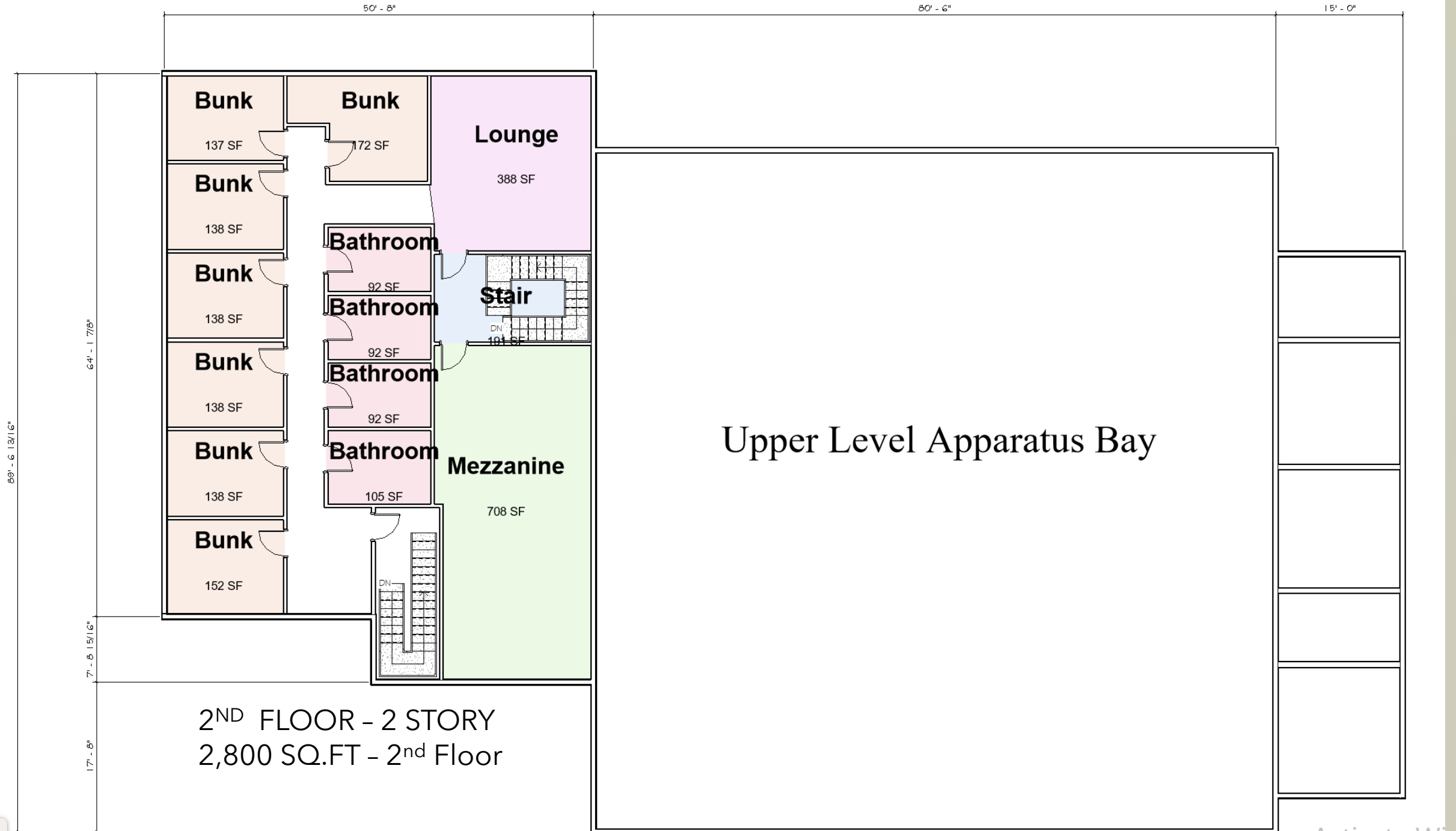
Site plan – Barlows Landing Rd.



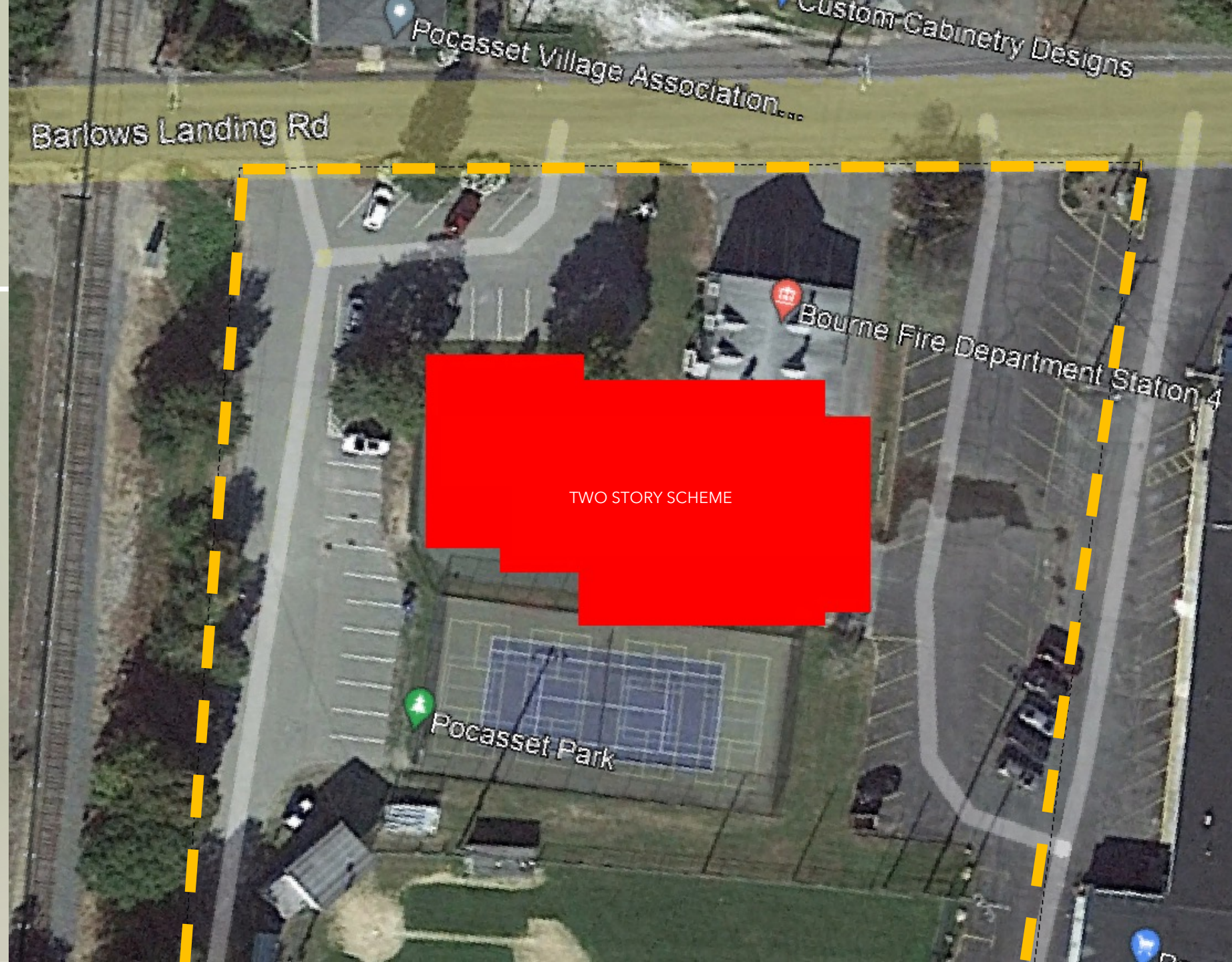
Site plan – Barlows Landing Rd.



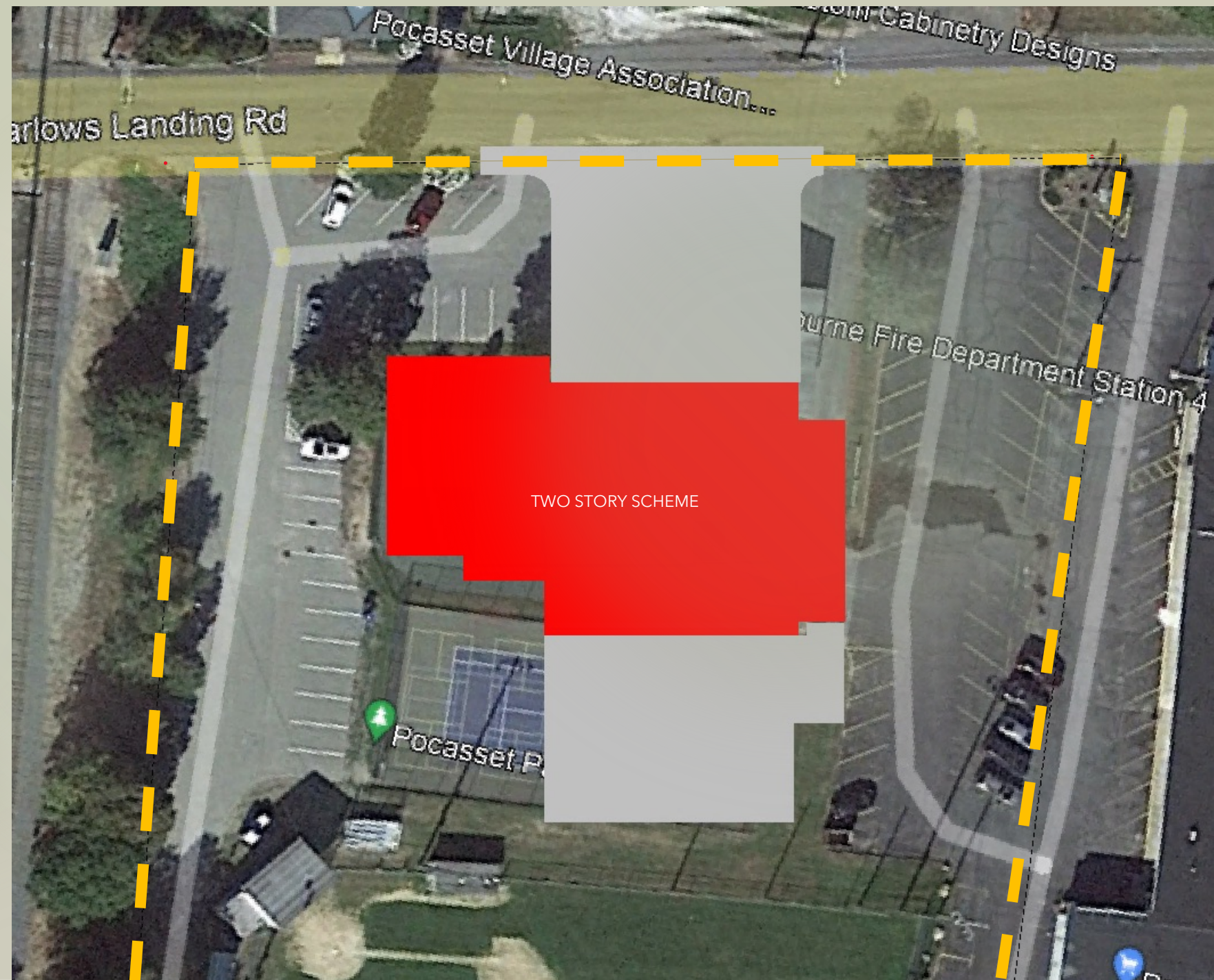


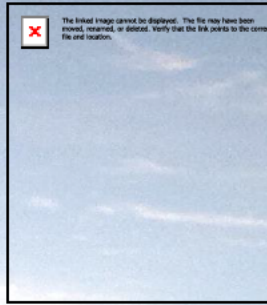


Site plan –
Barlows
Landing
Rd.



Site plan – Barlows Landing Rd.





SPACE NEEDS PROGRAM EVALUATION

For

Southside Station #2

Bourne Fire Department

March 2023



DRAFT



SACCOCCIO & ASSOCIATES
ARCHITECTS

TABLE OF CONTENTS

	Page
DEPARTMENT STAFFING.....	3
PARKING	
SITE FEATURES	
INTERIOR FEATURES	
APPARATUS AND SUPPORT.....	4
APPARATUS ROOM (AS-1)	
EQUIPMENT STORAGE (AS-2)	
TURN OUT GEAR ROOM (AS-3)	
DECON ROOM (AS-4)	
DECON ROOM UNISEX TOILET (AS-5)	
EMERGENCY SHOWER (AS-6)	
WASHER / EXTRACTOR (AS-7)	
AIR SUPPLY ROOM (AS-8)	
EMS STORAGE (AS-9)	
TRAINING (AS-10)	
EQUIPMENT MAINTENANCE (AS-11)	
PUBLIC LOBBY/DISPATCH.....	20
WATCH ROOM (P-1)	
PUBLIC LOBBY/VESTIBULE/RECEPTION (P-2)	
PUBLIC TOILETS (P-3)	
FIRST AID / TRIAGE (P-4)	
ADMINISTRATION.....	25
ADMIN OFFICE (AD-1)	
OFFICE SUPPLY CLOSET (AD-2)	
SERVER CLOSET (AD-3)	
INDOOR TRAINING.....	28
TRAINING ROOM (I-1)	
FITNESS CENTER (GYM) (I-3)	
FIREFIGHTER'S QUARTERS.....	31
FIREFIGHTERS' BUNK ROOMS (FQ-1)	
CLEAN LINEN WASHER & DRYER (FQ-2)	
FIREFIGHTERS' TOILET & SHOWER (FQ-3)	
DAY ROOM (FQ-4)	
KITCHEN/DINING (FQ-5)	
PANTRY (FQ-6)	
BUILDING SUPPORT AND SYSTEMS.....	42
JANITOR'S CLOSET (M-1)	
BUILDING SUPPLIES ROOM/STORAGE (M-2)	

	ITEM		
		1 st Floor	2 nd Floor
APPARATUS AND SUPPORT			
APPARATUS ROOM	AS-1	6400	
EQUIPMENT STORAGE	AS-2	200	
TURNOUT GEAR ROOM	AS-3	400	
DECON ROOM	AS-4	200	
DECON ROOM UNISEX TOILET	AS-5	20	
EMERGENCY SHOWER	AS-6	20	
WASHER / EXTRACTOR	AS-7	120	
AIR SUPPLY ROOM	AS-8	240	
EMS STORAGE	AS-9	149	
TRAINING	AS-10	IN DAY ROOM	
EQUIPMENT MAINTENANCE	AS-11	48	
PUBLIC/LOBBY/DISPATCH			
WATCH ROOM	P-1	200	
PUBLIC LOBBY/VESTIBULE/RECEPTION	P-2	150	
PUBLIC TOILETS	P-3	88	
ADMINISTRATION			
OFFICE	AD-1	184	
OFFICE SUPPLY CLOSET	AD-5	36	
SERVER CLOSET	AD-7	25	
ADMINISTRATION / WAITING	AD-8	257	
INDOOR TRAINING			
TRAINING ROOM – shared day room	I-1		
FITNESS CENTER (GYM)	I-3	500	
FIREFIGHTER’S QUARTERS			
FIREFIGHTER'S BUNK ROOMS – 7	FQ-1		980
“CLEAN LINEN” WASHER / DRYER	FQ-2		80
FIREFIGHTER’S TOILET & SHOWER3	FQ-3		240
DAY ROOM	FQ-4		849
KITCHEN/DINING	FQ-5		
BUILDING SUPPORT & SYSTEMS			
JANITORS CLOSET	M-1	75	
BUILDING STORAGE	M-2	75	
		9,387	2,149
CIRCULATION 25%		2,347	537
TOTAL		11,734	2,686
GRAND TOTAL			14,420

Department Staffing

	Present		Future (2042)	
	South Side #2		South Side #2	
Personnel, Day Shift	Per Shift	Total	Per Shift	Total
Chief / Deputy				
Station Lt.	1	4	2	8
Firefighters/EMS - Career	2	6	5	20
Firefighters/EMS – Call 10		Float		
Total	3	10	7	28

Parking

	Present / Future			
	South Side #2		South Side #2	
Parking Spaces	Per Shift	Event	Per Shift	Event
Staff			15	
Public			4	
Total			18	

Site Features

Provide space for dumpster, A/C condenser, emergency diesel generator (48-hour service for entire building)

Provide gated parking for staff

Drive-thru- preferred

Fuel Depot 500 gas / 1000 diesel

Interior Features

- Charging stations
- Multiple data and outlet locations in each room

APPARATUS BAY (AS-1)

FLOOR AREA NEEDED	4 bays @ 20 x 80
ADJACENCY REQUIREMENTS	Watch Room, Decon Room, Storage & Support Spaces, Turnout Gear Room, Easy access from firefighters' quarters and Day Room
PUBLIC ACCESS	Limited / Controlled by public lobby.
SECURITY REQUIREMENTS	Moderate
FURNITURE, FIXTURES & EQUIPMENT	Eye wash, area for printer and radio charging (Ready Room), Storage for hose coils –
APPARATUS	2 Engines – 1@ 55 Feet, 1 @ 40 Feet 1 Breaker / Squad @ 35 Feet 2 Ambulance @ 26 Feet 1 Boat @ 20 Feet 1 SUV
FLOOR MATERIALS AND FINISHES	Hardener and sealer concrete slab - epoxy
WALL MATERIALS AND FINISHES	CMU with epoxy paint
CEILING MATERIALS AND FINISHES	Painted exposed structure.
ELECTRICAL	Low-level night lighting, LED dimmable Alerting System speakers / lights / monitors Overhead Power on Cord Reels
PLUMBING	Trench drains @ each Apparatus Sand/Oil Separator Mop Sink Overhead Truck fill on Hose Reels (away from ceiling fans)
HVAC	No A/C Vehicle exhaust system – Plymovent Ceiling fans Radiant Floor Heat (apparatus bay & approach slabs)
SPECIAL NEEDS	

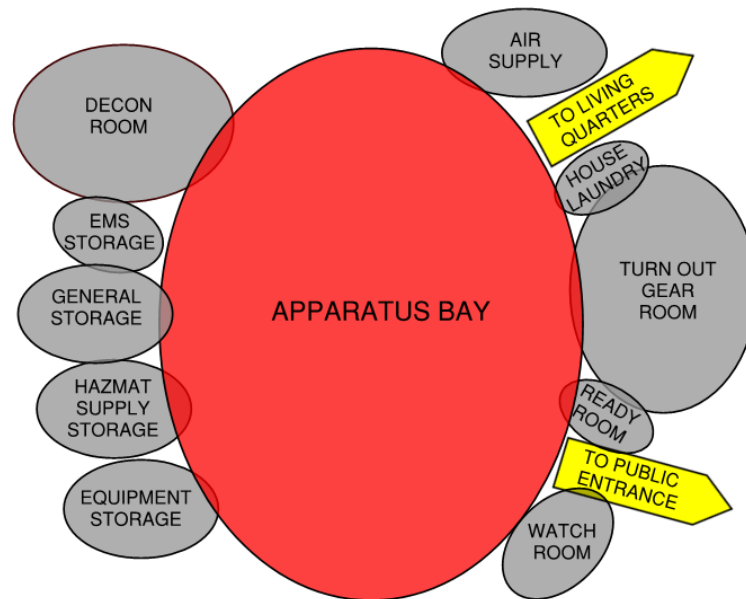
Drive Thru Bays Preferred

Overhead doors 14' x 14', R-19 Insulation, 2 solid / 2 glass / 2 solid rows, mistle impact zone

Overhead door operations: At door jamb, at office, and on apparatus vehicles, safety signals beside door jams and light curtain door stops Overhead compressed air on Cord reels Acoustic considerations.

Smoke / Fire separation from Adjacent Spaces Flat Screen dispatch monitors at doors

ADJACENCY DIAGRAM



EQUIPMENT STORAGE (AS-2)**FLOOR AREA NEEDED**

10' x 12' = 124 SF

Utility Closet

12'x12' - exterior for power equipment

ADJACENCY REQUIREMENTS

Apparatus room

PUBLIC ACCESS

None

SECURITY REQUIREMENTS

Moderate

FURNITURE, FIXTURES & EQUIPMENT

Storage for hand tools, ropes, portable generator, ice sled, 2 rows of 18" deep metal mesh shelving on one wall

FLOOR MATERIALS AND FINISHES

Hardener and sealer concrete slab - epoxy

WALL MATERIALS AND FINISHES

CMU-epoxy paint

CEILING MATERIALS AND FINISHES

Exposed structure - Painted

ELECTRICAL

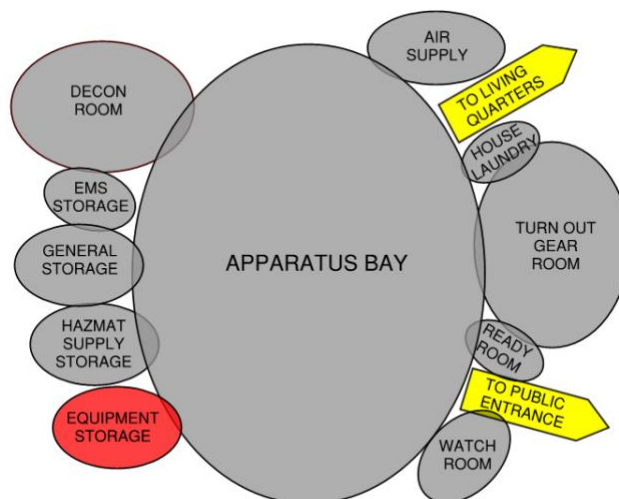
LED Fixtures – Occupancy Sensors

PLUMBING

Floor Drain

HVAC

No A/C required

SPECIAL NEEDS**ADJACENCY DIAGRAM**

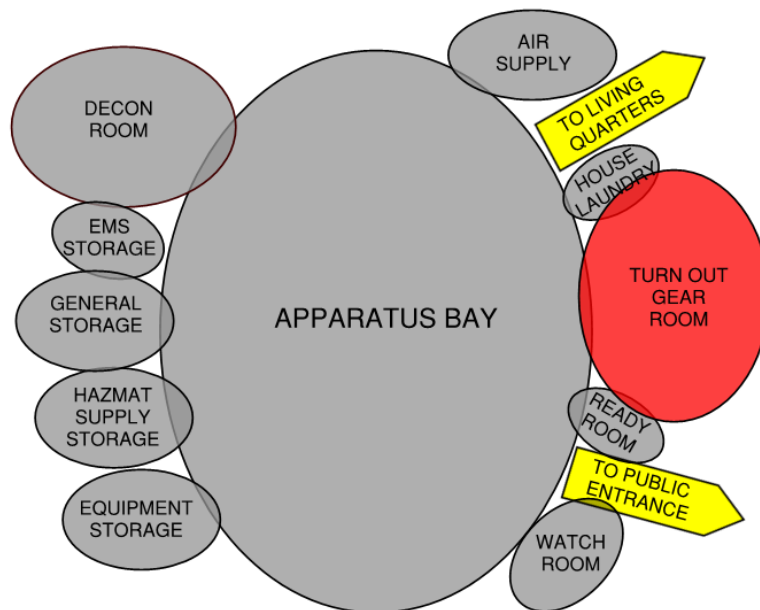
TURN-OUT GEAR ROOM (AS-3)

FLOOR AREA NEEDED	15'x 18' = 270 SF
ADJACENCY REQUIREMENTS	Apparatus bay
PUBLIC ACCESS	None
SECURITY REQUIREMENTS	Moderate
FURNITURE, FIXTURES & EQUIPMENT	30 of cubicles @ 24" x 24" steel mesh cubicles with top and bottom shelves = Add high shelves for tote storage above gear lockers
FLOOR MATERIALS AND FINISHES	Hardener and sealer concrete slab - epoxy
WALL MATERIALS AND FINISHES	CMU - epoxy paint
CEILING MATERIALS AND FINISHES	Exposed structure - Painted
ELECTRICAL	LED fixtures – Occupancy Sensors Outlets in each cubicle Alerting System speakers
PLUMBING	Floor Drain
HVAC	No A/C, very good ventilation – Maintain gear room under negative pressure
SPECIAL NEEDS	Multiple entrances into gear room and multiple exits into apparatus bay.

EXAMPLE LAYOUT



ADJACENCY DIAGRAM



DECON ROOM (AS-4)**FLOOR AREA NEEDED**

8'-4" x 12' = 100 SF

ADJACENCY REQUIREMENTS

Apparatus Room; Exterior

PUBLIC ACCESS

None

SECURITY REQUIREMENTS

High

FURNITURE, FIXTURES & EQUIPMENT

3' x 4' floor sink, hose with spray, sink with eye wash device, large/deep wall-mounted stainless-steel sink with foot controls

FLOOR MATERIALS AND FINISHES

Hardener and sealer concrete slab – epoxy or Ceramic tile

WALL MATERIALS AND FINISHES

CMU with ceramic tile wainscot or epoxy paint

CEILING MATERIALS AND FINISHES

Exposed structure or GWB - Painted

ELECTRICALLED Fixtures – Occupancy Sensors
Alerting System speakers**PLUMBING**

Floor Drains; large stainless-steel sink; eye wash Device; emergency shower

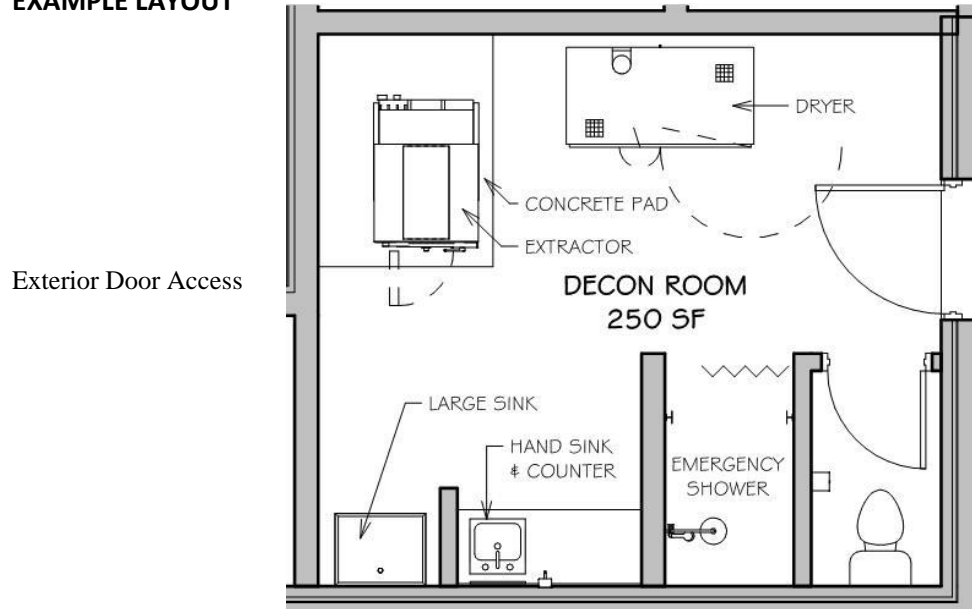
HVAC

Good ventilation/exhaust; negative air pressure; keep air separate from adjacent spaces.

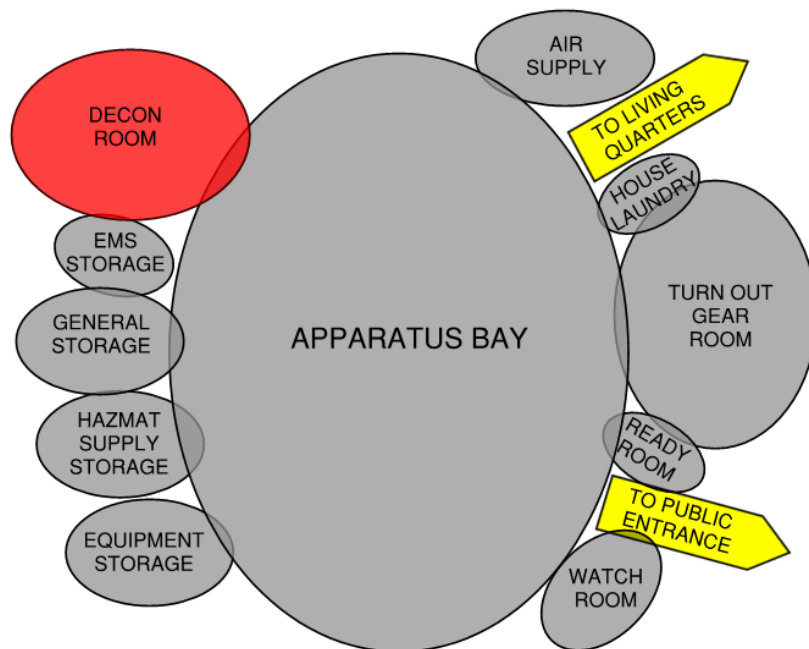
SPECIAL NEEDS

See Decon Toilet, Emergency Show & Washer/Extractor, Exterior access, Bench

EXAMPLE LAYOUT



ADJACENCY DIAGRAM



DECON ROOM UNISEX TOILET (AS-5)

FLOOR AREA NEEDED	1 @ 20 SF = 20 SF
ADJACENCY REQUIREMENTS	Located within Decon Room
PUBLIC ACCESS	None
FURNITURE, FIXTURES & EQUIPMENT	Toilet accessories
FLOOR MATERIALS AND FINISHES	Hardener and sealer concrete slab – epoxy or Ceramic tile
WALL MATERIALS AND FINISHES	CMU with ceramic tile wainscot or epoxy paint
CEILING MATERIALS AND FINISHES	Exposed structure or GWB - Painted
ELECTRICAL	LED Fixtures – Occupancy Sensors Alerting System speakers
PLUMBING	Toilet Hand sink Floor Drain
HVAC	A/C, good ventilation
SPECIAL NEEDS	See Decon Room, Emergency Show & Washer/Extractor

EMERGENCY SHOWER (AS-6)

FLOOR AREA NEEDED	1 @ 4' x 5' = 20 SF
ADJACENCY REQUIREMENTS	Within Decon Room
PUBLIC ACCESS	None
SECURITY REQUIREMENTS	None
FURNITURE, FIXTURES & EQUIPMENT	Overhead, large diameter emergency shower head with pull chain, and eyewash device
FLOOR MATERIALS AND FINISHES	Ceramic tile Recessed slab with curb
WALL MATERIALS AND FINISHES	CMU with ceramic tile
CEILING MATERIALS AND FINISHES	GWB – Painted or Ceramic Tile
ELECTRICAL	Waterproof LED Fixtures – Occupancy Sensors
PLUMBING	Large Diameter Emergency Shower with Pull chain and eyewash device
HVAC	No A/C, good exhaust
SPECIAL NEEDS	See Decon Room, Decon Toilet & Washer/Extractor

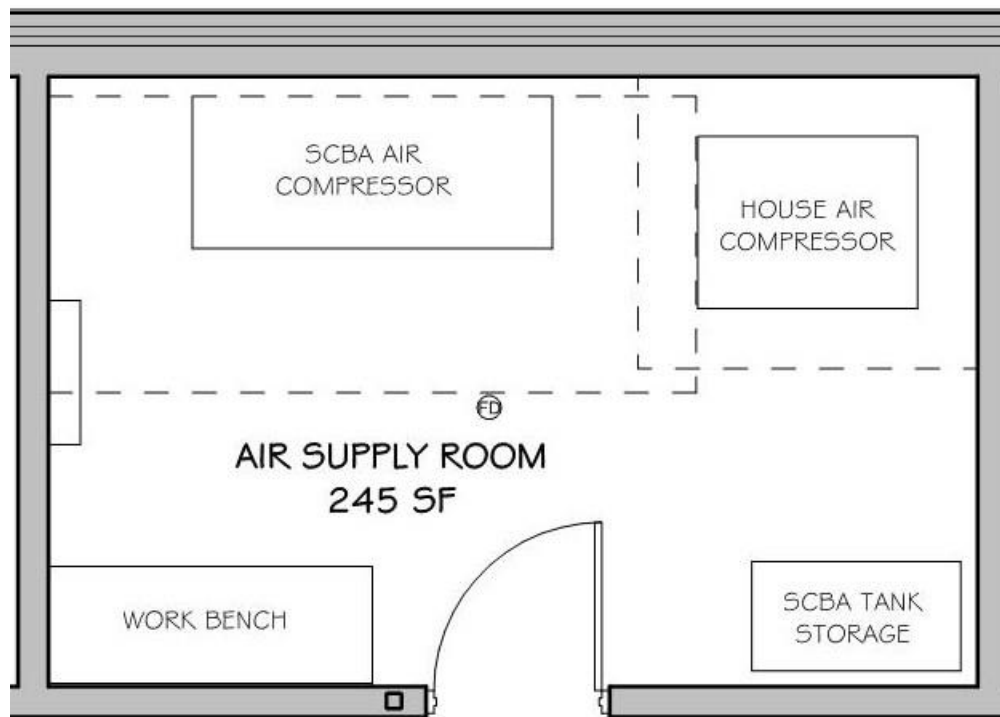
WASHER / EXTRACTOR (AS-7)

FLOOR AREA NEEDED	10' x 12' = 120 SF
ADJACENCY REQUIREMENTS	Within Decon Room
PUBLIC ACCESS	None
SECURITY REQUIREMENTS	None
FURNITURE, FIXTURES & EQUIPMENT	Heavy-duty, stainless steel, 45lb. capacity washer extractor and dehydrator & shelving
FLOOR MATERIALS AND FINISHES	Hardener and sealer concrete slab – epoxy or Ceramic tile
WALL MATERIALS AND FINISHES	CMU with ceramic tile wainscot or epoxy paint
CEILING MATERIALS AND FINISHES	Exposed structure or GWB - Painted
ELECTRICAL	Waterproof LED Fixtures – Occupancy Sensors
PLUMBING	Floor Drain Washer connections
HVAC	No A/C, good ventilation, dryer vent
SPECIAL NEEDS	See Decon Room, Decon Toilet & Emergency Shower

AIR SUPPLY ROOM (AS-8)

FLOOR AREA NEEDED	12' x 20' = 240 SF
ADJACENCY REQUIREMENTS	Apparatus room
PUBLIC ACCESS	None
SECURITY REQUIREMENTS	High
FURNITURE, FIXTURES & EQUIPMENT	Rack for storage of air tanks, 6' long workbench, tool storage, 20 SCBA air tanks, dive gear storage, SCBA compressor 4' x 10'
FLOOR MATERIALS AND FINISHES	Hardener and sealer concrete slab – epoxy
WALL MATERIALS AND FINISHES	CMU-epoxy paint
CEILING MATERIALS AND FINISHES	Exposed structure or GWB - Painted
ELECTRICAL	LED fixtures – Occupancy sensors Outlets at work bench for tools Alerting system speakers / monitor
PLUMBING	Floor Drain; Utility Sink
HVAC	No A/C; good ventilation; access to outside air
SPECIAL NEEDS	Sound Control from working / living quarters

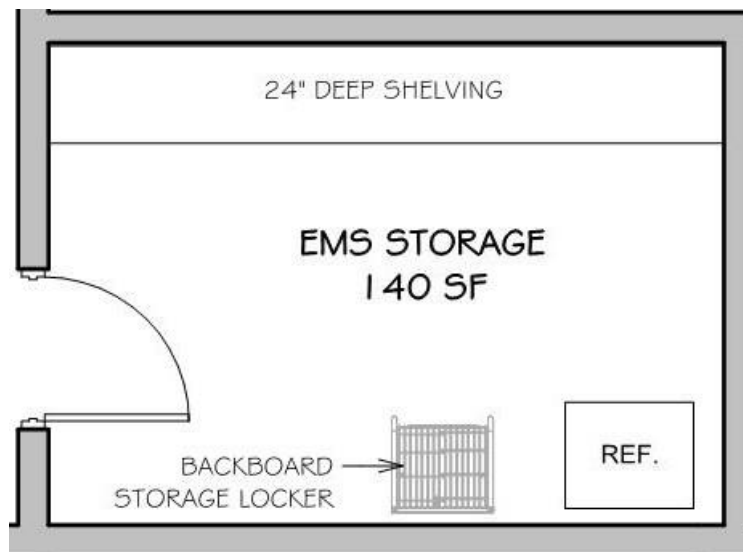
EXAMPLE LAYOUT



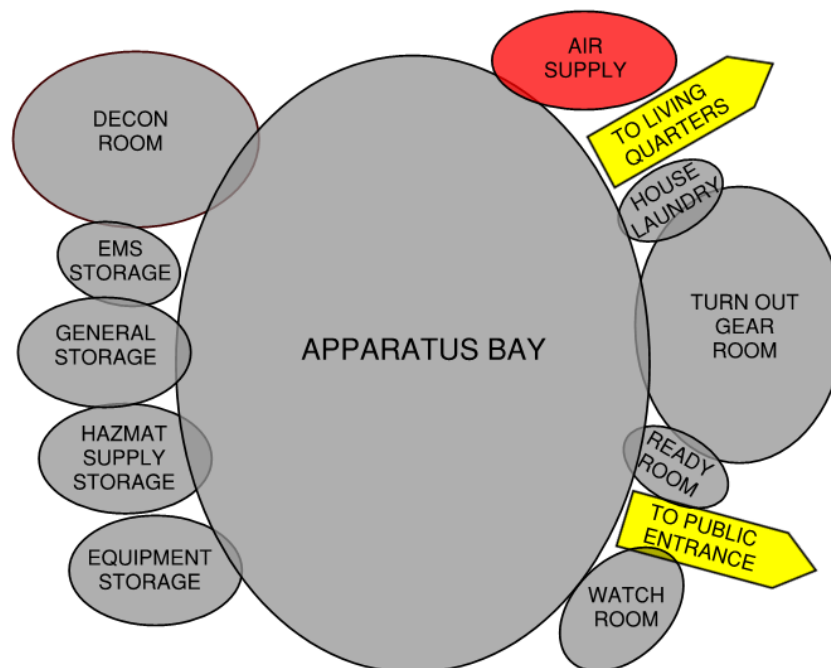
EMS STORAGE (AS-9)

FLOOR AREA NEEDED	10' x 15' = 150 SF
ADJACENCY REQUIREMENTS	Apparatus room
PUBLIC ACCESS	None
SECURITY REQUIREMENTS	High
FURNITURE, FIXTURES & EQUIPMENT	12" metal shelving, spaced at 12" apart on three sides of room. Lockable narcotics cabinet. Ice Maker
FLOOR MATERIALS AND FINISHES	Hardener and sealer concrete slab – epoxy
WALL MATERIALS AND FINISHES	CMU-epoxy paint
CEILING MATERIALS AND FINISHES	Exposed structure or GWB - Painted
ELECTRICAL	LED fixtures – Occupancy sensors
PLUMBING	None
HVAC	Good ventilation
SPECIAL NEEDS	Narcotics cabinet, Refrigerator

EXAMPLE LAYOUT



ADJACENCY DIAGRAM

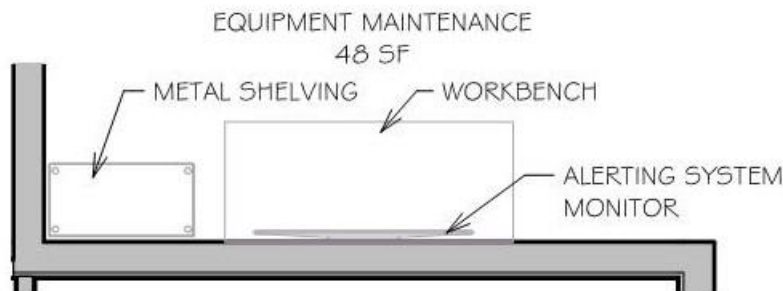


TRAINING (AS-10)

FLOOR AREA NEEDED	12' x 12' = 144 SF
ADJACENCY REQUIREMENTS	Apparatus bay
PUBLIC ACCESS	None
SECURITY REQUIREMENTS	None
FURNITURE, FIXTURES & EQUIPMENT	Training Props; Smoke Machine
FLOOR MATERIALS AND FINISHES	Hardener and sealer concrete slab – epoxy
WALL MATERIALS AND FINISHES	CMU – epoxy paint
CEILING MATERIALS AND FINISHES	Exposed structure or GWB - Painted
LIGHTING	LED Fixtures; convenience outlets
PLUMBING	Hose connections, Hydrant on site, smoke room, Tower stair, confined space, roof prop, could be on mezzanine.
HVAC	No A/C; exhaust fan
SPECIAL NEEDS	Multi-use training tower to include repelling equipment, stair tower and confined space

EQUIPMENT MAINTENANCE (AS-11)

FLOOR AREA NEEDED	10' x 12' = 120 SF , could be an alcove off apparatus bay
ADJACENCY REQUIREMENTS	Apparatus Bay / Watch Room Can be part of Apparatus Bay or Equipment Storage
PUBLIC ACCESS	None
SECURITY REQUIREMENTS	Moderate
FURNITURE, FIXTURES & EQUIPMENT	Counter with storage cabinets and shelving
FLOOR MATERIALS AND FINISHES	Hardener and sealer concrete slab – epoxy
WALL MATERIALS AND FINISHES	CMU – epoxy paint
CEILING MATERIALS AND FINISHES	Exposed structure or GWB - Painted
ELECTRICAL	LED Task lighting Outlets for battery charging & equipment repairs
PLUMBING	None
HVAC	Same as space it is located within
SPECIAL NEEDS	Electrical wire mold outlets and data jacks; tool /parts storage
EXAMPLE LAYOUT	



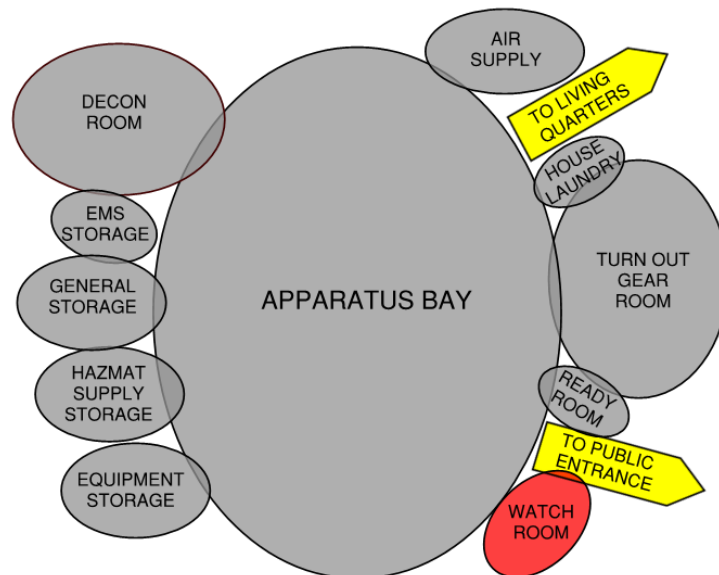
WATCH ROOM (P-1)

FLOOR AREA NEEDED	15' x 15' = 225 SF
ADJACENCY REQUIREMENTS	View & access to Public/Lobby entrance & Apparatus Room. Adjacent to Triage Room
PUBLIC ACCESS	None
SECURITY REQUIREMENTS	High
FURNITURE, FIXTURES & EQUIPMENT	3 desks for report writing, 3 chairs; wall space for maps; counter with storage for forms; window to Public Lobby; 20 LF shelving; white board; cable TV; alerting system monitors Room darkening shades.
FLOOR MATERIALS AND FINISHES	Resilient Tile
WALL MATERIALS AND FINISHES	GWB - painted
CEILING MATERIALS AND FINISHES	ACT or painted GWB
ELECTRICAL	LED fixtures; 2 level lighting; task lighting; outlets for battery charging
PLUMBING	None
HVAC	A/C; separate from adjacent apparatus room.
SPECIAL NEEDS	Window with pass-through and counter to Public Lobby/Reception; Controls for Alerting system; CCTV; Overhead door controls, refrigerator

EXAMPLE LAYOUT

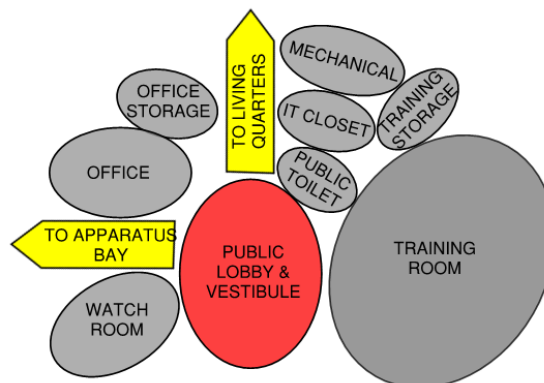


ADJACENCY DIAGRAM



PUBLIC LOBBY/VESTIBULE/RECEPTION (P-2)

FLOOR AREA NEEDED	10' x 20' = 200 SF
ADJACENCY REQUIREMENTS	Watch Room Admin Offices Triage Room
PUBLIC ACCESS	Full access
SECURITY REQUIREMENTS	Moderate; controlled exit from Lobby to the rest of the building. All public must check in at watch room first.
FURNITURE, FIXTURES & EQUIPMENT	None
FLOOR MATERIALS AND FINISHES	Porcelain / Ceramic or Resilient tile
WALL MATERIALS AND FINISHES	GWB – painted or tile wainscot
CEILING MATERIALS AND FINISHES	GWB – painted or ACT
ELECTRICAL	LED fixtures
PLUMBING	None
HVAC	A/C
SPECIAL NEEDS	All doors are to be lockable from watch room or admin offices for security
ADJACENCY DIAGRAM	



PUBLIC TOILET (P-3)

FLOOR AREA NEEDED	1 @ 8 x 7'-6" = 60 SF
ADJACENCY REQUIREMENTS	Access from Public Lobby but not visible
PUBLIC ACCESS	High - controlled
SECURITY REQUIREMENTS	Moderate
FURNITURE, FIXTURES & EQUIPMENT	Toilet and sink
FLOOR MATERIALS AND FINISHES	Ceramic tile
WALL MATERIALS AND FINISHES	Ceramic tile wainscot & GWB - painted
CEILING MATERIALS AND FINISHES	GWB - painted
ELECTRICAL	LED fixtures – Occupancy sensors
PLUMBING	Toilet; Sink; Floor Drain
HVAC	A/C; Good exhaust
SPECIAL NEEDS	Handicapped accessible
EXAMPLE LAYOUT	



FIRST AID (P-4)

FLOOR AREA NEEDED	10'x12' = 120 SF
ADJACENCY REQUIREMENTS	Main entrance and Watch Room Combine with EMS Storage or Lobby
PUBLIC ACCESS	Limited (controlled)
SECURITY REQUIREMENTS	High
FURNITURE, FIXTURES & EQUIPMENT	Base and wall cabinets; 2 chairs and/or stretcher
FLOOR MATERIALS AND FINISHES	Resilient or Ceramic Tile
WALL MATERIALS AND FINISHES	GWB – painted or FRP/Ceramic Tile
CEILING MATERIALS AND FINISHES	ACT or GWB Painted
ELECTRICAL	LED fixtures – Occupancy Sensors Convenience Outlets Alerting System Speakers
PLUMBING	Hand Sink
HVAC	Good ventilation, A/C
SPECIAL NEEDS	Easy access for ambulance gurney / wheelchair

ADMINISTRATION OFFICE (AD-1)

FLOOR AREA NEEDED	12' x 15' = 180 SF
ADJACENCY REQUIREMENTS	Administration area Deputy Chief's office Plan Room
PUBLIC ACCESS	Limited, controlled
SECURITY REQUIREMENTS	High
FURNITURE, FIXTURES & EQUIPMENT	(1) 30" x 6' desk and return 1 desk chair 2 guest chairs 4 LF bookshelves (1) 3' storage cabinets (1) 3-drawer lateral files Small conference table White board
FLOOR MATERIALS AND FINISHES	Carpet
WALL MATERIALS AND FINISHES	GWB Painted
CEILING MATERIALS AND FINISHES	ACT or GWB Painted
ELECTRICAL	LED fixtures – Dimmable Alerting system speakers & Monitor
PLUMBING	None
HVAC	A/C
SPECIAL NEEDS	Cable TV

OFFICE SUPPLY CLOSET (AD-2)

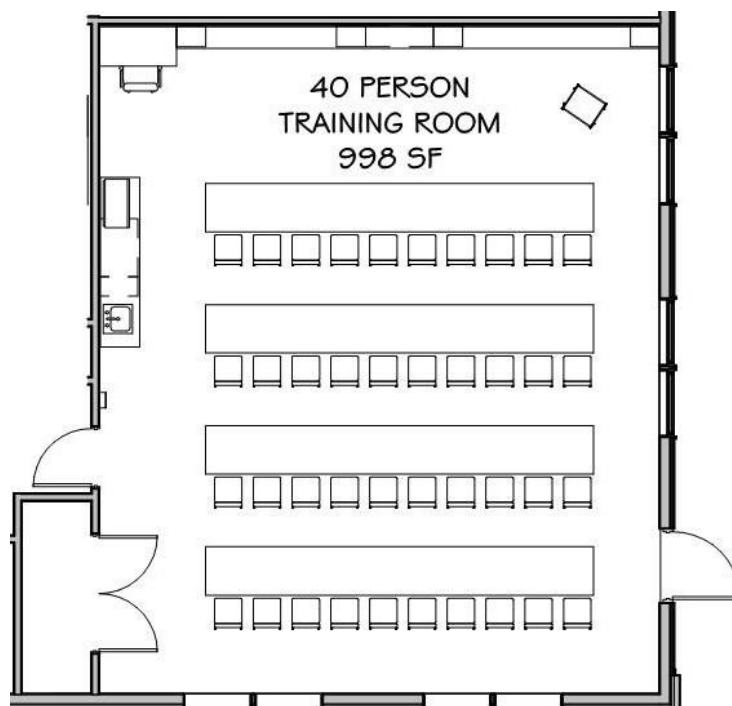
FLOOR AREA NEEDED	6' x 6' = 36 SF
ADJACENCY REQUIREMENTS	Watch Room; Administrative Workroom
PUBLIC ACCESS	None
SECURITY REQUIREMENTS	Moderate
FURNITURE, FIXTURES & EQUIPMENT	4 rows of 24" adjustable metal shelving on two walls
FLOOR MATERIALS AND FINISHES	Resilient tile
WALL MATERIALS AND FINISHES	GWB - painted
CEILING MATERIALS AND FINISHES	GWB – painted or ACT
ELECTRICAL	LED fixtures – occupancy sensors
PLUMBING	None
HVAC	A/C
SPECIAL NEEDS	None

SERVER CLOSET (AD-3)

FLOOR AREA NEEDED	3' x 8' = 25 SF
ADJACENCY REQUIREMENTS	Administrative offices; Watch Room Can be part of Watch Room @ Substation
PUBLIC ACCESS	None
SECURITY REQUIREMENTS	High
FURNITURE, FIXTURES & EQUIPMENT	Filing Cabinet; Server Rack
FLOOR MATERIALS AND FINISHES	Static dissipative resilient tile
WALL MATERIALS AND FINISHES	GWB - painted
CEILING MATERIALS AND FINISHES	GWB – painted or ACT
ELECTRICAL	LED fixtures – Occupancy sensors Data & electrical UPS System
PLUMBING	None
HVAC	A/C – dedicated system as needed
SPECIAL NEEDS	None

TRAINING ROOM (I-1)

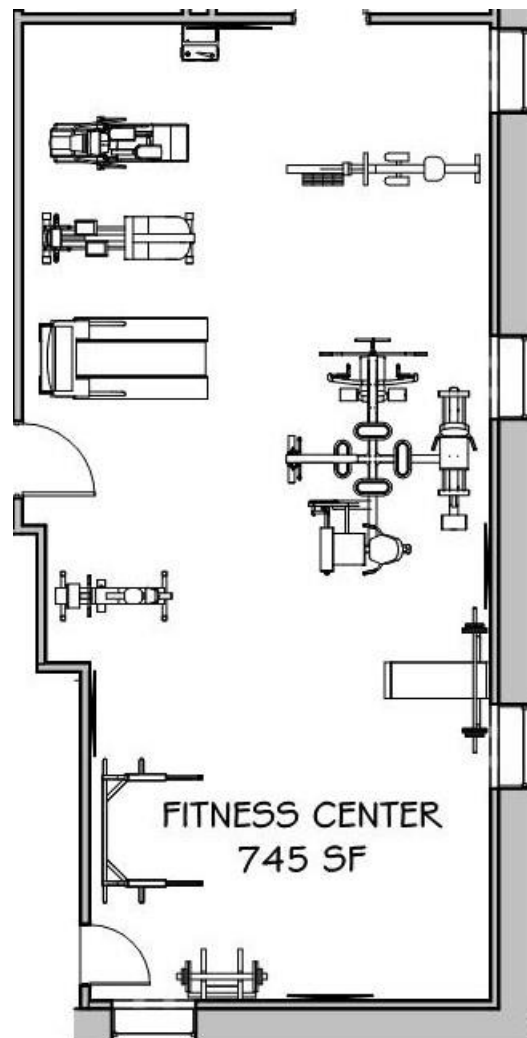
FLOOR AREA NEEDED	14 people @ 20 SF/person = 280 SF
ADJACENCY REQUIREMENTS	Accessible from near living area / combo with dining area as an option
PUBLIC ACCESS	No
SECURITY REQUIREMENTS	Moderate
FURNITURE, FIXTURES & EQUIPMENT	Table and chairs to accommodate 14 / TV / Monitor
FLOOR MATERIALS AND FINISHES	Carpet
WALL MATERIALS AND FINISHES	GWB - painted
CEILING MATERIALS AND FINISHES	GWB – painted and/or ACT
ELECTRIC	LED Dimmable Fixtures Power & Data outlets throughout room Alerting System Speakers & Monitors
PLUMBING	Bar Sink
HVAC	A/C with good exhaust system

**SPECIAL NEEDS
EXAMPLE LAYOUT**

FITNESS CENTER (GYM) (I-2)

FLOOR AREA NEEDED	20' x 25' = 500 SF
ADJACENCY REQUIREMENTS	Firefighters' toilet rooms & Living Quarters , 1 st floor
PUBLIC ACCESS	None
SECURITY REQUIREMENTS	Moderate
FURNITURE, FIXTURES & EQUIPMENT	Treadmill, stationary bicycle, Free weights, cable cross machine, squat rack, stair stepper. Equipment will be furnished with FF&E. (sim to HQ)
FLOOR MATERIALS AND FINISHES	Athletic Flooring
WALL MATERIALS AND FINISHES	GWB - painted
CEILING MATERIALS AND FINISHES	GWB – painted or ACT
ELECTRICAL	LED fixtures – occupancy sensors Dedicated outlets for equipment Data & power for TV's Alerting System Speakers & Monitors
PLUMBING	Drinking fountain Toilet room incorporated or adjacent
HVAC	A/C, good ventilation, separate control
SPECIAL NEEDS	Located on the ground floor, not over basement

EXAMPLE LAYOUT



FIREFIGHTER'S BUNK ROOMS (FQ-1)**FLOOR AREA NEEDED**

7 @ 10' x 14' = 140 SF

ADJACENCY REQUIREMENTS

Good access to Apparatus Room
Toilet rooms
Day Room / Kitchen

PUBLIC ACCESS

None

SECURITY REQUIREMENTS

Moderate

FURNITURE, FIXTURES & EQUIPMENT

Each room to have a chair, extra long twin bed,
small built-in desk,
Room darkening shades.

FLOOR MATERIALS AND FINISHES

Resilient Tile

WALL MATERIALS AND FINISHES

GWB - painted

CEILING MATERIALS AND FINISHES

GWB – painted or ACT

ELECTRICAL

LED, 2 light levels
Task lighting
2 power, Wi-Fi
Alerting System Speakers

PLUMBING

None

HVAC

A/C

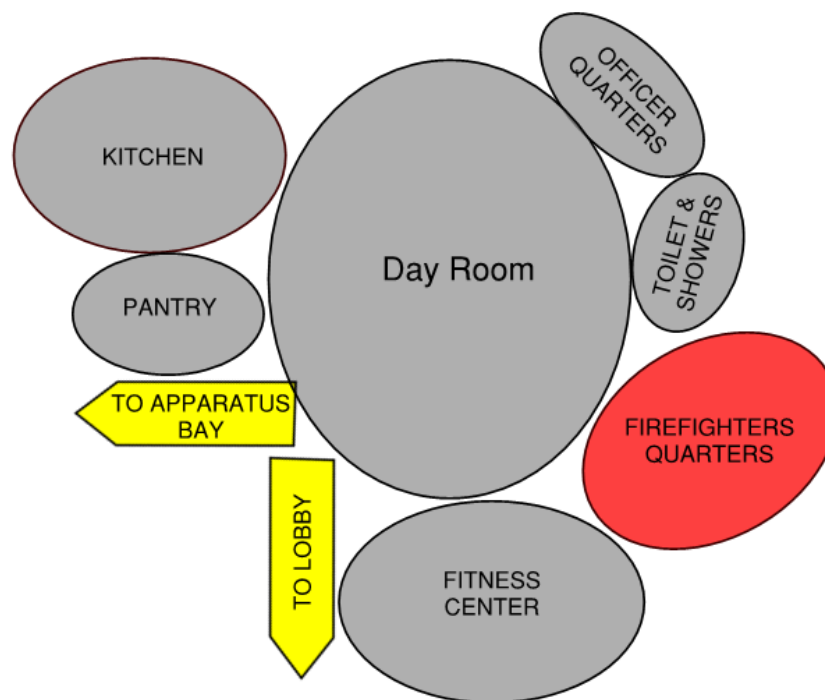
SPECIAL NEEDS

Sound attenuation in walls
2' x 2' full size lockers outside of sleeping area

EXAMPLE LAYOUT



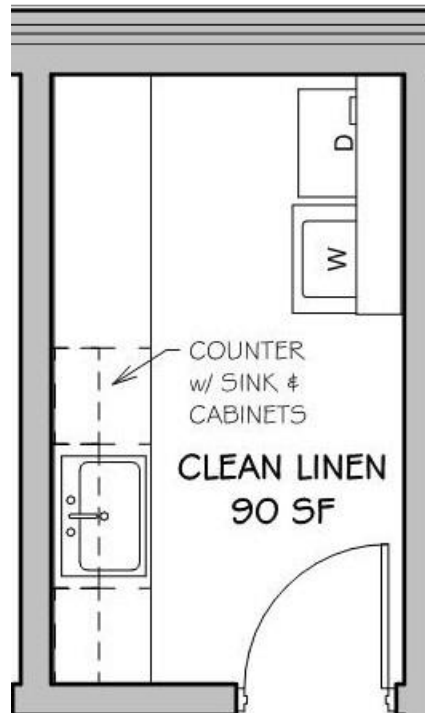
ADJACENCY DIAGRAM



“CLEAN LINEN” WASHER/DRYER (FQ-2)

FLOOR AREA NEEDED	8' x 8' = 64 SF
ADJACENCY REQUIREMENTS	Near firefighters' quarters
PUBLIC ACCESS	None
SECURITY REQUIREMENTS	None
FURNITURE, FIXTURES & EQUIPMENT	Shelving, folding counter and cabinets for accessories.
FLOOR MATERIALS AND FINISHES	Ceramic or resilient tile
WALL MATERIALS AND FINISHES	GWB - painted
CEILING MATERIALS AND FINISHES	GWB – painted or ACT
ELECTRICAL	LED fixtures – Occupancy sensors Alerting system speakers
PLUMBING	Washer connection Floor Drain Laundry Sink
HVAC	Good ventilation, dryer vent
SPECIAL NEEDS	None

EXAMPLE LAYOUT



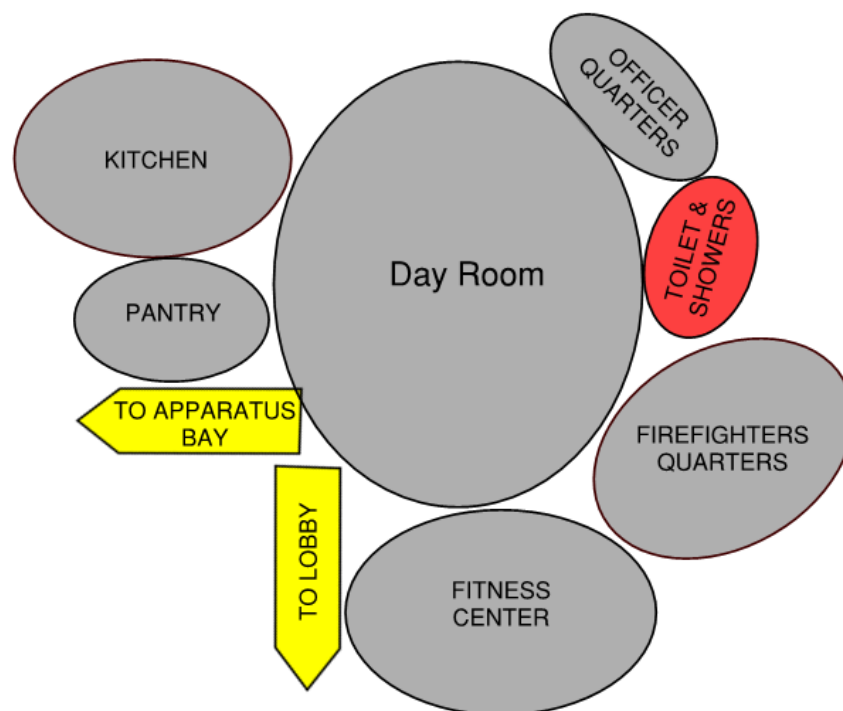
FIREFIGHTER'S TOILET & SHOWER (FQ-3)

FLOOR AREA NEEDED	3 @ 8' x 10' = 80 SF
ADJACENCY REQUIREMENTS	Firefighters bunk rooms
PUBLIC ACCESS	None
SECURITY REQUIREMENTS	Moderate
FURNITURE, FIXTURES & EQUIPMENT	Toilet room accessories 1 full-length mirror
FLOOR MATERIALS AND FINISHES	Ceramic tile
WALL MATERIALS AND FINISHES	GWB with ceramic wainscoting – paint above
CEILING MATERIALS AND FINISHES	GWB - painted
ELECTRICAL	LED fixtures GFCI Outlets near sink/counter Alerting system speakers
PLUMBING	Sink; Toilet; Shower
HVAC	A/C; Good Ventilation/exhaust
SPECIAL NEEDS	None

EXAMPLE LAYOUT



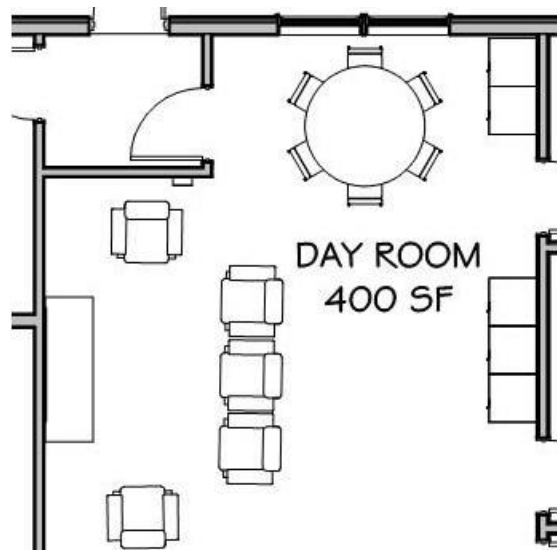
ADJACENCY DIAGRAM



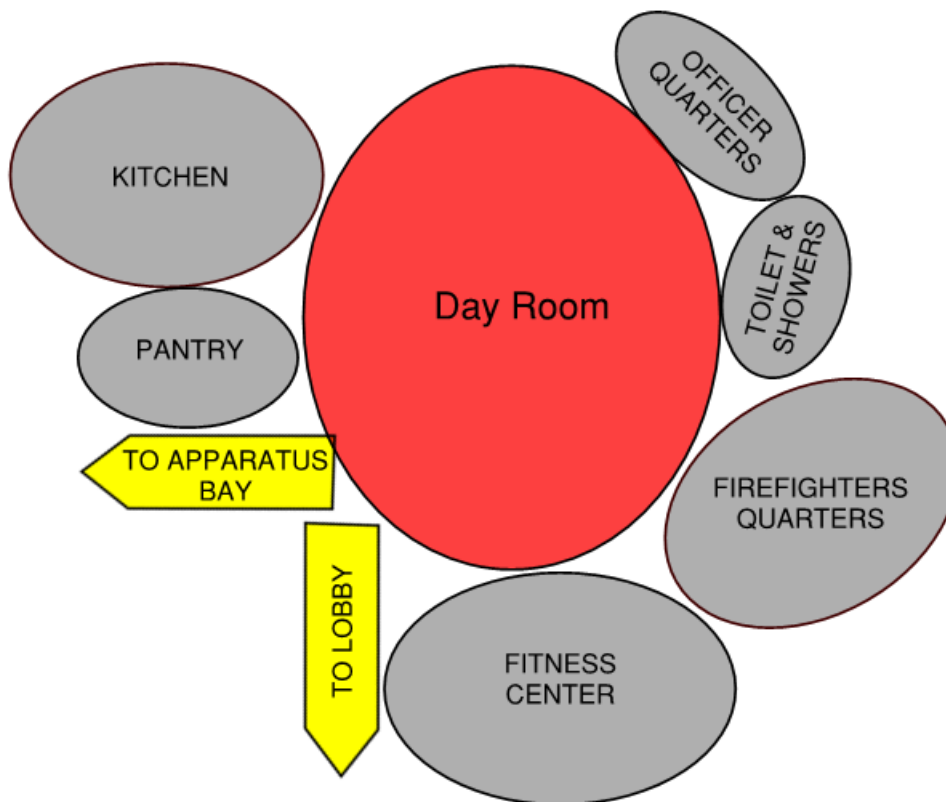
DAY ROOM (FQ-4)

FLOOR AREA NEEDED	20' x 20' = 400 SF
ADJACENCY REQUIREMENTS	Kitchen / Dining Good access to Apparatus Room
PUBLIC ACCESS	None
SECURITY REQUIREMENTS	Moderate
FURNITURE, FIXTURES & EQUIPMENT	Recliners, and seating for 7. Provide power and cable TV outlets on all walls.
FLOOR MATERIALS AND FINISHES	Carpet or Resilient tile
WALL MATERIALS AND FINISHES	GWB - painted
CEILING MATERIALS AND FINISHES	GWB – painted and/or ACT
ELECTRICAL	LED fixtures; additional power outlets; multiple cable / data locations for TV; Alerting system speakers & monitor
PLUMBING	None
HVAC	A/C
SPECIAL NEEDS	Sound control and good acoustics

EXAMPLE LAYOUT



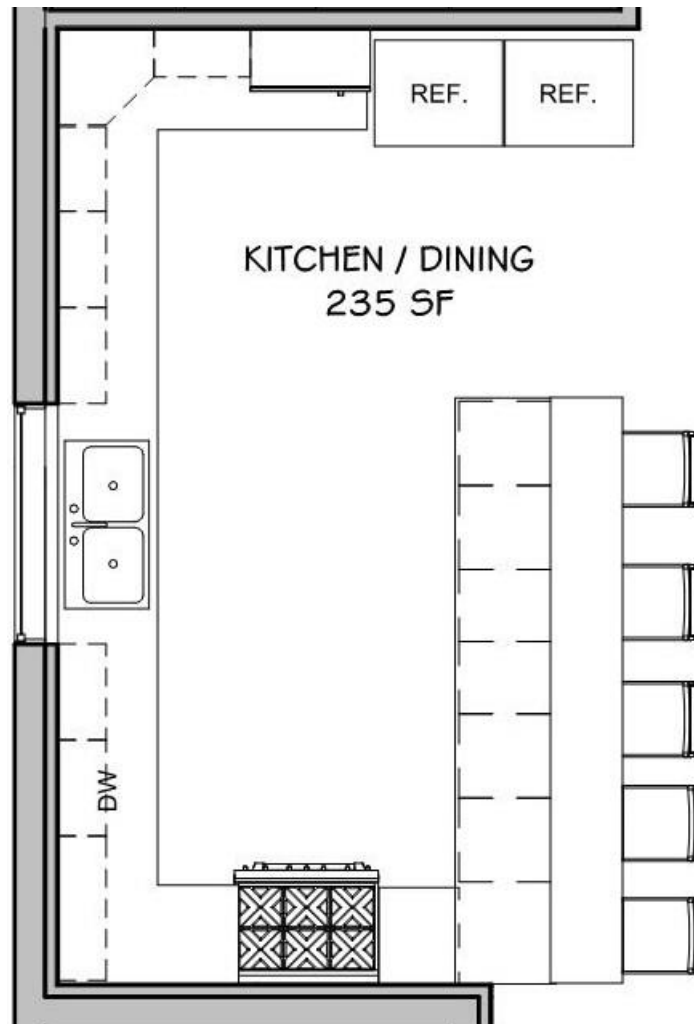
ADJACENCY DIAGRAM



KITCHEN/DINING FQ-5)

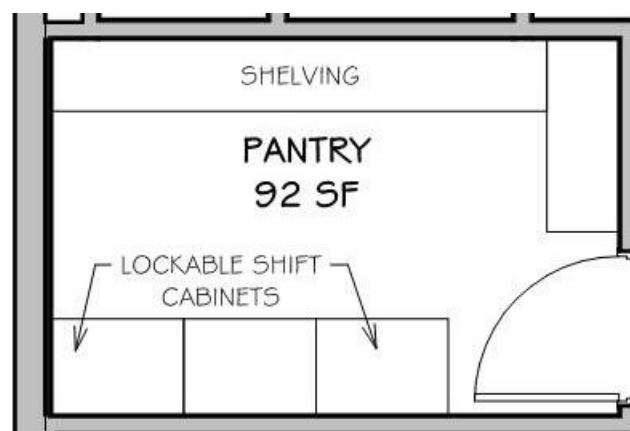
FLOOR AREA NEEDED	12' x 20' = 240 SF
ADJACENCY REQUIREMENTS	Day Room; Pantry
PUBLIC ACCESS	None
SECURITY REQUIREMENTS	Moderate
FURNITURE, FIXTURES & EQUIPMENT	Commercial appliances 6 burner range with oven and hood, microwave, 20 CF refrigerator 20 CF freezer/ dishwasher, Dish Storage solid-surface countertop, tables to accommodate 6-8
FLOOR MATERIALS AND FINISHES	Ceramic or Resilient tile
WALL MATERIALS AND FINISHES	GWB – painted; ceramic tile backsplash
CEILING MATERIALS AND FINISHES	GWB – painted and/or ACT
ELECTRICAL	LED Fixtures Dedicated power for equipment Additional above counter outlets Alerting system speakers & Monitor
PLUMBING	Large deep sink Dishwasher Pot filler @ range Plumbed Coffeemaker
HVAC	A/C, range exhaust
SPECIAL NEEDS	None

EXAMPLE LAYOUT



PANTRY (FQ-6)

FLOOR AREA NEEDED	10' x 15' = 150 SF
ADJACENCY REQUIREMENTS	Alcove off Kitchen
PUBLIC ACCESS	None
SECURITY REQUIREMENTS	Moderate
FURNITURE, FIXTURES & EQUIPMENT	(4) 24" x 24" lockable storage closets, (1 per shift) keyed individually with locks, 1 50-lb. ice maker, shelving elsewhere
FLOOR MATERIALS AND FINISHES	Ceramic or Resilient tile
WALL MATERIALS AND FINISHES	GWB - painted
CEILING MATERIALS AND FINISHES	GWB – painted or ACT
ELECTRICAL	LED fixtures
PLUMBING	None
HVAC	A/C
SPECIAL NEEDS	None
EXAMPLE LAYOUT	



JANITOR'S CLOSETS (M-1)

FLOOR AREA NEEDED	4' x 5' = 20 SF (1 per floor)
ADJACENCY REQUIREMENTS	Centrally located
PUBLIC ACCESS	None
SECURITY REQUIREMENTS	Moderate
FURNITURE, FIXTURES & EQUIPMENT	mop racks, shelving
FLOOR MATERIALS AND FINISHES	Ceramic or Resilient tile
WALL MATERIALS AND FINISHES	GWB - painted with ceramic tile wainscoting
CEILING MATERIALS AND FINISHES	GWB – painted or ACT
ELECTRICAL	LED fixtures – occupancy sensors
PLUMBING	Mop Sink & Faucet
HVAC	No A/C required
SPECIAL NEEDS	None

BUILDING SUPPLIES ROOM/STORAGE (M-2)

FLOOR AREA NEEDED

3' x 5' = 15 SF

ADJACENCY REQUIREMENTS

None

PUBLIC ACCESS

None

SECURITY REQUIREMENTS

Moderate

FURNITURE, FIXTURES & EQUIPMENT

Three rows of adjustable 24" deep shelves

FLOOR MATERIALS AND FINISHES

Resilient tile

WALL MATERIALS AND FINISHES

GWB - painted

CEILING MATERIALS AND FINISHES

GWB – painted or ACT

ELECTRICAL

LED fixture

PLUMBING

None

HVAC

No A/C required

SPECIAL NEEDS


None

**Use of Town Property Event
Application**

EA-23-40

Submitted On: Jun 20, 2023

Applicant

 Courtney Atwood



Primary Contact Information

Name

Courtney Atwood

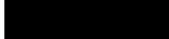
Business/Organization Name (if applicable)

--

Mailing Address



Cell Phone No.



Email



Event Information

Organization/Individual Hosting the event

Courtney Atwood

Type of Organization (LLC, non-profit)

--

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

Pilates fitness class

Location of Event

Town Beaches/Trails

Date(s) of Event

7/12/23, 7/19/23, 7/26/23, 8/2/23, 8/9/23, 8/16/23,
8/30/238/23/23,

Set up/Clean up Dates

--

Hours (start and end times)

7:00am - 8:00am

Estimated overall attendance

5-15

of Staff/Volunteers

1

Description of Event

I'll be instructing a 50min pilates matwork class with music (not loud, as they need to hear me). Attendees will be asked to bring their own mats and water. Weather permitting

Will your event impact traffic?

No

Will you event impact parking?

No

Is event open to the public?

Yes

Will admission be charged?

Yes

Will there be alcohol service/ on-premise consumption?

No

Will there be food?

No

Will there be vendors?

No

Will a tent be used?

No

Will you be holding a raffle?

No

Use of Electricity/generators?

No

Are you providing portable toilets?

No

Will you be placing a banner across Main Street?

No

Please Note:

Town Beaches Rules and Regulations

Copy of Liability Insurance with the Town named as additional insured

Hold Harmless Agreement

Signature

true

Signature

Signature

true

**EA-23-40**

Use of Town Property Event Application

Status: Active**Date Created:** Jun 20, 2023**Timeline**

Label	Status	Activated	Completed	Assignee	Due Date
✓ Application Content and Attachments	Complete	Jun 20, 2023 at 11:22 am	Jun 23, 2023 at 10:17 am	Maria Simone	-
✓ DNR Comments	Complete	Jun 23, 2023 at 10:17 am	Jun 23, 2023 at 11:18 am	Christopher Southwood	-
✓ DPW Comments	Complete	Jun 23, 2023 at 10:17 am	Jun 23, 2023 at 11:45 am	Matthew Quinn	-
✓ Fire Department Comments	Complete	Jun 23, 2023 at 10:17 am	Jun 23, 2023 at 2:58 pm	David Pelonzi	-
✓ Conservation Department	Complete	Jun 23, 2023 at 10:17 am	Jun 26, 2023 at 11:48 am	Stephanie Fitch	-
✓ Police Department Comments	Complete	Jun 23, 2023 at 10:17 am	Jun 27, 2023 at 12:51 pm	Theodore Economides	06/30/2023
✓ Town Administrator's Comments	Active	Jun 27, 2023 at 12:51 pm	-	Maria Simone	-
✓ Select Board Vote	Inactive	-	-	-	-
📄 Temporary Event Permit Issued	Inactive	-	-	-	-



Town of Bourne, MA

Jul 7, 2023

EA-23-40

DNR Comments

Use of Town Property Event Application

Status: Complete

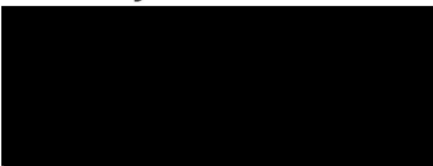
Became Active: Jun 23, 2023

Assignee: Christopher Southwood

Completed: Jun 23, 2023

Applicant

Courtney Atwood



Comments

Christopher Southwood, Jun 23, 2023

Beach parking permits are required at this location. DNR does not have the authority to waive permit requirements.

Courtney Atwood, Jun 26, 2023

Hi Christopher. Attendees who don't have beach stickers could just park on Shore Rd, correct?

Christopher Southwood, Jun 26, 2023

That is correct as long as the vehicle are parked within the appropriate signage



Town of Bourne, MA

Jul 7, 2023

EA-23-40

Police Department Comments

Use of Town Property Event Application

Status: Complete

Became Active: Jun 23, 2023

Assignee: Theodore Economides

Completed: Jun 27, 2023

Applicant

Courtney Atwood



Comments

Theodore Economides, Jun 27, 2023

PD does not support waiver of beach sticker regulations, would recommend use of unrestricted parking nearby. Otherwise no concerns.

TOWN OF BOURNE
COMMITTEE VACANCIES – 07.07.23

*If interested please sent a letter of interest and completed talent bank form to the Town
Administrator's Office, 24 Perry Avenue, Buzzards Bay, MA 02532 or email:
msimone@townofbourne.com*

Select Board Committees

- [1] Vacancy – Affordable Housing Trust – [2024]*
- [1] Vacancy - Barnstable County Human Rights Commission
- [2] Vacancies - Board of Appeals – Associate Member – [2024]
- [4] Vacancies - Bourne Cultural Council - Three Year Term - [4-2026]
- [1] Vacancy – Buzzards Bay Action Committee – Alternate Member – [2024]
- [1] Vacancy – Bylaw Committee – [2026]
- [1] Vacancy – Cape & Vineyard Electric Cooperative [2024]
- [1] Vacancy - Cape Cod Water Protection Collaborative [2024]
- [1] Vacancy – Capital Outlay Committee [2026]
- [1] Vacancies - Commission on Disabilities – [2026]
- [1] Vacancy – Community Engagements Committee [2026]
- [1] Vacancy – Council on Aging – Regular Member [2026]
- [2] Vacancies – Council on Aging – Alternate Member [2025]* [2026]
- [3] Vacancies - Education/Scholarship Committee [2-2026] [1-2025]*
- [1] Vacancy - Historic Commission – Associate Member [2024]
- [1] Vacancy - Plymouth-Carver Aquifer Advisory Committee
- [2] Vacancies - Recycling Committee – [2024]*
- [2] Vacancies – Roadway Traffic Safety Committee [2024]
- [3] Vacancies – Selectmen's Energy Advisory Committee – [2024]
- [3] Vacancies – Socializing With Our Peers - [2024]
- [1] Vacancy - Veterans Graves Officer – [2024]

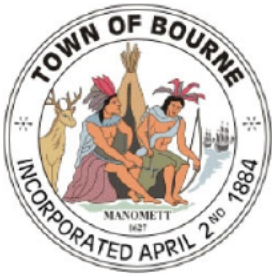
*fill unexpired term

CODE	COMMITTEE	REP OF COMM	Last	Exp
2 YR	Affordable Housing Trust		Vacancy	June 30, 2024
S/R	Barnstable County Human Rights Commission - Alter	Alternate	Vacancy	Suspended or Revoked
1 YR	Board of Appeals - Associate	Associate	Vacancy	June 30, 2024
1 YR	Board of Appeals - Associate	Associate	Vacancy	June 30, 2024
3 YR	Bourne Cultural Council	Not to exceed 2029	Vacancy	June 30, 2026
3 YR	Bourne Cultural Council	Not to exceed 2029	Vacancy	June 30, 2026
3 YR	Bourne Cultural Council	Not to exceed 2029	Vacancy	June 30, 2026
3 YR	Bourne Cultural Council	Not to exceed 2029	Vacancy	June 30, 2026
1 YR	Buzzards Bay Action Committee - Alternate	Alternate	Vacancy	June 30, 2024
3 YR	Bylaw Committee	At Large	Vacancy	June 30, 2026
1 YR	Cape & Vineyard Electric Cooperative		Vacancy	June 30, 2024
1 YR	Cape Cod Water Protection Collaborative		Vacancy	June 30, 2024
3 YR	Capital Outlay Committee	At Large	Vacancy	June 30, 2026
3 YR	Commission on Disabilities		Vacancy	June 30, 2026
3 YR	Community Engagements Committee	At Large	Vacancy	June 30, 2026
3 YR	Council on Aging		Vacancy	June 30, 2026
3 YR	Council on Aging - Alternate Member		Vacancy	June 30, 2025
3 YR	Council on Aging - Alternate Member		Vacancy	June 30, 2026
3 YR	Education/Scholarship Committee		Vacancy	June 30, 2026
3 YR	Education/Scholarship Committee		Vacancy	June 30, 2026
3 YR	Education/Scholarship Committee		Vacancy	June 30, 2025
1 YR	Historic Commission - Associate Member	Associate	Vacancy	June 30, 2024
S/R	Plymouth-Carver Aquifer Advisory Committee	Bourne's Representative	Vacancy	Suspended or Revoked
3 YR	Recycling Committee		Vacancy	June 30, 2024
3 YR	Recycling Committee		Vacancy	June 30, 2024
1 YR	Roadway Traffic Safety Committee	At Large Member	Vacancy	June 30, 2024
1 YR	Roadway Traffic Safety Committee	At Large Member	Vacancy	June 30, 2024
1 YR	Selectmen's Energy Advisory Committee		Vacancy	June 30, 2024

CODE	COMMITTEE	REP OF COMM	Last	Exp
1 YR	Selectmen's Energy Advisory Committee		Vacancy	June 30, 2024
1 YR	Selectmen's Energy Advisory Committee		Vacancy	June 30, 2024
1 YR	Socializing With Our Peers		Vacancy	June 30, 2024
1 YR	Socializing With Our Peers		Vacancy	June 30, 2024
1 YR	Socializing With Our Peers		Vacancy	June 30, 2024
1 YR	Veterans' Graves Officer		Vacancy	June 30, 2024

Town of Bourne - FY24 - Wastewater Advisory Committee

EXP	LAST NAME	FIRST NAME	STREET	CITY	ST	ZIP	PREFERRED # EMAIL	REP OF COMM:
June 30, 2024	Barber	Keith		Pocasset	MA	02559		At Large - South
June 30, 2024	Farrell	Christopher		Bourne	MA	02532-4224		Planning Board
June 30, 2024	Fox Alfano	Kathy		Bourne	MA	02532		At Large - South
June 30, 2024	Holmes	Melvin Peter		Bourne	MA	02532		Conservation
June 30, 2024	Hyldburg	Chris		Bourne	MA	02532		At Large - North
June 30, 2024	Langille	Neil F.		Buzzards Bay	MA	02532		At Large - North
June 30, 2024	Mastrangelo	Mary Jane		Cataumet	MA	02534-0041		Select Board Re
June 30, 2024	McCollem	Marlene V.		Buzzards Bay	MA	02532		Town Adm or de
June 30, 2024	Sullivan	James D.		Cataumet	MA	02534		Fin Com/Cap Ou
June 30, 2024	Vacancy	BOH						Board of Health



Town of Bourne

Select Board



www.townofbourne.com



24 Perry Ave, Bourne, MA 02532

FY24 Town Administrator Goals

Adoption Date: July ____, 2023

STRATEGIC INITIATIVE 1: Operate as a best practice, customer focused and engaging government

GOAL		STATUS	1YR/MULTI	PRIORITY
A.	Implementing Migration to the cloud	In Progress	1yr	High
B.	Comprehensive overhaul of the Town's website & strengthen online service provision.		MULTI	Medium
C.	Evaluating the option of bringing IT services back in house, or staying with contracted services through BCIT or investigating other contract service models.	In Progress	1yr	High
D.	Assessing the long-term needs and resources needed by DPW.		MULTI	Medium
E.	HR Policy Update	In Progress	1yr	High
F.	Curbside Pickup/Plowing/Road acceptance Policies	In Progress	1yr	High

STRATEGIC INITIATIVE 2: Support sound transparent Fiscal Management Practices and Policies

GOAL		STATUS	1YR/MULTI	PRIORITY
G.	Revise Financial Policy	In Progress	1yr	High

STRATEGIC INITIATIVE 5: Initiate and support economic development efforts that leverage the Town's unique characteristics to create, attract, and retain jobs and businesses that ensure a diverse local economy.

GOAL		STATUS	1YR/MULTI	PRIORITY
H.	Policies & procedures for competitively soliciting marijuana retailers & negotiating host community agreements (HCA) / licensing requirements.		1yr	Medium

STRATEGIC INITIATIVE 7: Embrace, foster and pursue sustainable development practices and initiatives while ensuring environmental stewardship in our unique coastal setting.

GOAL		STATUS	1YR/MULTI	PRIORITY
I.	Continued progress on the CWMP	In Progress	1yr	High
J.	Water Infrastructure Investment Fund (WIIF) and CC&I Water Protection Fund, in relation to CWMP		MULTI	Medium/Low
K.	Investigate regional (Barnstable County) options and create General bylaw, policies & procedures for the creation of a RME (responsible management entity) to serve as a public utility for I/A septic systems.		MULTI	Medium/Low

STRATEGIC INITIATIVE 8: Develop and maintain our physical infrastructure in a way that actively supports the town's priorities and maximizes the useful life of both new and existing infrastructure.

GOAL		STATUS	1YR/MULTI	PRIORITY
L.	Major public building projects:			
	L.1) resolving significant issues with the new Police Station	In Progress	1yr	High
	L.2) bringing a new South Side Fire Station online	In Progress	MULTI	High
M.	Formalize infrastructure planning into the capital and long-term plans		MULTI	High

FUTURE PLANNING INITIATIVES		STATUS	1YR/MULTI	PRIORITY
Comprehensive, town-wide strategic planning effort with robust public participation & input leading to a broad-based updated plan.		Future	TBD	TBD
GFOA "best practices" budget (Phase 1 – may require multiple years for full implementation) to better tell the story behind the budget numbers – are we achieving what we want to achieve & how are we doing it?		Future	TBD	TBD

FOR SELECT BOARD/SEWER COMMISSIONER GOALS:

- Improve coordination, logistics and process in advance of Town Meeting – define roles, responsibilities & expectations.
- Plan for the former Police Station.
- Improve communication with Wareham and Sewer Capital Planning
- MBTA Adjacent Community Zoning – Workforce/Affordable Housing

FY24 TA Goals

High Priority

- Implement Office 365 migration to the cloud (IT).
- Evaluate the option of bringing IT back in-house, staying with contracted services through BCIT, or other service models.
- Complete HR Policy update – Collins Center contract.
- Policy & Procedures Development:
 - Revise – curbside trash and recycling pickup
 - Create – snow/ice removal on private (unaccepted ways)
 - Create – acceptance of private ways.
- Complete Financial Policy update – Collins Center contract.
- Continued progress on the CWMP
- Resolve significant construction issues with the Police Station.
- Moving a new South Side Fire Station forward.
- Formalize infrastructure planning into the capital and long-term plans.

Medium Priority

- Comprehensive overhaul of the Town's website
- Continue to strengthen online service provision.
- Assess long-term needs & resources needed by the DPW.
- Create policies & procedures for competitively soliciting marijuana retailers & negotiating host community agreements (HCA) / licensing requirements.

Medium/Low Priority

- Water Infrastructure Investment Fund (WIIF) and CC&I Water Protection Fund, in relation to the CWMP.
- Investigate regional (Barnstable Co.) options to create a responsible management entity (RME) to serve as a public utility for I/A septic systems.
 - General Bylaw
 - Policies & procedures.

XII. Certificates of Vote

Certificates of vote shall be prepared for filing with the Town Clerk in the following cases:

1. When formal action of the Board needs to be communicated to an agency and there is no other documentation generated as part of the proceedings (i.e. if the Town Administrator has been authorized to sign a contract or document on behalf of the Select Board).
2. The recession/removal of any policy.
3. To set the dates on which to open and close Town Meeting Warrants.
4. To reduce or increase the number of members on a committee.
5. To declare Town property or equipment as surplus.
6. To establish or dissolve a standing or ad hoc committee.
7. To establish or amend a charge for a standing or ad hoc committee.
8. To revoke the authority of an Acting Town Administrator.
9. Upon request of the Town Clerk, or when determined necessary by the Board or Town Administrator.

Furthermore, unless specifically limited by the Select Board, the Town Administrator is authorized to use the Board Member's signature stamps when preparing Certificates of Votes.

From: [Stephanie Fitch](#)
To: [Marlene McCollem](#); [Bryan Bertram](#)
Cc: [Philip Goddard](#); [Daniel Barrett](#)
Subject: RE: Conservation Restriction Policy
Date: Wednesday, June 21, 2023 4:18:29 PM

Hello All,

The Bourne Conservation Commission reviewed Town Counsel's memo on state and local Conservation Restriction policies at the public hearing on June 15, 2023. This memo clarified what the Commission already suspected in that the easiest thing to do is accept the state's template and impose conditions as needed for specific sites. Therefore, the Commission recommends that the Select Board utilize the state form and add conditions as needed.

The Commission voted in favor of giving me the authority to email you and express their view on this matter. Please let me know if you need anything else from me at this time. I can provide the recording of the meeting and/or minutes if required.

Thank you,
Stevie

From: Marlene McCollem
Sent: Friday, June 9, 2023 11:05 AM
To: Stephanie Fitch <sfitch@townofbourne.com>; 'Bryan Bertram' <bbertram@miyares-harrington.com>
Subject: RE: Conservation Restriction Policy

Thank you, Stevie. That is good news.

From: Stephanie Fitch
Sent: Friday, June 9, 2023 11:04 AM
To: Marlene McCollem <mmccollem@townofbourne.com>; 'Bryan Bertram' <bbertram@miyares-harrington.com>
Subject: Conservation Restriction Policy

Good morning Marlene and Bryan,

The Bourne Conservation Commission discussed the Town's Conservation Restriction (CR) policy at their meeting on June 1, 2023. In short, the Commission felt that unless there is a reason to prefer a local policy, they are comfortable with adopting the state template. Their main concern is if the local document has anything out of place relative to the state document, it will get kicked back and delay a project. Out of simplicity, the Commission feels it would behoove the Select Board to adopt the state template.

The Commission did not hold a formal vote at this meeting. Before they hold a formal vote, they asked that I follow-up with Town Counsel and ensure that a revised local policy wouldn't offer any

important additional protections compared to the state template. Bryan, if you could provide some additional details as to the positives and negatives of a local policy, I can relay that information to the Commission and they can hold a formal vote at the meeting on June 15th.

Thank you,
Stevie

Stephanie M. Fitch, MPH

[Pronouns](#): she/her/hers

Conservation Agent

Town of Bourne || Conservation Department

(508) 759-0600 ext. 1344

[Conservation | bournema \(townofbourne.com\)](#)

Please be advised that municipal email is considered public record and subject to MGL c 66.



Bryan F. Bertram
T: 17.804.2426
bbertram@miyares-harrington.com

June 15, 2023

By Email

Conservation Commission
Town of Bourne
24 Perry Ave.
Bourne, MA 02532

Re: Conservation Restriction Policy

Dear Members of the Conservation Commission:

I understand that the Commission will be meeting to consider what, if any, replacement should be considered for the Town's current policy governing conservation restrictions. My thoughts are below.

As background, the Town's current policy, issued by the Select Board, is dated. Of primary concern, and the impetus for the current review, is that content in that policy is now in conflict with the way the Commonwealth's Executive Office of Energy and Environmental Affairs ("EOEEA") reviews conservation restrictions, all of which must be submitted to EOEEA for approval. EOEEA's current review program includes a "model" conservation restriction to serve as a template and one that EOEEA expects to be used as a template across the State. EOEEA's prescribed process is also detailed and once triggered leaves little room for local policies to add additional layers or steps to the process.

With that background in mind, there is one aspect to conservation restrictions where you may want to strongly consider some form of guidance. In my experience, one of the most important tasks at a municipal level when processing a request for a conservation restriction and reviewing the same is ensuring that input is broadly requested and received from the appropriate boards, committees, or other entities, as well as from Town staff. To that end, I would suggest that the Town contemplate procedures for the dissemination of any contemplated CR to a list of appropriate boards, committees, entities, and staff who should both be aware of the proposal and who may want to have input into the same. Those procedures should also create timeframes for the input.

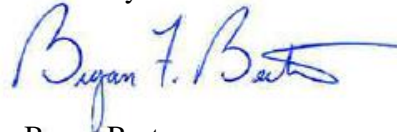
Beyond those procedures, I don't believe it necessary to have an additional policy overlay. In my experience, conservation restrictions – both in their provisions and in the reasons giving

rise to them – can arise from innumerable different circumstances. Even without a policy, the Town and its decision makers have full authority craft conservation restrictions specific to local circumstances. To me, the more important consideration – as I previously wrote – is making sure the relevant stakeholders have a voice in the process. That is a far better assurance that the resulting conservation restriction best reflects the Town's interests than trying to distill how any myriad of facts, circumstances, or local concerns should be weighed with respect to any individual restriction.

That said, there is also no harm to a properly drafted policy with content going beyond procedures and timeframes. Primarily, such a policy would ensure that the public is fully informed about the process that the Town must follow, and such a policy can also serve as an aid to the Town's various public bodies and staff. In particular, if there are specific issues of local concern that you believe may be overlooked or minimized in a review process, then crafting a short, high-level policy could be helpful to ensuring that does not happen. I would just caution that any such policy does not attempt to foresee specific facts or circumstances to which answers must be prescribed now. An effective policy would lay out a high-level set of considerations and still allow the Town the full exercise of its own discretion when evaluating specific conservation restriction requests and the facts relevant to those requests.

I hope this is helpful. I am happy to answer further questions that may arise or otherwise provide our Office's assistance in this process.

Sincerely:



Bryan Bertram

Select Board
Minutes of Tuesday, June 6, 2023
Bourne Veterans' Community Center
Buzzards Bay, MA
Or Virtually

TA Marlene McCollem
ATA Liz Hartsgrove

Select Board

Mary Jane Mastrangelo, Chair
Melissa Ferretti, Vice Chair
Anne-Marie Siroonian, Clerk
Peter Meier
Jared MacDonald

Others: Barry Johnson, Town Clerk, David Dimmick, Todd Dimmick, Michael Rausch, John Sullivan (virtual), Keith Barber, Ken Pearson, Barbara O'Donnell (virtual), John York (virtual), Tim Lydon, Stevie Fitch, Conservation Agent, Kathy Fox Alfano, and Beth Russell.

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

Zoom Meeting ID: 869 5775 5505 Password : BOURNE

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

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

7:00 PM Call Public Session to Order in Open Session

1. Moment of Silence to recognize our Troops and our public safety personnel.

Chair Mastrangelo asked all to add James Newell, a firefighter, and George Sala, a former DPW employee, to their thoughts.

2. Salute to the Flag.

3. Reading of the Vision and Mission Statements:

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 its 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.

4. **Public Comment on Non-Agenda Items** – Public Comments are allowed for up to a total of 12 minutes at the beginning of each meeting. Each speaker is limited to 3 minutes for comment. Based on past practice, members of the Board are not allowed to comment or respond.
5. **Select Board's Business**
 - a. **Presentation of gift – 1857 Walling Map by Mr. Dimmick.**
 - b. **Presentation of gift – construction of rain gardens (green infrastructure) off Circuit Avenue by Mr. Barber.**
 - c. **Discussion and possible vote to approve Monument Beach Civic Association's request to hold an Ice Cream Social on July 11, 2023, at Fire Station 4. No insurance provided will require a waiver from the Board.**
 - d. **Discussion and possible vote to approve the request of the Gray Gables Association to hold Grover Cleveland Day on June 24, 2023, at Stackpole Park. No insurance provided will require a waiver from the Board.**
 - e. **Discussion and possible vote to approve the request of Cape Cod Baby, LLC to hold a Diaper Drive at Fire Station 3 from June 10 to June 16, 2023.**
 - f. **Discussion and possible vote to approve the request of St. Margaret of Scotland Parish to hold a Corpus Christi procession on June 11, 2023.**
 - g. **Discussion and possible vote to approve the parking waiver request of Maura and John Sullivan for Monument Beach parking lot on the evening of June 17, 2023.**
 - h. **Discussion and possible vote to approve the request of Support Local Babes, LLC to hold a networking event at the Buzzards Bay Park pavilion on June 27, 2023.**
 - i. **Consent Agenda**
 - i. **St. Margaret of Scotland Parish – One Day Liquor License for choral concert on June 10, 2023.**
 - ii. **St. Margaret of Scotland Parish – One Day Liquor License for a fundraising dinner on June 14, 2023.**
 - iii. **Bourne on the 4th of July Parade on July 4, 2023.**
 - iv. **Wastewater Advisory Committee charge and membership.**
 - v. **Naming of Jaroslow Reef.**
 - vi. **Police Department raffle win/donation of a handheld unit (~\$2000).**
 - vii. **Appoint Linda Sharp to the Bourne Cultural Council.**
 - viii. **Appoint Rick Sharp to the Bourne Cultural Council.**
 - ix. **Appoint William Doherty as the Bourne Representative (alternate) on the Cape Light Compact.**
 - j. **Continued Discussion – Rules of Procedures (last updated Sept. 25, 2018).**

5.a. Presentation of gift – 1857 Walling Map by Mr. Dimmick.

Barry Johnson introduced David Dimmick as the donor of the 1857 Walling Map. Mr. Johnson gave a history of the map. He said that it is a replica of the one drawn by Henry Francis Walling, 1825-1888. The map is dated 1857, and the lineated colored sections represent school districts. With CPA funds the map was restored, and it was formally presented to the Select Board at this meeting, as a donation to the Town of Bourne.

David Dimmick said that he and his family all felt that this map belonged to the Town of Bourne. He said that there is an incredible amount of detail in this map, and he hopes that it will bring enjoyment to the people of Bourne. Mr. Dimmick said that he has not seen the finished map yet, and he will see it now along with all the meeting attendees. Once the map was unveiled, Mr. Dimmick gave a brief overview of the map.

Chair Mastrangelo presented Mr. Dimmick with a Citation from the Town of Bourne. Melissa Ferretti said that she recognized many of the family names on the map and she said that the map is a treasure. Peter Meier said it is nice to preserve history and to receive a gift such as this.

Voted: Peter Meier moved, and Melissa Ferretti seconded to accept this gift on behalf of Mr. Dimmick

Vote: 5-0-0.

5.b. Presentation of gift – construction of rain gardens (green infrastructure) off Circuit Avenue by Mr. Barber.

Keith Barber of the Pocasset Water Quality Coalition, said that they have been working on a SNAP grant that is in the second stage, and they are optimistic that they will be awarded the grant. He said that their objective is to try to control the stormwater that goes into Hen's Cove by building rain gardens. He said that Ken Pearson, who was a biology teacher at Montachusett Regional, is an advisor on this rain garden project. Mr. Barber showed a slideshow on building a rain garden and showed some examples of rain gardens in the area. He also showed the proposed locations in Bourne for the rain gardens. Mr. Barber talked about all the non-town employees that will be working on the gardens and about the funding.

Voted: Peter Meier moved, and Jared MacDonald seconded to authorize the Pocasset Water Quality Coalition to do this work on town property once they receive the SNAP grant.

Tim Lydon added that there also could be some drainage improvements around Hen Cove through a commitment that has been made with NRCS and the Cape Cod Conservation District.

Vote: 5-0-0.

5.c. Discussion and possible vote to approve Monument Beach Civic Association's request to hold an Ice Cream Social on July 11, 2023, at Fire Station 4. No insurance provided, will require a waiver from the Board.

Voted: Jared MacDonald moved, and Anne-Marie Siroonian seconded to approve the use of town property for the application filed by the Monument Beach Civic Association to hold an Ice Cream Social on July 11th, 2023, at Fire Station 4 and to waive the insurance requirement as submitted.

Vote: 4-0-0.

5.d. Discussion and possible vote to approve the request of the Gray Gables Association to hold Grover Cleveland Day on June 24, 2023, at Stackpole Park. No insurance provided, will require a waiver from the Board.

Kathy Fox Alfano, past President of the Gray Gables Association, and Beth Russell, current President of the Gray Gables Association, talked about Grover Cleveland Day. Ms. Fox Alfano said that 100 years ago the Grover Cleveland family sold the land that is now known as Gray Gables to a developer named Stackpole, and he broke up the land into housing lots and called it Gray Gables. They have a lot of fun events scheduled for this year to celebrate their 100th anniversary, with a kickoff called Grover Cleveland Day. This event is sponsored by the Bourne Community Engagement Committee and will run from 10 AM to 3 PM.

Voted: Jared MacDonald moved, and Anne-Marie Siroonian seconded to approve the use of town property for the application filed by the Gray Gables Association to hold Grover Cleveland Day event on June 24th, 2023, at Stackpole Park and to waive the insurance requirement as submitted.

Vote: 5-0-0.

5.e. Discussion and possible vote to approve the request of Cape Cod Baby, LLC to hold a Diaper Drive at Fire Station 3 from June 10 to June 16, 2023.

Voted: Melissa Ferretti moved, and Peter Meier seconded to approve the use of town property for the application filed by Cape Cod Baby, LLC to hold a Diaper Drive from June 10th to June 16th, 2023, at Fire Station 3 as submitted.

Vote: 5-0-0.

5.f. Discussion and possible vote to approve the request of St. Margaret of Scotland Parish to hold a Corpus Christi procession on June 11, 2023.

Voted: Melissa Ferretti moved, and Peter Meier seconded to approve the use of town property for the application filed by St. Margaret of Scotland Parish to hold a Corpus Christi procession on June 11th, 2023, as submitted.

Vote: 5-0-0.

5.g. Discussion and possible vote to approve the parking waiver request of Maura and John Sullivan for Monument Beach parking lot on the evening of June 17, 2023.

John Sullivan said that they are holding a private event at a home on Shore Road and would like to use the Monument Beach parking lot for overflow parking. Mr. MacDonald asked how many cars would be using the parking lot and Mr. Sullivan said that it is hard to tell, and it may not be very many. Mr. Sullivan was also told that this would not be a reservation for only their function, and the public would still be allowed to use the parking lot.

Voted: Peter Meier moved, and Melissa Ferretti seconded to approve the parking waiver request of Maura and John Sullivan for the evening of June 17th, 2023, from 5PM to 10 PM, at the Monument Beach parking lot, as submitted.

Vote: 5-0-0.

5.h. Discussion and possible vote to approve the request of Support Local Babes, LLC to hold a networking event at the Buzzards Bay Park pavilion on June 27, 2023.

Voted: Melissa Ferretti moved, and Anne-Marie Siroonian seconded to approve the use of town property for the application filed by Support Local Babes, LLC, to hold a networking event at the Buzzards Bay Park pavilion on June 27th, 2023, as submitted.

Vote: 5-0-0.

5.i. Consent Agenda

- i. **St. Margaret of Scotland Parish – One Day Liquor License for choral concert on June 10, 2023.**
- ii. **St. Margaret of Scotland Parish – One Day Liquor License for a fundraising dinner on June 14, 2023.**
- iii. **Bourne on the 4th of July Parade on July 4, 2023.**
- iv. **Wastewater Advisory Committee charge and membership.**
- v. **Naming of Jaroslow Reef.**
- vi. **Police Department raffle win/donation of a handheld radar unit (~\$2000).**
- vii. **Appoint Linda Sharp to the Bourne Cultural Council.**
- viii. **Appoint Rick Sharp to the Bourne Cultural Council.**
- ix. **Appoint William Doherty as the Bourne Representative (alternate) on the Cape Light Compact.**

Chair Mastrangelo said that they are holding item iii because the application is not complete, and it will be on next week's agenda.

Voted: Peter Meier moved, and Melissa Ferretti seconded that the Select Board table item iii, 4th of July application to a future agenda which they have been told is next week, 6/13, and to approve the remaining items as printed on the Consent Agenda.

Chair Mastrangelo asked for a letter to go to the ex-officio members who served on the Wastewater Advisory Committee thanking them for their service and letting them know that they will be invited to participate as needed.

Vote: 5-0-0.

5.j. Continued Discussion – Rules of Procedure (last updated Sept. 25, 2018).

Ms. Siroonian said that she was confused as to whether correspondence is a policy or just an administrative function of the Select Board. She talked about the differences between policy and functions, and she believes that correspondence is an administrative function and not a policy and

should be in the Rules of Procedure. There was discussion about the differences of policy and procedures and the words used.

Town Administrator Marlene McCollem said she is not looking for a policy and that the Select Board is going to get correspondence. She said that she needs the Select Board to agree on the procedures of how that correspondence is to be handled because they have the staff at Town Hall doing it for them, and they need very clear instructions on what the expectations are. She also said that if they include every email that the Select Board is cc'd on, then the list will be very long.

Chair Mastrangelo said it is important for the Select Board to have procedures on correspondence that are nailed down that they all agree on. She said that there are other procedures that need to be clearer for Select Board members. John York made some suggestions for correspondence for the Select Board. Chair Mastrangelo said that she would give this item to the Policy Subcommittee if the rest of the Board agrees. There was some discussion about whether an item of correspondence is personal for an individual on the Select Board and what to do with personal pieces of correspondence. It was decided that if a letter is addressed to an individual member of the Select Board, other than the Chair, then Ms. McCollem will bring it unopened to the next Select Board meeting and give it to that individual. There was more discussion about using the words will and must and about substituting them with may or shall.

Chair Mastrangelo concluded the discussion by saying that this was a first reading and it will now go to the Policy Subcommittee and will come back as a second reading. She said that any comments can be sent to Ms. McCollem and Assistant Town Administrator Liz Hartsgrrove, and then they can give them to the Policy Subcommittee.

The Board next discussed the procedure for creating policy and policy development. The Select Board decided on some changes that they would like made that will go back to the Policy Subcommittee. Peter Meier said that the executive session minutes procedure needs to be looked at. There was some discussion about distinguishing between establishing a committee and creating a charge for a committee. There was also discussion about the procedure for certificates of vote and the Board said that this was the first reading.

6. Town Administrator's Report –

Ms. McCollem said that she attended a virtual briefing with Enbridge and Algonquin Gas regarding the natural gas infrastructure relocation necessary for the bridge replacements. The companies will be conducting outreach to the impacted and abutting landowners to obtain survey permissions. The field surveys will begin in the fall. The anticipated start of any relocation construction is in 2026.

Ms. McCollem said that the swim floats are in place at Electric Ave, Gray Gables, and Monument Beach for the season.

Ms. McCollem said that the chemical oxidation clean-up at the Community Building began Monday, June 5th, and traffic will be impacted this week.

Ms. McCollem said that the Cape Light Compact has been a huge help to the town in applying for a \$171,000. Green Communities grant to help offset some of the costs associated with the Trane ESCO project.

Ms. McCollem also said that the Recreation Department is ready for the season, and she listed some of the activities that are scheduled.

Ms. McCollem also reported that ISWM has diverted 1.64 tons of food waste since beginning their partnership with Black Earth.

7. Minutes: 5/9/23 and 5/23/23

Chair Mastrangelo said that she wanted two sentences that she had said during the meeting on May 9th added to the minutes.

Voted: Peter Meier moved, and Jared MacDonald seconded to approve the minutes of May 9th, 2023, as amended.

Vote: 4-0-1. Anne-Marie Siroonian abstained.

Voted: Peter Meier moved, and Anne-Marie Siroonian seconded to approve the minutes of 5/23/23.

Vote: 5-0-0.

8. Correspondence

Anne-Marie Siroonian read aloud the correspondence:

- 1 DEP Letter.
- Email from B. Cromer regarding bridge replacement alternatives.
- Email from J. York regarding Pedestrian/Bicycle Routes Info from May 17th, 2023, Bridges Open House.
- Email from J. York regarding the Senators and Congressman's letters to the Federal Highway Administration.
- FEMA's violation letter – 2nd notice, returned to sender.
- Bourne Recreation Authority letter - notice of vacancy.

These are all on the Town's website.

9. Committee Reports

There was some discussion about the Select Board committee appointments.

10. Future agenda items

11. Upcoming meetings: June 13

Chair Mastrangelo said after the June 13th meeting the Select Board may be off until July 11th unless something comes up.

12. Adjourn

Voted: Melissa Ferretti moved, and Jared MacDonald seconded to adjourn.

Vote: 5-0-0.

This meeting of the Bourne Select Board was adjourned at 9:11 PM.

Respectfully Submitted,

Kim Johnson, Recording Secretary

DRAFT

**Select Board
Minutes of Tuesday, June 13, 2023
Bourne Veterans' Community Center
Buzzards Bay, MA
Or Virtually**

TA Marlene McCollem

Select Board

Mary Jane Mastrangelo, Chair
Melissa Ferretti, Vice Chair
Anne-Marie Siroonian, Clerk
Peter Meier

Others: Linda Fletcher, Jim Linsky, Laurianne Gilbert, Bill Macuch, Chris McCarthy, and Matt Patronick.

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Zoom Meeting ID: 869 5775 5505 Password : BOURNE

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

7:00 PM Call Public Session to Order in Open Session

Chair Mastrangelo said that Jared MacDonald was excused.

- 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:**

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 its citizens a healthy, active lifestyle.

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- 4. Public Comment on Non-Agenda Items** – Public Comments are allowed for up to a total of 12 minutes at the beginning of each meeting. Each speaker is limited to 3 minutes for comment. Based on past practice, members of the Board are not allowed to comment or respond.

5. Select Board's Business

- a. **Announcement of vacancy on the Bourne Recreation Authority and process to fill.**
- b. **Discussion - Bourne Recreation Committee – reappointments and applications.**
- c. **Discussion – marijuana zoning in advance of Fall Town Meeting.**
- d. **Consent Agenda**
 - i. **Annual reappointments for Boards and Committees.**
 - ii. **Brain injury awareness walk.**
 - iii. **4th of July parade – Wings Neck on July 2, 2023.**
 - iv. **4th of July parade – Buzzards Bay on July 4, 2023.**
 - v. **Set the date for the Fall Special Town Meeting as Monday, November 6, 2023, at the Bourne High School Auditorium.**
 - vi. **Open the Special Town Meeting warrant on Wednesday, June 14, 2023, at 9 AM and close the warrant on Thursday, September 21, 2023, at 4 PM.**
 - vii. **To declare the attached list of obsolete computer equipment as surplus and authorize the Town Administrator to recycle the items.**
- e. **Discussion – set goals and objectives for the Town Administrator for FY24.**

5.a. Announcement of vacancy on the Bourne Recreation Authority and process to fill.

Town Administrator Marlene McCollem said that a letter was received as of the last meeting indicating that there is a vacancy on the Bourne Recreation Authority. She recommends that the Board solicit and advertise for letters of interest and have them due by noon on Thursday, July 6th in advance of a joint meeting with the Recreation Authority on July 11th.

5.b. Discussion - Bourne Recreation Committee – reappointments and applications.

Chair Mastrangelo said that there are 7 applicants for 4 openings on the Bourne Recreation Committee. She said that the Select Board would like each applicant to introduce themselves and briefly state why they would like to be on the Recreation Committee.

Linda Fletcher of Pocasset said she is seeking re-appointment to the committee. She said that the current committee has worked cohesively to try to get all the villages in Bourne involved in recreation and what is best served by it. She gave a brief background of her years in business running a horse farm, as an ICU nurse, and a travel nurse, which all have honed her management skills that she has been able to bring to the Recreation Committee.

Jim Linsky of Pocasset said he is seeking re-appointment to the committee. He said that he was a teacher and a coach and is now a private tutor. He said that the current Recreation Committee has been slowly making progress in many areas. He would like to continue the work that he has been doing on the committee.

Laurianne Gilbert said that she grew up in Bourne and has taught in Bourne for 36 years. She said that she has always worked for the community and has not been able to volunteer until now to help where needed, and she would love to serve on this committee.

Bill Macuch, said that he is not from Bourne, but he graduated from Mass Maritime Academy and fell in love with the Town during his time going to school at the Academy. He chose to settle in Bourne and now has 3 children in the Bourne Schools. He said that he is the Director of Facilities at Upper Cape Tech. and is the Varsity Basketball Coach and has been involved in varsity sports at the school for 17 years. Mr. Macuch talked about the many sports committees in Bourne that he is on. He feels that he could bring a lot of his experience to the Recreation Committee and that he has the ability to listen to all the people in Bourne to hear what they want and then make outstanding recommendations to help them in the process.

Chris McCarthy said that he was born and raised in the town of Bourne and is raising his 3 children in the town also. He said that he just really wants to be involved and help the town as much as he can. He said he owns a landscaping company and can help with the upkeep of the fields.

Matt Patronick of Sagamore Beach said that he moved to Bourne about 5 years ago. He has 2 children in activities run by the Recreation Department. He said that the Recreation Department and Recreation Committee are valuable assets to the town, and he would like to be a part of it. He is involved in youth sports, he has a procurement background, and he would like to help the town.

Anne-Marie Siroonian asked each of the applicants if there was any area of focus that the Recreation Committee should be pursuing with respect to town recreation and how they see themselves as the support for the Recreation Department.

Mr. Patronick said that he would support the Rec. Department in finding new programs to bring people of the community into them and to continue supporting the programs that they currently have. Mr. McCarthy said that when he looks at other towns and their recreation programs, he sees all that they have, and they basically bring their children up. He feels that recreation is getting better in Bourne, although there are things that need to keep going. Bill Macuch said that his area of focus would be program development.

Ms. Gilbert said her priority is to look at the types of people in the community to assess what their needs are regarding recreation. She also said that she has the ability to unite people and get support where needed throughout the community. Mr. Linsky talked about the poor conditions of the recreation areas in Bourne, and he said that for support he would like to work on increasing the staff in the Recreation Department. He also would like to evaluate the current programs and would like to suggest more programs. Ms. Fletcher said that for the last two years the committee has been focused on trying to find out what the recreational needs and wants are of all age groups, and what they can do realistically to help those things happen. She has been working on the needs and the wants of both the Bourne Recreation Department and DPW.

Melissa Ferretti said that she thinks it great to see this many people applying for these seats on the Recreation Committee. She said that not all children do sports and there is a whole group of children that do not need activities that are sports related. Ms. Fletcher said that they are trying to work on art and science programs. She said that the Recreation Director, Krissanne Caron, has said that for every sport program, there should be a non-sport program.

Voted: Peter Meier moved, and Anne-Marie Siroonian seconded to put Linda Fletcher, James Linsky, Chris McCarthy, Laurianne Gilbert, Matt Patronick, Zaphyr Daphne, and Bill Macuch into nomination.

Peter Meier - Laurianne Gilbert, Bill Macuch, Chris McCarthy, James Linsky.

Anne-Marie Siroonian – James Linsky, Linda Fletcher, Laurianne Gilbert, Bill Macuch.

Melissa Ferretti – Laurianne Gilbert, Bill Macuch, James Linsky, Linda Fletcher.

Chair Mastrangelo - Bill Macuch, Laurianne Gilbert, Chris McCarthy, Linda Fletcher.

Vote – 4-0-0.

Voted: Peter Meier moved, and Anne-Marie Siroonian seconded to nominate Bill Macuch, Laurianne Gilbert, and Linda Fletcher, for three terms to expire June 30, 2026.

Vote: 4-0-0.

Voted: Peter Meier moved, and Anne-Marie Siroonian seconded to appoint James Linsky to a two-year term to expire June 30, 2025.

Vote: 4-0-0.

5.c. Discussion – marijuana zoning in advance of Fall Town Meeting.

Chair Mastrangelo said she would like to go out of order and discuss item 5.d. - Consent Agenda - next.

5.d. Consent Agenda

- i. Annual reappointments for Boards and Committees.
- ii. Brain injury awareness walk.
- iii. 4th of July parade – Wings Neck on July 2, 2023.
- iv. 4th of July parade – Buzzards Bay on July 4, 2023.
- v. Set the date for the Fall Special Town Meeting as Monday, November 6, 2023, at the Bourne High School Auditorium.
- vi. Open the Special Town Meeting warrant on Wednesday, June 14, 2023, at 9 AM and close the warrant on Thursday, September 21, 2023, at 4 PM.
- vii. To declare the attached list of obsolete computer equipment as surplus and authorize the Town Administrator to recycle the items.

Voted: Anne-Marie Siroonian moved, and Peter Meier seconded that the Select Board approve the Consent Agenda as printed on the agenda and further to sign the certificate of vote confirming the opening on November 6th, 2023, Special Town Meeting warrant on Wednesday, June 14th,

2023, at 9 AM, closing of the November 6th, 2023, Special Town Meeting warrant on Thursday, September 21, 2023, at 4 PM.

Vote: 4-0-0.

Peter Meier said that there are very many vacancies on town boards and committees, and he urges the community to look at the list and see if there are any committees in which they would like to serve.

5.c. Discussion – marijuana zoning in advance of Fall Town Meeting.

Chair Mastrangelo said that the reason this is on the agenda is to determine if there are any aspects of the zoning that the Select Board wants to communicate to the Planning Board, as a board, that these are the things that they would like the Planning Board to consider. She said that the Planning Board had a long discussion at a meeting last week, and they are going to continue discussing marijuana zoning. She said that the Select Board has in front of them the draft of the zoning.

Ms. Siroonian said that after looking at the draft that one of the major points that she feels should be a part of this zoning is Special Permits across the board, and not just Special Permits for the downtown district. She said there are a few reasons for this, and one is that Bourne is a very unique demographic, and each overlay district has some residential area and schools close by, and she wants there to be the opportunity for all voices to be heard throughout the process. She said that the Special Permit allows the ability for those who are concerned about their neighborhoods, and the Planning Board, as an elected committee, to hear those concerns throughout the process. She said that the community is small and although it does balloon during the summertime, it is the people that live in Bourne year-round that are dealing with the drug business. She said that three marijuana establishments are too many. She feels that two establishments are enough.

Chair Mastrangelo said that she was troubled by the wording “the number of adult use marijuana retailers shall be limited to a maximum of three separate retailers within Bourne”. She thinks that it needs to be worded in a way that “the number of medical or adult use retailers shall be limited to a maximum of three”. There was more discussion about defining the type of retailers.

Peter Meier said that sometimes less is more, and he thinks that maybe the town should start with 2 establishments and see how it goes, and if it is working well, then they can go back and change the zoning bylaw. He said that there are a lot of people against having any marijuana establishments in town, and to have only two is the prudent thing to do right now.

Melissa Ferretti said that she is not sure on the number being two or three. She feels that the Select Board should err on the side of caution of criminalizing these business right off the start by calling them drug businesses. She said that these businesses are legal in Massachusetts and there are laws that legislate them, and they are very strict. She said that she agrees that the Special Permit is important.

Ms. McCollem said that she would not recommend regulating the number in zoning. She said that the purpose is land use, which would be either medical or adult use retail. She thinks that

regulating the number of establishments in zoning goes too far for zoning. She said that if they are going to establish a limit on the number, that it should be done as part of the Select Board and not part of zoning. She said that zoning regulates land use and its impacts on traffic, lighting, delivery, site circulation, and parking. The Select Board, through the Host Community Agreement, or a license, regulates the business. She said the Select Board is the licensing authority. There was more discussion about the Special Permit and licensing.

Chair Mastrangelo said that in the section of location requirements it should be summarized to say that the Select Board feels that buffer standards that are in the CMR should be listed in the zoning so that they become the town's standards. She said that the standards for any kind of exceptions should be the standards, or there should be standards and there should be specificity, including how much it can be waived under some circumstances.

Ms. Siroonian said that another concern for discussion is the section that talks about social consumption on premises and the wording in this section. Ms. McCollem said that the section about this section should also be included in the discussion as far as clarifying the intent. Other areas where the wording should be changed or discussed are where they use the word retailer or establishment and the omission of the hours of operation.

As she was looking at the maps and the overlays, Chair Mastrangelo said that she was not too concerned about too many of the districts and her main concern has to do with the downtown core, because there has been a vision of the downtown core as being a mixed-use area like downtown Falmouth. She said she is not sure that the retailer facilities would fit into mixed use properties.

There was some discussion about whether there will be a citizen's petition and if there will be a Special Town Meeting within the Special town Meeting.

Chair Mastrangelo said that they will have a continued discussion to try to come up with a draft to send to the Planning Board.

5.e. Discussion – set goals and objectives for the Town Administrator for FY24.

Chair Mastrangelo said that she would number the goals:

1. Strategic Initiative 1
2. Strategic Initiative 3
3. Strategic Initiative 5
4. Strategic Initiative 7
5. Strategic Initiative 8

She asked Ms. McCollem if setting the priorities and the target completion dates is something that they can take a little more time on. Ms. McCollem said yes, they could, and that she thinks that priorities and target completion dates are going to shift. It was decided to label the priorities as high, medium, and low, and that anything in progress is a high priority. Some of the labeled priorities are:

Comprehensive overhaul of the website and strengthening online provision – Medium.

Evaluating the option of bringing IT services back in house or staying with the contracted services or investigating other contract service models– High.

Assessing the long-term needs and resources needed by DPW – Medium.

HR Policy – High.

Revised Financial Policy – High.

Policies and Procedures for competitively soliciting marijuana – Medium.

Continued work on the CWMP – High. (When it picks back up – currently on hold by the state).

RME – Medium to Low.

Building Projects – Police and Fire Stations – High.

Formalizing infrastructure planning into the capital long-term plan – High.

There was some discussion about the Capital Outlay and about some of the large projects that need to be done in the town. Chair Mastrangelo talked about the Cecil Report that was done in 2009, and how the results of the report worked to get buildings worked on.

6. Policy

i. 2nd reading / Action – Procedure for Certificates of Vote.

Voted: Melissa Ferretti moved, and Peter Meier seconded the Select Board adopt the revisions to the procedure for Certificates of Vote as submitted in the packet and to forward to Town Counsel for review prior to the final reading.

Vote: 4-0-0.

ii. Discussion – Rules of Procedure (last updated Sept. 25, 2018) – III. Responsibilities of the Officers of the Board – VI. Executive Session – VII. Agenda Procedures – any other sections of Rules of Procedures.

Deferred

7. Minutes: 5/30/23

Voted: Peter Meier moved, and Anne-Marie Siroonian seconded to approve the minutes of 5/30/23 as presented.

Vote: 4-0-0.

8. Town Administrator report

Ms. McCollem gave the board a brief MBTA multi-family housing update. She said that the MBTA Zoning Action Plan was submitted in March and has been accepted. The town is currently in interim compliance with a proposed target of the May 2024 Town Meeting to adopt the zoning district.

Ms. McCollem said that the splash pad is set to open this weekend (w/e 6/17) and ADA port-a-potties have been placed at the beaches for the season. She also said that the Governor's office will be hosting a Regional Economic Development Planning session for the Cape and Islands on June 20th from 1 PM to 3 PM at the Chatham Community Center for any local or business leaders who are available.

9. Future Agenda items

Chair Mastrangelo said that she will add review of committee vacancies to a future agenda.

10. Committee reports

Chair Mastrangelo said that she and Peter Meier both went to the Upper Cape Tech graduation, and it was a nice event. She said she also went to the Cape Cod and Islands Water Protection Management Board meeting earlier in the day and they voted their 25% subsidies for 2023, but they have put the subsidy for future years down to 12%, unless additional revenues come into fund. They also voted to write to the Governor, the Lieutenant Governor, and the legislative delegation looking for additional revenue.

Peter Meier said he had the Affordable Housing Trust meeting last Wednesday and there was an update on two proposed 40B's.

11. Correspondence

Anne-Marie Siroonian read aloud the correspondence:

- DEP letter - Remedial Investigation Report – Otis Gun Club.
- DEP letter – J-2 Northern Environmental Monitoring Report.
- Email from J. Buckley – “Smart Approaches to Marijuana”.
- Email from J. Hensley – Cannabis-related hospitalizations.
- Email from J. Hensley – Association between cannabis use and schizophrenia.
- Email from J. Hensley – “Quick Facts on Marijuana Legislation”.
- Email from J. Hensley – “Marijuana ban supporters still active”.
- Email from J. Hensley – “Plummeting Prices destabilize MA marijuana market”.
- R. Dwyer request to re-activate Cable Advisory Committee.
- Talent Bank – Joseph Soares on Conservation.
- JBCC – June Public Meetings.

These are all on the Town's website.

Chair Mastrangelo said she would like to add an agenda item regarding the Cable Advisory Committee at a future meeting.

- 12. Next meeting date: July 11 – BOSC @ 6:30 and Select Board @ 7:00**
July 18 – Select Board
July 25 – BOSC, if necessary

- 13. Adjourn**

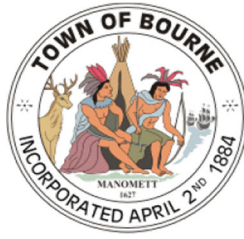
Voted: Anne-Marie Siroonian moved, and Peter Meier seconded to adjourn.

Vote: 4-0-0.

This meeting of the Bourne Select Board was adjourned at 9:32 PM.

Respectfully Submitted,

Kim Johnson, Recording Secretary



Select Board's Correspondence

July 11, 2023

- A. Comcast letter re Starz price increase
- B. DEP letter – NFRAP Non-DoD Property Munitions Response Site Old Grenade Courts
- C. DEP letter – Supplemental Feasibility Study for PFAS at FTA-1
- D. DEP letter – Quality Assurance Project Plan CS-10
- E. B. McCarter email re OCR/Select Board agendas
- F. K. Ketch email providing bridge replacement feedback
- G. M. Sergio email re speeding on Mashnee Island
- H. N. Comen email re trash pickup on Wildwood Lane
- I. J. Buckley letter re marijuana overlay districts
- J. J. Hensley letter re government (state) data on legalizing marijuana
- K. J. Linsky letter re Recreation Committee appointment
- L. L. Fletch letter re Recreation Committee appointment
- M. Eversource letter re tree maintenance
- N. Upper Cape Regional Tech School minutes from 05.11.23
- O. Library Strategic Plan Memos and Information
 - Town of Bourne Media Release - LIBRARY STRATEGIC PLAN PUBLIC INPUT SOUGHT, dated July 6, 2023
 - Library Strategic Plan Survey
 - Memo from ATA Liz Hartsgrove, dated June 27, 2023. Re: Library Strategic June 29th Meeting
 - Memo from ATA Liz Hartsgrove, dated June 16, 2023. Re: Library Strategic SWOT Analysis Recap
 - Memo from ATA Liz Hartsgrove, dated June 8, 2023. Re: Library Strategic Plan Process



June 12, 2023

Board of Selectmen
Town of Bourne
24 Perry Avenue
Buzzards Bay, MA 02532

RE: Price Change to Starz Channel

Dear Chairman and Members of the Board:

We are committed to keeping you and our customers informed about changes to Xfinity TV services. Accordingly, please note the following change:

- *Starz will be increasing its per month price from \$8.99 to \$9.99 effective with a customer's July 2023 billing statement.*

Please do not hesitate to contact me should you have questions at Michael_Galla@comcast.com.

Sincerely,

Michael Galla

Michael Galla, Sr. Manager
Government & Regulatory Affairs



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. Tepper
Secretary

Bonnie Heiple
Commissioner

June 16, 2023

Air Force Civil Engineer Center/JBCC
Attn: Ms. Rose H. Forbes
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 Decision Document No Further
Response Action Planned (NFRAP) Non-
Department of Defense Property
Munitions Response Site at the Old
Grenade Courts Munitions Response Area,**
Comments

Dear Ms. Forbes:

The Massachusetts Department of Environmental Protection (MassDEP) has reviewed the “**Draft Decision Document No Further Response Action Planned (NFRAP) Non-Department of Defense Property Munitions Response Site at the Old Grenade Courts Munitions Response Area**” (the Draft Decision Document) dated May 2023. The Draft Decision Document presents the Air Force Civil Engineer Center draft decision for No Further Response Action Planned for munitions and explosives of concern for the Non-Department of Defense Property Munitions Response Site at the Old Grenade Courts Munitions Response Area. MassDEP has no comments on the Draft Decision Document.

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 (508) 946-2871 or Kendall Walker at (508) 946-2846.

Sincerely,

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

P/kw

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



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

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Rebecca L. Tepper
Secretary

Bonnie Heiple
Commissioner

June 13, 2023

Air Force Civil Engineer Center/JBCC
Attn: Rose Forbes
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 Feasibility Study Report
for Per- and Polyfluoroalkyl Substances at
Fire Training Area-1, Comments**

Dear Ms. Forbes:

The Massachusetts Department of Environmental Protection (MassDEP) has reviewed the document “**Draft Supplemental Feasibility Study Report for Per- and Polyfluoroalkyl Substances at Fire Training Area-1, Joint Base Cape Cod, Massachusetts**” dated April 2023 (FTA-1 FS). The FTA-1 FS was completed for the development, screening, and detailed evaluation of remedial action alternatives for per- and polyfluoroalkyl substances (PFAS) contamination in soil and groundwater at the Fire Training Area-1 (FTA-1) operable unit at Joint Base Cape Cod (JBCC) and surrounding areas. MassDEP offers the following comments on the FTA-1 FS.

General Comments:

1. On page 2-2, Section 2.0, Development of Alternatives- Groundwater Alternatives, the text states “**Active groundwater remediation was not evaluated in FTA-1 FS for the area downgradient of Ashumet and Johns ponds which has been impacted by PFAS contaminated surface water from Ashumet Pond and Johns Pond recharging the aquifer and migrating downgradient. This portion of the FTA-1 PFAS6 groundwater plume covers approximately 6,000 acres and would require the installation of approximately 60 extraction wells to capture the PFAS6 concentrations in this area. Installation of a remedial system in this area would cost approximately \$200M and would be a very large and disruptive construction project in a densely populated residential area. Additional cost would be needed for long term operation and maintenance of this very large system. In addition, system operation would be inefficient because PFAS concentrations are relatively low in this area.**” MassDEP notes that the recharge of PFAS-contaminated surface water from Ashumet and Johns ponds to the aquifer south and east of these ponds has resulted in a very large area of groundwater contaminated with PFAS6 concentrations above the Massachusetts Maximum Contaminant Level (MMCL) of 20 nanograms per liter (ng/L). PFAS6 concentrations five to 10 times (100 ng/L to 200 ng/L) the MMCL have impacted a large portion of the Sagamore Lens of the Cape Cod Aquifer, a USEPA Sole Source Aquifer. The Air Force Civil Engineer Center (AFCEC) has performed response actions to mitigate exposure to PFAS6 concentrations

above the MMCL in residential drinking water wells in this area. Additionally, the AFCEC has installed or is scheduled to install wellhead treatment at four public water supply wells (PWSWs) in this area that have been impacted by PFAS6 concentrations above the MMCL and has connected residences serviced by a community water supply well impacted by PFAS6 above the MMCL to a public water supply.

Active groundwater remediation should be evaluated in FTA-1 FS for the Sagamore Lens Sole Source Aquifer downgradient of Ashumet and Johns ponds which has been impacted by PFAS6. MassDEP requests a meeting with the AFCEC and the EPA to discuss potential remedial approaches that could substantially mitigate PFAS6 discharging to the aquifer from Ashumet and Johns ponds and provide for expedited restoration of the Sole Source Aquifer.

2. MassDEP has previously expressed concern that the PFAS groundwater transport models produced by the AFCEC at JBCC are predicting excessively long transport times for PFAS. MassDEP maintains its concern that the PFAS6 groundwater transport model is not accurate and should be corrected. It appears that the use of an average bulk distribution coefficient factor (Kd) in the PFAS6 groundwater transport model for perfluorooctanesulfonic acid (PFOS), perfluorooctanoic acid (PFOA), and perfluorohexane sulfonic acid (PFHxS) is not supported by the PFAS6 groundwater field data at JBCC and results in excessive retardation factors (Rf) (i.e., 2.52 for FTA-1, 2.02 for Landfill-1, and 3.44 for Tanker Truck Rollover Sites) incorporated into the models. There is ample and convincing evidence from the PFAS field data that PFAS is moving at or close to the advective speed of the groundwater at JBCC with minimal retardation. MassDEP recommends that the AFCEC not use any Rf value in the PFAS6 groundwater transport model and re-evaluate the PFAS6 groundwater remedial alternatives with a revised PFAS6 groundwater transport model. This should bring the PFAS6 groundwater transport model into much better agreement with the PFAS6 field data and shorten the estimated timeframe for aquifer restoration for PFAS6 to an acceptable duration. Supporting evidence for this approach will subsequently be discussed in greater detail in this comment letter.
3. A practical and effective approach to achieve source control for PFAS6 at FTA-1 is by containing the high PFAS6 groundwater concentrations with shallow groundwater extraction wells in the FTA-1 source area. PFAS6 concentrations greater than 10,000 ng/L have been detected in seven drive points and three groundwater monitoring wells in the FTA-1 source area as defined in Figure 1-7, PFAS6 Detections Between FTA-1 Source Area and Ashumet Pond in the FTA-1 FS. A maximum PFAS6 detection of 162,000 ng/L has been detected in FTA-1 source area groundwater. PFAS6 concentrations in the FTA-1 source area groundwater are much higher than PFAS6 concentrations observed elsewhere in the FTA-1 PFAS6 groundwater plume and represent a significant potential contaminant mass contribution to groundwater in the future if left unabated. PFAS6 concentrations greater than 10,000 ng/L are confined to the first 10 to 20 feet below the groundwater table and PFAS6 concentrations drop off rapidly at deeper depths in the aquifer at the FTA-1 source area. These elevated PFAS6 concentrations are also limited to an approximate 25,000 square foot area (i.e., 500 ft by 500 ft).

Minimal infrastructure would be necessary to target this area of high PFAS6 concentrations. A shallow extraction well pumping at 200 to 250 gallons per minute (gpm) should be sufficient to capture the area of high PFAS6 concentrations at the FTA-1 source area. These flow rates can typically be accommodated by a single modular treatment unit (MTU). A groundwater extraction system would provide a reasonable measure of hydraulic control so that future PFAS6 mass loading from the vadose zone could be contained

before impacting downgradient areas. Ruyle and others, 2023¹ have indicated that most of the PFAS mass in the FTA-1 source area has not reached the groundwater and this contaminant mass has the potential to impact the Sole Source Aquifer for centuries if not abated or contained: *“Simulated temporal changes in the PFAS reservoir indicated that in 2021, 57% (IQR = 57–70%) of PFAS releases remained in the vadose zone, 3% (IQR = 2–5%) were in groundwater beneath the fire training area, and 40% (IQR = 25–41%) had migrated to downgradient groundwater and surface waters. The modeled residence times of the C8 PFSA (expected mean = 130 yr) and all PFSA precursors (expected mean = 300–470 yr) occur on timescales of hundreds of years. Without remediation, groundwater concentrations are not expected to fall below the current Massachusetts state-level drinking water MCL before the year 2500.”*, and *“This study highlights the potential for elevated PFAS exposures downstream from AFFF source zones to persist for centuries. Since chemical transport is comparatively rapid on Cape Cod, other AFFF sites may experience even longer periods of elevated PFAS exposures. The combined effect of surface activity and sorption of PFAS to solids means most releases at AFFF-contaminated sites are retained in the vadose zone. This implies that remediation of the vadose zone is needed to prevent long-term contamination. Otherwise, groundwater contamination would need to be captured and treated for centuries to limit deleterious downstream exposures.”* (Ruyle and others, 2023).

The Massachusetts Contingency Plan (MCP – 310 CMR 40.0000) requires that an Immediate Response Action Plan be submitted to MassDEP to address any Condition of Substantial Release Migration (SRM) as defined by the MCP. The elevated PFAS6 concentrations in soil and groundwater at the FTA-1 source area represent a SRM condition based on several factors, including:

- releases to the ground surface or to the vadose zone that, if not promptly removed or contained, are likely to significantly impact the underlying groundwater, or significantly exacerbate an existing condition of groundwater pollution.
- releases to the groundwater that have migrated or are expected to migrate more than 200 feet per year.
- releases to the groundwater that have been or are within one year likely to be detected in a public or private water supply well; and
- releases to the groundwater that have been or are within one year likely to be detected in a surface water body, wetland, or public water supply reservoir.

The AFCEC should implement an expedited response action at the FTA-1 source area based upon the reasons cited herein.

MassDEP requests that the AFCEC include groundwater extraction, treatment and reinjection/infiltration remedial alternatives for the FTA-1 source area presented in Section 3.4.1, Analysis of Alternatives, Detailed Analysis of Alternatives, Source Area Alternatives, of the FTA-1 FS. Groundwater extraction, treatment and reinjection/infiltration remedial technology is a well-established remedial approach at JBCC. The installation of a shallow groundwater extraction well or a shallow groundwater extraction well array may provide an approach to remove significant contaminant mass in the groundwater and contain the migration of high PFAS6 mass that is currently and will likely continue to leach out of the vadose zone at the FTA-1 source area to the Sole Source Aquifer for 50 to 100 or more years.

¹ Ruyle, Bridger J. et al., 2023, Centurial Persistence of Forever Chemicals at Military Fire Training Sites, *Environmental Science & Technology*, *Environ. Sci. Technol.* 2023, 57, 8096–8106

Page-specific Comments:1. Page 1-15, Section 1.4, PFAS Conceptual Site Model - Groundwater:

The text states, **“Groundwater/surface water interaction combined with the low volatility and biodegradation of PFAS has resulted in groundwater contamination in the area downgradient of the ponds.”** MassDEP recommends revising this sentence to state, *‘Groundwater/surface water interaction combined with the low volatility and lack of biodegradation of PFAS has resulted in groundwater contamination in the area downgradient of the ponds’.*

2. Page 1-20, Section 1.5, Public and Private Drinking Water Wells:

The text indicates, **“A total of 110 private wells located within or near the FTA-1 PFAS6 plume boundary were identified and sampled. If concentrations in a well were above the 2016 HA of 0.07 µg/L for PFOS/PFOA or above the PFAS6 MMCL of 0.02 µg/L, the homeowners were notified, and AFCEC provided bottled water within one day.”** Please note in the text that MassDEP provided bottled water to residences with drinking water wells impacted by PFOS/PFOA concentrations below the 2016 EPA HA of 0.07 µg/L (70 ng/L), and above the PFAS6 MMCL and Massachusetts Contingency Plan GW-1 standard of 0.02 µg/L (20 ng/L) from June 2019 until January 2022.

3. Page 2-4, Section 2.2, Additional Remedial Action Objectives:

The text states **“Based on the results of the HHRS presented in the Supplemental RI (AFCEC 2023a), there is no estimated unacceptable human health risk from direct exposure to PFOS, PFOA, PFHxS, PFNA, or PFBS in source area soils. However, PFAS concentrations in both FTA-1 and former MMR STP soils do represent a leaching threat to groundwater, resulting in a potential risk to future residents through a drinking water exposure pathway. Therefore, the remedial alternatives for the Supplemental FS for the FTA-1 site will be evaluated against the following additional proposed RAOs for soil: Prevent or minimize further migration of PFAS from source area soils that generate a continuing source to groundwater at concentrations above the PFAS6 MMCL of 0.02 µg/L (source control).”, and “Reduce potential for disturbance of PFAS-impacted source area soils.”** MassDEP disagrees with the additional proposed soil RAO to ‘Reduce potential for disturbance of PFAS-impacted source area soils’ as it effectively limits the potentially available source area remedial options. Please clarify and support the additional proposed soil RAO or delete it from the FTA-1 FS.

4. Page 2-8, Section 2.3.1, Screening of Technologies, and Alternatives:

The FTA-1 FS states on page 2-3, Section 2.1, Development of Alternatives, Supplemental FS Approach, Soil Alternatives, that **“Additional soil remedies for PFAS were considered in consultation with the Interstate Technology and Regulatory Council (ITRC) “state of the practice” summary guidance concerning effective remediation and treatment strategies for PFAS (ITRC 2021). There is currently a rapidly changing PFAS remediation technology landscape and the ITRC guidance provides regularly updated assessments for PFAS involving both promising and developed treatment and remediation technologies including the status of research and development, efficacy, and application experience (Appendix B).”**

The FTA-1 FS indicates in on page 2-8, Section 2.3.1, that **“Appendix B provides ITRC PFAS treatment technology summaries, including ITRC Table 12-1 (Liquid Technologies–Remediation and Technologies and Methods Comparison) and ITRC Table 12-2 (Solids Technologies – Remediation Technologies and Methods Comparison).”** ITRC Table 12-2, Solids Technologies-Remediation Technologies, and Methods Comparison, lists the stabilization of PFAS-contaminated solids with activated carbon blended with amorphous aluminum hydroxide, kaolin clay, and additives as a field implemented technology and states

that solids have been treated using this technology resulting in a 95-99% reduction in measurable PFOS concentration. MassDEP notes that exceedances of the PFAS site-specific soil-to-groundwater leaching screening value of 4 micrograms per kilogram ($\mu\text{g}/\text{kg}$), which the AFCEC developed based on a lysimeter study at the Tanker Truck Rollover Sites source areas, are primarily driven by PFOS. Please indicate why the stabilization of PFAS-contaminated solids with activated carbon blended with amorphous aluminum hydroxide, kaolin clay, and additives treatment technology was not further evaluated in Section 2.3.2, Development of Alternatives, Remedial Alternatives for Source Area, for controlling the leaching of PFAS6 from soils to groundwater at the FTA-1 source area.

5. Page 2-12, Section 2.3.3, Remedial Alternatives for Groundwater:

MassDEP recommends for the groundwater remedial alternatives that include pump and treat (i.e., Groundwater Alternative 3 – Existing Remedy, Including Adding PFAS as COCs, and Optimizing the AV Remedial System; Groundwater Alternative 4 – Existing Remedy, Including Adding PFAS as COCs, and Optimizing the AV Remedial System with Additional Infrastructure; and Groundwater Alternative 5 – Existing Remedy, Including Adding PFAS as COCs, and Adding Remedial Infrastructure Between the FTA-1 Source Area and Ashumet Pond) that the capture zones for the extraction wells be displayed on the corresponding Figure 2-4, Conceptual Layout for Groundwater Alternative 3, Figure 2-5, Conceptual Layout for Groundwater Alternative 4 and Figure 2-6, Conceptual Layout for Groundwater Alternative 5.

6. Page 2-13, Section 2.3.3, Remedial Alternatives for Groundwater – Groundwater Alternative 3:

The text indicates, **“The AV remedial system would be restarted and optimized to capture and treat PFAS contamination using extraction wells 95EW0702 and 95EW0703 and converting 95EW0701 into a reinjection well to reinject water that was treated for PFAS by GAC at the AV treatment plant (Figure 2-4).”** Please provide the rationale behind using 95EW0701 as a reinjection well. Figure 2-4, Conceptual Layout for Groundwater Alternative 3 indicates that 95EW0701 is in an area of the FTA-1 PFAS6 plume that has elevated concentrations (i.e., 2 $\mu\text{g}/\text{L}$ (2000 ng/L) and greater) of PFAS6 and is the most upgradient extraction well. It seems that 95EW0703 would be a more reasonable choice for reinjection since it is in an area of the FTA-1 PFAS plume that has lower PFAS6 concentrations (i.e., 0.2 $\mu\text{g}/\text{L}$ (200 ng/L) to 2 $\mu\text{g}/\text{L}$ (2000 ng/L)) and is located downgradient of extraction wells 95EW0701 and 95EW0702. Using 95EW0701 and 95EW0702 as extraction wells and converting 95EW0703 to a reinjection well should result in greater PFAS6 mass capture, eliminate capture of treated water by the extraction wells, and reduce the potential for the spreading of PFAS6 in a higher concentration zone by reinjecting treated water downgradient of the extraction system in a lower PFAS6 concentration zone.

7. Page 2-13, Section 2.3.3, Remedial Alternatives for Groundwater – Groundwater Alternative 4:

The text states, **“Alternative 4 includes the same components as Alternative 3 with two new additional deep screened reinjection wells installed at the northern and southern ends of the Currier Road infiltration trench (Figure 2-5).”** For Alternative 4, all three existing Ashumet Valley extraction wells would be used to extract PFAS-contaminated groundwater at a total combined rate of 1,400 gallons per minute (gpm) with reinjection evenly split at 700 gpm between two reinjection wells along Currier Road. The text on page 2-14 indicates, **“The addition of two new reinjection wells allows for a higher system flow rate which increases the extent of the hydraulic capture zone under this scenario. The placement of the reinjection wells along the Currier Road trench also assists in hydraulic control of the PFAS groundwater contamination located within the former footprint of the AV plume as it migrates downgradient.”** Please explain how the placement of the reinjection wells along the Currier Road trench assists in hydraulic control of the PFAS6 groundwater contamination.

On page 1-10, Section 1.2, Site Description, Background, and Remedial Status, AV Chlorinated Solvent Plume, the AFCEC indicates, **“As a mitigation action, to reduce or eliminate the exposure to 1,4-dioxane and PFAS contamination to the residents located near the Currier Road infiltration trench, AFCEC, with regulatory agency concurrence, ceased discharging treatment plant effluent to the Currier Road infiltration trench on 29 September 2015 and began redirecting all ETI system effluent to the SR infiltration trench where there were no private wells.”** MassDEP notes that it may be prudent to place the proposed reinjection wells along Sandwich Road where there are no residential wells rather than along Currier Road. There is PFAS6 contamination in the groundwater along Currier Road that is contiguous with the PFAS6 contamination south of Ashumet Pond. MassDEP is concerned that the reinjection of 1,400 gpm of treated water at Currier Road could result in unintentional spreading of PFAS6 contamination in an area where private wells exist. Placement of reinjection wells along Sandwich Road could provide hydraulic control of the PFAS6 contamination along the western edge of the PFAS6 plume and minimize potential spread of PFAS6 in the aquifer.

MassDEP notes that PFAS6 concentrations have been below the MMCL (with most being non-detect) in nearly all groundwater monitoring wells sampled between the Backus River and Sandwich Road. An exception is 95DP4003 installed along the Sandwich Road infiltration trench in July 2016. PFAS6 was detected above the MMCL in this drive point (max. concentration of 0.232 µg/L or 232 ng/L) at six depth intervals from 38 ft. below ground surface (bgs) to 136 ft. bgs). Please explain why the PFAS6 contamination detected in 95DP4003 is not incorporated into the PFAS6 plume shell.

8. Page 2-14, Section 2.3.3, Remedial Alternatives for Groundwater – Groundwater Alternative 5:
MassDEP recommends providing a reference to Figure 2-6, Conceptual Layout for Groundwater Alternative 5 in the text describing Alternative 5.
9. Page 3-10, Section 3.3.1, Analysis of Alternatives, Configuration of Transport Models:
The text indicates, **“For the 2021 CS-10 model, where PFAS6 concentrations in the source area varied drastically over short ranges, re-gridding reduced the highest PFAS6 concentration from 122 to 76.8 µg/L. This would have required a multiplier of 1.59 to restore the highest concentration, but the side-effect of scaling the plume mass was deemed unacceptably large. Therefore, the multiplier of 1.05 from the AV model was applied here, bringing the maximum concentration to 80.6 µg/L.”** MassDEP notes that the maximum PFAS6 concentration of 80.6 µg/L (80,600 ng/L) is only one-half of the maximum PFAS6 concentration detected in the FTA-1 source area. Page 1-15, Section 1.4, PFAS Conceptual Site Model, Groundwater- FTA-1/STP to Ashumet Pond Groundwater states, **“PFAS6 concentrations were detected up to 162 µg/L in a sample collected at the water table in boring 95DP4027, PFOS concentrations were detected up to 130 µg/L in a sample collected from the water table at boring 95DP4020, and PFOA concentrations were detected up to 31 µg/L at monitoring well 30MW0417C (Table 1-2 and Table 1-6).”** MassDEP notes that there should be some way to adjust the model to bring the maximum modeled PFAS6 concentration into better agreement with the maximum PFAS6 concentration detected in the FTA-1 source area groundwater. Please explain why scaling the maximum PFAS6 concentration with a higher multiplier resulted in a plume mass that was deemed unacceptably large.
10. Page 3-11, Section 3.3.2, PFAS6 Transport Parameters:
The text states, **“The three most abundant PFAS6 compounds (PFOS, PFOA, and PFHxS) have known Kds (Weber et al. 2017). The transport models use an average of these Kds weighted by the associated abundances, as shown in Table 3-1, to derive an average Kd of 0.481 mL/g. As detailed in the table notes, this corresponds to a retardation factor (Rf) of 2.52; in other words, the rate of PFAS6 migration**

is equal to the rate of groundwater flow divided by 2.52.” MassDEP notes that a retardation factor (R_f) of 2.52 seems high in an aquifer with very little organic carbon content. Please indicate where the fraction of organic carbon in soil (f_{oc}) value (i.e., 0.0002 from Table 3-1, FTA-1 PFAS6 Bulk Distribution Coefficient and Retardation Factor Draft Supplemental Feasibility Study Report for PFAS at FTA-1) used in the calculation of the R_f was measured. MassDEP notes that the PFAS6 R_f may vary considerably with increasing distance from the former sewage treatment beds as the fractional organic carbon content in the aquifer should decrease substantially in groundwater with increasing distance.

The use of an average bulk distribution coefficient (K_d) of 0.271 for PFOS, PFOA, and PFHxS likely results in an excessive R_f value (2.52) for use in the groundwater transport model. Table 3-1 indicates that there is a substantial difference in the K_d factor for PFOS (0.480) compared to PFOA (0.081) and PFHxS (0.042). In particular, the calculated R_f of 3.69 for PFOS based upon a K_d of 0.480 is not supported by the PFAS groundwater field data. Specific examples are provided by the known distribution of PFAS6 in groundwater at FTA-1, Landfill-1, and the Tanker Truck Rollover Sites.

MassDEP presumes that AFFF began to be used around 1970 at the FTA-1 source area, since this is when the AFCEC has stated in previous reports that AFFF was in the inventory at JBCC. As a conservative estimate, MassDEP assumes that PFAS contamination began impacting the groundwater at the FTA-1 source area as early as 1970. PFAS6 (including PFOS) concentrations have been detected in the FTA-1 PFAS6 plume above the MMCL as far downgradient as monitoring well 95MW0106, which is located approximately 24,000 feet downgradient of the FTA-1 source area. MassDEP conservatively estimates a 50-year travel time to 95MW0106. This equates to an annual PFAS6 plume transport velocity of 480 feet. It is not possible for PFAS6 to migrate this far downgradient in 50 years based upon a R_f of 2.52 used in the FTA-1 PFAS groundwater transport model.

At LF-1, PFAS6 was detected at concentrations above the MMCL in monitoring well 27MW0050A, which is located approximately 18,000 feet downgradient from the landfill and proximal to Megansett Harbor. MassDEP conservatively estimates a 50-year travel time to 27MW0050A. This equates to an annual PFAS6 plume transport velocity of 360 feet. It is not possible for PFAS to migrate this far downgradient in 50 years based upon a R_f of 2.02 used in the LF-1 PFAS groundwater transport model.

At the Tanker Truck Rollover Sites, PFAS6 was detected at concentrations above the MMCL in groundwater seep samples taken at Hen Cove, which is located approximately 7,200 feet downgradient from the source areas. PFOS was the dominant PFAS detected in the seep samples and was detected at a maximum concentration of 540 ng/L in the seep samples. MassDEP conservatively estimates a 20-year travel time to Hen Cove based upon the known dates that AFFF was used at the Tanker Truck Rollover Sites source areas. This equates to an annual PFAS6 plume transport velocity of 360 feet. It is not possible for PFAS6 to migrate this far downgradient in 20 years based upon a R_f of 3.44 used in the Tanker Truck Rollover Sites PFAS groundwater transport model.

The average annual PFAS travel times cited by MassDEP in the examples given from the FTA-1, LF-1, and Tanker Truck Rollover Sites PFAS6 groundwater plumes are in generally good agreement with the advective groundwater flow velocity of approximately one foot per day (365 feet per year) frequently referenced for the aquifer at and around JBCC. As noted previously in this comment, the calculated R_f of 3.69 for PFOS based upon a K_d of 0.481 is not supported by the PFAS groundwater field data obtained during the remedial investigations. The R_f s used in the AFCEC PFAS6 groundwater transport models at JBCC should be based on groundwater field data at JBCC, rather than using K_d values empirically derived in a laboratory to calculate the R_f s. MassDEP recommends that the AFCEC not use any R_f value in the

PFAS6 groundwater transport models. This should bring the PFAS6 transport models into much better agreement with the PFAS6 field data at JBCC.

11. Page 3-18, Section 3.3.3, Modeling Results – Modeling Uncertainties:

The text states, **“The principal modeling uncertainty is that of hydrostratigraphy in both the 2002 AV and the 2021 CS-10 models.”** MassDEP notes that the fate and transport characteristics of PFAS6 are a significant modeling uncertainty, as discussed in Page-specific Comment 10.

12. Page 3-26, Section 3.4.2, Groundwater Alternatives – Groundwater Alternative 3:

The text indicates, **“Reinjection at former extraction well 95EW0701 would promote natural attenuation within the plume footprint.”** Please clarify how reinjecting treated water into an area of the FTA-1 PFAS6 plume that has elevated concentrations (i.e., 2 µg/L (2000 ng/L) and greater) of PFAS6 promotes natural attenuation. Please see Page-specific Comment 6.

13. Page 3-28, Section 3.4.2, Groundwater Alternatives – Groundwater Alternative 4:

The text states, **“Reinjection of 1,400 gpm would occur at two new reinjection wells located within the existing alignment of the Currier Road infiltration trench.”** Please see Page-specific Comment 7 regarding MassDEP’s concern for the siting of the reinjection wells along the Currier Road infiltration trench.

14. Page 4-1, Section 4. 0, Comparison of Alternatives - Groundwater Alternatives:

The text indicates, **“As indicated in Section 2.1, a source soil alternative involving deep excavation of PFAS impacted unsaturated soils and a groundwater extraction alternative for the area to the southeast of Ashumet and Johns ponds were considered infeasible and were screened out due to concerns about effectiveness, implementability, costs, and sustainability.”** Please see General Comment 1 regarding a groundwater extraction alternative for the area to the southeast of Ashumet and Johns ponds.

15. Page 4-2, Section 4. 0, Comparison of Alternatives - Groundwater Alternatives:

The text states, **“Residents within the FTA-1 plume area are not exposed to groundwater contamination because any residences with impacted private wells used as a drinking water source have been connected to municipal water, or bottled water is being delivered with continued monitoring, eliminating all known current drinking water exposure pathways. It is noted that access to sample three private wells used as a drinking water source has not been granted by the property owners.”** Please indicate if the AFCEC has requested assistance from the regulatory agencies (EPA, MassDEP and/or Board of Health) to gain access to the three properties with residential drinking water wells where access to sample has not been granted.

16. Page 4-3, Section 4. 0, Comparison of Alternatives - Groundwater Alternatives:

The text indicates, **“The difference in the alternatives is reflected in the time frames to achieve aquifer restoration in specific areas of the FTA-1 plume but the overall timeframe for aquifer restoration in the large 6,290-acre FTA-1 plume is estimated to take hundreds of years.”** MassDEP notes it may be possible to reduce the estimated overall timeframe for aquifer restoration considerably. Please see General Comment 1. Also, current modeling projections for cleanup may be based on transport parameters in the model that are not well-supported by the PFAS6 groundwater data, and that PFAS6 is likely moving much more rapidly in the groundwater than indicated by the PFAS6 groundwater transport model. Please see Page-specific Comment 10.

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 (508) 946-2871 or Elliott Jacobs at (508) 946-2786.

Sincerely,

A handwritten signature in black ink, appearing to read "L. Pinaud", enclosed within a circular outline.

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



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. Tepper
Secretary

Bonnie Heiple
Commissioner

June 7, 2023

Air Force Civil Engineer Center/JBCC
Attn: Ms. Rose H. Forbes
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 Uniform Federal Policy - Quality Assurance Project Plan Chemical Spill-10 Details C and F Investigation - RCL, Comments

Dear Ms. Forbes:

The Massachusetts Department of Environmental Protection (MassDEP) has received the Air Force Civil Engineer Center (AFCEC) response to comments letter (RCL) dated May 9, 2023, issued in response to MassDEP comments dated March 10, 2023, on the document **“Draft Uniform Federal Policy - Quality Assurance Project Plan Chemical Spill-10 Details C and F Investigation”** (the UFP-QAPP) dated January 2023. The RCL included a red-lined revised UFP-QAPP. The UFP-QAPP was prepared for the AFCEC to describe the management and technical approach for a proposed investigation to eliminate existing data gaps and to characterize the nature and extent of environmental contaminants previously identified at Chemical Spill-10 (CS-10) Details C and F. MassDEP does not agree with the AFCEC responses to MassDEP comments 1, 3, 4 and 5 and has the following additional comments on the RCL and the revised UFP-QAPP.

1. AFCEC Response to MassDEP Comment #1:

The AFCEC response states, **“Please see the response to EPA General Comment 1.”** The AFCEC response to EPA General Comment 1 states, **“A video inspection was completed by Clean Harbors Environmental Services in April 2022 to assess if the drainage line could be the source of the observed sheen at the Detail F retention basin. The results of the video inspection revealed an accumulation of an unknown substance lining the drainage pipe. The accumulated material within the drainage pipeline was sampled as part of the IRA. As reported in the IRA Completion Statement Report, “A sample of the black tar-like material from the Outfall-1 area was collected for analysis concurrent with the video-camera inspection of the drainage line. The sample was analyzed at New England Testing Laboratory, Inc. in West Warwick, Rhode Island for RCRA 8 metals, VOCs, PCBs, flashpoint, pH, TPH, and reactivity. The sample revealed concentrations of TPH (270,000 mg/kg), PCB Aroclor-1260 (2.04 mg/kg), and low-level concentrations of metals and 1,2,4-trimethylbenzene”.”, and “Therefore, the chemical nature of the accumulated material within the pipeline has been established and the sampling plan and analytical scope presented in the QAPP is adequate to provide data to address the Five-Year Review recommendation and determine as a**

first step whether UU/UE closure can be reasonably achieved at Details C and F or if further remedial actions are needed.”

MassDEP does not agree that the chemical nature of the accumulated material within the pipeline, i.e., the unknown substance lining the drainage pipe, has been established and that the sampling plan and analytical scope presented in the QAPP is adequate to address the Five-Year Review recommendation and determine whether unlimited use/unrestricted exposure (UU/UE) closure can be achieved at Details C and F or if further remedial actions are needed. A (more) representative sample(s) of the substance lining the drainage pipelines should be analyzed to confirm the chemical nature of the accumulated material within the pipeline. Without this information, the sampling proposed in the UFP-QAPP for Detail F will be inadequate to assess potential future impacts from the drainage pipelines and therefore to determine if further remedial action is necessary or whether UU/UE conditions exist.

In addition, the AFCEC response to EPA General Comment #1 noted that revisions were to be made to Worksheet #9, Project Planning Session Summary (page 9-1) of the UFP-QAPP, however the revised worksheet was not provided for agency review. Please provide the revised worksheet as an attachment to the RCL for agency review.

2. Page 11-2, UFP-QAPP Worksheet #11, Table 11-1, Data Quality Objectives:

Step 2 states **“Qualitatively assess the extent of petroleum-based material within the CS-10 source area pipelines through a video survey; analytical data collected during the MCP investigation related to the hydraulic oil release is sufficient to characterize the petroleum-based material within the drainage pipeline leading to Detail F (MA ARNG 2022). The results of this video survey will be used to determine the extent and condition of the petroleum-based material within the pipeline.”**

A video survey of the CS-10 source area pipelines will certainly be useful to qualitatively assess the extent and condition of petroleum-based material within the pipelines, however, the analysis of the black tar-like chunks of material identified in soil at the Outfall-1 area during the hydraulic oil release investigation is not sufficient to completely characterize the material within the drainage pipelines. A (more) representative sample(s) of the substance lining the drainage pipelines should be analyzed to confirm the chemical nature of the accumulated material within the pipeline.

Please incorporate this letter into the Administrative Record for the CS-10 source area at Joint Base Cape Cod. If you have any questions regarding this letter, please contact me at (508) 946-2871.

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

Kathleen Thut

From: Anne-Marie Siroonian
Sent: Friday, June 16, 2023 11:09 AM
To: [REDACTED]
Cc: Marlene McCollem
Subject: RE: [bournema] OCR of select board agenda (Sent by Brian McCarter, [REDACTED])

Good Afternoon Mr. McCarter,

This email is to acknowledge receipt of your correspondence with the select board. Thank you for the inquiry.

Regards,

Anne-Marie Siroonian

Select Board Clerk

From: cmsmailer@civicplus.com [cmsmailer@civicplus.com]
Sent: Wednesday, June 14, 2023 2:20 PM
To: All Select Board
Subject: [bournema] OCR of select board agenda (Sent by Brian McCarter, [REDACTED])

Hello Select Board,

Brian McCarter ([REDACTED]) has sent you a message via your contact form
(<https://www.townofbourne.com/users/all-selectmen/contact>) at bournema.

If you don't want to receive such e-mails, you can change your settings at <https://www.townofbourne.com/user/396/edit>.

Message:

Hi, have a bit of a clerical issue. The first few pages of the select board minutes with the agenda don't appear to have been optimized with optical character recognition in adobe. Also many of the attachments as well are missing this. It makes it very hard to rapidly search the documents for key words or us any ai tools to make summaries.

Could you maybe implement a process change to make sure the person who publishes this hits the scan and ocr > recognize text option before publishing? It looks like they have done this on other pages since that text is searchable, can be copied. This just takes one button click to complete and makes the document more usable.

Hello, I am currently a homeowner that lives in the Bourne Settlement neighborhood on Sandwich Road and my commute to work is to head south down 28 for the past four years. For my return home, if traffic gets bad enough at the Bourne rotary, I may go under the bridge to turn left onto Sandwich Road or during really heavy traffic delays, I go through the base to get to 130 for heading home. My wife has had to commutes to Middleboro and now to Hyannis. I used to live off Cape and commuted to 28 south from New Bedford for a year or two. Then I lived in Falmouth for a couple of years before living in Bourne near the Otis Rotary for three years. I am not an engineer, but I like to think I have good common sense. My feedback is based on living through dealing with the traffic patterns of both bridges for the past 11 years.

Statements from presenters at the public meetings about decisions on balancing improvement, speed of construction, and impacts to property owners at the public meetings have seemed contradictory at times to me. While current options are an improvement to what is existing, minimizing impacts to properties and construction time seem to me to be getting prioritized more than designing for additional improvements that would have a lasting impact over the lifetime of the bridges.

We are designing for the next 100 years, not just 10-20 years. As a relatively young homeowner (age 36) along Sandwich Road between the bridges who will be greatly impacted during construction, I still want as much improvement in traffic flow as possible made by the project because any limitation to the innovation and design will continue to impact me for as long as I stay in my home. There really needs to be coordinated long term planning of this project in conjunction with also improving the connecting roadways and not just planning to connect to what is existing. If other roadways are not the responsibility of MassDOT, then the responsible entities should be brought into the bridge replacement planning process in order to provide planning for the best overall outcome.

From the alternatives presented on roadway connections, I think they are a starting point, but I think more ideas and options should be considered that include rethinking how existing roadways could be changed to improve the flow of traffic rather than trying to just create connections to all existing roadways. Having vehicles traveling south over the Bourne bridge heading up to Route 6 need to stop at even just one, let alone three in the current alternatives, could create massive backups onto the bridge and bridge approach. From speaking with one of the modelers at the open house, it sounds like the intent is to push traffic flow from Sandwich Road to the Scenic Highway, but I think the amount of traffic going between south and north sides of the Cape along Sandwich Road is underestimated. I also think the stubbornness of commuters utilizing Sandwich Road is being underestimated as well. With all the lights on the scenic

highway, I think the only way to reduce interest in using Sandwich Road is to add lights along Sandwich Road. I think Sandwich Road needs planning for improving local resident's ability to get onto and off of Sandwich Road from their residences, the ice arena, and Upper Cape Tech and adding lights might be the way to do it. I hope the roadway connection design phase is going to be a much longer process of having several rounds of designing and presenting at public meetings for feedback than the one and done of the prior phases of bridge design.

Connecting roadway alternatives:

Sagamore North:

I am leaning toward being in favor of similar to existing configuration and not the direct connection to State Road. I think similar to existing will make a shorter connection for bicyclists to the canal bike path, and I think it is better for traffic flow crossing the bridge to stagger the exits. However, maybe having both exits in one off ramp would keep recently merged slower traffic from cutting off people in the fast lane to get around the slower traffic headed toward the westbound off ramp, which often ends up slowing down the fast lane.

Sagamore South:

I am in favor of the Cranberry Hwy Extension. I am not in favor of the westbound on ramp under Route 6 though, because I don't think it's a good idea for traffic coming from 6A to have to go through two sets of signal lights in order to get onto the highway. For the direct ramp from Cranberry Hwy onto westbound on ramp, I think being in close proximity to the signal could be an issue, so there should be a right turn only designation and maybe physical barrier to help prevent any potential backup at the light to continue on the Cranberry Hwy Extension from preventing access to the westbound on ramp.

Bourne North:

I am very much in favor of the Directional Interchange alternative. I think it will greatly reduce traffic backups for everyone. It should improve getting on and off Route 25 and it should improve traffic flow at the Belmont Circle.

Bourne South:

I do not like any current alternatives and I have created and attached a scanned sketch of a new alternative for the Bourne South roadway connections. I created my sketch by trying to trace over the diagram of Bourne South - Single-Point Interchange alternative since drawing on a print out from the presentation was not legible from all the satellite imaging of the trees. My alternative essentially creates one ways to improve traffic flow

by minimizing the number of intersections that have vehicles trying to turn left across oncoming traffic and also creates a few new short sections of roadways. The modeler said, it essentially creates a larger Belmont Circle.

Some other comments and suggestions I have specific to alternatives presented at the March 29 2023 meeting are listed below.

1. In the alternative for Sagamore South with Cranberry Highway Extension, I don't think I see a signal for intersection with Market Basket parking lot. There will need to be a light to allow for left turns into and out of the Market Basket parking lot.
2. Can additional parking be constructed onto Market Basket's parking lot for bicyclists and pedestrians to park with easy access from the highway to go sightseeing on the bridge? Similarly, I think a parking lot should be put in that sandy hill area by the Bourne rotary for people to have easy sightseeing access to the Bourne bridge right off the highway.
3. I think there needs to be a faster connection on the Cape side from 6W to Sandwich Road. I don't think lack of easy access to Sandwich Road is going to work well to divert traffic to the Scenic Highway. I think it's just going to keep my ability to get to my house more difficult than it needs to be during the busy season.

Why not add a connection from the exit ramp continuing north? Have it go over a bridge over the Cranberry Hwy where it continues alongside or going under the Sagamore bridge northbound on ramp. Then connect it to Sandwich Road near where the old bridge currently is. That way, people don't have to navigate through stoplights or the Cranberry Hwy to go south on Sandwich Road.

4. Market Basket existing light I think needs to be expanded to two left turn lanes and two right turn lanes from Sandwich Rd to the Mid-Cape Connector.
5. Cranberry hwy/Sandwich Rd intersection will need improved right of way onto and off Cranberry Hwy and maybe increase lanes on Sandwich Road going between Cranberry Hwy and the three way intersection in Sandwich to two lanes in each direction and reconfigure the 3 way intersection that always causes a log jam during heavy traffic surges. Bridge improvements may help reduce the log jam that occurs in that area some, but I still expect to see a log jam during the

busy season's weekend exodus due to the number of people who like to travel scenic 6A and others who like to make a stop in Sandwich.

6. I think there should be two exit lanes to Scenic Hwy from Sagamore Bridge northbound with two exit lanes fully crossing the bridge, in order to expand capacity to reduce traffic flow along Sandwich Road from Route 6 northbound who are headed to 195.

Other more general suggestions I have for the bridge replacement program to consider are listed below:

1. I think the shared use path should be on the outer side of each bridge. While there may be additional complications in design and construction duration, placement on the outer side of the bridges will provide the best view for pedestrians and cyclists for the very long life of the bridges. An example where I think long term benefits for the public should outweigh the impacts of construction. This is something I think that the program should seek feedback for either by a poll or survey that can categorize opinion based on a local resident, commuter, or a frequent or occasional visitor to help with analyzing trends in opinion.
2. I think we should consider widening some twin bridges where traffic flow would benefit from an additional 2nd exit lane on the bridges that is an exit only lane potentially by having a barrier to keep people from leaving or entering the additional lane. I think an additional lane for each crossing should be considered as an exit only lane to help local traffic be able to get around Bourne during periods of heavy traffic.

I think there is enough local traffic to warrant this, and I do not think it is a good idea for the locals to have to worry about highway traffic trying to accelerate or decelerate around them. The locals will likely cross at a slower pace than highway speeds and cause problems for merging cars and may cause delays in the adjacent fast highway lane, which is a common behavior of motorists. I think without an additional exit lane, the fast lane will slow down because they are either curious or nervous about why the other lane is moving slowly and also because people from the slow lane cutting off people in the fast lane. This slow down of the fast lane would continue the current backups we experience caused by slow downs of both lanes crossing the bridge that we currently experience with the Sagamore Bridge.

Extending the acceleration/deceleration ramps may help reduce the slow down some, but during traffic jams during the busy season, I don't expect the longer ramps to help as much as it is being advertised. I encounter to many drivers in the area that don't understand that acceleration lanes are for accelerating to merge with speed and will stop in the middle of an acceleration ramp.

Having a 2nd exit lane would allow for better local traffic flow during high traffic slow downs from the surges of long distance travelers crossing the bridges to get on and off the Cape during the busy seasons, which is now increasing delays in bridge crossings in the spring and fall instead of just historically the summer and the delays in the summertime have gotten increasingly worse.

3. We should consider acceleration ramp lights to separate merging traffic by ~2 seconds like Minneapolis does during heavy traffic times to have better zippering that won't slow down traffic flow on the highway as much. It's better to create delays for merging traffic than create a backup on highway like what currently happens because it will stop people from leaving highway to try to find a faster route to bridge via local roadways which has been creating travel delays everywhere for local residents. This option could be something to keep in mind as a post construction improvement if the new design does not live up to expectations and log jams at traffic mergers still cause backups during the busy season surges in heading on and off the Cape.

If people don't comply with the lights, then speed humps work really well in pacing traffic at intersections and mergers in Lima, Peru. They would probably just need to be removed during the winter time for plowing purposes, but they wouldn't be necessary in the winter time anyways.

4. I wouldn't mind having one of the bridges completely bypass the local roads in Bourne if that would prevent back ups from happening at both bridges. Has that idea of one bridge completely bypassing local roads immediately at the canal crossings been considered? Would it only improve on and off traffic for long distance travelers and those traveling further than the Upper Cape, or could it also improve traffic for locals by giving those going past the Upper Cape a more reliable traffic free crossing to head towards? Is there a way to connect 25 & 3 or connect 28 & 6 as a direct connection for people wanting to go from one side to the other without local roadway connections as a business bypass road? I think the only viable option would be if something could be negotiated with getting some land along the western edge of the base. Somebody had mentioned to me that's where the high power transmission lines are, but there are sections of the

highway between Minneapolis and Rochester, MN that have high power transmission lines running along and crossing the highway, but I forget the set back distance they used for the towers. I think if there were a business bypass roadway connection allowing for quick movement between the bridges, then I think that closing off one bridge to local roadways could alleviate a lot of the traffic backups that currently occur at both bridges.

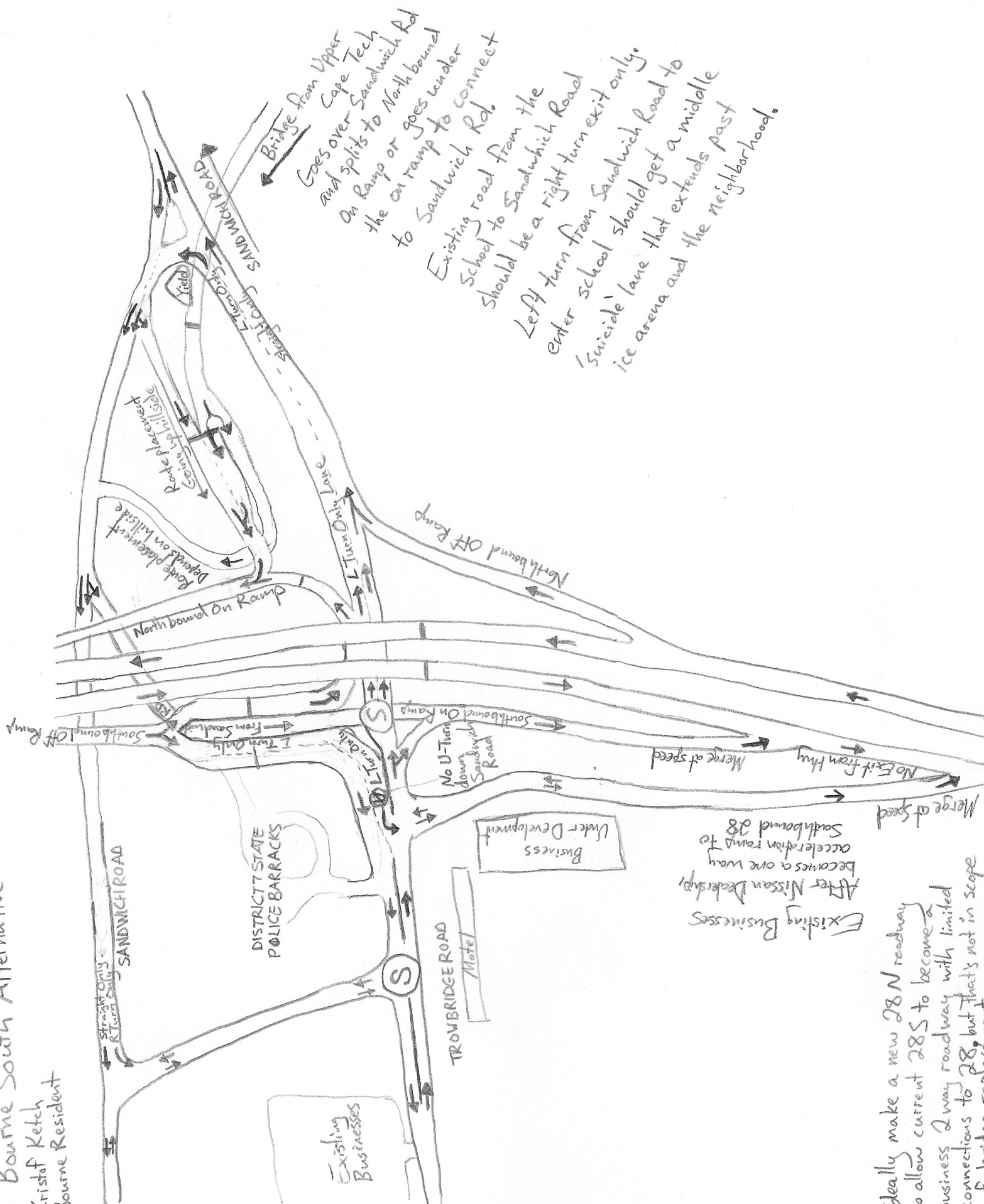
5. It would be nice to have a park & playground along the bike path on the Cape side of the canal like there are a few on the mainland side of the canal, so maybe space for that could be incorporated in the planning of the bridge replacements or for planning land use of vacated space after the bridge replacement is complete. Is that something that can be considered while planning for the bridge replacements or is there a separate group I should provide that suggestion to that could try to plan for that separate from MassDOT's bridge replacement program?
6. Some comments I have from the January 26th 2023 meeting: MJ mentioned considering putting the shared use walkway between the twin bridge. I wouldn't like that as a pedestrian because I'd want a clear view of the landscape in at least one direction instead of being between two roadways with driving cars obstructing all views. I like the idea of scenic overlook rest/sitting areas for pedestrians. An idea to go with those areas is putting in mounted binoculars. I think it would also be a good idea to allow for private cart vendors to obtain permits to operate during the summer time at the pedestrian overlook areas. I'd like someone to have a cart with ice cream and drinks at the overlook! A more viable option might be a small shelter built for vending machines. Another consideration with making the bridges more pedestrian friendly is planning for people traveling on/off Cape wanting easy access to parking near the base of the bridges to be able to easily go sight seeing on the bridges. Maybe planning for parcels of land for rest stop or gift shop near the base of at least one side of each bridge should be considered during planning. If that requires involvement of a different entity, they should be brought into joint planning coordination.

Thank you for reviewing my feedback and feel free to contact me for clarification or discussion of any of my ideas.

Kristof Ketch
Bourne, MA 02532



New Bourne South Alternative By Kristaf Ketch Bourne Resident



Existing Businesses
 After Nissan Dealership,
 becomes a one way
 acceleration ramp to
 Southbound 28

Ideally make a new 28N roadway
 to allow current 28S to become a
 business 2 way roadway with limited
 connections to 28, but that's not in scope
 of bridge replacement.

Kathleen Thut

From: Anne-Marie Siroonian
Sent: Friday, June 16, 2023 11:19 AM
To: Maryanne Sergio
Cc: Marlene McCollem; Mary Jane Mastrangelo; PMeier@townogbourne.com; Melissa Ferretti; Jared MacDonald
Subject: RE: Form submission from: Contact Us

Good Afternoon Ms. Sergio,

This email is to acknowledge receipt of your correspondence and concerns. I have cc'd the select board as well as the T.A.

Regards,
Anne-Marie Siroonian
Select Board Clerk

From: Maryanne Sergio via VTH-RC1 [cmsmailer@civicplus.com]
Sent: Wednesday, June 14, 2023 1:35 PM
To: Anne-Marie Siroonian
Subject: Form submission from: Contact Us

Submitted on Wednesday, June 14, 2023 - 1:35pm
Submitted by anonymous user: 154.3.129.22
Submitted values are:

Name: Maryanne Sergio
Email: [REDACTED]
Subject: Speeding on Mashnee Road

Message:

With the summer upon us my neighbors & I are very concerned about people speeding through our neighborhood to & from Mashnee Island. With more walkers, bikes, joggers etc it is really dangerous. We'd like to see more signs or maybe a speed detector to slow people down. Any help would really be appreciated.
Thank you

The results of this submission may be viewed at:
<https://www.townofbourne.com/node/189686/submission/9676>

Kathleen Thut

From: Neal Comen <[REDACTED]>
Sent: Tuesday, June 13, 2023 9:52 AM
To: Mary Jane Mastrangelo; Marlene McCollem; Peter Meier; Jared MacDonald; Judith Froman; Julia Gillis; Ken Murphy; Jennifer Copeland; Shawn Patterson; Tracy Sullivan
Subject: Wildwood Lane

Good morning all Town of Bourne select persons and managers My attempt since July 2020 regarding trash and recycling efforts for my street and 32 real estate tax payers had been a learning experience as well as a disappointment in my town government's ability to be fair and equitable for all its residential citizens.

As a retired special needs teacher of 36 years in Worcester ,an adjunct professor at Lesley University and Clark University I have strived for equality and fairness in my instructions and my ability to advocate for those who can not.

I am asking for the board to advocate for those residential taxpayers who do not receive as your mission states EQUALITY.

PARCEL ...is for tax purposes. LOT ... is for building purposes Please put yourself in my shoes , it's not on shoe fits all We are willing to use one trash bin and somehow set up a recycling area to address the hardship on the town DPW Thank you

📧 NEAL COMEN

This email has been scanned for spam and viruses by Proofpoint Essentials. Visit the following link to report this email as spam:

https://gdsprotect.cloud-protect.net/index01.php?mod_id= &mod_option=gitem&mail_id= 86664336-2e4P3Xf89ezS&r_address=ccollem%40townofbourne.com&report=

Dear Ms Mastrangelo:

June 15, 2023

I have several concerns regarding the “Marijuana Overlay District” proposed zoning bylaw as outlined in the draft proposal dated Jun 1, 2023. I have listed some specific sections and then overall concerns. I have made comparison in some aspects to the Pioneer Valley Planning Commission Adult-Use Marijuana Establishments Bylaw/Ordinance, June 2018. As you probably know, the PVPC model bylaw was created in response to numerous requests for assistance by member communities such as Springfield, Belchertown and Cummington.

Applicability 4852c p.2 grants licenses to Medical Marijuana and Adult-Use Marijuana Retailers by Site Plan Review/Special Permit from the SPGA or Site Plan Review from the Planning Board, the Permit Granting Authority. As I understood the discussion, the Buzzards Bay downtown district was the only location being considered where a license would be granted by special permit. Licenses should be granted by special permit for all locations to make more protections available to the Town.

At the Planning Board Meeting on 6/1/23, it was suggested that hours of operation be removed altogether from Applicability 4852f p. 2, and that it be left up to retailers to choose hours in their respective neighborhood locations. The result of that would be an extremely broad window for operations. Not to set any hours for deliveries at minimum is problematic for law enforcement and abutters. The hours could be set by the Special Permit Granting Authority (PB) at the time of application Under Additional Requirements/Conditions, with a provision that no sale or other distribution or delivery of marijuana should occur between hours of 9:00 pm and 8:00 a.m., for example. To quote the PVPC Model, P. 8, (3)(a)(iii) “The hrs of operation shall be set by Special Permit Granting Authority, but in no event shall an RMD or OMMD facility be open to the public and no sale or distribution of marijuana shall occur upon premises or via delivery from the premises between the hrs of 8:00 p.m. and 8:00 a.m.” This would be of help to law-enforcement and abutters alike.

Application Requirements 4853 b6, P3. No provision has been made to require a vehicular impact study. A vehicular traffic impact study is necessary to establish Medical and Adult-Use Marijuana Retailer’s impacts at peak demand times, including a “line queue plan” to ensure the movement of vehicular traffic, including but not limited to, along the

public right of ways will not be unreasonably obstructed. “ PVPC model p. 11.

Findings – The above should also be included under Findings as shown in PVPC Model p. 12, (5.) Findings (f), “ That the marijuana establishment facility adequately addresses issues of traffic demand, circulation flow, parking and queuing, particularly at peak periods at the facility, and its impact on neighboring uses.

4854 Location Requirements: 4854a, P3 draft states “Buffer Zone: “Marijuana Establishments buffer zones shall comply as stated in MA 105 CMR 725 and 935 CMR 500.”

But, the Buffer Zone requirements could be obviated by the following 4854b P 3:

4854 Location Requirements 4854b, P3, the draft states the Planning Board may “authorize exceptions to dimensional requirements of section 2500 including buffer zone requirements of 935 CMR 500.110. The departure must be the minimum necessary to afford relief.”

In the case of schools as well as playgrounds and day care centers, for either type of marijuana establishment, no exceptions should made to 500’ dimensional requirements whatsoever. Further, a fence is not an impassible barrier to young people or persons seeking to sell product to young people and no exception should be made to the required distance because a fence is to be installed. The Town’s Buffer Zone requirement should be the same for Medical Use Marijuana and Adult-Use Marijuana since they could co-locate or be allowed other licenses.”

“Licensed marijuana social consumption operator” is cited in 4852h as being a location where social marijuana consumption is not prohibited, but it is unclear if it is included on p. 4, 4856 Limitations: “Any other type of licensed Marijuana Establishment not expressly defined as a Marijuana Establishment as described herein.” It is not listed on p.5-6, under 4857 Marijuana Definitions, ‘Marijuana Establishment’ on the draft. I couldn’t find it listed under MA G.L. 94G *1 under definitions. However, it ~~is~~ listed by the Cannabis Control Commission under License Types as a type of Marijuana Establishment, “Social Consumption Establishment” on their website.

Since it is mentioned in 4852h of the Town’s proposed Bylaw, it should be included under “Marijuana Establishments” and make absolutely clear it is a prohibited type of licensed marijuana establishment under the proposed zoning bylaw, as well as any future types or classes of marijuana establishment licenses the CCC creates.

4856 Limitations - does not explicitly say all other types of Marijuana Establishments not expressly defined as a Marijuana Establishment are prohibited by this bylaw/ordinance.

4854 Location Requirements 4854d, p 3 needs re-consideration.

Eliminating the previously stated 150' distance requirement between Marijuana Retailers as measured "in a straight line between the nearest points of Marijuana Retailer buildings" in favor of letting marijuana retailers or the "market" decide placement, does not protect the Town. Other towns have distances of 1500-2500 feet. Assuming it is not a good business practice for a business to be located near another similar business, thus no marijuana retailer will seek to do it, is not necessarily a valid assumption. Other retailers could consider it convenient to be located near a similar established business. Close placement could be construed as an attraction to customers and the retailer could hold the view, that market share could be obtained by doing something better or offering different products. A "marijuana hub" could be created which would cause further problems and is undesirable for neighboring businesses.

Aside from my view that the proposed bylaw in current form does not afford sufficient protections for the Town, I have two overriding concerns about the town of Bourne becoming a HOST community. First, the use of recreational marijuana would be normalized in the community and therefore in the minds of young people. It would not prevent the diversion of marijuana product to youth. Incidences of children and teenagers being hospitalized or self-admitting to using marijuana products increases in most cities and towns where adult-use marijuana has been approved.

My second, overwhelming concern regarding this push to repeal the recreational marijuana ban arises from my conclusion that the outcome of doing so will be the establishment of a superseding body or authority over the Town of Bourne. The Cannabis Control Commission and the Commonwealth of MA have made their intent plain that existing laws will be updated and additional regulations will be "promulgated" "to establish minimum acceptable standards for host communities to promote and encourage the full participation in the regulated marijuana industry by people from communities that have previously been disproportionately harmed by marijuana prohibition and enforcement" unless a town has a "general or special law to the contrary." (Act 2022 180 Section 10, 5)

And continuing, with Section 11 (f): "The failure of a host community to adhere to such procedures and policies shall result in a monetary penalty

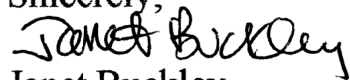
(4)

to the host community equal to the annual total of community impact fees received from all marijuana establishments or medical marijuana treatment centers operating within the host community, to be deposited into the Cannabis Social Equity Trust Fund...". This is a very harsh penalty and may serve to intimidate local government from considering the best interests of their town or city. The Cannabis Control Commission also intends to add "types or classes of licenses" as described in Part 1, Title XV 94G Section 4, (xxxviii). Licensees can also "bring a breach of contract" against a host community and recover "damages, attorney's fees and other costs encompassed in the community impact fee that are not reasonably related to the actual costs imposed upon the city or town." (2022 Chapter 180, Section 10, 2 (iii). Many towns are currently being sued by their licensees for this reason.

Those who have been disproportionately harmed by marijuana prohibition and enforcement will be better served by the decriminalization of marijuana and an expungement of records. The Town could go further and establish a mentor or intern program with local businesses and service providers to help those disproportionately harmed establish themselves as business operators where people and services are needed, not in an oversaturated industry that operates on an addiction model.

The Town of Bourne should keep its autonomy and current form of government to best serve its residents. I hope you and the Select Board will take stock of this sprawling and uncontrollable "industry" and resist involvement for the sake of the Town.

Sincerely,



Janet Buckley

Kathleen Thut

From: Jody Hensley [REDACTED]
Sent: Tuesday, June 13, 2023 11:21 AM
To: Marlene McCollem
Subject: Government data from every state that has legalized marijuana

Dear Administrator McCollem,

SAM National has for over a decade consistently put together the highest quality data analysis on the impacts of marijuana commercialization. Most communities who Opt Out on commercial impact have access to the lessons learned from predecessors in the cannabis commercialization experiment.

I ask that you share this information with the Select Board and other local decision makers as you deem appropriate.

Respectfully yours,

Jody Hensley
[REDACTED]

...

We've pulled together medical, scientific, and government data from every state that has legalized to give people the clearest picture possible of this industry's impact.

<https://learnaboutsam.org/wp-content/uploads/2023/04/2023-Report.pdf>

Begin forwarded message:

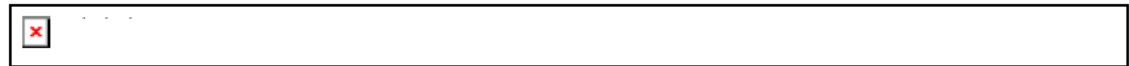
From: Smart Approaches to Marijuana <reply@learnaboutsam.org>
Date: June 13, 2023 at 10:54:50 AM EDT
To: mjpolicychange@gmail.com
Subject: This Friday's webinar is one you won't want to miss
Reply-To: reply@learnaboutsam.org



Join SAM CEO and President, Dr. Kevin Sabet, and SAM Executive Vice President, Luke Niforatos, **this Friday** for a discussion of our

most downloaded and most requested resource, the [Legalization Impact Report](#).

[**Click Here to Register**](#)



Deadline to register: Friday, June 16th at 12PM EST

Many have bought the marijuana industry's narrative that their products weren't addictive or dangerous and could actually help communities of color and raise millions in tax revenue, with little impact on public health. Now, the data is in to prove it was a lie. We've pulled together medical, scientific, and government data from every state that has legalized to give people the clearest picture possible of this industry's impact.

Topics to be included in this webinar include:

- Data & Policy Background
- Commercialization
- Adverse Health Effects
- Impacts on Youth, Young Adults, Communities of Color, Impaired Driving, Crime and more...

[**Click Here to Register**](#)

We look forward to seeing you on June 16th!

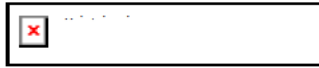
Smart Approaches to Marijuana (SAM) is a nonpartisan, non-profit alliance of physicians, policy makers, prevention workers, treatment and recovery professionals, scientists, and other concerned citizens opposed to marijuana legalization who want health and scientific evidence to guide marijuana policies. SAM has affiliates in more than three dozen states.

Smart Approaches to Marijuana | 107 S. West Street , #757, Alexandria, VA 22315

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Jim Linsky



Pocasset, MA 02559



To: The Select Board

June 14, 2023

Town of Bourne

Over a month ago I was asked by your office if I wanted reappointment to the Recreation Committee because I was finishing the last 2 years of a previously unexpired term. I answered in the affirmative. Item 5b of last night's agenda lists reappointments and applications. I interpret this as reappointment for Mrs. Fletcher and myself, then consideration of applications submitted by 5 new candidates. I was expecting to be reappointed to my position which is now a 3 year term, or thanked for my service and not reappointed at all. I did not expect and should not have been offered to fill an unexpired term. It wasn't until your votes were taken that we realized the process you were using. I would have spoken up before the vote if I had realized this was happening. In the future I suggest reappointments and new applications be handled independent of each other.

Respectfully,

Jim Linsky

Linda Fletcher



June 17, 2023

Select Board
Town of Bourne

Words mean something. That said, I would like to address the Board's use of the word "Reappointment"

In early May 2023 via an official Town of Bourne email, I received a query titled "Reappointment Recreation Committee", stating "If you are interested in being reappointed please send e-mail to Mary Rebello". Per instructions, I happily affirmed "reappointment" and duly sent my email. Interesting to note, other Recreation Committee members have received the said same email and were "reappointed" by simply answering yes to "Reappointment" email..

Two weeks ago I received an official Town email stating the June 13, 2023 Select Board meeting was going to discuss Bourne Recreation Committee Reappointments and applications. Mr Jim Linskey and myself were the "reappointments". We both felt we were notified to attend to meet the new members of the Select Board, be 'reappointed'. and then stay to listen to the applicants for the two open positions.

I was completely astounded that the Board called for a voice vote of the attending six people to fill four positions. Mr. Linskey and myself were never "reappointed", we just happened to garner enough votes to remain on the Recreation Committee. If I had known this is how "reappointments" are handled. I would have addressed the subject.

Again, words mean something! I would respectfully make a few suggestions:

1. "Reappoint" those members to the position they have previously held and then entertain candidates who are newly applying for positions.

2. Remove the word "Reappointment" from your Reappointment Recreation Committee email and simply inform the sitting member that their term has expired.

With Respect

Linda Fletcher



CORRES

BOURNE TOWN OF
130 MAIN ST
BUZZDS BAY, MA, 02532

Dear Eversource Customer,

The enclosed documentation provides details on tree maintenance scheduled on or near your property.

If you have any questions, please reach out to the point of contact listed on the enclosed documentation directly.

Sincerely,

Eversource Vegetation Management Team



Service Address: THOMAS-PHILBRICK AVE MONUM BCH MA 02553

Dear Customer:

At Eversource, we're committed to delivering great service.

This commitment includes the responsible management of trees and vegetation located near our power lines. Trees are often a great addition to the landscape of any community. However, trees are the leading causes of power outages in our service territory as they are for many utilities across the country.

Some important facts about tree maintenance:

- Pruning trees leads to improved reliability.
- Pruning and removing dangerous trees along electric lines helps eliminate safety hazards for the public and our employees.
- Maintaining clearance around our lines has the potential to minimize service interruptions during severe storms for you, your neighbors and area businesses and community facilities.

Tree Crews will begin pruning along our lines in your area during the next four weeks. The professional tree contractors performing this work for Eversource is **Lewis**. This work will be overseen by certified Eversource arborists. If you have any questions about this upcoming work, please call us at 800-592-2000.

Eversource uses pruning methods recommended by the American National Standards Institute (ANSI) and the International Society of Arboriculture (ISA). In addition, we will work closely with city/town officials to coordinate our work. For more information about our tree maintenance programs, please visit <https://www.eversource.com/content/ema-c/residential/outages/avoiding-an-outage/tree-trimming>.

We appreciate your patience as this work is completed.

Sincerely,

Paul Sellers

Manager of Vegetation Management

UPPER CAPE COD REGIONAL TECHNICAL SCHOOL DISTRICT COMMITTEE

MAY 11, 2023 MEETING HELD AT THE SCHOOL
220 SANDWICH ROAD, BOURNE, MA 02532

PRESENT: Thomas Corriveau; Mary Crook; Michael Degan; Robert Fichtenmayer; Christine Marcolini; David P. Sampson; Maryann Smith; Roger Forget; Josh Greeley; Sharon Brito, Recording Secretary.

ABSENT: Ellen Barber, Dominic Cammarano.

The meeting was called to order at 6:15 p.m. followed by the Pledge of Allegiance to the Flag. The Chairperson announced that the meeting was being recorded via an audio device.

STUDENT ADVISORY REPRESENTATIVE: Madison Neal, a senior in Information Technology from Bourne, updated the committee on recent student activities including the Student Council's Honor Roll Sundae party and Horticulture's plant sale and reminded the committee of the upcoming Evening of Excellence scheduled for May 17th. On behalf of the student body, Madison also congratulated Engineering student, Henry Knox, who has been named as a U.S. Presidential Scholar. Mr. Sampson then recognized Maddy and other members of the InterAct club who presented a mock peer mediation session in front of approximately 80 adults at the Rotary Club's District Conference. Mr. Sampson remarked that the group did a truly amazing job.

STUDENT SPOTLIGHT / CURRICULUM UPDATE: No report.

PUBLIC PARTICIPATION: None.

APPROVAL OF MINUTES: A motion was made by Mr. Degan, seconded by Ms. Smith, for approval of the minutes of the April 12, 2023 regular meeting. Six in favor; Ms. Marcolini abstained. Motion passed unanimously.

COMMUNICATIONS: The Superintendent read an email from Henry Knox's father thanking the school for the support and instruction that were instrumental in Henry being named a U.S. Presidential Scholar. Ms. Smith made a motion, seconded by Ms. Crook, that Henry be sent a letter of behalf of the School Committee stating the pride the committee has in him and his accomplishments. Motion passed unanimously.

REPORT OF COMMITTEES:

BOURNE BOARD OF SELECTMEN
220 SANDWICH ROAD
JUN 12 AM 11:07

Budget – Mr. Degan reported that the Budget Sub-Committee met on May 1st and has agenda items for tonight's meeting.

Policy – The Policy Sub-Committee agreed to meet on May 22nd at 5:30 p.m.

TREASURER'S REPORT: Mr. Degan distributed the Treasurer's Report for warrants #42 and #44 highlighting the larger expenditures on the warrants including cafeteria food, student busing, health insurance, utilities, and the purchase of a construction lull, a mini-bus, Chromebooks, and Environmental Technology building supplies.

SUPERINTENDENT'S REPORT: Mr. Forget informed the committee that Senator Cronin from Worcester has put forth a proposed amendment to the budget that would make a lottery-based admissions system mandatory for vocational schools. The Superintendent will forward the email from MAVA regarding the amendment to the committee and asked the members to reach out to their legislators asking them not to support the amendment. The advisory group for the new bridges will be holding their first meeting on May 16th from 3 to 5 p.m. at UCT. Mr. Forget will be serving on the advisory group along with several local legislators. On that same date, the Barnstable County Sheriff's Department will be hosting their promotion ceremony in the Canalside Dining Room. On June 14th, there will be a ceremony here for a local Korean War Veteran who never received his medals. The Carpentry students constructed a shadow box which will be presented to him that day containing his medals. The Bourne Fire Department will be on-site hanging a flag with a ladder truck. As June 14th is Flag Day and also the day before this gentleman's 90th birthday, it should be a moving ceremony for all in attendance. The Superintendent attended the Marion Town Meeting on May 8th and informed the committee that all five member towns have now approved the FY24 budget.

PRINCIPAL'S REPORT: Mr. Greeley shared that the New England Association of Schools & Colleges completed their five-year accreditation review today and the visiting committee was impressed by the school's culture and by the staff and students. The Principal spoke more about Henry Knox and his being named as a U.S. Presidential Scholar explaining what a prestigious award it is. The Parent Teacher Organization hosted a staff appreciation luncheon this month and gave every staff member a UCT beach towel. Mr. Greeley expressed how fortunate the school is to have such a supportive and engaged PTO. There were eleven gold medals awarded at the SkillsUSA state competition, making these students eligible to participate in the national competition at the end of June. Eighteen teams participated in the hardscape competition that was recently held at UCT. The Horticulture shop also held a plant sale this month and was completely inundated with shoppers. Finally, the Principal discussed the results of the survey that was recently given to the senior class, stating that the results were overwhelmingly positive regarding classes, curriculum and culture.

Mr. Sampson left the meeting at 6:58 p.m.

UNFINISHED BUSINESS:

Student Transportation Bid Awards – Routes #5,6,7,14 & 15 – Mr. Forget reminded the committee that two companies placed bids for these routes. Lucini Bus Lines bid on all five routes. A&A Metro bid only on routes #6 and #15 and was the low bidder for those two routes. As the district has not utilized A&A Metro in the past, the committee requested that the Superintendent do some research on the company and contact references. Mr. Forget sent a communication to A&A Metro requesting information regarding the expected date of purchase for the required busses, the planned storage site for the busses, and references of all student transportation contracts regarding 77-passenger busses. The Superintendent distributed the responses he received to the committee. A discussion ensued regarding the fact that A&A Metro does not have any experience with regular bus routes for school districts, only with after-school programs which they operate using motor coaches and 7D vehicles. The committee agreed that the bid submitted by A&A Metro Transportation was not responsive or responsible. Mr. Degan made a motion, seconded by Ms. Crook, to reject the bid submitted by A&A Metro Transportation for Routes #6 and #15. Motion passed unanimously. Mr. Degan made a motion, seconded by Ms. Crook, to award bus routes #5, 6, 7, 14, and 15 to Lucini Bus Lines for the period of August 2023 through June 2028. Motion passed unanimously.

NEW BUSINESS:

2023-2024 Milk Bid Award – Mr. Degan made a motion, seconded by Ms. Crook, to award the milk bid to sole bidder, Garelick Farms, LLC for the 2023-2024 school year. Motion passed unanimously.

2023-2024 Bread Bid Award – Mr. Degan made a motion, seconded by Ms. Marcolini, to award the bread bid to the low bidder, Fantini Bakery, for the 2023-2024 school year. Motion passed unanimously.

FY23 Transportation Stabilization Purchase – Mr. Degan made a motion, seconded by Ms. Crook, to follow the recommendation of the Budget Sub-Committee and approve the purchase of a 2023 Blue Bird/Micro Bird 14-passenger van from the Transportation Stabilization Fund (07-0125-7125-04). Motion passed unanimously.

FY23 Budget Transfers – Ms. Smith made a motion, seconded by Mr. Degan, to follow the recommendation of the Budget Sub-Committee and make the following FY23 budget transfers:

Transfer To:

Transfer From:

Psychological Speech \$18,100
50-2800-0400-01
Services shortfall

Guidance Counselors \$18,100
50-2710-0100-02

Building Insurance \$41,500
50-5200-0600-00
Policy renewal shortfall

Heating \$41,500
50-4120-0500-00

School Committee Other \$6,000
50-1100-0600-03
Travel shortfall

Heating \$3,500
50-4120-0500-00
Guidance Counselors \$2,500
50-2710-0100-02

Motion passed unanimously.

Engineering Classroom Renovation Project – Mr. Forget explained the proposed plan to renovate the former Engineering shop into classroom space, explaining that the project could be completed in-house over the summer. Ms. Smith made a motion, seconded by Mr. Degan, to approve the project and follow the recommendation of the Budget Sub-Committee to make the following transfer to fund the project:

Transfer From:

50-2330-0300-00	Instructional Assistants	\$130,000
50-4300-0600-00	Extraordinary & Unanticipated	\$70,000

Transfer To:

50-4300-0600-05	Extraordinary Maint. - Classrooms	\$200,000
-----------------	-----------------------------------	-----------

Motion passed unanimously.

Mr. Degan made a motion, seconded by Ms. Crook, to adjourn the regular meeting at 7:18 P.M. Motion passed unanimously.

A True Copy Attest

Date: 6-9-2023
(Seal)


Sharon R. Brito, Secretary

Documents reviewed / referred to:

- 05/11/2023 School Committee Packet
- E-Mail Dated 5/10/2023 from T. Knox re: U.S. Presidential Scholar Award
- Treasurer's Notes Dated 05/11/2023
- Responses from A&A Metro Transportation re: Student Transportation Bid



STRATEGIC PLAN SURVEY

2024 2028

Libraries offer services as vibrant and diverse as the community it supports.

The Jonathan Bourne Public Library Board of Trustees and staff have embarked on updating their strategic plan, and are interested in generating stakeholder feedback through workshops and surveys. Your voice and perspective as an essential stakeholder are critical for including when developing a strategic plan that is an accurate reflection and properly aligned with the community's needs - so that all ages, backgrounds, needs, and abilities can identify the Bourne library as a place to...



Explore



Experience



Enjoy

PLEASE RETURN RESPONSES BY

August 4, 2023

JONATHAN BOURNE PUBLIC LIBRARY
TOWN HALL
VETERANS MEMORIAL COMMUNITY CENTER



Experience

1

Describe what comes to mind when you think of the Bourne Library as it is today.

2

Before the Pandemic, how frequently did you visit the Bourne Library or use our digital services?

	Never	Every few months	Monthly	Weekly	Daily
Visit the Library	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Visit Online	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3

Since the Pandemic has ended, how frequently are you visiting the Bourne Library or using our digital services?

	Never	Every few months	Monthly	Weekly	Daily
Visit the Library	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Visit Online	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



Experience

4

What barriers (in person or virtually) do you experience that dissuade you from utilizing materials, services or programs offered through the Bourne Library?

Check all that apply

There are physical accessibility challenges ☐

There are virtual accessibility challenges ☐

There is limited parking at the library ☐

The library is not open during hours that work for my schedule ☐

The location of Bourne Library is challenging to get to ☐

I prefer going to a different library ☐

I don't have a need to use the library. ☐

I prefer to purchase my items ☐

Downloading ebooks is too complicated ☐

I don't believe the library has any resources I want or need. ☐

My children are grown ☐

The building does not meet my expectations ☐

Customer service is not enjoyable ☐

Programs offered do not interest me ☐

It is not convenient compared to other ways to access materials, programs or services ☐

I do not want to accrue fines. ☐

Other _____

5

What could the Bourne Library do to better meet your needs?

Check all that apply

Improve accessibility ☐

Building improvements ☐

Enhance programs and services ☐

Expand on collections ☐

Increase eBooks offerings ☐

Expand hours ☐

Increase parking ☐

Update the website ☐

Utilize technology to improve how services are delivered ☐

Offer a wider variety of programs ☐

Other _____

6

Can you elaborate on what types of technology, or areas you suggest incorporating to better serve?





Experience

7

How does the building not meet your expectations? Check all that apply

Not enough outdoor space

☐

Not enough meeting/gathering spaces

☐

Out of date, or too old

☐

Too drab, not enough public art or color

☐

Not comfortable

☐

Not environmentally friendly

☐

Not clean

☐

No family bathroom

☐

Atmosphere is unwelcoming

☐

Lack of adequate lighting

☐

Not enough reading areas

☐

Climate control (too hot or too cold)

☐

8

Please feel free to expand upon how you think the building should be improved.

9

If you use other libraries, what do you enjoy at those other locations you wish was offered in Bourne?





Explore

10

What types of resources, services or programs have you utilized or checked out through the Bourne Library? Check all that apply

- | | | | |
|-------------------------------|-----------------------|--------------------------|-----------------------|
| Print Books | <input type="radio"/> | Tech Drop-in (Tech Help) | <input type="radio"/> |
| eBooks | <input type="radio"/> | Wifi Hot Spots | <input type="radio"/> |
| Streaming Videos/Concerts | <input type="radio"/> | Music (CDs, Vinyl, etc) | <input type="radio"/> |
| Large Print Books | <input type="radio"/> | DVDs | <input type="radio"/> |
| Audio Books | <input type="radio"/> | Book Club | <input type="radio"/> |
| Picture Books | <input type="radio"/> | Children's programs | <input type="radio"/> |
| Young Reader Books | <input type="radio"/> | Adult Programs | <input type="radio"/> |
| Young Adult Books | <input type="radio"/> | Board Games | <input type="radio"/> |
| Magazines/Newspapers | <input type="radio"/> | Notary Service | <input type="radio"/> |
| Reference Materials | <input type="radio"/> | Other _____ | |
| Use of Computers and Printers | <input type="radio"/> | | |

11

When you visit the library and want to explore, you...

Check all that apply

- | | |
|--------------------------------------|-----------------------|
| Wander around | <input type="radio"/> |
| Browse the "new item" shelves | <input type="radio"/> |
| Browse the displays | <input type="radio"/> |
| Talk to a staff member | <input type="radio"/> |
| Browse magazine or newspaper section | <input type="radio"/> |
| Use the online catalog | <input type="radio"/> |





Explore

12

On a scale of 1 to 5, in the past six (6) months have you...

(1 – poor, 5 – excellent)

	1	2	3	4	5
found library services to meet your expectations?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
found the library receptive to feedback?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
found it easy to navigate the library's current resources online, or in the building?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
found opportunities to discover or explore new services or resources at the library?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
found it easy to register for programs?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

13

Did you know the Bourne Library will soon be implementing a **"Library of Things"** where items such small kitchen appliances, tools, gardening equipment and seeds, electronics, toys and games, art, science kits, craft supplies, musical instruments, and recreational equipment, etc can be checked out for a window of time?

Yes

☐

No

☐

14

Is there an item or thing you might be curious in trying if it was able to be checked out from our **"Library of Things"**?





Explore

15

What new opportunities do you see the Library being able to offer? Check all that apply

Partnering with Recreation, Council on Aging or other Town Departments

☐

Partnering with Joint Base Cape Cod and/or Mass Maritime

☐

Taking advantage of walking distance to the Canal

☐

Taking advantage of walking distance to bike paths

☐

Taking advantage of walking distance to Aptuxet

☐

Taking advantage of walking distance to the Jonathan Bourne Historical Center

☐

Taking advantage of walking distance to the High School or Intermediate School

☐

Other _____

16

Do you see barriers preventing the Library from that participation, contribution or offering?

Yes

☐

No

☐

If yes, what are they?





Enjoy

17

Do you think of the Bourne Library as a place to visit with friends or meet new ones?

Yes

☐

No

☐

18

Do you visit the Bourne Library as a venue for various forms of entertainment?

Yes

☐

No

☐

19

What forms of programming could the Bourne Library offer for you to consider visiting in person or virtually? Check all that apply

	In Person	Virtually	Both	Neither
Concerts/live music	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Author talks, book signings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Poetry readings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Informational speakers/lectures	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
"How to/Learn to" programs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cooking demonstrations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Creating a "Café" environment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Arts & crafts programs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Movies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Club, social or group meetings or interactions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Homework Help Time	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Multi-generational activities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Getting individual help (test prep, job seeker, taxes)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Language classes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Community special events	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fitness/Health literacy or classes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>





Enjoy

20

What types of Fitness/Health classes or literacy would interest you if offered through the Bourne Library? Check all that apply

- | | | | |
|-------------------------------|-----------------------|-------------|-----------------------|
| Yoga | <input type="radio"/> | Qi Gong | <input type="radio"/> |
| Meditation or Mental Health | <input type="radio"/> | Reflexology | <input type="radio"/> |
| Tai Chi | <input type="radio"/> | Reiki | <input type="radio"/> |
| Cycling | <input type="radio"/> | Crystals | <input type="radio"/> |
| Acting or Improv | <input type="radio"/> | Herbs | <input type="radio"/> |
| Dance (ballet, ballroom, etc) | <input type="radio"/> | Astrology | <input type="radio"/> |



About You!

A

Do you live in Bourne?

I live full time in Bourne ☐

I live part-time in Bourne
(Bourne is not your permanent residence) ☐

I do not live in Bourne ☐

B

If yes, which village in Bourne?

Bournedale ☐ Buzzards Bay ☐

Cataumet ☐ Grey Gables ☐

Monument Beach ☐ Pocasset ☐

Sagamore ☐ Sagamore Beach ☐

How long have you lived in Bourne?





About You!

C

How else do you experience Bourne? Check all that apply

Go to school in Bourne

☐

Other Town of Bourne services
(COA, Recreation, Beaches, Trails,
etc)

☐

Work in Bourne

☐

Visit Bourne

☐

Other _____

D

What do you do for fun? Check all that apply

Outdoors

Swimming

☐

Hiking or Nature Tours

☐

Baseball

☐

Water sports (boating, kayaking)

☐

Golf

☐

Soccer

☐

Going to the Beach

☐

Bird Watching

☐

Basketball

☐

Fishing

☐

Camping

☐

Visiting playgrounds and parks

☐

Biking

☐

Running/Walking

☐

Other _____

Creative

Reading

☐

Story writing, or journaling

☐

Culinary

☐

Crafting

☐

Creating own Visual Art

☐

Going to Museums

☐

Performing Arts

☐

Gardening

☐

Woodworking

☐

Automotive

☐

Repurposing, Reusing - Vintage
or Antiques

☐

Other _____

Family & Friends

Book Clubs

☐

Playing board or card games

☐

Trading, collecting memorabilia

☐

Playing or walking with pet(s)

☐

Social groups

☐

Cookouts and family gatherings

☐

Sharing or trying new recipes

☐

Road trips, travel

☐

Building or creating with Legos

☐

Volunteer at Non-Profits

☐

Volunteer at and/or attend
faith-based organizations

☐

Technology

Learn and use technology

☐

Virtual reality

☐

Create TikTok or stop action
videos

☐

Watch movies or TV shows

☐

Robotics

☐

3D Printing

☐

Create and/or watch anime

☐

Watch YouTube Videos (to learn
or be entertained)

☐

Play video games or participate
in video game tournaments

☐



About You!

E

Please tell us your age range:

- Under 18 ☐
- 18-24 ☐
- 25-34 ☐
- 35-44 ☐
- 45-59 ☐
- 60-74 ☐
- 75+ ☐

F

How many children under 18 live in your household?

G

What is the primary language spoken in your home?

- English ☐
- Spanish ☐
- Portuguese ☐
- Chinese ☐
- Haitian Creole ☐
- Other _____

H

How did you hear about this survey? Check all that apply

- Bourne Library ☐
- Email/School email ☐
- Social media ☐
- Newsletter ☐
- Community flyers ☐
- Newspaper ☐
- Radio ☐
- BourneTV ☐
- Canal Chamber of Commerce ☐
- Announcement at a board meeting ☐
- Other _____

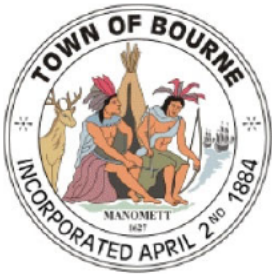


Sign up for email updates on the Bourne Library's Strategic Plan

Email _____

Thank you for sharing your thoughts on how the Bourne Library can continue being an important contributor to the quality of life for our community.





Town of Bourne Town Administration



www.townofbourne.com



24 Perry Ave, Bourne, MA 02532

Memo

To: Jonathan Bourne Public Library Board of Trustees
Irja Finn, Library Director

From: Liz Hartsgrove, Assistant Town Administrator

RE: Library Strategic Plan – June 29th Tasks

Date: June 27, 2023

Cc: Bourne Select Board
Marlene McCollem, Town Administrator

As outlined in the June 16th memo, there are several steps and tasks for the Trustees to complete on the June 29th regularly scheduled meeting, in regards to the Strategic Plan:

Step 1: Finalize Public Participation/Engagement and list of Stakeholders

Task A) The Board will need to confirm the Method's list of education and input, as deemed appropriate based upon the desired output that was determined at the June 15th workshop. Below is a suggested list to work from.



Awareness/Education Methods

- Websites: Establish an informational landing page on the Town's website with links from the Library site.
- Establish Communication sign up list for updates on progress.
- Informational Boards – Town Offices, Post Offices, Grocery
- Department Newsletters – Library, COA, Recreation distribute electronic newsletters
- BourneTV broadcasts of meetings, and specific segments
- Social Media (Facebook, Instagram, Twitter, LinkedIn) – provide regular updates online and encourage participation.
- Press Releases
- Newspapers – Cape Cod Times and Bourne Enterprise advertisements and requests for article features.
- Flyer Distribution
- Select Board and other B/C/C Updates at mtgs (Rec, COA, etc)



Input Methods

- Open House
- Public Meetings
- Workshops Meetings
- Survey
- Focus Groups with specific Stakeholders

Task B) While stakeholder lists can continue to be organic, the **Board will need to review the list below that was identified at the workshop, and suggest/edit if necessary.**

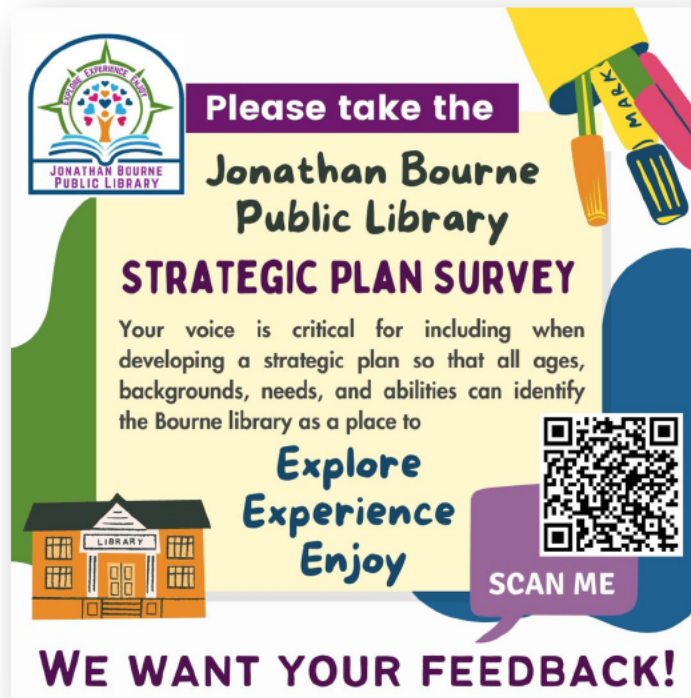
June 8th List	Additional Stakeholders
<ul style="list-style-type: none"> •Friends of the Library and other groups (COA, etc) •Select Board •Boards/Committee/Commissions, Town Departments and Staff •Public and Private Schools •Chamber of Commerce •Neighborhood, Village and Civic Organizations or Associations •Youth Groups and Organizations •Religious Organizations •English as a Second Language 	<ul style="list-style-type: none"> •Senior Living Residences •Garden Club •Women's Groups & Clubs •Joint Base Cape Cod •Big Brothers, Big Sisters •New Housing Developments/Associations •Rec & COA Committees, and their Department Heads •MA Maritime Academy •Local Non-Profits

Task C) To help market/brand the Strategic Plan effort, **a logo will need to be approved.**

An initial draft was sent to the Trustees on June 22nd with a request to forward any comments/edits so variations can be considered. Below are those variations.

Version A 	Version B 	Version C 
Version D 	Version E 	

The purpose of the Plan's logo is to highlight the Trustee's identified areas of focus (**Explore, Experience and Enjoy**), and will be used on all online and printed material associated with this effort so that it is themed, such as social media announcements similar to example below:



Step 2: Discuss the Draft Survey, and possibly approve.

EXPLORE

EXPERIENCE

ENJOY

The Trustees were tasked with sending 2-3 questions per area of focus for staff to generate a first draft survey.

- Task A)** To maintain the survey launch date of July 12th, the Trustees will need to review the draft survey, including the submitted questions supplied by the members; and, **discuss and agree upon any edits/changes along with possible approval prior to July 6th.**

While a hard copy of the first draft is attached to this memo, it is *HIGHLY* recommended that the Trustees also review the online version as that format will be the predominant method used by stakeholders. It is important for the evaluation include audience perspective not just content. Once the survey has been finalized, the hard copy will be presented in a branded format.

The online draft can be found at

<https://www.cognitofrms.com/TownOfBourne/LibraryStrageicPlanSurvey>

or by scanning the QR code



Step 3: Develop outline of Public Workshops

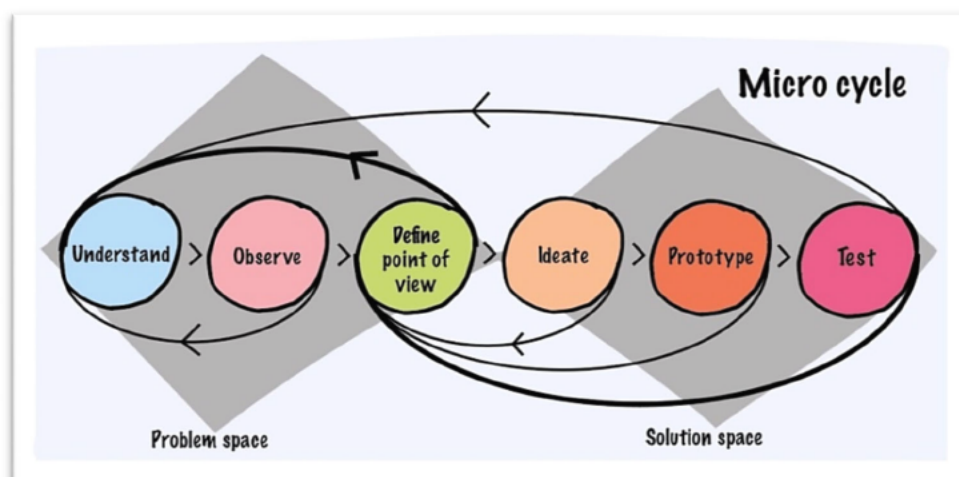
Detailed in the “Evaluation” portion of the June 8th memo, the public workshops are opportunities to hear directly from the people we serve – what are their needs, their emotions, their frustrations (pains) and motivations (gains). Similar to the survey, the end result of a productive workshop is to obtain initial knowledge of who the stakeholder is and have an understanding of their experiences. Basically, we need to be able to empathically “walk in their shoes” of their journey as a customer, from the information collected.

Driven by curiously gaining insight from various perspectives, it is recommended that the workshops follow a **design-thinking** based approach in order to achieve the identified purpose and objective which encircles the problem needing solved:

Purpose	<i>“The Library Board of Trustees and staff are interested in generating public opinion as to what should happen next in terms of library services and facilities so that we may better serve our vibrant and diverse community and realize the library’s full potential to have a positive impact in the lives of residents of all ages, backgrounds, needs and abilities.”</i>
Objective	<i>“The success of the library creating a positive impact will be achieved when decisions about its future are aligned with the needs of all people it serves.”</i>
Problem	<i>“What services will the community need for the next 5+ years, and where should they be offered?”</i>

Anchored in understanding a customer’s needs, **design thinking** is an innovative human-centered approach emphasizing the importance of deep exploration into the lives and problems of the actual individual users before generating solutions, leading to better design in public policies, transforming the way products, services, processes, and organizations are developed and/or improved, increasing the probability for intended effect.

There are 6 micro cycles within the design-thinking methodology, split between two spaces: Problem and Solution. Each cycle and space should equally protect and promote an environment that encourages and creatively stimulates interdisciplinary perspectives to generate a multitude of reflective intersectional and incremental solutions - ultimately aiming to strike balance between desirability, feasibility and economic viability.



The evaluation phase (workshops and surveys) of strategic planning falls within the **Problem Space** and includes the first two micro-cycles of design thinking methodology, Understanding and Observing.

- 1) **Understand:** Used to broaden comprehension and empathy, becoming sincerely familiar with the user's experience and unspoken needs, the understanding micro-cycle is achieved through contextual questions asked in workshops and surveys addressing the 5W+H (Who, What, When, Where, Why + How):
- Who *specifically* are the customers;
 - What services are they using or not able to use;
 - When are they being used or not used;
 - Where are they being used or not used, and
 - Why are they using or not able to use the services
 - How are the services adding value or not.

This is when and where the Trustees listen and HEAR the community.

Task A) Develop the workshop format. Below is a suggested format. The Trustees should review it and make any adjustments including suggestions for the Ice Breaker BINGO so that it is tailored and unique to the workshop and Bourne.

- **Pre-registration** for the attendees will allow staff to properly prepare the meeting space and materials needed for the actual workshops. It also allows basic information on participants to be collected to ensure break-out groups/rooms have varying disciplines, experiences and backgrounds for maximum collaboration.
- A brief welcome and **introduction** on the purpose and agenda format should be presented by the Chair.
- Attendees are placed in "**breakout groups/rooms**" with a Trustee and/or staff serving as
 1. Facilitator to lead assigned group using the Participant Worksheets as a guide; and
 2. Note take recording the findings.

DRAFT Public Workshop Participants Worksheet	
Step One: Introductions around the table.	Have each participant state their name, their affiliation and or village of residence, a little bit about their background (can be professional or personal).
Step Two: Ice Breaker BINGO.	

B I N G O				
is allergic to cats	has 2 or more sisters	is a twin	has a tattoo	is a vegetarian
has been to Mexico	is allergic to dairy	is allergic to nuts	is an only child	has 2 or more brothers
has been to Europe	is afraid of spiders	Free Space	plays softball or baseball	has a dog
plays tennis	has a cat	has lived on a farm	plays soccer	can stand on their head
plays golf	has been to Canada	plays video games	is afraid of heights	has a brother & a sister

Step Three: Explorative Interview (This can be done with large or small post-it notes or the facilitator taking notes from the discussions).

EACH QUESTION TIMED FOR 20 MINUTES OF DISCUSSION

QUESTION 1:

What are the **strengths and assets** of Bourne Library?

FOLLOWUPS:

- What about the Library do you value the most and want to preserve for future generations and why?
- Think about spaces, programs, events, or traditions that contribute to the quality of life and make the library great place to learn, grow and strengthen as a community.
- Consider where the Library is doing a good job having the biggest impact on the greatest number of residents.

QUESTION 2:

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

FOLLOWUPS:

- How do they impact life in Bourne?
- Where could the Library serve the community better, and why?
- Think about all aspects including educational, environmental, and social.
- Consider challenges that have town-wide impact, but also those that might disproportionately affect a certain group of residents.

QUESTION 3:

What is your future vision of library services in the Town of Bourne?

FOLLOWUPS:

- What are the opportunities that exist to reach that vision?
- What are the barriers that need to be overcome?
- What are your hopes for future generations of Library patrons in the Town of Bourne?
- Think about how you answered questions 1 and 2.
- Does your vision build on the Library's strengths and how?
- Will your vision help it meet its challenges today or in the future and how?

Step Four: Sharing

Each Question is summarized by each facilitator taking turns. Groups can elaborate if items missed, but this provides an opportunity to confirm what was revealed and also begin the second micro-cycle, Observe.

- 2) **Observe**: From the Understanding micro-cycle, the Trustees and staff advance to the second micro-cycle in observing the findings, reflecting from the break-out groups and compare needs, emotions, frustrations (pains) and motivations (gains) expressed. This exploration maps patterns of hidden contradictions, adjustments to the Stakeholder relationships, and exploring positives and negatives within experiences, environments, interactions, and activities. In essence, it creates a persona blueprint of not only the customer but the program itself and allows gaps in service to be revealed.

Workshop participants will also be asked to mail in/drop off to Town Hall or e-mail their detailed responses from the worksheets or additional comments to libraryplan@townofbourne.com

Task B) Determine dates and locations.

The Trustees agreed that a total of three workshops be offered for stakeholder participation. Two workshops will in offered in-person, and the third workshop will be held virtually. The draft timeline provides a date range of July 12 through August 4th for the workshops to be conducted, in order to provide adequate time for staff to collate and report the data.

To maximize public involvement the in-person workshops should be held on different locations, and all three workshops should be on different days and times of the week to allow multiple opportunities for various stakeholders and demographics to participate in the process.



Library Strategic Plan Survey

The Jonathan Bourne Public Library Board of Trustees and staff have embarked on updating their strategic plan, and are interested in generating stakeholder feedback through workshops and surveys. The results will be incorporated into decisions on future Library programs and services for the next 5 years and beyond.

Libraries offer services as vibrant and diverse as the community it supports.

Your voice and perspective as an essential stakeholder is critical for including when developing a strategic plan that is an accurate reflection and properly aligned with the community's needs - so that all ages, backgrounds, needs, and abilities can identify the Bourne library as a place to **"Explore, Experience and Enjoy"**.

We deeply appreciate your time and thank you for sharing your thoughts on how the Bourne Library can continue being an important contributor to the quality of life for our community.

Experience

Describe what comes to mind when you think of the Bourne Library as it is today.

Before the Pandemic, how frequent did you visit the Bourne Library or use our digital services?

	Never	Every few months	Monthly	Weekly	Daily
Visit the Library	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Visit Online	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Since the Pandemic has ended, how frequent did you visit the Bourne Library or use our digital services?

	Never	Every few months	Monthly	Weekly	Daily
Visit the Library	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Visit Online	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

What barriers (in person or virtually) do you experience or disuades you in regard to the utilizing materials, services or programs offered through the Bourne Library?

- ☐ I do not want to accrue fines.
- ☐ There are physical accessibility challenges
- ☐ There are virtual accessibility challenges
- ☐ There is limited parking at the library
- ☐ The Library is not open during hours that work for my schedule
- ☐ The location of Bourne Library is challenging to get to
- ☐ I prefer going to a different library
- ☐ I don't have a need to use the library.
- ☐ I prefer to purchase my items
- ☐ Downloading ebooks is too complicated

- ☐ I don't believe the library has any resources I want or need.
- ☐ My children are grown
- ☐ The Building does not meet my expectations
- ☐ Customer Service is not enjoyable
- ☐ Programs offered do not interest me
- ☐ It is not convenient compared to other ways to access materials, programs or services
- ☐

Check all that apply

What could the Bourne Library do to better meet your needs?

- ☐ Improve accessibility
- ☐ Building Improvements
- ☐ Enhance programs and services
- ☐ Expand on Collection/Borrowing Suggestions
- ☐ Increase eBooks offerings
- ☐ Expand Hours
- ☐ Increase Parking
- ☐ Update the Website
- ☐ Utilize Technology with how services are delivered
- ☐ Offer a wider variety of programs
- ☐

Please check all that

Can you elaborate on what types of technology, or areas you suggest incorporating to better serve?

How does the building not meet your expectations?

- ☐ Not enough outdoor space
- ☐ It is out of date, or too old
- ☐ It is not comfortable
- ☐ It is not clean
- ☐ The atmosphere is unwelcoming
- ☐ Not enough reading areas
- ☐ Not enough meeting/gathering spaces

Please feel free to expand upon how you think the building should be improved.

☐ Too drab, not enough public art or color

☐ Not environmentally friendly

☐ Climate control (too hot or too cold)

☐

Check all that apply

If you use other libraries, what do you enjoy at those other locations you wish was offered in Bourne?

Explore

What types of resources, services or programs have you utilized or checked out through the Bourne Library?

- | | |
|--|--|
| <input type="checkbox"/> Print Books | <input type="checkbox"/> eBooks |
| <input type="checkbox"/> Streaming Videos/Concerts | <input type="checkbox"/> Large Print Books |
| <input type="checkbox"/> Audio Books | <input type="checkbox"/> Picture Books |
| <input type="checkbox"/> Young Reader Books | <input type="checkbox"/> Young Adult Books |
| <input type="checkbox"/> Magazines/Newspapers | <input type="checkbox"/> Reference Materials |
| <input type="checkbox"/> Computers | <input type="checkbox"/> Music (CDs, Vinyl, etc) |
| <input type="checkbox"/> DVDs | <input type="checkbox"/> Book Club |
| <input type="checkbox"/> Children's programs | <input type="checkbox"/> Adult Programs |
| <input type="checkbox"/> Board Games | <input type="checkbox"/> Museum Passes |

☐

Check all that apply

When you visit the library and want to explore new items, you:

- ☐ Do a walk through
- ☐ Browse the book stacks
- ☐ Use the online catalog
- ☐ Talk to a librarian

☐

Check all that apply

One a scale of 1 to 5 (1 – poor to 5 – excellent, in the past six (6) months have you...

	1	2	3	4	5	N/A
found library services to meet your expectations?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
found the Library receptive to feedback?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
found it easy to navigate the library's current resources online, or in the building?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
found opportunities to discover or explore new services or resources at the library?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
found it easy to register for programs?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Did you know the Bourne Library will be implementing a "Library of Things" in the Fall, 2023 where

items such small kitchen appliances, tools, gardening equipment and seeds, electronics, toys and games, art, science kits, craft supplies, musical instruments, and recreational equipment, etc can be checked out for a window of time?

Is there an item or thing you might be curious in trying if it was able to be checked out from our "Library of Things"?

What new opportunities do you see the Library may be able to offer, contribute or be a partner in the community with?

☐ Partnering with Recreation, Council on Aging or other Town Departments

☐ Partnering with Joint Base Cape Cod and/or Mass Maritime

☐ Walking distance to the Canal

☐ Walking distance to bike paths

☐ Walking distance to Aptuxet

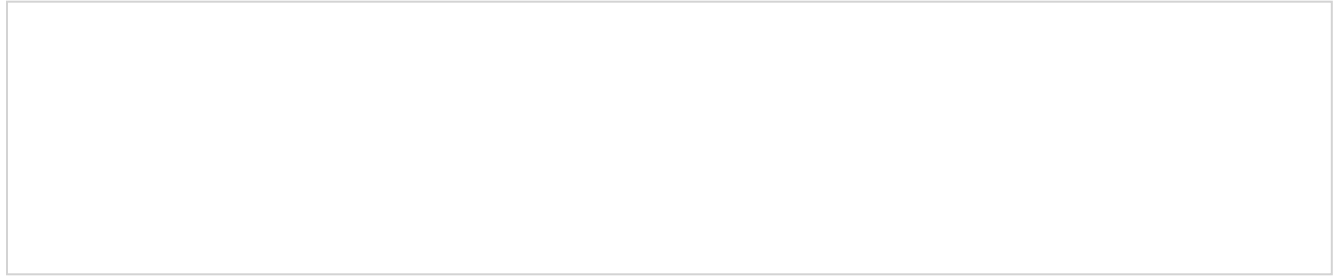
☐ Walking distance to the Jonathan Bourne Historical Center

☐ Walking distance to the High School or Middle School

☐

check all that apply

Do you see barriers preventing the Library from that participation, contribution or offering? If so, what are they?



Enjoy

Do you think of the Bourne library as a place to visit with friends or meet new ones?

Do you visit the Bourne Library as a venue for various forms of entertainment?

What forms of programming does or could the Bourne Library offer for you to consider visiting in person or virtually?

- | | |
|---|---|
| <input type="checkbox"/> Concerts/Live Music | <input type="checkbox"/> Author Talks, Book Signings |
| <input type="checkbox"/> Poetry Readings | <input type="checkbox"/> Informational Speakers/Lectures |
| <input type="checkbox"/> "How to/Learn to" Programs | <input type="checkbox"/> Cooking Demonstrations |
| <input type="checkbox"/> Creating a "Cafe" environment | <input type="checkbox"/> Arts & Crafts Programs |
| <input type="checkbox"/> Movies | <input type="checkbox"/> Club, Social or Group meetings or interactions |
| <input type="checkbox"/> Homework Help Time | <input type="checkbox"/> Multi-generational activities |
| <input type="checkbox"/> Getting individual help (test prep, job seeker, taxes) | <input type="checkbox"/> Language Classes |
| <input type="checkbox"/> Community special events | <input type="checkbox"/> Fitness/Health literacy or classes |

☐

Check all that apply.

What types of Fitness/Health classes or literacy would interest you if offered through the Bourne Library?

- | | |
|---|--|
| <input type="checkbox"/> Yoga | <input type="checkbox"/> Meditation or Mental Health |
| <input type="checkbox"/> Tai Chi | <input type="checkbox"/> Cycling |
| <input type="checkbox"/> Acting or Improv | <input type="checkbox"/> Dance (ballet, ballroom, etc) |
| <input type="checkbox"/> Qi Gong | <input type="checkbox"/> Reflexology |
| <input type="checkbox"/> Reiki | <input type="checkbox"/> Crystals |
| <input type="checkbox"/> Herbs | <input type="checkbox"/> Astrology |

☐

About You!

Do you live in Bourne?

Where in Bourne do you live?

How long have you lived in Bourne?

How else do you experience Bourne?

☐ Go to School in Bourne

☐ Work in Bourne

☐ Other Town of Bourne services (COA, Recreation, Beaches, Trails, etc)

☐ Visit Bourne

☐

Check all that apply

What do you do for fun?

Outdoor

☐ Swimming

☐ Hiking

☐ Bird Watching

☐ Running/Walking

☐ Basketball

☐

☐ Biking

☐ Golf

☐ Camping

☐ Soccer

Check all that apply

Creative

- | | |
|---|--|
| <input type="checkbox"/> Reading | <input type="checkbox"/> Storywriting, or journalling |
| <input type="checkbox"/> Baking | <input type="checkbox"/> Crafting - Sewing, kintting, needlepoint, etc |
| <input type="checkbox"/> Creating own visual art (painting, photography, ceramics, etc) | <input type="checkbox"/> Going to Museums |
| <input type="checkbox"/> Performing Art - either performing, or attending performances | <input type="checkbox"/> Gardening |
| <input type="checkbox"/> Woodworking | <input type="checkbox"/> Automotive |
| <input type="checkbox"/> Repurposing, Reusing - Vintage or Antiques | |
| <input type="checkbox"/> <input type="text"/> | |

Check all that apply

Family & Friends

- | | |
|---|--|
| <input type="checkbox"/> Playing board or card games | <input type="checkbox"/> Playing or walking with pet(s) |
| <input type="checkbox"/> Cookouts and family gatherings | <input type="checkbox"/> Sharing or trying new recipes |
| <input type="checkbox"/> Road trips, Travel | <input type="checkbox"/> Building or creating with Legos |
| <input type="checkbox"/> Volunteer at and/or attend faith-based organizations | <input type="checkbox"/> Volunteer at Non-Profits |
| <input type="checkbox"/> <input type="text"/> | |

Check all that apply

Technology

- | | |
|--|--|
| <input type="checkbox"/> Play video games or participate in video game tournaments | <input type="checkbox"/> Watch YouTube Videos (to learn or be entertained) |
| <input type="checkbox"/> Watch anime | <input type="checkbox"/> Wwatch movies or TV shows |
| <input type="checkbox"/> Create TikTok or stop action videos | |
| <input type="checkbox"/> <input type="text"/> | |

Check all that apply

Please tell us your age range:

Do you have children under the age of 18 in your home?

What is the primary language spoken in your home?

How did you hear about this survey?

☐ Bourne Library

☐ Email/School email

☐ Social Media

☐ Newspaper

☐ Radio

☐ BourneTV

☐ Canal Chamber of Commerce

☐ Annoucement at a board meeting

☐

Check all that apply

2024-2028 JONATHAN BOURNE PUBLIC LIBRARY STRATEGIC PLAN
SURVEY QUESTIONS RECEIVED BY THE BOARD OF TRUSTEES

KATHY	
1. Are you always able to get the books or information you need at the JBPL?	
2. What is your favorite part of the JBPL?	<ul style="list-style-type: none"> • Books • Dvds • Large Print Books • Programming • Computers • Newspapers/Magazines • Welcoming place to spend time • Book Club
3. What else would you like to see at the library?	<ul style="list-style-type: none"> • More Programs • More _____ books • More Staff • Different/longer hours • Better Space for _____ • More e book options • Less wait time for materials
4. What keeps you from using the JBPL?	<ul style="list-style-type: none"> • I don't have time to read • I don't like reading • I get my materials elsewhere • It's too far
5. Have you experienced any programming at the JBPL?	<ul style="list-style-type: none"> • IF so, what was your favorite(s)?
6. Do you find the JBPL a welcoming place?	<ul style="list-style-type: none"> • Building • Staff • Do you frequent other libraries?

COLLEEN
<ul style="list-style-type: none"> • When you think of Bourne Public Library, what comes to mind? • What do you wish came to mind? • How often do you physically visit the library? • How often do you virtually (digitally) visit? • When you come to the library, what do you do? • What prevents you from visiting the library? • What would you like to change about Bourne Public Library? • What do you think is missing from the library?

TERRY

- How often do you use library services?
- What services or programs do you enjoy most?
- What services or programs would you like offered, that aren't currently available?
- What days/times are most convenient for you to attend programs?
- How do you receive information about library programs and resources?
- How can we help you navigate our current resources?

PERRY

ASSUMPTION: SURVEY WILL FOLLOW A LIKERT SCALE 5 STRONGLY AGREE 3 NEUTRAL AND 1 STRONGLY DISAGREE. BELOW ARE STATEMENTS THAT WILL APPLY TO A LIKERT SCALE SURVEY

Explore	<ul style="list-style-type: none"> • In the past six months have you found opportunities to explore to be positive • In the past six months have you found opportunities to explore the use of online text to be positive
Experience	<ul style="list-style-type: none"> • In the past six months have you found library services to meet your expectations • In the past six months have you participated in a book group that met your expectations • In the past six months have you had a positive interaction with the library staff • In the past six months have you had a positive experience using the computers • In the past six months have you had a positive experience using the phone in book reserve system • In the past six months have you had a positive experience with the early literacy programs for young children
Enjoy	<ul style="list-style-type: none"> • In the past six months have you had at least one enjoyable experience at the Jonathan Bourne Library • In the past six months have you and your family had at least one enjoyable family program

TINA

Explore	<ul style="list-style-type: none"> • Do you explore the library's offerings by browsing at the latest books? • Do you spend time browsing through the stacks? 	Y/N
Experience	<ul style="list-style-type: none"> • Do you view the library as a community gathering place? • Do you support adding more space for interactive, community-wide programming? 	Y/N

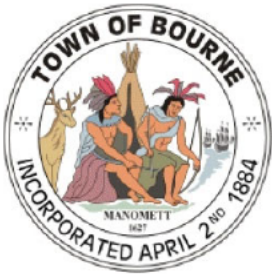
Enjoy	<ul style="list-style-type: none"> Do you visit the library to enjoy lectures, author talks, music or crafting programs? 	Y/N
	<ul style="list-style-type: none"> What would make your visits to the library more enjoyable? 	Multiple choice <ul style="list-style-type: none"> extended hours, Sundays, coffee/cafe, cooking classes, art classes, etc.

SUSAN SCHMIDT

- What services have you seen in other libraries that you would like to have here?
-

SUE BARLOW

Explore	<ul style="list-style-type: none"> Video gaming—networked, interactive, or stand alone, and/or contests, tournaments at the library would interest you? Card collecting and game tournaments, such as, Pokemon, Dungeons and Dragons, Magic the Gathering. Sports card collecting and swapping. Stamp or coin collecting. Sticker collecting and trading. 	
Experience	<ul style="list-style-type: none"> Would you come to the library for physical and Health related activities? 	a. Yoga b. Meditation c. Tai Chi d. Qi Gong e. Reflexology f. Reiki g. Crystals h. Herbs i. Astrology
	<ul style="list-style-type: none"> When looking for something to read, do you walk through and browse in the book stacks, or do you only use the online catalog? 	
Enjoy	<ul style="list-style-type: none"> Do you think of the library as a place to meet people and make friends? 	
	<ul style="list-style-type: none"> Do you think of the library when you think of entertainment? 	a. Concerts b. Author talks c. Informational Speakers d. How to/Learn to programs e. Arts and Crafts f. Movies



Town of Bourne

Town Administration



www.townofbourne.com



24 Perry Ave, Bourne, MA 02532

Memo

To: Jonathan Bourne Public Library Board of Trustees
Irja Finn, Library Director

From: Liz Hartsgrrove, Assistant Town Administrator

RE: **2024-2028 Library Strategic Plan Process**

Date: June 8, 2023

Cc: Bourne Select Board
Marlene McCollem, Town Administrator

Attachment: Jonathan Bourne Public Library Request for Strategic Planning Services, dated May 3, 2023.

The Town issued a Request for Proposal (RFP) for a consultant to assist with the Library's Strategic Planning; with a submission due date of June 2nd, 2023.

The purpose of the services as specified in the RFP is to assist the Jonathan Bourne Public Library with the design, development, and implementation of a multi-faceted strategic plan process for the next five-years of operation (2024 – 2028) including a robust solicitation and receipt of public opinion as to ***“what should happen next in terms of library services and facilities so that we may better serve our vibrant and diverse community and realize the library's full potential to have a positive impact in the lives of residents of all ages, backgrounds, needs, and abilities.”***

The RFP was published in news outlets as well as extensive push through press releases and social media channels however zero (0) bids were received.

Considering the updated strategic plan must be approved by Library Board of Trustees prior to September 30th for upcoming FY24 grant funding opportunity eligibility it is recommended that the Administration's role shift to facilitator, with assistance from the Library Director, in leading the planning exercise over the next several months and following the proposed methodology and timeline as detailed below:

IMPLEMENTATION SCHEDULE

To be sure all of the necessary steps for this initiative remains on track, the tentative Implementation Schedule outlined below details the process, assigned participants and preliminary milestones dates for completion including public engagement opportunities. These steps mirror expectations defined in the Technical Scope of the RFP (pages 9-10).

TRUSTEE TASK: This schedule is a draft and Trustees are encouraged to offer feedback if there are suggested adjustments to be made prior to the tentative June 29th kick-off date.

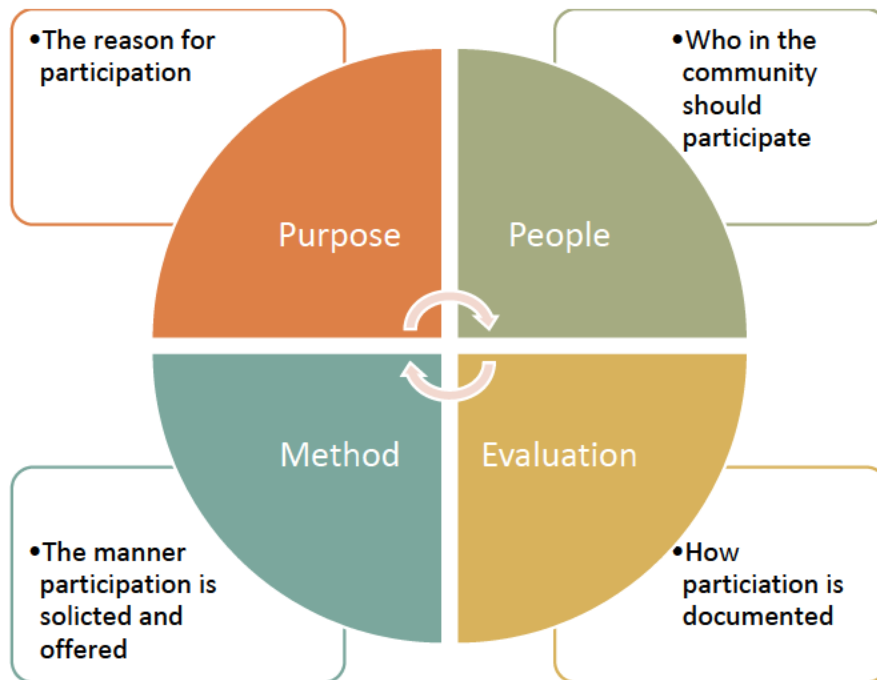
Description	Task #	Timeline	June	July	Aug	Sept
Gather data about existing library operations and indicators	1a	June 12 – June 23				
Review Public Participation/Engagement, and list of Stakeholders	2a	June 29				
Initial SWOT Analysis/Evaluation of Programs and Resources	2d	June 29				
Discuss Survey draft	2c	June 29				
Summarize Initial plan and discussions	1b	June 12 – July 11				
Review and finalize draft Survey	2c	July 12				
Develop outline of Public Workshops	2b	July 12				
Update Select Board	2b	July 18				
Launch outreach efforts outlined in Engagement plan	2f	July 19				
* Launch Survey for public participation	2e	July 19 – Aug 4				
* Conduct Public Workshops	2e	July 26 & Aug 2				
Collect and compile results from Survey and Workshop	3a	Aug 2 – Aug 25				
* Public Meeting for comments on 1 st Draft Plan	3a	August 31				
Revisions to Draft Plan incorporating feedback	3a	Sept 1 – Sept 25				
Update to Select Board	3b	September 5				
* Public Meeting for comments on 2 nd Draft Plan	3a	September 13				
Final Draft/Report presented for Trustee approval	3b	September 28				

	Trustee & Staff Task
	Town Staff Task
*	Public Participation

REVIEW PUBLIC PARTICIPATION/ENGAGEMENT PLAN

The implementation schedule outlines a rather swift timeline. Therefore, to guarantee the primary influencer of the adopted plan remains a reflection and linkage to the needs and wants from the actual members of the community, a plan for soliciting, inviting and ensuring participation must be framed, documented and followed through a Public Participation/Engagement Plan.

Traditional Public Participation Plans (PPP) are crafted into four (4) areas of focus or cornerstones:



Purpose

In the published RFP, the Trustees identified the following purpose for commencing with a 2024-2028 Strategic Plan:

“The Library Board of Trustees and staff are interested in generating public opinion as to what should happen next in terms of library services and facilities so that we may better serve our vibrant and diverse community and realize the library’s full potential to have a positive impact in the lives of residents of all ages, backgrounds, needs and abilities.”

Indirectly, this purpose also showcases an outcome objective: *The success of the library creating a positive impact will be achieved when decisions about its future are aligned with the needs of all people it serves.*

People

The People Cornerstone of a PPP should describe who in the community must be invited in the planning process. Considering the purpose acknowledges the importance of diverse representation “of residents of all ages, backgrounds, needs and abilities” extending an open invitation for participation to the general public is not enough to secure broad representation of public interests –the PPP must also actively target specific stakeholders, such as:

- Friends of the Library and other groups (COA, etc)
- Select Board
- Boards/Committee/Commissions, Town Departments and Staff
- Public and Private Schools
- Chamber of Commerce
- Neighborhood, Village and Civic Organizations or Associations
- Youth Groups and Organizations
- Religious Organizations
- English as a Second Language

TRUSTEE TASK: The stakeholders listed above is meant as a starting point, prompting individual reflection so that collectively the Trustees can discuss and conclude on a more comprehensive list.

Method

Once the stakeholders have been identified, the Methods cornerstone should be designed to increase not only the public's awareness and education of the plan, but the participation opportunities being offered in order to build involvement and input capacity.

TRUSTEE TASK: Similar to the People Cornerstone, the Trustees can use the draft list below to finalize a list of desired outlets for communicating and collaboration with the participation opportunities for the public.



Awareness/Education Methods

- Websites: Establish an informational landing page on the Town's website with links from the Library site.
- Establish Communication sign up list for updates on progress.
- Informational Boards – Town Offices, Post Offices, Grocery
- Department Newsletters – Library, COA, Recreation distribute electronic newsletters
- BourneTV broadcasts of meetings, and specific segments
- Social Media (Facebook, Instagram, Twitter, LinkedIn) – provide regular updates online and encourage participation.
- Press Releases
- Newspapers – Cape Cod Times and Bourne Enterprise advertisements and requests for article features.
- Flyer Distribution
- Select Board and other B/C/C Updates at mtgs (Rec, COA, etc)



Input Methods

- Open House
- Public Meetings
- Workshops Meetings
- Survey
- Focus Groups with specific Stakeholders

Evaluation

Documenting and evaluating the participation provides evidence of the plan's journey from start to finish; it illuminates the standards applied while seeking input, and ensures results of the plan are transparent. That transparency is essential in the final decision-making moving forward, and should be used beyond when progress or identifying problem areas must be addressed to measure effective results.

Therefore, evaluation is the final cornerstone of the PPP as it secures meaningful and functional participation through documentation, and is completed in a two-step process.

Step 1) The list of questions used in the surveys and workshops, along with formatting, will need to be developed in order to successfully reveal what community needs and wants are desired for the future. In essence, these documents script consistent messaging and data collection throughout the public participation portion.

TRUSTEE TASK: Starting with the workshop worksheets, it is recommended the questions exhibit a traditional "SWOT" (Strengths, Weaknesses, Opportunities, and Threats) theme. Below are preliminary examples for the Trustees to consider:

Public Workshop Participants Worksheets
<p>Question 1: What are the strengths and assets of Bourne Library? What about the Library do you value the most and want to preserve for future generations and why? Think about spaces, programs, events, or traditions that contribute to the quality of life and make the library great place to learn, grow and strengthen as a community. Consider where the Library is doing a good job having the biggest impact on the greatest number of residents.</p> <p>Comment, and why:</p>
<p>Question 2: What are the Library's challenges today and in the future? How do they impact life in Bourne? Where could the Library serve the community better, and why? Think about all aspects including educational, environmental, and social. Consider challenges that have town-wide impact, but also those that might disproportionately affect a certain group of residents.</p> <p>Comment, and why:</p>

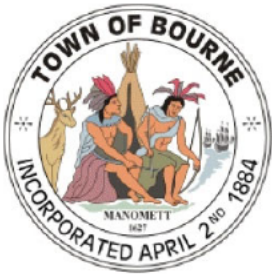
Question 3: What is your future vision of library services in the Town of Bourne? What are the opportunities that exist to reach that vision? What are the barriers that need to be overcome? What are your hopes for future generations of Library patrons in the Town of Bourne? Think about how you answered questions 1 and 2. Does your vision build on the Library's strengths and how? Will your vision help it meet its challenges today or in the future and how?

Comment, and why:

TRUSTEE TASK: There are two times in the process which surveys can be offered to the public, as detailed below. The Trustees will need to consider +/- merits of both opportunities, and in conjunction with staff abilities and time management.

1. The first is complementary to the workshops where similar questions within the workshop are asked but online or in printed format. Offering surveys coincided with the workshops captures input from those unable to attend the workshop. In addition to an online option, hard copies of the survey can be offered and collected at public buildings which might extend the reach of participation.
2. A second survey could be considered AFTER the first draft report has been presented to the Trustees and public for input. This allows the public to vet the results and garner community support for various goals and priorities.

Step 2) Once participation feedback and data has been collected from the surveys, workshops and public meetings, Staff will compile the data into reports for the Trustees to assess main issues and trends in order to summarize categories of focus that will begin building goals. Those goals will be the developmental basis of the final Strategic Plan.



Town of Bourne

Town Administration



www.townofbourne.com



24 Perry Ave, Bourne, MA 02532

Memo

To: Jonathan Bourne Public Library Board of Trustees
Irja Finn, Library Director

From: Liz Hartsgrove, Assistant Town Administrator

RE: Preliminary SWOT Analysis Recap
2024-2028 Library Strategic Plan Process

Date: June 16, 2023

Cc: Bourne Select Board
Marlene McCollem, Town Administrator

The Library Trustees held a public workshop on Thursday June 15th to begin discussions on the Strategic Plan and steps outlined in the process June 8th memo.

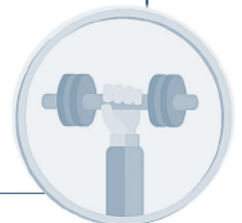
Utilizing the RFP as a guide, the Trustees confirmed the **objective** of the plan as the following:

"To identify what services and where they are being offered for the community, for the next five years."

From that agreed upon objective, the Library Trustees conducted a preliminary SWOT analysis to properly evaluate the current means for delivering services as summarized below:

STRENGTHS

- | | |
|--|---|
| <ul style="list-style-type: none">• The Experience• Staff• Children's Programs• Community Building/Services• Curated• Creating Connections for the Community• CLAMS• Safe Zone for people• Free for the public | <ul style="list-style-type: none">• Stable group of Library users• Flexible Attitude with programming• Active Social Media• Friendly atmosphere created by Staff• Library, not an Archive• Like to say "YES"• Strong allies with the Friends• Location |
|--|---|



WEAKNESSES

- | | |
|---|--|
| <ul style="list-style-type: none"> • Lack of Adequate Meeting Space • Building Issues • 2nd Floor Access • Geography • Restrooms • Limited Staff coverage to expand Hours • Outdoor space for programming • ADA accessibility | <ul style="list-style-type: none"> • Money • Unable to serve both sides of the canal properly • Collection depth • reference offerings • Website • Transportation • Lack of Parking |
|---|--|



OPPORTUNITIES

- | | |
|--|--|
| <ul style="list-style-type: none"> • Transportation • Collaboration with other community service programs • Rebranding • School coordination • Field use with school • Creating an experience • Bookmobile • Satellite library • Programs for Teens | <ul style="list-style-type: none"> • Additional community programs • Additional community partnerships • Better rapport with other depts • public relations - sharing information • Meeting space for cmtes and town • Yoga and other mental/physical health • Hangout spaces • Play spaces • Expand Hours • Genealogy |
|--|--|



THREATS

- | | |
|--|---|
| <ul style="list-style-type: none"> • Online Presence • Outdated State Mandates • Aging Friends Group • Not being relevant to changing demographics • Not being in the "know" for other programs to partner with • Program funding instability • Disruptive Technology to ensure consistent services | <ul style="list-style-type: none"> • Lack of Affordable Housing • New/Changing Technology • No Space for Teens • Cost of Living • The Building • Aging populations • Book delivery |
|--|---|



The findings from the analysis revealed three core **areas of focus** which will assist with confirming stakeholders, shaping the participation plan and ultimately framing content of a draft survey.

EXPLORE

EXPERIENCE

ENJOY

The Trustees identified additional groups essential for participation beyond those preliminarily listed for consideration in the June 8th memo:

June 8th List
<ul style="list-style-type: none"> •Friends of the Library and other groups (COA, etc) •Select Board •Boards/Committee/Commissions, Town Departments and Staff •Public and Private Schools •Chamber of Commerce •Neighborhood, Village and Civic Organizations or Associations •Youth Groups and Organizations •Religious Organizations •English as a Second Language

Additional Stakeholders
<ul style="list-style-type: none"> •Senior Living Residences •Garden Club •Women's Groups & Clubs •Joint Base Cape Cod •Big Brothers, Big Sisters •New Housing Developments/Associations •Rec & COA Committees, and their Department Heads •Maritime Academy •Non-Profits

Considering the input and progress made during the June 15th workshop, the trustees amended the implementation timeline (below).

Description	Task #	Timeline	June	July	Aug	Sept
Gather data about existing library operations and indicators	1a	June 12 – June 23				
Initial SWOT Analysis/Evaluation of Programs and Resources	2d	June 15				
Finalize Public Participation/Engagement, and list of Stakeholders	2a	June 29				
Discuss Survey draft and possibly approve	2c	June 29				
Summarize Initial plan and discussions	1b	June 12 – July 11				
Develop outline of Public Workshops	2b	June 29				
Update Select Board	2b	July 11				
Launch outreach efforts outlined in Engagement plan	2f	July 12				
* Launch Survey for public participation	2e	July 12 – Aug 4				
* Conduct Public Workshops (2 in person, 1 virtual)	2e	July 7- Aug 4				
Collect and compile results from Survey and Workshop	3a	July 12 – Aug 11				
* Public Meeting for comments on 1 st Draft Plan	3a	August 24				
Revisions to Draft Plan incorporating feedback	3a	Aug 24 – Sept 5				
Update to Select Board	3b	September 5				
* Public Meeting for comments on 2 nd Draft Plan	3a	September 13				
Final Draft/Report presented for Trustee approval	3b	September 28				

	Trustee & Staff Task
	Town Staff Task
*	Public Participation

As indicated on the above timeline, the June 29th Trustees meeting will be focused on the following steps and assigned tasks:

6/29 Step 1	Trustee Task
Finalize Public Participation/Engagement and list of Stakeholders	➤ Review “Method” section in June 8 th memo to finalize a list of desired outlets for communicating and collaborating with stakeholders.



Awareness/Education Methods

- Websites: Establish an informational landing page on the Town’s website with links from the Library site.
- Establish Communication sign up list for updates on progress.
- Informational Boards – Town Offices, Post Offices, Grocery
- Department Newsletters – Library, COA, Recreation distribute electronic newsletters
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- Flyer Distribution
- Select Board and other B/C/C Updates at mtgs (Rec, COA, etc)



Input Methods

- Open House
- Public Meetings
- Workshops Meetings
- Survey
- Focus Groups with specific Stakeholders

6/29 Step 2	Trustee Task
Discuss Survey draft and possibly approve	➤ Submit 2-3 questions per “Area of Focus” to the Assistant Town Administrator by June 22 nd .

EXPLORE

EXPERIENCE

ENJOY

From the submitted questions, the Assistant Town Administrator and Library Director will present a draft survey for the Trustees to review, in both an online format as well as hard copy.

6/29 Step 3	Trustee Task
Develop outline of Public Workshops	➤ Determine dates, locations and formatting of the public workshops.

Detailed in the “Evaluation” portion of the June 8th memo, the Survey questions will assist with the formatting of the public workshops as the questions will be similar in nature to the online survey offered to the public and will incorporate elements of the SWOT analysis to garner the stakeholder’s perspective of those same areas to ensure that a comprehensive community alignment in the final strategic plan is demonstrated.

MEDIA RELEASE

FOR IMMEDIATE RELEASE

Bourne, MA (July 6, 2023)



PUBLIC INPUT SOUGHT FOR JONATHAN BOURNE PUBLIC LIBRARY STRATEGIC PLAN

The Jonathan Bourne Public Library Board of Trustees and staff have embarked on updating their 5-year strategic plan, and are interested in generating stakeholder feedback through workshops and surveys.

Focused on learning how our community explores, experiences and enjoys, the results from the survey and workshops will be incorporated into decisions on future Library programs and services for the next 5 years and beyond. Public participation is crucial to making this planning project successful.

Two (2) in-person workshops and one (1) virtual workshop will be offered at different days of the week, at different times and at different locations to ensure a robust community participation process is being undertaken. **Same content will be covered at each workshop.**

In Person Workshop #A	Virtual Workshop	In Person Workshop #B
Monday, July 17, 2023	Wednesday, July 19, 2023	Thursday, July 27, 2023
6:00pm – 8:00pm	5:00pm – 7:00pm	10:00am – 12:00pm
Jonathan Bourne Public Library	Via Zoom	Veterans Memorial Community Center

Those interested in attending one of the workshops will need to register online.

<https://www.cognitoforms.com/TownOfBourne/LibraryStrategicPlanWorkshopRegistration>

In addition to workshops, the strategic plan survey extends an open invitation to participate and engage in an alternative way; prompting individual reflection and providing valuable insight that will be incorporated into final decisions. Responses will be received until August 4, 2023.

The survey is offered in printed format at various town buildings, and electronically online at

<https://www.townofbourne.com/library/pages/bourne-library-strategic-plan>

As an essential stakeholder, all residents, visitors, patrons, businesses and other local stakeholders are invited and encouraged to share their opinions. Your voice and perspective are critical for including when developing a strategic plan that is an accurate reflection and properly aligned with the community's needs so that all ages, backgrounds, needs, and abilities can identify the Bourne library as a place to explore, experience and enjoy.

Please feel free to send any questions about the strategic plan to libraryplan@townofbourne.com

Irja Finn, Library Director

ifinn@townofbourne.com

19 Sandwich Rd, Bourne

Creating Opportunities, Together.

###



Strategic Plan

24 | 28

Public Participation

The Jonathan Bourne Public Library Board of Trustees and staff have embarked on updating their 5-year strategic plan, and are interested in generating stakeholder feedback through workshops and surveys.

Your voice is critical for including when developing a strategic plan so that all ages, backgrounds, needs, and abilities can identify the Bourne library as a place to...



Explore Experience Enjoy

*We need
your voice!*

WORKSHOPS

Two (2) in-person workshops and one (1) virtual workshop will be offered at different days of the week, at different times and at different locations to ensure a robust community participation process is being undertaken.

Same content will be covered at each workshop.

In Person Workshop #A Monday, July 17, 2023 6:00pm - 8:00pm Jonathan Bourne Public Library	Virtual Workshop Wednesday, July 19, 2023 5:00pm - 7:00pm Via Zoom	In Person Workshop #B Thursday, July 27, 2023 10:00am - 12:00pm Veterans Memorial Community Center
--	--	--

Those interested in attending one of the workshops will need to register online. Scan QR Code or visit: www.cognitoforms.com/TownOfBourne/LibraryStrategicPlanWorkshopRegistration



SURVEY

The survey extends an open invitation to everyone in the community to participate and engage in an alternative way. The survey is offered online: Scan QR Code or visit www.townofbourne.com/library/pages/bourne-library-strategic-plan

PRINTED FORMAT AVAILABLE AT
JONATHAN BOURNE PUBLIC LIBRARY
TOWN HALL
VETERANS MEMORIAL COMMUNITY CENTER

SURVEY RESPONSES DUE BY
August 4, 2023

