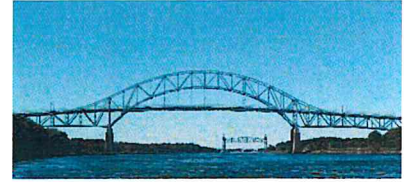


Board of Selectmen Meeting Notice AGENDA



Date

November 9, 2021

Time

6:00 PM

Location

Bourne Veteran's Memorial Community Center
239 Main Street, Buzzards Bay

Note this meeting is being televised, streamed or recorded by Bourne TV. If anyone in the audience is recording or video-taping, they need to acknowledge such at this time.

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

6:00 PM Call Public Session to Order in Open Session

1. Board of Selectmen Executive Session

Motion to enter into Executive Session (Number 6) to consider the purchase, exchange, lease or value of real property. The chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body.

- Barnstable County Land – 0 Doctor Julius Kelley Drive

Motion to enter into Executive Session (Number 6) to consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body.

- The "Motor Way" property identified as a parcel of land located off Route 28 in the Town of Bourne and further identified as Lot 2 on a Plan recorded with the Barnstable County Registry of Deeds in Plan Book 675, Page 72 and also Bourne Assessors Map 52, Parcel 41, MacArthur Blvd., Bourne, MA.

Roll call Vote to convene in Executive Session for the purpose stated.

The Board of Selectmen will reconvene in open session at the end of the executive session.

The Chair will report out a summary of any votes taken during the Executive Session.

Conduct Executive Session.

Roll call vote to adjourn the Executive Session and re-enter Public Session.

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

3. Salute to the Flag

4. **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.

RECEIVED
2021 NOV -5 PM 1:47
TOWN CLERK BOURNE

5. **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.
6. **Public Comment on Non-Agenda Items**
 - a. 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.
7. **Minutes:** 10.08.21
8. **Appointments and Licenses**
 - a. Discussion and possible vote to appoint Eda Cardoza to the Council on Aging Committee
 - b. Roadway Traffic Safety Committee
 - i. Amend the Committee Charge to include two (2) additional at-large members.
 - ii. Discussion and possible vote to appoint Richard Libin to the Roadway Traffic Safety Committee.
 - c. Discussion and possible vote to appoint Kristin Weisker to the Bourne Commission on Disabilities.
 - d. Discussion and possible vote to appoint Assistant Town Administrator Glenn Cannon to the Joint Base Cape Cod – Military Civilian Community Council as an alternate member.
9. **Selectmen's Business**
 - a. Discussion and possible vote on the request by Dan Barrett, General Manager to appoint Special Counsel for the Integrated Solid Waste Management (ISWM) Facility expansion.
 - b. Discussion and possible vote on the Next Grid (solar array) First Amendment to the Memorandum of Agreement.
 - c. Discuss the possible budget needs as we transition key staff positions due to retirements.
 - d. Discuss and possible vote on the Selectmen budget goals.
 - e. Discussion and possible vote on the Town Counsel candidates interview process.
10. **Correspondence**
11. **Committee Reports**
12. **Adjourn**

Council on Aging

October 19, 2021

EXP	COMM	APPT BY	FIRST	LAST
June 30, 2022	Council on Aging	Board of Selectmen	Beverly	Armando
June 30, 2022	Council on Aging	Board of Selectmen	Dianne	Carter
June 30, 2022	Council on Aging	Board of Selectmen	Jean F.	Hills
June 30, 2022	Council on Aging	Board of Selectmen		Vacancy
June 30, 2023	Council on Aging	Board of Selectmen	Kenneth	Blanchard
June 30, 2023	Council on Aging	Board of Selectmen		Vacancy
June 30, 2023	Council on Aging	Board of Selectmen		Vacancy
June 30, 2024	Council on Aging	Board of Selectmen	Sandra M.	Barnard
June 30, 2024	Council on Aging	Board of Selectmen	Marilyn A.	Jackson
June 30, 2024	Council on Aging	Board of Selectmen	Geraldine J.	Parham Andos
June 30, 2022	Council on Aging - Alternate Member	Board of Selectmen		Vacancy
June 30, 2023	Council on Aging - Alternate Member	Board of Selectmen	Lorraine S.	Young

Applicant:

Eda Cardoza, 16 Wright Lane, Buzzards Bay, MA 02532 – 508.759.9351 –
edacard72@gmail.com

D
11-11-21

TALENT BANK FORM

ACT NOW- SERVE YOUR COMMUNITY

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

TOWN GOVERNMENT TALENT BANK

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

BOURNE RD OF SELECTMEN
RCUD 2021 SEP 16 PM 3:00

NAME: Eda Cardoza DATE: 9/16/21
ADDRESS: [REDACTED] RECINCT: 3
OCCUPATION: Teacher TELEPHONE # [REDACTED] EMAIL: [REDACTED]
BACKGROUND: Coach at St. Margarets. Volunteer SE. U. Acad

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

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

NO VAC

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

Roadway Traffic Safety Committee

The Roadway Traffic Safety Committee is a group formed by the Board of Selectmen. This committee is a review and clearing house for all issues relating to the roadways and traffic or other related safety issues in the Town of Bourne. To have a concern reviewed by the committee please send an email including your contact information to the committee at RTScommittee@townofbourne.com). The committee will review all concerns within the purview of this committee, and in some cases may require a traffic/safety study or analysis of the situation by additional internal or external stakeholders. After review, the committee will make a recommendation to the Town Administrator's office or the Board of Selectmen as required.

The committee is made up of a member of the Police Department, Fire Department, Department of Public Works, Planning Board or Town Planner, Town Engineer, Select Board Member [ex-officio & non-voting] and 4 resident at-large members ~~2 residents~~. Appointments will be on an annual basis.

Voted ~~06.15.21~~ 11.09.21 Selectmen's Meeting

Roadway Traffic Safety Committee

EXP	COMM	REP OF COMM	FIRST	LAST
June 30, 2022	Roadway Traffic Safety Committee	Fire	David	Cody
June 30, 2022	Roadway Traffic Safety Committee	BOS - Ex-Officio-non-voting	Judith MacLeod	Froman
June 30, 2022	Roadway Traffic Safety Committee	At Large Resident	Mandy	Holway
June 30, 2022	Roadway Traffic Safety Committee	Engineer	Timothy	Lydon
June 30, 2022	Roadway Traffic Safety Committee	Town Planner or Planning Board	Coreen	Moore
June 30, 2022	Roadway Traffic Safety Committee	Public Works	Shawn	Patterson
June 30, 2022	Roadway Traffic Safety Committee	At Large Resident	Matt	Smith
June 30, 2022	Roadway Traffic Safety Committee	Police	John R.	Stowe, Jr.
June 30, 2022	Roadway Traffic Safety Committee	At Large Resident		Vacancy
June 30, 2022	Roadway Traffic Safety Committee	At Large Resident		Vacancy

11/5/21

TALENT BANK FORM

ACT NOW- SERVE YOUR COMMUNITY

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

TOWN GOVERNMENT TALENT BANK

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

NAME: RICHARD LIBIN DATE: 9-22-2021
ADDRESS: [REDACTED] PRECINCT: 6
OCCUPATION: [REDACTED] TELEPHONE: [REDACTED] EMAIL: [REDACTED]
BACKGROUND: [REDACTED]
COVE MASTER, DEPUTY SHERIFFS COMMISSAR, SHORE & HARBOUR COMM

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

	LOCAL EMERGENCY PLANNING COMMITTEE - mission is to provide residents with an emergency response program for hazardous materials incidents, extreme weather, and other high impact events.
	OPEN SPACE COMMITTEE - was formed in 1999 for the purpose of recommending acquisitions of interest in real property to be owned or managed by the Conservation Commission or other designated nonprofit organization or in the case of interests to acquire sites for future wellhead development for a Water Resource District.
	RECREATION COMMITTEE – Works with the Director of Recreation on long term planning for the recreational needs of the Town
	RECYCLING - Provide advice and assistance to the Board of Selectmen, the ISWM General Manager and Town residents concerning recycling requirements and procedures. Assist the Board of Selectmen with public education concerning recycling, composting and source reduction.
	REGISTRAR OF VOTERS - The Board of Registrars responsibilities include registering voters, making local listings of residents, certifying nomination papers and petitions, processing absent voter applications and administering election recounts.
	ROAD ACCEPTANCE ADVISORY COMMITTEE
✓	ROADWAY TRAFFIC SAFETY COMMITTEE - This committee is a review and clearing house for all issues relating to the roadways and traffic or other related safety issues in the Town of Bourne.
	SELECTMEN'S ENERGY ADVISORY COMMITTEE - assist the Board of Selectmen on the investigation, research and consideration of siting and utilizing alternative forms of energy for municipal purposes.
	SOUTH SIDE FIRE STATION FEASIBILITY AND DESIGN BUILDING COMMITTEE - To serve as advisors to the Town Administrator and Bourne Board of Selectmen as it prepares the design, siting and feasibility of a new replacement fire/ems station on the south side of the Cape Cod Canal.
	SHORE AND HARBOR COMMITTEE – Works on plans, future development and recommends regulatory change and enforcement
	SPECIAL WORKS OPPORTUNITY PROGRAM - SWOP's mission statement is to provide social opportunities to adults with intellectual disabilities residing in the Town of Bourne. We do this through social settings that foster independence and cultivate respect and support through community involvement.
	TOWN ADMINISTRATORS ADVISORY COMMITTEE ON PEDESTRIAN BICYCLE PATHWAY - to assist in the creation of a pedestrian and bicycle pathway within the geographic boundaries of the Town of Bourne, connecting with the Shining Sea pathway in Falmouth
	TRANSPORTATION ADVISORY COMMITTEE - shall have the following responsibilities on transportation-related projects proposed by the town and others and shall include, but not limited to, highways and other roadways, rail services, bus services, shuttle services and transportation facilities.
	WASTEWATER FACILITY DESIGN AND BUILDING - To serve as advisors to the Town Administrator and Bourne Board of Sewer Commissioners as it prepares the final design, siting and construction of a 100,000 gpd facility within Buzzards Bay.
	UPPER CAPE REGIONAL TRANSFER STATION - is the body that oversees all operations for the municipally-owned regional solid waste transfer station located on Joint Base Cape Cod (JBCC) in Sandwich.
	VETERANS GRAVES OFFICER
	OTHER (please list)

Richard E. Libin



September 22, 2021

Town of Bourne
24 Perry Avenue
Buzzards Bay, MA 02532
Attn: Select Board

Re: Roadway Traffic Safety Committee

Dear Select Board,

I would like to be considered for the at large seat on the Roadway Traffic Safety Committee. My background with the town goes back well over twenty years and I am currently the Cove Master at Barlows Landing and one of the Deputy Shellfish Constables. I also serve as the Chairman of the Shore and Harbor Committee which deals with safety issues related to the waterways, beach facilities, parking areas, and also addresses the regulatory and enforcement recommendations to the town.

Thank you for consideration.

Respectfully,

Richard F. Libin

Richard F. Libin



TOWN OF BOURNE - FY22 Commission on Disabilities

EXP	LAST	FIRST	STREET	CITY	STATE	ZIP	HOME #	EMAIL
June 30, 2022	Carr	Victoria			MA	02553-0464		
June 30, 2022	Carr	Nathan			MA	02553-0464		
June 30, 2022	Cooney	Lori			MA	02532		
June 30, 2022	Morley	Patricia			MA	02559		
June 30, 2023	Duffy-Krauspe	Patty			MA	02534		
June 30, 2023	Pelonzi	David S.			MA	02532		
June 30, 2023	Ruggles	Patricia			MA	02532		
June 30, 2024	Brunco	Marc			MA	02532		
June 30, 2024	Vacancy							

Kristin J. Weisker



BOURNE BD OF SELECTMEN
RCUD 2021 OCT 4 PM12:56

October 4, 2021

Town Government Talent Bank
c/o Town Administrator
24 Perry Avenue
Buzzards Bay, MA

Dear Mr. King,

It has come to my attention that there is an opening on the Commission on Disabilities committee. I would like to put my name forward for such a position with the town. I have recently met with the chair, Victoria Carr, and believe I can be of service to her committee.

My husband and I moved to Bourne three years ago and we have been regular visitors to the area for over two decades. I would like to contribute to this community that has been so welcoming to me and my husband.

I am now retired from the investment industry where I had been a relationship manager for the past 15 years of my career. I have solid interpersonal skills and enjoy working in a collaborative environment.

I have attached the completed Talent Bank form and look forward to hearing from you about any next steps.

Sincerely,

A handwritten signature in black ink, appearing to read "Kristin J. Weisker".

TALENT BANK FORM

ACT NOW- SERVE YOUR COMMUNITY

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

TOWN GOVERNMENT TALENT BANK

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

NAME: Kristin J. Weisker DATE: 10/4/27

ADDRESS: [REDACTED] PRECINCT: 6

OCCUPATION: RETIRED TELEPHONE: [REDACTED] MAIL: [REDACTED]

BACKGROUND: career working as relationship manager in the investment industry

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

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

	LOCAL EMERGENCY PLANNING COMMITTEE - mission is to provide residents with an emergency response program for hazardous materials incidents, extreme weather, and other high impact events.
	OPEN SPACE COMMITTEE - was formed in 1999 for the purpose of recommending acquisitions of interest in real property to be owned or managed by the Conservation Commission or other designated nonprofit organization or in the case of interests to acquire sites for future wellhead development for a Water Resource District.
	RECREATION COMMITTEE – Works with the Director of Recreation on long term planning for the recreational needs of the Town
	RECYCLING - Provide advice and assistance to the Board of Selectmen, the ISWM General Manager and Town residents concerning recycling requirements and procedures. Assist the Board of Selectmen with public education concerning recycling, composting and source reduction.
	REGISTRAR OF VOTERS - The Board of Registrars responsibilities include registering voters, making local listings of residents, certifying nomination papers and petitions, processing absent voter applications and administering election recounts.
	ROAD ACCEPTANCE ADVISORY COMMITTEE
	ROADWAY TRAFFIC SAFETY COMMITTEE - This committee is a review and clearing house for all issues relating to the roadways and traffic or other related safety issues in the Town of Bourne.
	SELECTMEN'S ENERGY ADVISORY COMMITTEE - assist the Board of Selectmen on the investigation, research and consideration of siting and utilizing alternative forms of energy for municipal purposes.
	SOUTH SIDE FIRE STATION FEASIBILITY AND DESIGN BUILDING COMMITTEE - To serve as advisors to the Town Administrator and Bourne Board of Selectmen as it prepares the design, siting and feasibility of a new replacement fire/ems station on the south side of the Cape Cod Canal.
	SHORE AND HARBOR COMMITTEE – Works on plans, future development and recommends regulatory change and enforcement
	SPECIAL WORKS OPPORTUNITY PROGRAM - SWOP's mission statement is to provide social opportunities to adults with intellectual disabilities residing in the Town of Bourne. We do this through social settings that foster independence and cultivate respect and support through community involvement.
	TOWN ADMINISTRATORS ADVISORY COMMITTEE ON PEDESTRIAN BICYCLE PATHWAY - to assist in the creation of a pedestrian and bicycle pathway within the geographic boundaries of the Town of Bourne, connecting with the Shining Sea pathway in Falmouth
	TRANSPORTATION ADVISORY COMMITTEE - shall have the following responsibilities on transportation-related projects proposed by the town and others and shall include, but not limited to, highways and other roadways, rail services, bus services, shuttle services and transportation facilities.
	WASTEWATER FACILITY DESIGN AND BUILDING - To serve as advisors to the Town Administrator and Bourne Board of Sewer Commissioners as it prepares the final design, siting and construction of a 100,000 gpd facility within Buzzards Bay.
	UPPER CAPE REGIONAL TRANSFER STATION - is the body that oversees all operations for the municipally-owned regional solid waste transfer station located on Joint Base Cape Cod (JBCC) in Sandwich.
	VETERANS GRAVES OFFICER
	OTHER (please list)

Section 2-9: Finance Committee.

A finance committee shall be appointed as provided by by-law. Town employees, including school employees, shall not be eligible for appointment to, or service on, the finance committee. The finance committee shall choose from its members a chairperson and fill such other offices as it may create.

Article 3**Executive Branch, Board of Selectmen.****Section 3-1: Term of Office, Composition.**

There shall be a board of selectmen to consist of 5 members to be elected for 3-year terms, so arranged that as nearly an equal number of terms as possible shall expire each year. The board of selectmen shall also serve as sewer commissioners until such time as the town adopts legislation creating a board of sewer commissioners.

Section 3-2: Vacancy.

A vacancy in the office of selectmen shall be filled in accordance with the General Laws.

Section 3-3: Policy Role.

The board of selectmen shall serve as the chief goal-setting and policy-making agency of the town, keeping in mind the goals, policies and action items of the local comprehensive plan, or LCP, and shall appoint a town administrator to carry out such policies. Annual goals as voted by the board of selectmen shall be filed with the town administrator not later than July 1 after the regular spring town election and also published in the annual town report.

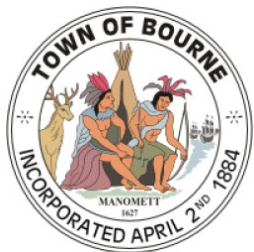
An individual selectman shall have no independent authority unless specifically authorized by a vote of the board of selectmen. Selectmen shall deal with administrative agencies and departments only through the town administrator. Selectmen, individually or as a board, shall not become involved in the day-to-day administration of a town department. The board of selectmen shall act only through the adoption of written policy goals, policies and action items which shall be implemented by the town administrator and written in a policy book that shall be available to the public for review.

Section 3-4: Powers and Duties.

Except as otherwise provided by this charter, all executive powers of the town shall be vested in the board of selectmen and the board shall have all of the powers and duties given to boards of selectmen under the Constitution and General Laws of the commonwealth, and such additional powers and duties as may be authorized by this charter, by by-law or by town meeting vote. The board of selectmen shall cause the laws and orders for the government of the town to be enforced and shall cause a record to be kept of all its official acts.

Section 3-5: Appointing Powers.

The board of selectmen shall appoint the town administrator, town counsel, registrars of voters, constables and members of all multi-member bodies for whom no other appointment provision is made in this charter or by by-law. Representatives of boards or committees specified as members of a committee shall be designated by their respective boards or committees. All boards, committees and commissions appointed by the board of selectmen shall be responsible to the board of selectmen.



TOWN OF BOURNE

Town Administrator

24 Perry Avenue – Room 101

Buzzards Bay, MA 02532

www.townofbourne.com

508.759.0600, Ext. 1308



Anthony E. Schiavi, Town Administrator

Email: aschiavi@townofbourne.com

Request for Qualifications Town Counsel Services ADDENDA

To: All Bidders

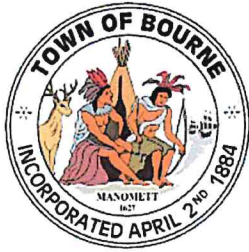
From: Anthony Schiavi, Town Administrator

Date: March 31, 2021

This Addendum modifies and forms a part of the RFQ documents posted to the Town of Bourne website on March 10, 2021. This Addendum consists of the following: One (1) typed page.

1. Can you tell me what your legal budget was for last year?
 - A. **Currently the legal budget is \$300,000 for all uses (i.e., town counsel, labor counsel and special counsel.) For example, this year we have hired special counsel to renegotiate the Town's Comcast license. However, the Board of Selectmen has tasked the Town Administrator with working to reduce the legal budget, if possible, however it was maintained at \$300k due to the cable license for FY22.**
2. As to on-site office hours, we presume those would be at the Town Hall, and if so, traditionally, how many such hours are expected on a semi-monthly or monthly basis?
 - A. **We expect that if we utilize "on-site hours" it would start at approximately 2 days per month at approximately 5-6 hours per day. As to office space, you would likely be using the Bourne Community Center, 239 Main Street, Buzzards Bay ~ 500 ft from Town Hall.**
3. Does the Town of Bourne expect a satellite law office to be located in the general vicinity of the Bourne area or on Cape Cod?
 - A. **There is no requirement for the selected firm to have a satellite office close to Bourne.**

NOTE TO ALL BIDDERS: YOU MUST ACKNOWLEDGE RECEIPT OF ALL ADDENDA ON YOUR BID SUBMISSION FORM WHERE INDICATED OR INCLUDE A COPY OF ADDENDA IN YOUR BID SUBMISSION.



Anthony E. Schiavi
Town Administrator

TOWN OF BOURNE

Town Administrator

24 Perry Avenue – Room 101

Buzzards Bay, MA 02532

www.townofbourne.com

508.759.0600, Ext. 1308



TOWN OF BOURNE

OFFICE OF THE TOWN ADMINISTRATOR

Request for Qualifications Town Counsel Services

The Bourne Board of Selectmen seeks to appoint an attorney or law firm as Town Counsel on or about May 18, 2021. Interested firms or attorneys must meet or exceed the qualifications stated in the RFQ/I, must be readily accessible to authorized public officials, exceptionally experienced in municipal law as described in the RFQ/I, possess an uncompromising adherence to the highest standards of professional conduct and ethics, and be committed to rendering sound and objective legal advice and opinion.

In seeking Town Counsel, the Board of Selectmen is not bound by M.G.L. c.30B or by any other constraints apart from the sound judgment of its members. This process is being used to communicate the desired qualifications of Town Counsel and to solicit information in an orderly fashion for rough comparative purposes. Ultimately, though, the Board of Selectmen will select the candidate that they deem to be in the best interests of the Town, in its sole discretion. Consequently, the Board of Selectmen, Town Administrator, and the Town of Bourne reserve the right to waive any irregularities in the RFQ/I process and to accept or reject any or all proposals.

Full context and instructions may be found on the Town of Bourne website (townofbourne.com) under the heading "Town Bids/RFPs." **Sealed envelopes containing responses shall be marked "Town Counsel RFQ/I" and be received no later than Friday, April 9, 2021 at 4:00 pm at Bourne Town Hall, 24 Perry Ave., Buzzards Bay, MA 02532.**

The right is reserved, as the interest of the Town may require, to revise or amend the specifications prior to the date set for the review of the responses to the RFQ/I, such revisions and amendments, if any, will be announced by an addendum to the RFQ/I. In such case, the addendum will be posted on the Town's website on March 31, 2021. The respondent shall acknowledge receipt of all addenda by signing, dating, and returning the acknowledgement page of the addenda with their RFQ/I.

Questions may be directed to Town Administrator Anthony Schiavi at aschiavi@townofbourne.com.

GENERAL INFORMATION

Firms may be invited to make presentations at a Board of Selectmen's meeting

Date	Time	Description
March 10, 2021		Release of RFQ/I to public, posted on Town of Bourne and MMA websites
March 26, 2021	4:00 PM	Last day for written inquiries
March 31, 2021	4:00 PM	Anticipated date that answers to written inquiries will be posted on Town of Bourne website in the form of addenda
April 9, 2021	4:00 PM	RFQ/I's are due
April 14, 2021		List of RFQ/I's submitted to Board of Selectmen for evaluation
April 20, 2021	7:30 PM	Presentations to Board of Selectmen, if needed
May 7, 2021	4:00 PM	Announcement of Award

Request for Qualifications/Information
Town Counsel Legal Services
Town of Bourne

- I. Objective:** The Bourne Board of Selectmen seek to appoint an attorney or law firm as Town Counsel on or about May 18, 2021. Interested firms or attorneys must meet or exceed the qualifications stated below , and must be readily accessible to authorized public officials, exceptionally experienced in municipal law as further described below, possess an uncompromising adherence to the highest standards of professional conduct and ethics, and be committed to rendering sound and objective legal advice and opinion.
- II. Form of Government:** The Town of Bourne is a vibrant and historic Cape Cod community located at the gateway to the distinctive region in Massachusetts with approximately 20,500 year-round residents, increasing to about 40,000 during summer months. It has a tradition of responsive government service and is known for its miles of beautiful coastline, charming villages, and abundant open space. The town operates under a Home Rule Town Charter and in that regard, the Board of Selectmen acts as the appointing authority for Town Counsel. Town Counsel will provide services to all departments, boards and committees of the Town of Bourne as directed by the Board of Selectmen and Town Administrator as their designee. The Town will continue from time-to-time to engage and retain special counsel as circumstances dictate. The Town of Bourne's legislative body acts through an open town meeting construct and meets annually on the first Monday in May and generally in the fall or at other times through Special Town Meetings.
- III. Areas of Qualification and Services:**
1. General municipal law and established under MA General Law and as appropriate, case law.
 2. Municipal finance.
 3. State procurement laws - from bidding to award, development of standard contracts for goods and services, engineering, etc.
 4. Town Charter interpretation and guidance.
 5. Open Meeting Law, exceptions, public records law and conflict of interest in a municipal setting.
 6. Land use and real estate experience including but not limited to purchasing, divesting, eminent domain, easements, licenses and leases etc. as well as negotiation assistance.
 7. Open Town Meeting to include drafting, reviewing and providing guidance on Town Meeting Articles and review of motions. Includes attendance at all Annual and Special Town Meetings.
 8. Assist with drafting, submitting and monitoring special legislation and home rule petitions.
 9. All aspects of zoning to include review and assistance with zoning changes, amendments, permitting etc.
 10. MA liquor licensing laws and guidance to the Board of Selectmen during license holder hearings.
 11. Regulations related to conservation, wetlands, storm water compliance, solid waste

and wastewater, to include both Environmental Protection Agency and the MA Department of Environmental Protection regulatory guidance and permitting.

12. Provide assistance, review and guidance with various types of energy contracts and projects related to solar or other forms of renewable energy.

13. Represent the Town of Bourne at various legal proceedings, including the appellate level, attend court appearances, administrative agency hearings and/or other litigation venues on behalf of the Town.

IV. Qualifications: The successful appointee and all those who will be working on behalf of the appointee must be a member in good standing of the Massachusetts Bar Association and qualified to practice law in Massachusetts and able to represent the Town before all courts and governmental agencies in which the Town is likely to appear in the usual pursuit of its municipal functions. Town Counsel must have professional liability insurance in the amount of at least \$1,000,000.

V. Experience: The appointee must represent or have represented as general counsel a Massachusetts municipality for not less than five (5) years or possess equivalent experience. References for all municipalities currently represented or represented in the last ten (10) years by the prospective appointee must be submitted. Prospective appointee must designate at least one other qualified attorney available to render advice and otherwise represent the interests of the Town when the appointee is not available. In this regard, "qualified attorney" shall mean another attorney who substantially meets the minimum qualifications set forth herein for the appointee. If there are particular areas of municipal law for which an appointee would seek "outside counsel" assistance, please identify those areas and whom the appointee typically uses in those areas.

VI. Accessibility: The appointee must commit to returning all calls and electronic correspondence from the Town Administrator or authorized officials either himself/herself or through a qualified back up within 24 hours of the communication. The appointee must also commit, as a general rule, to responding to requests for written opinions within one week unless the circumstances of the opinion warrant a shorter or longer time frame for a response. Electronic communications such as PDF documents are preferred when appropriate.

On-site office hours may be desired on a semi-monthly or monthly basis or occasionally more frequently to attend an on-site meeting.

VII. Billing: The appointee must commit to providing statements for services rendered on a monthly basis. Each statement, if based on an hourly rate for service, must disclose, at a minimum, the date of the service, the identity of the attorney or staff person performing the service, the subject matter reference for the service, a description of the service performed, the time it took to perform that service, and the hourly rate for the individual performing the service. Legal services provided for, or related to, the Town's enterprise funds will be billed separately from one another and/or general legal service. Expense items must be itemized.

VIII. Fees and Expenses: The Town's budget for legal expenses is a total within the legal services line item in each fiscal year's budget. This budget includes fees and expenses for Town Counsel and special and labor counsel as necessary. Other budgets may contain amounts to be

expended on legal services, such as the Town's two enterprise funds. Towards this end, the Board of Selectmen would be pleased to consider alternatives to the traditional hourly rate fee arrangement with counsel. As an example, responding attorneys may propose a fixed retainer for a specified scope of services, with an hourly rate for work outside the established scope of services. In addition, with the electronic nature of much of our communications today, the Board of Selectmen would also be interested in hearing ideas related to a monthly flat rate for general phone calls and emails from those authorized to communicate with Town Counsel, and which may not require any detailed legal research before responding. Prospective attorneys should feel free to be creative in these areas so long as the proposal is workable, reasonable and easily understood. Whether or not an alternative fee arrangement is proposed by the responding attorney, the attached fees and expenses response sheet must be completely filled out.

IX. **Selection:** In seeking Town Counsel, the Board of Selectmen is not bound by M.G.L. c.30B or by any other constraints apart from the sound judgment of its members. This process is being used to communicate the desired qualifications of Town Counsel and to solicit information in an orderly fashion for rough comparative purposes. Ultimately though, the Board of Selectmen will select the candidate that they deem to be in the best interests of the Town, in its sole discretion. Consequently, the Board of Selectmen, Town Administrator, and the Town of Bourne reserve the right to waive any irregularities in the RFQ/I process and to accept or reject any or all proposals.

X. **Application:** Qualified attorneys interested in responding to this RFQ/I should fill out the attached forms completely, attach copies of all documents requested therein, and return the same in an envelope labeled "Town Counsel RFQ/I" to:

Anthony E. Schiavi
Town Administrator
24 Perry Ave.
Bourne, MA 02532

Please provide six (6) copies of your RFQ/I response and all associated documentation on 8½ x 11 paper. Electronic submissions to aschiavi@townofbourne.com will be accepted in PDF format. The Town will provide a 'received acknowledgement' via email for all emailed submissions. If such acknowledgement is not received by you on or before the submittal date, please call Nancy Sundman, Executive Secretary at 508.759.0600 ext. 1304 for confirmation.

*All responses to this RFQ/I must be received at the Office of the Town Administrator/Board of Selectmen at the above address – or via email to aschiavi@townofbourne.com **no later than 4:00PM on April 9, 2021.** Thank you!*

RESPONSE TO REQUESTS FOR QUALIFICATIONS/INFORMATION FOR BOURNE TOWN COUNSEL

NAME: _____

FIRM NAME: _____

ADDRESS: _____

TELEPHONE: _____ FAX: _____

EMAIL: _____

Please respond to each of the following:

1. Please identify by name (address and phone number if different than above) the proposed Town Counsel and each proposed back-up counsel. The Board of Selectmen wants to know the specific individual attorney who will serve as Lead Counsel.
2. Please attach resumes for each attorney identified above.
3. Do each of the attorneys identified above meet the minimum bar admission requirements of the RFQ/I? If other than "yes", please explain.
4. With respect to each attorney identified, please list each and every Massachusetts municipality represented by the attorney within the past ten years, the years of such representation, and the name, address and phone number of at least one contact person in each municipality with knowledge of the attorney's representation.
5. Please describe each identified attorney's experience in the areas of land use, zoning and planning.
6. Please describe how you propose to satisfy the accessibility requirements of the RFQ/I.
7. Please describe how you propose to satisfy the backup requirements in section V. of the RFQ/I.
8. Will you meet or exceed the billing requirements of the RFQ/I?
9. State whether you have represented a client in the preceding three (3) years who has or had a matter pending before any officer, agency board or committee of the Town of Bourne.
10. Confirm that you will not, during the time of your representation of the Town, represent any client in any matter in which the interests of the client are adverse to those of the Town, or in any matter

seeking action by any officer, agency, board or committee of the Town, in accordance with MGLA 44A c268A s17.

11. Provide a general description of the firm, its history, significant changes in its makeup over the last three (3) years and its range of business.
12. Provide a list of municipalities represented over the last 10 years (see attached sheet).
13. Although the Town Administrator will select and appoint Labor Counsel, please explain your firm's experience with Municipal Labor Law as there may be times where collaborative discussions between Town Counsel and Town Labor Counsel are desired or warranted.
14. For the above Municipal Clients, have you or the firm:
 - A. Exceeded the municipal legal budget appropriation (general fund) in the last three (3) fiscal years (FY2018, FY2019, FY2020) and if so, by what percent?
 - B. If you have a retainer arrangement with the above clients, please note the retainer amount vs. total amount billed for the last three (3) fiscal years.
15. Provide details of any criminal investigation, regulatory or disciplinary proceedings or material litigation against your firm or members of your firm, which is either pending or has been completed in the preceding three (3) years.
16. Provide details as to the nature and amounts of your firm's professional insurance and of any claims asserted or made against such coverage in the preceding three (3) years.

By my signature, I certify that the information contained in this Response to Requests for Qualifications are complete and accurate, to the best of my knowledge and belief.

Signed: _____ Date: _____

Print Name _____

Firm Name _____

Lists of municipalities represented over the last 10 years/references:

Client Name	Contact Name and Title	Telephone Number

RESPONSE TO REQUESTS FOR QUALIFICATIONS/INFORMATION FOR BOURNE TOWN COUNSEL

Fees and Expenses Response Sheet

(To be attached to and made a part of the overall Response to Requests for Qualifications)

1. Please list the name and hourly rate for proposed Town Counsel and for each attorney intended or likely to serve as backup when the appointee is unavailable.
2. If you propose to bill for services provided by paralegals, clerical staff or other non-attorney personnel, please list by title and by hourly rate each position for whom you may bill.
3. Please provide a complete listing of all charges for expenses you intend to impose as incurred (i.e. any and all copy charges, telephone charges, fax charges, mileage charges and the like, but excluding any fees for stenographers, court fees, service fees and the like).
4. In what hourly increments do you intend to bill?
5. Do you bill out attorney time out of the office on a portal-to-portal basis or some other basis? Please describe.
6. Will there be a separate charge for office hours and/or training sessions? If so, please itemize.
7. Do you intend to propose an alternative fee arrangement? Yes____ No____ If "yes", please attach additional sheet(s) fully describing and explaining your proposal.

**ACKNOWLEDGMENT OF RECEIPT OF ADDENDA TO RFQ DOCUMENTS
TOWN OF BOURNE**

Town Counsel Legal Services

The undersigned responder hereby acknowledges receipt of the following notices, revisions, or addenda to the advertisement, specifications or RFQ/I documents. By indicating date of receipt, responder acknowledges the submittal takes into account the provisions of the notice, revision or addendum.

Reference # or Title of Addendum	Mode of Receipt (fax, email, pickup)	Date received

Acknowledgment:

Name and Title of Authorized Representative

Signature

Date