

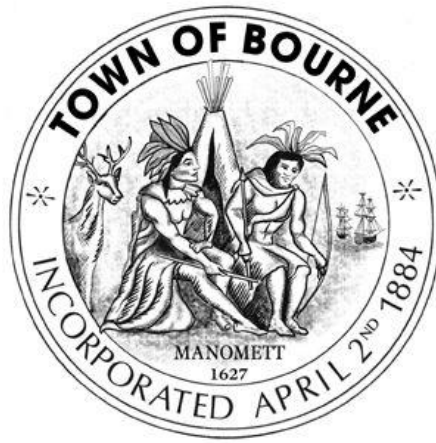
**ARTICLES OF THE WARRANT, MOTIONS,
VOTER INFORMATION, AND
RECOMMENDATIONS
OF THE
FINANCE COMMITTEE**

**FOR THE
BOURNE SPECIAL TOWN MEETING**

Monday, November 16, 2020

7:00 P.M.

Bourne Middle School Gymnasium



A Voter's Handbook

***PLEASE BRING THIS HANDBOOK TO EACH SESSION OF
TOWN MEETING***

VOTER HANDBOOK

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FALL 2020**

SPECIAL TOWN MEETING

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SOME ABC'S ABOUT TOWN MEETING

THE PLAYERS

As you face the front of the gymnasium from your seat, you see in front of you various officials and resource people in the following approximate positions: In the middle is the Moderator, an elected town official who conducts the meeting. Beside to your left and behind him is the Town Clerk and staff who record the proceedings. Seated from left to right: Finance Committee; Board of Selectmen; Town Administrator and key staff, School Superintendent; and Town Counsel, to the right of the Moderator. The School Committee and Planning Board will be seated in the front row of the audience.

Please note that this may change with the Town meeting being held at the middle school gymnasium due to the restrictions associated with Covid-19 and space constraints.

WHO MAY VOTE?

All registered voters of the Town of Bourne who have been checked in at the registration desks, and who display their identification tag.

THE QUORUM

One hundred twenty five (125) voters present constitute a quorum required for commencing the business of Town Meeting. Once the meeting opens, the quorum drops to one hundred (100) voters.

Please note that the Board of Selectman with the approval of the moderator, voted pursuant to Section 7 of Chapter 92 of the Acts of 2020 to reduce the quorum due to Covid-19 to 15 voters.

THE WARRANT

The official listing of articles compiled, publicly posted and distributed to voters at Town Meeting.

ARTICLES

Articles are the individual subjects to be acted on by Town Meeting. They have been submitted by Town Boards and Departments, by the Selectmen, and by private petition endorsed by ten or more registered voters (for an annual town meeting) or one hundred or more registered voters (for a special town meeting).

ORDER OF BUSINESS

The Moderator determines when a quorum is present and calls the meeting to order. Following the pledge of allegiance and invocation, the Moderator reviews the basic rules under which the meeting will be conducted. Special Resolutions, if any, are presented and acted upon. With some exceptions, articles are called by lottery, discussed, and voted upon. This procedure is followed for each article until the warrant has been completed. If necessary, due to time constraints, additional meetings will be scheduled.

MOTIONS

When an article reaches the floor, the Moderator will usually ask if the Finance Committee has a recommendation and a motion to offer. This is because Town Bylaw requires the Finance Committee to review and make recommendations on all articles in the warrant. On articles presented by the Planning Board, the Moderator will ask them to present a motion and their official report. The Finance Committee will then make its recommendation. Motions not related to subjects in the warrant or to the conduct of the meeting are not permitted.

INDEFINITE POSTPONEMENT

A motion to indefinitely postpone action on an article is a motion not to take positive action at this town meeting.

NEGATIVE RECOMMENDATIONS

If the action recommended by the Finance Committee on an article other than zoning bylaw articles is negative, the Moderator will ask if any voter present wishes to make a positive motion. If so, the person making the motion must also be prepared to submit the motion in writing to the Moderator.

AMENDMENTS

Any voter present may request to be recognized by the Moderator for purposes of offering an amendment to any motion under discussion. The motion to amend must be in writing and include the specific words to be deleted in the original motion as well as those to be substituted.

PARTICIPATION

If you have a question of clarification concerning an article or motion under discussion, or wish to participate in such discussion, please do so. To be recognized by the Moderator, raise your hand or if necessary, stand in place. When recognized, step forward to the nearest microphone as quickly as possible and state your name. Speak

slowly and clearly into the microphone. Be as concise and brief as possible, and by all means stick to the point at hand. Keep your remarks to 3½ minutes or less.

VOTING

Generally, after appropriate motion and discussion, if any, the Moderator will call for a voice vote. If he is not clear as to which response constitutes a majority, he will call for a standing vote, which will be counted by designated checkers. On votes requiring other than a majority, if the result is not unanimous, a standing vote is required. On certain occasions, a secret ballot may be taken if requested by at least 15 registered voters.

DEFINITIONS

For the benefit of those who may not be familiar with some of the financial terms appearing in or used in the course of considering various articles, the following much simplified definitions maybe helpful:

CONSENT ARTICLE

A Consent article is an exception to the general process of Town Meeting. In consultation between Town Counsel, the Moderator, the Finance Committee, and the Selectmen, several articles that are usually voted separately can be combined into one article. These articles, which are related to each other, not likely to be controversial and not likely to generate debate, are combined into one article to allow a single motion and voted as one unit. At the call of the Consent Article the Moderator will refer to each section of the article, one by one. If any voter calls out “hold” in a loud voice, that particular section is laid aside for separate consideration. After reading all of the article sections, the Moderator will entertain a motion on the sections not set aside to be voted as one unit. After that vote, the meeting will consider the sections set aside and takes them up in order for discussion and possible amendment, rejection or other disposition.

GENERAL FUND

The account in which general and/or undesignated revenues are deposited for use in paying the general expenses of the Town.

STABILIZATION FUND

Monies appropriated by the Town to fund capital expenditures for equipment, land, or large-scale projects or for any other lawful purposes. An appropriation into the stabilization fund requires a majority vote and a 2/3 vote is required to appropriate money from the Stabilization Fund.

RESERVE FUND

Monies appropriated by the Town to cover extraordinary or unforeseen expenses during the fiscal year as approved by the Finance Committee.

FREE CASH

The amount of the Town's surplus revenue over and above uncollected taxes of prior years.

RAISE AND APPROPRIATE

The authority voted by the Town to raise by taxation and spend Town Funds for purposes stated in various articles in the warrant. The dollar amount, which can be raised by taxation, is limited by the state law known as "Proposition 2-1/2". After the setting of the tax rate, no funds may be raised and appropriated by taxation at a special town meeting.

TAX LEVY

The maximum amount of money that by State law may be raised through property taxes in any given year. The Tax Levy is by far the largest of a number of revenue sources for the Town, accounting for over half of the total. The maximum tax levy is limited by Proposition 2-1/2.

TAX RATE

The dollar amount per \$1000 of property valuation required to collect the Tax Levy through property tax bills.

THE BOURNE RULE

The "Bourne Rule" controls unlimited spending by town meeting in violation of Proposition 2-1/2. The rule, adopted at the beginning of town meeting by resolution, requires any amendment seeking funding in excess of the amount recommended by the Finance Committee to state an equal dollar reduction in another appropriation or appropriations in order to maintain all spending in balance so that the tax levy will not exceed the maximum levy limit imposed by Proposition 2-1/2.

RULES OF DEBATE:

1. All debate will be conducted in a respectful and courteous manner and in a calm and collected tone.

2. All comments and inquiries will be directed to the moderator and are specifically limited to the subject matter being debated.
3. Confine your remarks to a maximum of 3½ minutes, unless you have *prior approval* to speak longer. If you attempt to use your speech to incite the crowd, you may be removed from the auditorium by the Sgt. at Arms, at the discretion of the moderator.
4. Speak only to the motion on the floor. Do not be repetitive. Be concise and to the point.
5. No comments of a personal nature are allowed.
6. No applause for any speaker is allowed.
7. No boos, catcalls, or similar interference with the speaker's remarks may be directed against any speaker.
8. Any person unwilling or unable to comply with these rules may, by state law, be removed from the auditorium by the Sgt. at Arms at the sole discretion of the moderator.

Even though a crowd of persons may be booing, applauding, or engaged in other bad behavior, the moderator may start singling out one or two persons at a time engaged in this bad behavior to be removed from the auditorium by the Sgt. at Arms. This is going to continue until all the offending conduct ceases.

RULES OF THE MODERATOR

TOWN MEETING PROCEDURES

1. Non-Voter Seating. At the beginning of the meeting the Moderator designates rows of seats for seating of *non-voters*.

1A. Non-Voter Minor Children. With the permission of a doorkeeper, voter(s) attending town meeting with a child(ren) may be allowed to sit with their child(ren) in voter seating. That said, we respectfully request that you do not bring children under age 6 to town meeting.

2. Moderator rulings and procedure at the Town meeting are governed by Federal and Massachusetts laws, the Town Charter, Town Bylaws, and “Roberts Rules of Order” as interpreted in the book entitled *Town Meeting Time*.

3. The Moderator will not entertain shouted motions from the floor to Move the Question, or to challenge a quorum, or for any other purpose. Any person wishing to speak must first rise and be recognized by the Moderator. If a person is physically challenged, please notify the tellers, and the tellers will provide a portable microphone so that person can speak from his/her seat.

4. Individuals with hearing difficulty need to contact the selectmen’s office at town hall at least three business days prior to the town meeting so that language signers can be made available for the meeting.

5. Speakers. Before speaking, state your name clearly for the record. Speak concisely and speak to the motion on the floor. Speak only long enough to make your point. Do not repeat what prior speakers have already said. Three to five minutes should be more than enough time to make a point, if the speaker is clear and concise.

6. The Moderator will not tolerate personal attacks, cat-calling, applause, booing, heckling, or any other form of disruption during the meeting. Pursuant to Massachusetts law, any person disrupting the town meeting may be caused by the Moderator to be taken into custody and removed from the meeting by the Sergeant-at-Arms or a Constable and held until the conclusion of the meeting.

7. The meeting is now televised live by the local Comcast cable television company, and is later also re-broadcast on the local cable access channel.

8. There is a stenographer keeping an official written transcript of the meeting.

9. Voter Tags. If there is a counted, standing vote, or a secret ballot, voters must have their voter tag visible and be in a seat in the voter’s section in order to be counted. The tellers will not count anyone not seated in a seat in the voter’s section or anyone without a voter tag.

10. Fifteen (15) or more registered voters may request a secret ballot. In the event of a secret ballot, the doorkeepers will call everyone into the auditorium who wishes to vote, and then close the doors. You may leave the auditorium at any time, but you will not be allowed to return to the auditorium until the Moderator declares that vote casting is concluded, and the doorkeepers may open the doors.

11. If a voter wishes to change a motion in some fashion, the procedure is to amend the motion. All motions to amend must be in writing and must state exactly how the voter wishes to change the motion on the floor. That way, the Moderator can know exactly what it is the voter wants to do before ruling on the motion or putting it to a vote. A voter who wishes to amend a main motion must have the amendment in writing and available to hand to the Moderator before rising to offer the amendment. The Moderator may refuse to put to the Meeting an amendment which is not immediately available in writing - The Moderator also will rule out of order any motion to amend which changes the original motion so drastically that, in the Moderator's opinion, the motion is no longer within the "four corners" (the scope) of the posted warrant article. An amendment may consist of adding, deleting, or substituting words in the motion. It may take the form of a "motion to substitute", i.e., a different motion. Sometimes a speaker tries to amend "the article", but this is improper language. It is the motion on the floor, not the article in the Warrant, which is to be amended. A motion to amend requires only a majority vote, even though the main motion to be amended may require two-thirds or more for final passage. If you need assistance drafting a motion to amend, please ask for it, and the deputy moderator will help you.

12. Articles in the warrant seeking to amend the Bourne Zoning Bylaw or Zoning Map require special treatment. Some Moderators refuse to allow any amendment to a main motion on a zoning article. I generally will allow a motion to amend to correct a clerical matter, misspelling, or similar non-substantive change. For example, if the main motion is to increase minimum lot size from 40,000 to 50,000 square feet, a motion to amend to increase only to 45,000 square feet, will not be allowed, as it is a substantive change to the published zoning article. On the other hand, a motion to change the word "feat" (*sic*) to "feet" will generally be allowed to correct a clerical error.

13. Reconsideration – One Hour Rule. Pursuant to Bourne Town Bylaw, notice of intention to reconsider action on an article may only be given *within one hour of continuous town meeting time*. Depending on the hour the original vote is taken and officially recorded by the Town Clerk, this one hour may carry over to a subsequent session of the same town meeting in which the original vote is taken. The subsequent session of town meeting may reconvene several days after the original vote is taken.

14. Reconsideration – Vote on Prevailing Side. Because it is a matter of long time custom and practice in the Town of Bourne, the Moderator will not allow a notice of intention to reconsider or a motion to reconsider a vote except from a voter *who voted on the prevailing side of the original vote*. If "Aye" was the prevailing vote, the voter who wishes to file a notice of intention to reconsider, and/or to move reconsideration, must have voted "Aye". The Moderator will ask the voter which way he/she voted. The person who files a notice of intention to

reconsider, and who makes the actual motion to reconsider, *need not be the same person, but both must have voted on the prevailing side*. Notice of intention to reconsider is only allowed on the main motion. A vote to reconsider an amendment must be made *before the next vote is taken*. A notice of intention to reconsider is not allowed for an amendment to the main motion.

15. It is solely within the discretion of the Moderator to allow non-voters to address the town meeting. It has been a matter of long time custom and practice in Bourne that the Moderator will generally allow non-voters to address the town meeting.

16. A town meeting is a public meeting. There are no expectations of privacy at a public meeting. A transcript of the meeting is kept. The meeting is televised live and also video-taped by the Comcast local cable access channel for later re-broadcast on that cable channel. Press photographers are present taking photographs, including photographs of standing, counted votes. The Moderator does not allow still or motion photography *at the ballot boxes* of voter's casting their votes during a secret ballot.

17. In order to maintain the continuity of a session of a town meeting, if the Moderator needs a brief break, the Moderator may state that the Deputy Moderator, "has the gavel" for the short time the Moderator is absent from the podium, but still present in the building. There is no need to elect a temporary moderator unless the duly elected moderator is actually absent from the building for an extended period of time. If the moderator cannot attend a town meeting, or has to leave a town meeting due to illness, for example, the town clerk (or selectmen chairman, if the town clerk is absent or unable) will hold an election for a temporary moderator to run the town meeting.

18. Persons running for public office, and their supporters, persons distributing literature promoting pro or con action on a warrant article or other matter of public interest, and persons soliciting signatures for candidates or for membership in a political group or organization, must remain not less than 50 feet from any entrance of the meeting location, except when they themselves are entering the town meeting for the purpose of attending the town meeting, or when they are actually in attendance at the town meeting.

19. If the Moderator determines that an article in the warrant is seeking a sense of the meeting on a matter of a celebratory nature, or not involving the Town of Bourne directly, the Moderator will treat the article as a non-binding resolution. As such, one person will be allowed five minutes to speak in favor of the resolution, and one person the same amount of time to speak in opposition to the resolution. The motion will then be put to a vote without further discussion. If, on the other hand, the article is seeking a sense of the meeting on a matter directly involving the Town of Bourne, the Moderator will still treat it as a non-binding resolution, but he *may* allow normal debate on the substance of the article.

20. *Except with advance approval from the Moderator* in the case of special presentations associated with the subject matter of an article, speakers shall confine their remarks to no more than 3 ½ minutes. Generally, 3 ½ minutes is more than sufficient time to make a point or state a position. Be concise. Speak only to the motion on the floor.

21. Town Counsel. Opinions of Town Counsel are reserved for the benefit of elected and appointed municipal officials. Please do not ask for an opinion of Town Counsel unless you are an elected or appointed Bourne official with an interest in the opinion. Even then, it is up to Town Counsel to determine if he wishes to render an “off-the-cuff” opinion without the benefit of more detailed research and reflection.

22. All questions must be directed through the Moderator. You will not be allowed to engage in a back and forth dialogue with one particular official. Whenever possible, try to get your specific questions answered prior to town meeting. Town meeting should be for debate and not for questions and answers.

23. Presentations. If a speaker wants to use a PowerPoint®, videotape, slide, or similar presentation requiring lowering the screen on the stage, the proposed presentation must be in the hands of the Moderator for his review no less than 72 business hours prior to the town meeting, or the Moderator may not allow the presentation.

24. Please put your cell phones and pagers on vibrate or some other silent alarm, so as not to disturb the proceedings.

25. Question a Ruling or Vote. Seven (7) or more registered voters may question a ruling or a vote declaration of the moderator. The question must be raised immediately and before the next action or the next article. For example, if the moderator on a voice vote on the main motion declares “the ayes have it, the motion passes”, that ruling must be questioned before the next article is drawn by the town clerk and the article number announced by the moderator. If an amendment is declared as passed on a voice vote, this declaration must be questioned before the next speaker. If a voice vote declaration is questioned, the moderator will generally ask the tellers to take a standing counted vote.

26. Lobby Displays. No person shall erect or maintain a table or a display in without approval from the Moderator obtained at least 48 hours prior to the town meeting. No display may interfere with the free passage of voters to and from the registration table and the entrance to the meeting location. The Moderator reserves the right to decline to approve any display he deems to be too large. Also, the size of the lobby limits the total number of displays, from three to five in most cases. The doorkeepers, as agents of the moderator and town clerk, may require relocation of displays in the lobby if the displays are interfering with the free flow of foot traffic.

Thank you for attending Town Meeting!

Donald J. Pickard
Town Meeting Moderator

SPECIAL TOWN MEETING

ARTICLE 1: To see if the Town will vote to appropriate a sum of money for the purpose of the payment of **unpaid bills** from a previous fiscal year that are legally unenforceable due to the insufficiency of appropriation or take any other in relation thereto.

Sponsor – Board of Selectmen

MOTION: *We move that the Town vote to appropriate the sum of \$1,131.80 for the purposes of this article and to meet this appropriation to transfer the sum of \$1,131.80 from Free Cash to satisfy the unpaid bills of the Town listed in the chart below.*

UNPAID BILLS		
Department	Vendor	Amount
Info Tech	CDW Government	\$ 694.30
Info Tech	Harbor Networks, Inc	<u>437.50</u>
Total		<u>\$ 1,131.80</u>

Finance Committee Explanation and Recommendation:

This article provides funding for the payment of bills that arrived after the close of the previous fiscal year.

A YES or AYE vote in favor of the motion allows these bills to be paid.

A NO or NAY vote opposed to the motion would mean the bills could not be paid.

The Finance Committee voted unanimously (8-0-0) to recommend approval of this article with an “AYE” vote in favor of the motion.

Board of Selectmen Recommendation:

The Board of Selectmen voted unanimously 5-0-0 to recommend approval of this article.

ARTICLE 2: To see if the Town will vote to appropriate, borrow or transfer from available funds the sum of \$180,088 for the purpose of supplementing and/or reducing the **FY2021 Regular Annual Expenses** of the departmental expenses as voted under Article 2 (Fiscal Year 2021 Budget) of the 2020 Annual Town Meeting, or take any other action in relation thereto.

Sponsor – Board of Selectmen

MOTION: *We move that the Town vote to appropriate the sum of \$180,088 for the purpose of supplementing the appropriation authorized by the vote taken under Article 2, (Annual Budget) of the June 2020 Annual Town Meeting, and to meet this appropriation to transfer the sum of \$180,088 from Free Cash to Debt Service Expenses.*

Finance Committee Explanation and Recommendation:

This budget adjustment for the FY21 budget is to increase the debt service budget by \$180,088 to be funded with Free Cash. This increase will pay off debt that was approved by Town Meeting for repairs on unaccepted roads. The betterments to pay for the majority of the debt have already been collected and have been certified as Free Cash so it makes sense to pay off the debt with Free Cash.

A YES or AYE vote in favor of the motion increases the FY21 Budget to allow this debt repayment. This will not increase the FY21 tax rate because it is funded with Free Cash.

A NO or NAY vote opposed to the motion keeps the budget as voted in June and the debt would not be repaid.

The Finance Committee voted unanimously (9-0-0) to recommend approval of this article with an “AYE” vote in favor of the motion.

Board of Selectmen Recommendation:

The Board of Selectmen voted unanimously 5-0-0 to recommend approval of this article.

ARTICLE 3: To see if the Town will vote to appropriate, borrow or transfer from available funds, a sum of money for the purpose of funding the Town’s **Other Post-Employment Benefits (OPEB) Liability**, or take any other action in relation thereto.

Sponsor – Board of Selectmen

MOTION: We move that the Town vote to appropriate \$1,025,000 for the purpose of funding the Town’s Other Post-Employment Benefits (OPEB) Liability and to meet this appropriation, to transfer the sum of \$735,000 from free cash, \$260,000 from ISWM retained earnings and \$30,000 from Sewer retained earnings to the OPEB Trust Fund.

Finance Committee Explanation and Recommendation:

This article funds OPEB (Other Post-Employment Benefits) for benefits that the Town is obligated to pay to retirees based on our Financial Policy. Currently the town funds these benefits on a pay-as-you-go basis with additional funding to reduce this liability based on our Financial Policy. Funding in accordance with our Financial Policy is important for the Town’s bond rating and future financial stability.

A YES or AYE vote in favor of the motion provides funding to meet the Financial Policy guidelines for Other Post-Employment Benefits. This will not increase the FY21 tax rate and will help maintain our bond rating.

A NO or NAY vote opposed to the motion would mean the Town is not following the Financial Policy guidelines.

The Finance Committee voted unanimously (9-0-0) to recommend approval of this article with an “AYE” vote in favor of the motion.

Board of Selectmen Recommendation:

The Board of Selectmen voted unanimously 5-0-0 to recommend approval of this article.

ARTICLE 4: To see if the Town will vote to appropriate, borrow or transfer from available funds the sum of \$135,000 for the purpose of supplementing and/or reducing the **FY 2021 Sewer Department Budget** as voted under Article 3 (Sewer Department) of the 2020 Annual Town Meeting, or take any other action in relation thereto.

Sponsor – Board of Sewer Commissioners

MOTION: We move that the Town vote to appropriate the sum of \$135,000 for the purpose of supplementing the FY2021 Sewer Department Budget and to meet this appropriation, to transfer the sum of \$135,000 from Sewer Enterprise Fund Retained Earnings to Sewer Enterprise Retained Earnings – Reserved for Budget Expenditure .

Finance Committee Explanation and Recommendation:

This budget adjustment increases the use of Sewer Retained Earnings to support the FY21 Sewer Budget to \$185,000. The increased use of Retained Earnings will help reduce the Sewer User fees charged on the second billing of Sewer User Fees this year.

The Finance Committee cautions that using this level of retained earnings is not sustainable and may result in higher sewer user fees in the future. However, based on the current economic situation, approval of this article has been recommended because:

- 1) There are ongoing negotiations with Wareham on the Inter-municipal agreement that might reinstitute some variable charges based on wastewater flow and reduce future operational costs.*
- 2) The Board of Sewer Commissioners is reviewing the Sewer Rate structure and considering changes.*
- 3) There are some Budget line items that will not be spent this year and could be certified as retained earnings at the end of the fiscal year.*

A YES or AYE vote in favor of the motion allows additional Sewer Retained Earnings to be used to reduce the Sewer User Fees charged on the second billing of Sewer User Fees this year.

A NO or NAY vote opposed to the motion would mean that user fees charged on second billing of Sewer User Fees would not be decreased.

The Finance Committee voted unanimously (9-0-0) to recommend approval of this article with an “AYE” vote in favor of the motion.

Board of Sewer Commissioners Recommendation:

The Board of Sewer Commissioners voted unanimously 5-0-0 to recommend approval of this article.

Board of Selectmen Recommendation:

The Board of Selectmen voted unanimously 5-0-0 to recommend approval of this article.

ARTICLE 5: To see if the Town will vote to appropriate, borrow or transfer from available funds the sum of \$2,800,619 for the purpose of supplementing and/or reducing the **FY 2021 ISWM Department Expense Budget** as voted under Article 4 (ISWM) of the 2020 Annual Town Meeting, or take any other action in relation thereto.

Sponsor – Board of Selectmen

MOTION: We move that the Town vote to appropriate the sum of \$2,800,619 to supplement the FY2021 ISWM Department Expense Budget and to meet this appropriation, to transfer the sum of \$2,800,619 from ISWM Enterprise Fund Retained Earnings.

Finance Committee Explanation and Recommendation:

This article will allow the transfer of \$2,800,619 from ISWM retained earnings to the ISWM budget to pay down ISWM debt. This payment will contribute to reducing the total outstanding balance on ISWM's debt.

A YES or AYE vote in favor of the motion allows the use of ISWM Retained Earnings to reduce ISWM debt.

A NO or NAY vote opposed to the motion would mean the debt would not be reduced and the funds would remain in ISWM Retained Earnings.

The Finance Committee voted unanimously (9-0-0) to recommend approval of this article with an “AYE” vote in favor of the motion.

Board of Selectmen Recommendation:

The Board of Selectmen voted unanimously 5-0-0 to recommend approval of this article.

ARTICLE 6: To see if the Town will vote to transfer from available funds from the Integrated Solid Waste Management (ISWM) Enterprise Fund retained earnings, a sum of money for the purpose of funding development, installation and operational costs associated with a Pilot Leachate Treatment System to be installed at the ISWM Facility, or take any action in relation thereto.

Sponsor – Board of Selectmen

MOTION: We move that the Town vote to appropriate the sum of \$500,000 for the purpose of this Article and to meet this appropriation to transfer the sum of \$500,000 from the ISWM Enterprise Fund Retained Earnings.

Finance Committee Explanation and Recommendation:

This article will provide funding for the operational costs associated with a Pilot Leachate Treatment System at the ISWM Facility. Treatment and disposal of Leachate is important to the ISWM operation.

A YES or AYE vote in favor of the motion increases the ISWM budget to provide the funding needed for the Pilot Leachate Treatment in FY21.

A NO or NAY vote opposed to the motion would mean the FY21 ISWM budget would not be increased and additional funding for the program would not be available.

The Finance Committee voted unanimously (10-0-0) to recommend approval of this article with an “AYE” vote in favor of the motion.

Board of Selectmen Recommendation:

The Board of Selectmen voted unanimously 5-0-0 to recommend approval of this article.

ARTICLE 7: To see if the Town will vote to appropriate, borrow or transfer from available funds, a sum of money for the purpose of funding the **Fiscal Year 2021 Capital Budget (Phase Two)**, or take any other action in relation thereto.

Sponsor – Board of Selectmen/Capital Outlay Committee

MOTION: We move that the Town vote to appropriate \$2,763,270 to pay costs of the capital outlay projects listed in the schedule printed with the motion and to meet this appropriation, we move to transfer the sum of \$595,000 from ISWM Retained Earnings; \$5,000 from the Waterways Improvement Fund and \$813,270 from Free Cash. We further move to authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow the sum of \$1,350,000 under and pursuant to Chapter 44, Section 7 of the General Laws, as amended and supplemented, or any other enabling authority and to issue bonds or notes of the Town therefor. Any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Capital Budget – Fiscal Year 2021 (Phase II)					
	Department	Category	Purpose	Amount	Source
1	Police Dept.	Vehicle	Police Vehicles	\$ 92,500	Free Cash
2	Dept Natural Resources	Infrastructure	TP Guardrail	5,000	Waterways
3	BPS	Infrastructure	WWTP Repairs	750,000	Borrow
4	BPS	Infrastructure	BMS Roof, Window, Exterior Repairs	450,000	Free Cash
5	Public Works	Equipment	F-550 Dump/Plow	81,370	Free Cash
6	Public Works	Equipment	Truck Body Replacement	22,000	Free Cash
7	Facilities	Equipment	Fire Station 3 EMS Upgrade	45,000	Free Cash
8	Facilities	Vehicle	Pick-up/Plow Truck	82,400	Free Cash
9	Emergency Mgmt.	Equipment	Emergency AM Radio	25,000	Free Cash
10	Emergency Mgmt.	Equipment	Variable Message Board	15,000	Free Cash
11	Conservation	Infrastructure	WW Mgmt. Plan	600,000	Borrow
12	ISWM	Equipment	Replacement Loader	450,000	Ret. Earnings
13	ISWM	Infrastructure	Litter Fence Repair	145,000	Ret. Earnings
			Total	<u>\$2,763,270</u>	

Finance Committee Explanation and Recommendation:

This article provides funding for Capital Outlay expenses recommended by the Capital Outlay Committee for the FY21 Phase 2 Capital Budget. Most of these items were deferred from the Annual Town Meeting due to concerns on the financial impact of COVID-19. A detailed explanation of the expenditures can be found in Appendix B of the Voter Handbook.

A YES or AYE vote in favor of the motion would approve funding for the Capital Outlay requests. This will not increase the FY21 tax rate.

A NO or NAY vote opposed to the motion would mean that these needed Capital Outlay projects could not go forward and the needed equipment could not be purchased and the Comprehensive Wastewater Management Planning Project could not go forward.

The Finance Committee voted unanimously (10-0-0) to recommend approval of this article with an “AYE” vote in favor of the motion.

Board of Selectmen Recommendation:

The Board of Selectmen voted unanimously 5-0-0 to recommend approval of this article.

Capital Outlay Committee Recommendation:

The Capital Outlay Committee voted unanimously 5-0-0 to recommend approval of this article.

ARTICLE 8: To see if the Town will vote to appropriate, borrow or transfer from available funds a sum of money to the Capital Stabilization Fund, or take any other action in relation thereto.

Sponsor – Board of Selectmen/Capital Outlay Committee

MOTION: We move that the Town vote to appropriate the sum of \$3,000,000 for the purpose of this article and to meet this appropriation to transfer the sum of \$3,000,000 from free cash.

Finance Committee Explanation and Recommendation:

This article transfers \$3,000,000 from Free Cash to the Capital Stabilization Fund. The Capital Stabilization Fund is used to help pay for large capital projects and to support the debt service budget for capital projects. This is an important step in accordance with our Financial Policy that will help stabilize the tax rate and maintain the capital infrastructure of the Town.

A YES or AYE vote in favor of the motion would approve the transfer of Free Cash to the Capital Stabilization Fund.

A NO or NAY vote opposed to the motion would mean that the Capital Stabilization Fund would not be increased.

The Finance Committee voted unanimously (10-0-0) to recommend approval of this article with an “AYE” vote in favor of the motion.

Board of Selectmen Recommendation:

The Board of Selectmen voted unanimously 5-0-0 to recommend approval of this article.

Capital Outlay Committee Recommendation:

The Capital Outlay Committee voted unanimously 5-0-0 to recommend approval of this article.

ARTICLE 9: To see if the Town will vote to **close out and transfer available balances** in previous Town Meeting Articles whose purposes have been satisfied or take any other action in relation thereto.

Sponsor – Board of Selectmen

MOTION: We move the Town vote to close out the articles as printed in the chart titled “Article Close-Outs” in the Town Meeting Warrant and to transfer the balances to General Fund Unreserved Fund Balance.

Article Close-Outs					
	Department	Purpose	Town Meeting	Amount	Source
1	Town Meeting	Unpaid Bills	Oct 2019 STM	\$ 65.98	Free Cash
2	Town Administrator	NMLC-Environment Assmnt	May 2015 STM	24,279.60	Free Cash
3	Town Administrator	Priority Based Budgeting	May 2015 ATM	24,638.00	Free Cash
4	Town Administrator	Vehicle Pool	May 2019 ATM	1,438.51	Free Cash
5	Planning	Local Comp. Plan	Oct 2018 STM	25,000.00	Free Cash
6	Engineering	Lot Expansion Fire Station	Oct 2019 STM	40,000.00	Free Cash
7	Facilities	Security Upgrades	May 2014 ATM	190.52	Free Cash
8	Facilities	Flooring	May 2014 ATM	49,172.52	Free Cash
9	Facilities	Buzz. Bay Station HVAC	May 2014 ATM	36,707.70	Free Cash
10	Facilities	Bathroom Renovations	May 2017 ATM	41,244.67	Free Cash
11	Facilities	Town Hall – Siding/Painting	May 2017 ATM	42,766.28	Free Cash
12	Facilities	Town Hall Elevator	May 2018 ATM	25,000.00	Free Cash
13	Facilities	Buzz. Bay A/C Upgrade	May 2018 ATM	50,000.00	Free Cash
14	Facilities	Comm. Bldg. EMS Install	May 2018 ATM	60,000.00	Free Cash
15	Facilities	Comm. Bldg. HVAC	May 2018 ATM	60,000.00	Free Cash
16	Facilities	Archives – Flat Roof	May 2018 ATM	20,301.00	Free Cash
17	Facilities	Fire Station 3-Access Con	May 2019 ATM	19.25	Free Cash
18	Police	Police Computers	May 2018 ATM	48.52	Free Cash
19	Police	Radio System Upgrade	May 2018 ATM	9.01	Free Cash
20	Police	Computer Network	May 2019 ATM	150,000.00	Free Cash
21	Fire	Fire Vehicles	May 2018 ATM	374.48	Free Cash
22	Fire	Fire Station Doors – Main St	Oct 2018 STM	2,294.95	Free Cash
23	Fire	Fire Surveillance	May 2019 ATM	515.50	Free Cash
24	BPS	Playground Fencing	May 2017 ATM	2,686.00	Free Cash
25	BPS	Bournedale Bathrooms	May 2019 ATM	34,883.50	Free Cash
26	DPW	Trailer	May 2017 ATM	709.38	Free Cash
27	DPW	Mowing Equipment	May 2018 ATM	239.62	Free Cash
28	DPW	Plows	May 2018 ATM	1,600.72	Free Cash
29	DPW	Replacement Truck	May 2018 ATM	15,067.93	Free Cash

30	DPW	Tandem Roller	May 2019 ATM	3,600.00	Free Cash
31	Council on Aging	Community Café Dishwasher	May 2019 ATM	272.28	Free Cash
32	ISWM	84 Inch Drum Compactor	May 2016 ATM	2,173.02	Retained Earnings
33	ISWM	Packer Truck	Oct 2016 STM	30,531.25	Retained Earnings
34	ISWM	¾ Ton Crew Cab	May 2018 ATM	<u>2,293.74</u>	Retained Earnings
				<u>\$748,123.93</u>	

Finance Committee Explanation and Recommendation:

This article closes out the unused balance of various articles. The purposes of the articles have either been satisfied or it has been determined that the funds are no longer needed.

A YES or AYE vote closes out these balances and will return the funds to the General Fund Unreserved Fund Balance. At the end of the Fiscal Year these funds can be certified as Free Cash and become available for use by the Town.

A NO or NAY vote opposed to the motion would mean that the balances would not be closed out.

The Finance Committee voted unanimously (10-0-0) to recommend approval of this article with an “AYE” vote in favor of the motion.

Board of Selectmen Recommendation:

The Board of Selectmen voted unanimously 5-0-0 to recommend approval of this article.

ARTICLE 10: To see if the Town will vote, upon recommendation of the Community Preservation Committee, to appropriate a sum of money for **Community Preservation Fund purposes**, and to meet said appropriation, to transfer from available funds or reserves from the FY2021 estimated Community Preservation Fund Revenues a sum of money for the purposes of this article, or take any other action relation thereto:

Sponsor - Community Preservation Committee

MOTION: We move that the Town vote, upon the recommendation of the Community Preservation Committee, to appropriate the sum of \$595,000 for the Community Preservation Fund projects as shown below; and to meet this appropriation to transfer the sum of \$120,000 from Community Housing Reserves, transfer \$475,000 from Open Space/Recreation reserves.

<i>Item</i>	<i>Sponsor</i>	<i>Project Description</i>	<i>CPA Purpose</i>	<i>Amount</i>
<i>A</i>	<i>Affordable Housing Trust</i>	<i>Affordable Homes/Rental Units</i>	<i>Community Housing</i>	<i>\$120,000 Community Housing Reserves</i>
<i>B</i>	<i>Bicycle Pathway Committee</i>	<i>Continuation of Bike Trail Project</i>	<i>Open Space/Recreation</i>	<i>\$150,000 Open Space/Recreation Reserves</i>

<i>C</i>	<i>Bourne Recreation Department</i>	<i>Community Center Playground</i>	<i>Open Space/Recreation</i>	<i>\$315,000 Open Space/Recreation Reserves</i>
<i>D</i>	<i>Bourne Recreation Department</i>	<i>Outdoor Recreation Area Signage</i>	<i>Open Space/Recreation</i>	<i>\$10,000 Open Space/Recreation Reserves</i>
			<i>Total Requests</i>	<i>\$595,000</i>

Finance Committee Explanation and Recommendation:

The Community Preservation Act; Chapter 44B of the Massachusetts Laws, allows for the use of collected funds for three purposes; Historical Preservation, Affordable Housing, and Recreation. The projects proposed by this article meet the requirements of Chapter 44B.

Approval of this article will not increase your real estate taxes as the funding is from Community Preservation funds.

Section A will provide funding to the Bourne Housing Trust to assist in the development of more Affordable Housing units to help eligible households obtain affordable, year round housing and to assist the town in coming closer to the State goal of every community having 10% of their housing units as affordable.

Section B will provide another round of funding for design of the proposed bike path that one day will link the Canal Service Road path to the existing bike trail that runs from Woods Hole to Cataumet. The proposed funding is for design fees for Phase 4 of the project (from Cataumet towards the Bourne/Falmouth town line at North Falmouth).

Section C will provide funding for the Town Recreation Department to replace the playground behind the Community Building that is no longer usable with a new multi-generational playground that will be behind the Community Building which is also home to the Council on Aging.

Section D will provide funding to the Town Recreation Department to provide signage to the various recreational areas in town in order to make them more visible for Bourne residents and visitors.

Previous Town Meetings have supported Articles for similar purposes.

A YES or AYE vote in favor of the motion provides funding for the proposed projects. This will not increase the FY21 tax rate.

A NO or NAY vote opposed to the motion would mean there would be no funding for these projects and the projects could not be done at this time.

The Finance Committee voted unanimously (10-0-0) to recommend approval of this article with an “AYE” vote in favor of the motion.

Board of Selectmen Recommendation:

The Board of Selectmen voted unanimously 5-0-0 to recommend approval of this article.

Community Preservation Committee Recommendation:

The Community Preservation Committee voted unanimously 7-0-0 to recommend approval of this article.

ARTICLE 11: To see if the Town will vote to transfer from available funds a sum of money for the purpose of funding an amendment to **Article 16** voted at the October 28, 2019 Special Town Meeting authorizing the Board of Selectmen to acquire by purchase or gift a certain **6.5 acre parcel of land in the Town of Bourne designated on Bourne Assessors Map 52, Parcel 96, on file at the office of the Town Clerk,** or take any other action in relation thereto:

Sponsor – Board of Selectmen

MOTION: We move that the Town vote to appropriate the sum of \$25,000 for the purposes of this Article and to meet this appropriation to transfer the sum of \$25,000 from the ISWM Enterprise Fund Retained Earnings.

Finance Committee Explanation and Recommendation:

This article will allow the transfer of \$25,000 from ISWM retained earnings to provide the additional funding required to purchase one of the parcels of mitigation land which was previously approved at the October 28, 2019 Special Town Meeting. ISWM issued an RFP for the land purchase and, based on the responses, the additional \$25,000 is needed to complete the purchase.

A YES or AYE vote in favor of the motion provides the additional funding needed to purchase the mitigation land.

A NO or NAY vote opposed to the motion would mean that there would not be sufficient funding to purchase the land.

The Finance Committee voted unanimously (10-0-0) to recommend approval of this article with an “AYE” vote in favor of the motion.

Board of Selectmen Recommendation:

The Board of Selectmen voted unanimously 5-0-0 to recommend approval of this article.

APPENDIX A

FISCAL YEAR 2021

SUPPORTING INFORMATION

SPECIAL TOWN MEETING

- A. Sources and Uses**
- B. Free Cash and Enterprise Fund Retained Earnings Analysis**
- C. ISWM Land Acquisition**
- D. Bourne Rule**

FISCAL 2021 SOURCES & USES OF FUNDS				
GENERAL FUND REVENUES				
	FY21 Budget Adopted 6/29/2020 ATM	FY21 Budget Proposed 11/16/2020 FTM	\$ Increase / Decrease over	% Increase / Decrease over
<u>Property Taxes</u>				
Prior Year Tax Levy Limit	\$ 48,442,777	\$ 48,442,777		0.00%
PY - Amended New Growth				
2.5% Allowance	1,211,069	1,211,069		0.00%
New Growth	450,000	450,000		0.00%
Override				
Sub-total	50,103,846	50,103,846		0.00%
Debt Exclusion	4,440,932	4,440,932		0.00%
Cape Cod Commission Tax	202,552	202,552		0.00%
Unused Levy Capacity				
Total Tax Levy	\$ 54,747,330	\$ 54,747,330		0.00%
<u>State Aid</u>				
Cherry Sheet Net Revenue	\$ 127,517	\$ 127,517	\$ -	0.00%
Cherry Sheet Assessments	5,087,696	5,087,696	-	0.00%
Chapter 70 Total	5,215,213	5,215,213	-	0.00%
Charter School Reimbursement	201,994	201,994	-	0.00%
School Choice Receiving Tuition*	1,085,903	1,085,903	-	0.00%
Unrestricted General Govt Aid	1,556,625	1,556,625	-	0.00%
			-	
Veterans Benefits	112,204	112,204	-	0.00%
Exemptions: Vets, Blind, Surv Sp & Elderly	110,456	110,456	-	0.00%
State Owned Land	600,691	600,691	-	0.00%
Public Libraries*	22,785	22,785	-	0.00%
Total State Aid	\$ 8,905,871	\$ 8,905,871	\$ -	0.00%
<u>Local Receipts</u>				
Motor Vehicle Excise	\$ 3,200,000	\$ 3,200,000	\$ -	0.00%
Other Excise - Meals Tax	375,000	375,000	-	0.00%
Other Excise - Room/Hotel	100,000	100,000	-	0.00%
Other Excise - Boat	55,000	55,000	-	0.00%
Penalties & Interest	175,000	175,000	-	0.00%
Payments in Lieu	20,000	20,000	-	0.00%
Marinas	1,160,000	1,160,000	-	0.00%
Other Dept Revenue	275,000	275,000	-	0.00%
Licenses & Permits	700,000	700,000	-	0.00%
Fines & Forfeits	130,000	130,000	-	0.00%
Investment Income	200,000	200,000	-	0.00%
Miscellaneous-Recurring	30,000	30,000	-	0.00%
Miscellaneous-Recurring Energy Credits	700,000	700,000	-	0.00%
Miscellaneous-Non Recurring	116,560	116,560	-	0.00%
Total Local Receipts	\$ 7,236,560	\$ 7,236,560	\$ -	0.00%
<u>Other Sources</u>				
ISWM General Fund Support	\$ 2,261,996	\$ 2,261,996	\$ -	0.00%
Sewer General Fund Support	140,944	140,944	-	0.00%
Host Community Fee	600,000	600,000	-	0.00%
Total Other Sources	\$ 3,002,940	\$ 3,002,940	\$ -	0.00%
<u>Special Revenues</u>				
Conservation Comm.	\$ 30,000	\$ 30,000	\$ -	0.00%
PL 874	156,750	156,750	-	0.00%
Ambulance Fees	1,325,000	1,325,000	-	0.00%
CPA Fund Debt Service	674,259	674,259	-	0.00%
Title 5 Loan Repayments	29,754	29,754	-	0.00%
Waterways Fund for Operating Budget	136,970	136,970	-	0.00%
Total Special Revenue Funds	\$ 2,352,732	\$ 2,352,732	\$ -	0.00%
Total General Fund Revenues	\$ 76,245,433	\$ 76,245,434	\$ -	0.00%
<u>Use of Reserves</u>				
Free Cash for Budget	\$ 838,464	\$ 1,018,552	\$ 180,088	21.48%
Free Cash for Articles	164,241	3,900,373	3,736,132	
Total Use of Reserves	\$ 1,002,705	\$ 4,918,925	\$ 3,916,220	390.57%
Grand Total Revenues	\$ 77,248,138	\$ 81,164,358	\$ 3,916,220	5.07%

FISCAL 2021 SOURCES & USES OF FUNDS				
GENERAL FUND EXPENSES				
	FY21 Budget Adopted 6/29/2020 ATM	FY21 Budget Proposed 11/16/2020 FTM	\$ Increase / Decrease over	% Increase / Decrease over
<u>Town Budget</u>				
Administrative Services-Salaries	\$ 2,268,521	\$ 2,268,521	\$ -	0.00%
-Expenses	1,412,670	1,412,670	-	0.00%
Public Safety Services-Salaries	9,346,500	9,346,500	-	0.00%
-Expenses	1,569,970	1,569,970	-	0.00%
Public Works Services-Salaries	1,864,658	1,864,658	-	0.00%
-Expenses	886,080	886,080	-	0.00%
Health & Human Services-Salaries	650,588	650,588	-	0.00%
-Expenses	428,900	428,900	-	0.00%
Culture & Recreation Services-Salaries	766,678	766,678	-	0.00%
-Expenses	201,850	201,850	-	0.00%
Total Town	\$ 19,396,415	\$ 19,396,415	\$ -	0.00%
<u>Schools</u>				
Bourne School Department	\$ 23,944,555	\$ 23,944,555	\$ -	0.00%
Upper Cape Technical School	3,337,063	3,337,063	-	0.00%
Total Schools	\$ 27,281,618	\$ 27,281,618	\$ -	0.00%
<u>Shared Costs</u>				
Shared Costs-Public Utilities	\$ 1,200,000	\$ 1,200,000	\$ -	0.00%
Shared Costs	15,308,908	15,308,908	-	0.00%
Total Shared Costs	\$ 16,508,908	\$ 16,508,908	\$ -	0.00%
Total Operating Budget	\$ 63,186,941	\$ 63,186,941	\$ -	0.00%
<u>Capital Budgets</u>				
Debt Service Budget Non Exempt	\$ 2,681,613	\$ 2,861,701	\$ 180,088	6.72%
Debt Service Budget Exempt	4,504,712	4,504,712	-	0.00%
Total Debt Service	\$ 7,186,325	\$ 7,366,413	\$ 180,088	2.51%
Total General Fund Budget	\$ 70,373,266	\$ 70,553,354	\$ 180,088	0.26%
<u>General Articles</u>				
ATM Articles	\$ 160,000	\$ 160,000	\$ -	0.00%
STM Articles	4,241	4,241	-	0.00%
FTM Articles	-	3,736,132	3,736,132	
Elected Officials	62,347	62,347	-	0.00%
Reserve Fund	351,900	351,900	-	0.00%
Total General Articles	\$ 578,488	\$ 4,314,620	\$ 3,736,132	645.84%
<u>Off-Budget Expenditures</u>				
Cherry Sheet Assessments	\$ 5,087,696	\$ 5,087,696	\$ -	0.00%
Cherry Sheet Offsets*	1,108,688	1,108,688	-	0.00%
Overlay Reserve	100,000	100,000	-	0.00%
Total Off Budget Expenses	\$ 6,296,384	\$ 6,296,384	\$ -	0.00%
Grand Total Expenses	\$ 77,248,138	\$ 81,164,358	\$ 3,916,220	5.07%
GENERAL CAPITAL				
<u>Capital Financing Sources</u>				
Article Closeouts		\$ -	\$ -	
Capital Premium Reserve		-	-	
Transfer from Enterprise		-	-	
CPA Fund for Capital Projects		-	-	
Waterways Fund for Capital Projects	200,000	205,000	5,000	2.50%
Free Cash for Capital Projects	200,000	1,013,270	813,270	406.64%
ATM Borrowing		-	-	
STM/FTM Borrowing		1,350,000	1,350,000	
Total Capital Financing Sources	\$ 400,000	\$ 2,568,270	\$ 2,168,270	542.07%
<u>Capital Expenditures</u>				
STM Articles Capital	\$ -	\$ 2,168,270	\$ 2,168,270	0.00%
ATM Separate Capital Articles	-	-	-	
ATM Articles Capital	400,000	400,000	-	0.00%
Total Capital Expenses	\$ 400,000	\$ 2,568,270	\$ 2,168,270	

FISCAL 2021 SOURCES & USES OF FUNDS				
ISWM REVENUES				
	FY21 Budget Adopted 6/29/2020 ATM	FY21 Budget Proposed 11/16/2020 FTM	\$ Increase / Decrease over	% Increase / Decrease over
<u>Operating Revenues</u>				
Retained Earnings	\$ 1,058,030	\$ 3,858,649	\$ 2,800,619	264.70%
Facility Receipts	11,680,771	11,680,771	-	0.00%
Total Revenues	\$ 12,738,801	\$ 15,539,420	\$ 2,800,619	21.98%
<u>Use of Reserves</u>				
Post Closure Reserves			-	
Retained Earnings for Articles	-	760,000	760,000	
Total Use of Reserves	-	760,000	760,000	
Grand Total Revenues	\$ 12,738,801	\$ 16,299,420	\$ 3,560,619	27.95%
ISWM EXPENSES				
<u>Operating Expenditures</u>				
Salaries & Wages	\$ 2,287,580	\$ 2,287,580	\$ -	0.00%
Expenses	6,689,225	9,489,844	2,800,619	41.87%
General Fund Admin. Fees	2,261,996	2,261,996	-	0.00%
Host Community Fee	900,000	900,000	-	0.00%
Total Expenditures	\$ 12,138,801	\$ 14,939,420	\$ 2,800,619	23.07%
<u>Off Budget Expenditures</u>				
Reserve Fund	\$ 600,000	\$ 600,000	\$ -	0.00%
Total Off Budget Expenditures	\$ 600,000	\$ 600,000	\$ -	0.00%
<u>General Articles</u>				
ATM Articles			-	
STM Articles			-	
FTM Articles	-	760,000	760,000	
Total General Articles	-	760,000.00	760,000.00	
Grand Total Expenses	\$ 12,738,801	\$ 16,299,420	\$ 3,560,619	27.95%
ISWM CAPITAL				
<u>Capital Financing Sources</u>				
Retained Earnings	\$ -	\$ 620,000	\$ 620,000	
Available funds	-	-	-	
Bond Financing	-	-	-	
Total Capital Financing Sources	\$ -	\$ 620,000	\$ 620,000	
<u>Capital Expenditures</u>				
Project Costs	-	620,000	620,000	
Total Capital Expenses	\$ -	\$ 620,000	\$ 620,000	
SEWER REVENUES				
	FY21 Budget Adopted 6/29/2020 ATM	FY21 Budget Proposed 11/16/2020 FTM	\$ Increase / Decrease over	% Increase / Decrease over
<u>Revenues</u>				
Retained Earnings	\$ 50,000	\$ 185,000	\$ 135,000	270.00%
Retained Earnings for Articles	-	30,000	30,000	100.00%
Sewer Enterprise Revenues	1,297,355	1,162,355	(135,000)	-10.41%
Total Revenues	\$ 1,347,355	\$ 1,377,355	\$ 30,000	2.23%
SEWER EXPENSES				
<u>Expenditures</u>				
Salaries & Wages	\$ 197,680	\$ 197,680	\$ -	0.00%
Expenses	908,731	908,731	-	0.00%
General Fund Admin. Fees	140,944	140,944	-	0.00%
Total Operating Budget	\$ 1,247,355	\$ 1,247,355	\$ -	0.00%
<u>Off Budget Expenditures</u>				
Reserve Fund	\$ 100,000	\$ 100,000	\$ -	0.00%
Total Off Budget Expenditures	\$ 100,000	\$ 100,000	\$ -	
<u>General Articles</u>				
ATM Articles	-	-	-	0.00%
STM Articles			-	
FTM Articles		30,000	30,000	
Total General Articles	\$ -	\$ 30,000	\$ 30,000	
Grand Total Expenses	\$ 1,347,355	\$ 1,377,355	\$ 30,000	2.23%
SEWER CAPITAL				
<u>Capital Financing Sources</u>				
Retained Earnings	\$ 81,000	\$ 81,000	\$ -	0.00%
Available funds	-	-	-	
Bond Financing	-	-	-	
Total Capital Financing Sources	\$ 81,000	\$ 81,000	\$ -	0.00%
<u>Capital Expenditures</u>				
Project Costs	81,000	81,000	-	0.00%
Total Capital Expenses	\$ 81,000	\$ 81,000	\$ -	0.00%

FY2021 Free Cash/Retained Earnings Analysis**General Fund**

FY2021 General Fund Operating Budget (GFOB) \$70,373,266.00
 5% of GFOB \$3,518,663.30

		Free Cash Balance	Free Cash as a % of GFOB	Excess over 5% of GFOB	Policy Allowance FC For Budget
Certified Free Cash Balance, 7/1/2020		\$ 10,867,188.00	15.4%	\$ 7,348,524.70	\$ 3,674,262.35
11/16/20 FTM A#1 Unpaid Bills	\$ (1,131.80)	\$ 10,866,056.20	15.4%	\$ 7,347,392.90	\$ 3,673,696.45
11/16/20 FTM A#2 General Fund Budget (Debt Service Expenses)	\$ (180,088.00)	\$ 10,685,968.20	15.2%	\$ 7,167,304.90	\$ 3,583,652.45
11/16/20 FTM A#3 OPEB	\$ (735,000.00)	\$ 9,950,968.20	14.1%	\$ 6,432,304.90	\$ 3,216,152.45
11/16/20 FTM A#7 Capital Budget (Phase II)	\$ (813,270.00)	\$ 9,137,698.20	13.0%	\$ 5,619,034.90	\$ 2,809,517.45
11/16/20 FTM A#8 Capital Stabilization Fund	\$ (3,000,000.00)	\$ 6,137,698.20	8.7%	\$ 2,619,034.90	\$ 1,309,517.45
		-			
Total Used	\$ (4,729,489.80)				

Sewer Enterprise Fund

		Retained Earnings Balance
Certified Retained Earnings, 7/1/2020		\$ 804,288.00
11/16/2020 FTM A#3 - OPEB	\$ (30,000.00)	\$ 774,288.00
11/16/2020 FTM A#4 - Sewer Department Budget	\$ (135,000.00)	\$ 639,288.00
		-
Total Used	\$ (165,000.00)	

ISWM Enterprise Fund

FY2020 Operating Expenses \$ 11,181,178.25
 FY2020 Operating Expenses per Month \$ 931,764.85
 Working Capital = 3 months or 25% \$ 2,795,294.56

		Retained Earnings Balance	Excess over Working Capital \$	Excess over Working Capital %
Certified Retained Earnings, 7/1/2020		\$ 12,964,428.00	10,169,133.44	364%
11/16/2020 FTM A#3 - OPEB	\$ (260,000.00)	\$ 12,704,428.00	9,909,133.44	354%
11/16/2020 FTM A#5 - ISWM Budget (Debt Service)	\$ (2,800,619.00)	\$ 9,903,809.00	7,108,514.44	254%
11/16/2020 FTM A#6 - Pilot Leachate Treatment System	\$ (500,000.00)	\$ 9,403,809.00	6,608,514.44	236%
11/16/2020 FTM A#7 Capital Budget (Phase II)	\$ (595,000.00)	\$ 8,808,809.00	6,013,514.44	215%
11/16/2020 FTM A#11 - Amend A#16 Voted at 10/28/19 STM (supplemental appropriation)	\$ (25,000.00)	\$ 8,783,809.00	5,988,514.44	214%
		-		
Total Used	\$ (4,180,619.00)			

Article 16 from October 28, 2019 Special Town Meeting
ISWM Acquisition of Property

ARTICLE 16: To see if the Town will vote to authorize the Board of Selectmen to acquire by purchase or gift a parcel of **land in the Town of Bourne shown as Lot 2 on the plan recorded in the Barnstable County Registry of Deeds in Plan Book 675, Page 72 entitled “Plan of Land of Assessor’s Map 52, Parcel 41, MacArthur Boulevard, Bourne, MA prepared for Flyover Nominee Trust,** Prepared by Green Seal Environmental, Inc., Scale 1”=80’, dated May 30, 2018,” a copy of which is on file at Office of The Town Clerk, consisting of approximately 6.5 acres, owned by Flyover Nominee Trust, Kathryn L. Harding Trustee, and designated by Bourne Assessors Map 52, Parcel 96, for conservation and wildlife habitat protection under the provisions of M.G.L. Ch. 40, and Article 97 of the Articles of Amendment of the Massachusetts Constitution, and for mitigation purposes for the Town of Bourne, Department of Integrated Solid Waste Management Facility, with the care, custody, control and management of such parcel to be vested with the Bourne Conservation Commission, pursuant to M.G.L. Chapter 40, Section 8C, and to appropriate or transfer from funds from the Integrated Solid Waste Management Enterprise Fund retained earnings, or borrow a sum of money, for the purposes of this article, and, if necessary, to authorize the Bourne Board of Selectmen and Bourne Conservation Commission to grant to a qualified organization a perpetual conservation restriction pursuant to the provisions of M.G.L. Ch. 184, Sections 31-33, protecting the property for the purposes for which it is acquired, or act on anything in relation thereto.

Sponsor – Board of Selectmen

MOTION: We move that the Town vote to authorize the Board of Selectmen to acquire, by purchase or gift a parcel of land in the Town shown as Lot 2 on a Plan recorded at the Barnstable County Registry of Deeds, on file at the Office of the Town Clerk, consisting of approximately 6.5 acres, and designated on Bourne Assessors Map 52, Parcel 96 for conservation and wildlife habitat protection pursuant to MGL Chapter 40, Section 8C and Article 97 of the Massachusetts Constitution for the purpose of mitigation for the Town of Bourne ISWM Facility, and further, to authorize the Bourne Conservation Commission to have care, custody and control of said parcel pursuant to MGL Chapter 40, Section 8C, said acquisition to be on terms and conditions deemed by the Selectmen to be in the best interest of the Town, and to appropriate the sum of \$105,000 00 for the purposes of this Article, and to

meet this appropriation, to transfer the sum of \$105,000.00 from ISWM Retained Earnings, and further to authorize the Board of Selectmen and Conservation Commission to grant to a qualified organization a perpetual conservation restriction pursuant to MGL Chapter 184, Sections 31-33 protecting the property for the purposes for which it is acquired.

Explanation

This article authorizes the Board of Selectman to acquire 6.5 acres of land paid for with ISWM retained earnings. This land will be used as mitigation land for the Town of Bourne Department of Integrated Solid Waste (ISWM) Management. This mitigation land will be for conservation and wildlife habitat protection. This article also authorizes the Board of Selectmen and Bourne Conservation Commission to grant a qualified organization a perpetual conservation restriction protecting the property for the purposes for which it is acquired.

A YES or AYE vote (Press 1) in favor of the motion would allow ISWM to purchase this land to mitigate box turtle habitat on property that ISWM has purchased to continue operations.

A NO or NAY vote (Press 2) opposed to the motion would mean that mitigation land could not be purchased and ISWM could not use the land that has been purchased to continue operations.

Finance Committee Recommendation

The Finance Committee voted unanimously (10-0-0) to recommend approval of this article.

Board of Selectmen Recommendation

The Board of Selectmen voted 4-0-0 to support this article.

COMM. OF MA. D.P.W.

39

15.40 Ac.
11.01 Ac.P
DAVID NYE PLAN (MAY 1932)

40

17.13 Ac.
H. I. IRWIN (SEPT. 10, 1970)

976.21

41

11 Ac.
FLYOVER NOMINEE TRUST (MAY 30, 2018)

996.75

587.92

LOCUS

96

6.5 Ac.

18.905

538.13

520.42

TOWN OF BOURNE

42

20.4 Ac. P

RECEIVED

2020 OCT 20 PM 4:24

TOWN CLERK BOURNE

Article 11
Map 52 Parcel 96
Formerly part of 41

**Special Town Meeting
November 16, 2020**

RESOLUTION – BOURNE RULE

Mr. Moderator, on behalf of the Board of Selectmen, I move the following Resolution:

RESOLUTION: Be It Resolved that, at the commencement of this annual town meeting, the Moderator shall ask the Finance Committee and the Board of Selectmen to certify whether or not the total of all Finance Committee funding recommendations on all matters to be voted at the November 16, 2020 special town meeting, and contained in the warrant for this special town meeting if voted are equal to the maximum property tax levy limit for the Town of Bourne established by law for FY 2021. If the answer is in the negative, the Finance Committee and the Board of Selectmen shall certify the dollar amount which exceeds the Finance Committee dollar recommendations on all of the articles in the warrant, but is less than the maximum tax levy limit, which certified dollar amount shall be available for appropriation by this special town meeting. If the answer is in the affirmative, then during this special town meeting any motion to raise and appropriate funds in order to increase any appropriation recommended by the Finance Committee must state an equal dollar reduction in another recommended appropriation or appropriations. A recommendation of indefinite postponement by the Finance Committee shall be construed as a zero dollar funding recommendation.

Respectfully submitted,
BOARD OF SELECTMEN

APPENDIX B

FISCAL YEAR 2021

CAPITAL BUDGET-PHASE II

CAPITAL IMPROVEMENT BUDGET FISCAL YEAR 2021												
Phase II												
DEPARTMENT	FY2021 REQUEST	ADMINISTRATOR RECOMMENDED	FY2021 RECOMMENDED	FREE CASH	GENERAL DEBT	ENTERPRISE DEBT	EXCLUDED DEBT	WATERWAYS FUND	ENTERPRISE FUND R/E	AVAILABLE FUNDS	OTHER FUNDING	COMMUNITY PRESERVATION
POLICE DEPARTMENT												
Police Vehicles [4] - Reduce to [2]	180,000.00	92,500.00	92,500.00	92,500.00								
Sub-Total Police	180,000.00	92,500.00	92,500.00	92,500.00	-	-	-	-	-	-	-	-
FIRE DEPARTMENT												
Pickup Replacement 2010 [C-146]	52,000.00	FY22	FY22									
Pickup to Replace Chevy Tahoe 2013 [C- South Side Fire Station [New Station]	52,000.00 7,800,000.00	FY22 Deferred	FY22									
Station 3 Air Compressor [SCBA]	30,000.00	Reserve Fund Transfer										
Sub-Total Fire	7,934,000.00	-	-	-	-	-	-	-	-	-	-	-
DEPARTMENT OF NATURAL RESOURCES												
Additional Guardrail - Taylor Point Marina	5,000.00	5,000.00	5,000.00					5,000.00				
Sub-Total DNR	5,000.00	5,000.00	5,000.00	-	-	-	-	5,000.00	-	-	-	-
BOURNE PUBLIC SCHOOLS												
District												
Technology Plan	290,000.00	FY22	FY22									
Minibus/Van purchase	130,000.00	FY22	FY22									
WWTP Repairs	750,000.00	750,000.00	750,000.00		750,000.00							
BMS Roof, Windows and Exterior Repairs	200,000.00	450,000.00	450,000.00	450,000.00								
Bournedale Elementary School												
Bournedale Elementary Repair and Expand Playground	50,000.00	N/A	N/A									
Sub-Total Bourne	1,420,000.00	1,200,000.00	1,200,000.00	450,000.00	750,000.00	-	-	-	-	-	-	-
DEPARTMENT OF PUBLIC WORKS												
M-6 F550 Dump/Plow	79,000.00	81,370.00	81,370.00	81,370.00								
3CY Frontend Loader J1544	200,000.00	FY22	FY22									
Air Compressor IR 185	25,000.00	FY22	FY22									
Road Paving Maintenance	200,000.00	Deferred										
M-12 Aluminum Landscape Body Replacement	22,000.00	22,000.00	22,000.00	22,000.00								
Sub-Total DPW	526,000.00	103,370.00	103,370.00	103,370.00	-	-	-	-	-	-	-	-
SHORE & HARBOR												
Annual Dredging / Ramp Repair and Improvement	-	-	-					-				
Sub-Total Shore &	-	-	-	-	-	-	-	-	-	-	-	-
FACILITIES												
Town Hall - Chiller Replacement	131,000.00	FY22	FY22	-								
Fire Station #1 - Selective Roofing Repair	-	-	-	-								
Fire Station #3 - Building EMS Upgrade	45,000.00	45,000.00	45,000.00	45,000.00								
Fire Station #3 - HVAC Upgrade	52,000.00	FY22	FY22									
Town Hall - HVAC Replacement [DNR & Admin Office]	55,000.00	FY22	FY22									
M-14 Pickup /Plow	80,000.00	82,400.00	82,400.00	82,400.00								
Sub-Total Facilities	363,000.00	127,400.00	127,400.00	127,400.00	-	-	-	-	-	-	-	-
LIBRARY												
Painting Interior of Library	150,000.00	Deferred										

CAPITAL IMPROVEMENT BUDGET FISCAL YEAR 2021												
Phase II												
DEPARTMENT	FY2021 REQUEST	ADMINISTRATOR RECOMMENDED	FY2021 RECOMMENDED	FREE CASH	GENERAL DEBT	ENTERPRISE DEBT	EXCLUDED DEBT	WATERWAYS FUND	ENTERPRISE FUND R/E	AVAILABLE FUNDS	OTHER FUNDING	COMMUNITY PRESERVATION
Sub-Total Library	150,000.00	-	-	-	-	-	-	-	-	-	-	-
RECREATION DEPARTMENT												
New Vehicle	33,000.00	Deferred										
Sub-Total Recreation Department	33,000.00	-	-	-	-	-	-	-	-	-	-	-
EMERGENCY MANAGEMENT												
Emergency AM Radio Station	25,000.00	25,000.00	25,000.00	25,000.00								
Variable Message Boards, Trailer Mounted	15,000.00	15,000.00	15,000.00	15,000.00								
Sub-Total Emergency Management	40,000.00	40,000.00	40,000.00	40,000.00	-	-	-	-	-	-	-	-
ENGINEERING												
Sagamore Beach Fire Dept Parking Lot Expansion Constructio	300,000.00	Deferred										
Sub-Total	300,000.00	-	-	-	-	-	-	-	-	-	-	-
CONSERVATION												
Comprehensive Wastewater Management Plan	600,000.00	600,000.00	600,000.00		600,000.00							
Sub-Total	600,000.00	600,000.00	600,000.00		600,000.00	-	-	-	-	-	-	-
SUB TOTAL TOWN AND SCHOOLS	11,351,000.00	2,168,270.00	2,168,270.00	813,270.00	1,350,000.00	-	-	5,000.00	-	-	-	-
INTEGRATED SOLID WASTE MANAGEMENT												
Replace 2013 CAT 966K Loader (price reduction)	497,000.00	450,000.00	450,000.00						450,000.00			
CAT Compact Track Loader	86,000.00	FY22	FY22									
North & East Road Litter Fence Repair	232,000.00	145,000.00	145,000.00						145,000.00			
Sub-Total ISWM	815,000.00	595,000.00	595,000.00	-	-	-	-	-	595,000.00	-	-	-
SEWER DEPARTMENT												
Pumps and Alarms	56,000.00	-	-						-			
Repair/Replace Sewer Covers	15,000.00	Moved to Sewer Operating Budget										
Safety Upgrades	25,000.00	-	-						-			
Replace M-9 Truck	89,000.00	Deferred										
Sub-Total Sewer	185,000.00	0.00	0.00	-	-	-	-	-	0.00	-	-	-
SUB TOTAL	1,000,000.00	595,000.00	595,000.00	-	-	-	-	-	595,000.00	-	-	-
GRAND TOTAL	12,351,000.00	2,763,270.00	2,763,270.00	813,270.00	1,350,000.00	-	-	5,000.00	595,000.00	-	-	-

FY21 PHASE TWO CAPITAL OUTLAY ITEMS RECOMMENDED-				
	DEPARTMENT	PROJECT/DESCRIPTION	AMOUNT	FUNDING SOURCE
1	Police	Replace Police Vehicles (2)	\$92,500.00	Free Cash
<i>This funds the ongoing annual police vehicle replacement plan which is usually 4-5 vehicles in the fleet of 22 vehicles that has been reduced this year to 2 vehicles due to mileage, delivery delays and extensive repairs on some vehicles.</i>				
2	DNR	Additional Guardrail – Taylor Point Marina	\$ 5,000.00	Waterways Fund
<i>Install an additional Guardrail at Taylor Point Marina for safety along Wright Lane to prevent boat trailers from interfering with traffic (both bicycle and auto).</i>				
3	Bourne Public Schools	Wastewater Treatment Plan Repairs	\$750,000.00	General Debt
<i>Necessary repairs to the 20-year old WWTF at the Bourne Middle School that services the Middle School, the High School, and the Intermediate School. This request is part of a multi-phase project of repairs and upgrades that are needed to be in compliance with DEP regulations. This Request is based on the Beta Engineering report done in 2018.</i>				
4	Bourne Public Schools	Middle School roofs, exterior and windows	\$450,000.00	Free Cash
<i>This request funds repairs that could extend the life of the roofs and address some immediate issues with roof leaks, window leaks and necessary exterior repairs. The Capital Outlay Committee recognizes that there are multiple issues with the Bourne Middle School Roofs and a plan for replacement needs to be put in place. However, before commencing with a feasibility study there are some items that need to be discussed and resolved including some Solar Panel issues, the timeline for roof replacement, the cost of the feasibility study, and the possibility of MSBA funding. In the meantime, these repairs will be a first step to correcting issues.</i>				
5	DPW	Replace M-6 Dump Truck/Plow	\$ 81,370.00	Free Cash
<i>Replace a 2006 F550 put in service in 2005 that is 15 years old and is used in all department functions and snow plowing.</i>				
6	DPW	M-12 Aluminum Landscape Body Replacement	\$ 22,000.00	Free Cash
<i>Replace the metal rack flatbed body on a 2015 truck with a landscape body for better functionality. The flatbed does not meet department needs. The Aluminum body will also extend the life of the body.</i>				

7	Facilities	Fire Station #3 EMS Upgrade	\$ 45,000.00	Free Cash
<i>Replace the existing Energy Monitoring Control System with direct digital controls. The existing system is obsolete and overloaded. Replacement parts are difficult to source or are out of production. Failure of the existing systems and components is imminent. Ongoing maintenance is required including semi-annual cleaning and mechanical inspections.</i>				
8	Facilities	M-14 Pickup/Plow	\$ 82,400.00	Free Cash
<i>Replace an F350 with a Flat Bed with an F450 with a Utility Body in order to have easy access to the tools necessary to function in the Facilities Department. The new truck will support all Facilities department functions for both the electrician and the laborer as well as snow plowing.</i>				
9	Emergency Management	Emergency AM Radio Station	\$ 25,000.00	Free Cash
<i>Purchase an Emergency AM radio station to include antenna system, radio transmitter, and FCC licensing approval. This equipment will be utilized by the Town to inform and advise residents during emergency events and as back-up to other communication systems. The equipment may also be used to provide Town of Bourne related information regarding Town services and non-emergency events.</i>				
10	Emergency Management	Electronic Variable Message Board	\$ 15,000.00	Free Cash
<i>Purchase one trailer mounted variable message board. This is the second phase of a multi-year project to purchase a total of 5 electronic variable message boards. These message boards can be utilized throughout the community to inform residents of an impending event, either planned or emergency or for other general notifications. This is part of a multi-year plan.</i>				
11	Conservation	Comprehensive Wastewater Management Plan (CWMP)	\$ 600,000.00	General Debt
<i>This request provides the funding necessary to hire an engineering consultant to prepare a town wide Comprehensive Wastewater Management Plan (CWMP). The CWMP would include a Needs Assessment, Identification and Evaluation of Alternatives, Formulation of a Recommended Plan and Completion of MEPA and DRI Reviews. The adoption of a CWMP is crucial to the long-term goal of improving water quality in the Town of Bourne. Grant funds may be available to reduce the cost to the Town.</i>				
	TOTAL TOWN AND SCHOOLS		\$2,168,270.00	
12	ISWM	Replace 2013 CAT 966K Loader	\$ 450,000.00	Enterprise Retained Earnings
<i>Replace a 6-year old machine with over 12,410 hours of operation that is an essential front-line machine used daily in support of ISWM site operations. The industry standard for operation is 7 years which will be exceed by the time this machine is replace.</i>				

13	ISWM	North & East Road Litter Fence Repair	\$ 145,000.00	Enterprise Retained Earnings
<i>Replace portions of the litter nets along the north and east road of the ISWM facility that are aging and have been damaged by storms over the years. The litter fences prevent windblown litter from leaving the site. The litter fences are essential to ISWM’s ability to maintain regulatory compliance.</i>				
	TOTAL ENTERPRISE		\$ 595,000.00	
		GRAND TOTAL	\$2,763,270.00	

Total Free Cash utilized is \$813,270
 Total General Debt Borrowing is \$1,350,000
 Total Waterways Fund utilized is \$5,000
 Total ISWM Retained Earnings is \$595,000