

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

**FOR THE
BOURNE SPECIAL**

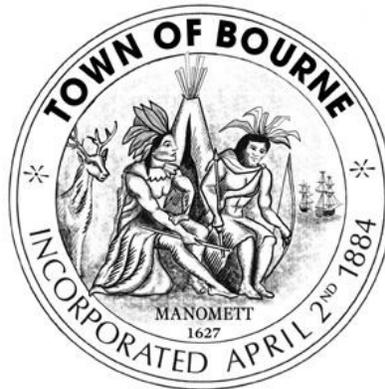
and

ANNUAL TOWN MEETING

Monday, May 6, 2024

7:00 P.M.

Bourne High School Auditorium



A Voter's Handbook

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

**VOTER HANDBOOK
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SOME ABC'S ABOUT TOWN MEETING

THE PLAYERS

As you face the front of auditorium, you see on the stage 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 the Moderator is the Town Clerk and staff who record the proceedings. Seated from left to right: Finance Committee; and Select Board; and, Town Counsel, to the right of the Moderator.

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.

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 Meetings. They have been submitted by Town Boards and Departments, by the Select Board, and by private petition endorsed by ten or more registered voters (for an annual town meeting) or one hundred or more registered votes (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, 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 a non-Zoning article reaches the floor, the Moderator will ask if the Select Board has a positive motion. If the Select Board has a positive motion, the Moderator will ask for the Select Board to state their motion. After the motion is made, the Moderator will give the Select Board the floor to speak on their motions. The Moderator will then ask the Finance Committee for its

recommendation. Town Bylaw requires the Finance Committee to review and make recommendations on all articles in the warrant.

Zoning articles are presented by the Planning Board. When a Zoning article reaches the floor, the Moderator will ask the Planning Board if the Planning Board has a positive motion. If the Planning Board has a positive motion, the Moderator will ask for the Planning Board to state their motion and present their official report. After the motion and report are made by the Planning Board, the Moderator will ask the Select Board to make its recommendation. After the Select Board recommendation is made, the Moderator will ask the Finance Committee to make its recommendation.

If the Select Board (on non-Zoning articles) or the Planning Board (on Zoning articles) does not have a positive motion, the Moderator will ask if there is a positive motion from the floor. If a positive motion is made from the floor, the Moderator will then ask for recommendations from the Select Board, Planning Board and Finance Committee as appropriate. If a positive motion is not made from the floor, the Moderator will recognize the Select Board to make a motion to indefinitely postpone the article.

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 there is no positive motion on an article by the Select Board or Planning Board, 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 purposed 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 3 ½ minutes or less.

VOTING

Generally, after appropriate motion and discussion, if any, the Moderator will call for a ballot vote using electronic keypads. The Moderator, at their discretion, may use electronic balloting for any or all votes.

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 may be helpful:

CONSENT ARTICLE

The Consent Article is an exception to the general process of Town Meeting. In consultation between Town Counsel, the Moderator, the Finance Committee, and the Select Board, several articles that are usually voted separately have been combined into one article. These articles, which are related to each other, not likely to be controversial and not likely to generate debate, have been 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 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.

RASIE 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 collection 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 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 3 ½ 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 has a mobility or physical disability, please notify the tellers, and the tellers will provide a portable microphone so that person can speak from their seat.
4. Individuals with hearing difficulty need to contact the Select Board’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 they 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 Select Board 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 they *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 they wish 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 her 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 that they deem 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!

Amy B. Kullar
Town Meeting Moderator

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Special Town Meeting

ARTICLE 1: To see if the Town will vote to raise and appropriate or transfer from available funds including but not limited to the Integrated Solid Waste Management (ISWM) Enterprise Fund retained earnings, a sum of money for the purpose of funding owner's project manager (OPM), architectural, engineering and other design services in order to develop plans, specifications and estimates (PSE) suitable for public bidding to build a new office and maintenance garage building at the ISWM Facility, or take any other action in relation thereto.

Sponsor – Select Board

MOTION: *We move that the Town vote to appropriate the sum of \$1,917,000 for the purposes of this article and to meet this appropriation to transfer the sum of \$1,917,000 from ISWM Retained Earnings.*

Vote Required: Simple Majority

EXPLANATION

A YES or AYE vote in favor of the motion would provide funding necessary to cover anticipated professional fees for Architectural and Engineering services as well as an Owner's Project Manager to support design and bidding services for the proposed relocation of the ISWM Maintenance and Administrative Facilities.

A NO or NAY vote opposed to the motion would mean that there would be no funding to facilitate relocation of the ISWM Maintenance and Administrative Facilities (which would complicate expansion timing).

Finance Committee Recommendation: The Finance Committee voted unanimously 7-0-0 to recommend approval of this article.

Select Board Recommendation: The Select Board voted unanimously 5-0-0 to recommend approval of this article.

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Annual Town Meeting

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

Sponsor – Select Board

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

2. Elected Officials Salaries - To see if the Town will vote to fix the salaries and compensation of the following elected officials of the Town, as provided by G.L. c. 41, § 108, for the fiscal year commencing July 1, 2024 as follows:
 - a. Town Moderator: \$644
 - b. Select Board 4 @ \$3,570 for total of \$14,280
 - c. Select Board (Chair) 1 @ \$4,590 for a total of \$4,590
 - d. Town Clerk: \$46,822

3. Chapter 90 - To see if the Town will vote to appropriate a sum of money from funds received or to be received from the Commonwealth of Massachusetts, pursuant to G.L. c. 90, for the construction, reconstruction, preservation, maintenance, and improvement of all public ways accepted by the Town, the acquisition of easements and other interests in real property related to the laying out of ways, and other related costs, which qualify under the State Aid Highway (Chapter 90) guidelines adopted by the Public Works' Commission, said funds to be expended under the direction of the DPW Director, with the approval of the Select Board.

4. Revolving Funds - To see if the Town will vote to set the total amount that may be expended from each revolving fund established by Article 2.10 of the General Bylaws, pursuant to G.L. c. 44, § 53E½, for the fiscal year beginning July 1, 2024, as follows:

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

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

MOTION: *We move that the Town vote to approve the use of a consent agenda including each of the Articles set forth in the Warrant in Article 1, and, further, that the Town vote to approve Article 1 as set forth in the Warrant and, further, that with respect to Article 1-5, to transfer \$100,000 from Free Cash to fund costs related to payments for Accrued Contractual Compensated Absences.*

Vote Required: Simple Majority
Designated as an Essential Article

EXPLANATION

The items listed in the Consent Agenda reoccur annually and are housekeeping in nature.

A YES or AYE vote in favor of the motion would approve all the consent articles at one time, and authorizes a cost of living allowance (COLA) increase of 2.5% for the Town Clerk. All other salaries for Elected Officials, Revolving Fund Spending Limits, and funding for Accrued Contractual Compensated Absences will remain the same as the prior fiscal year.

A NO or NAY vote opposed to the motion would mean that Town Meeting would vote on the items individually.

Finance Committee Recommendation: The Finance Committee voted unanimously 7-0-0 to recommend approval of this article.

Select Board Recommendation: The Select Board voted unanimously 5-0-0 to recommend approval of this article.

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

Sponsor – Select Board

MOTION: *We move that the sum of Seventy Nine Million One Hundred Forty Eight Thousand Nine Hundred Fifty Nine Dollars (\$79,148,959) be hereby appropriated from the funding sources listed below to defray the expenses of the Municipal Town Departments in the chart entitled “These Amounts are to be Voted” as shown below for the fiscal year starting on July 1, 2024 to and including June 30, 2025:*

Funding Sources:

Raise and Appropriate from the FY25 Tax Levy and other General Revenues from the Town	\$ 76,489,961
PL874 Grant Funds	125,000
Ambulance Fund	1,500,000
Conservation Commission Receipts Reserved for Appropriation	30,000
Community Preservation Fund Revenues for Debt Expense	260,975
Community Septic Management Program	10,023
Waterway Improvement Fund	140,000
Capital Stabilization for Debt Expense	593,000

Total	<u>\$ 79,148,959</u>
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These Amounts are to be Voted:

General Government	\$ 4,614,181
Public Safety	13,232,474
Public Works	3,540,128
Health & Human Services	1,031,069
Culture & Recreation	1,065,186
Bourne Public Schools	26,652,537
Upper Cape Cod Regional Technical High School	3,750,754
Shared Costs	19,329,055
Debt Service	<u>5,933,575</u>

Total	<u>\$ 79,148,959</u>
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Vote Required: Simple Majority
Designated as an Essential Article

EXPLANATION

The proposed FY25 budget maintains a level service budget, compared with last year. There are no new staff positions proposed or additional personnel. Most of the increase is due to contractual increases for both employees and service vendors. There are no new initiatives proposed in this budget.

The proposed appropriations for the FY 2025 Operating Budget is an increase of 1.88% over the previous year’s appropriation.

Like prior years, capital stabilization funds are a proposed funding source for the FY 2025 general fund budget. Due to recent legislative changes, the quantum of votes to appropriate funds from a special purpose stabilization fund is now a simple majority, not a two-thirds vote.

This change was passed in “AN ACT MAKING APPROPRIATIONS FOR THE FISCAL YEAR 2023 FOR SUPPLEMENTING CERTAIN EXISTING APPROPRIATIONS AND FOR CERTAIN OTHER ACTIVITIES AND PROJECTS” and became effective December 2023.

A YES or AYE vote in favor of the motion would approve the General Fund Operating Budget for FY25 from July 1, 2024 through June 30, 2025.

A NO or NAY vote opposed to the motion would mean that there would be no approved operating budget for FY25.

Finance Committee Recommendation: The Finance Committee voted unanimously 7-0-0 to recommend approval of this article.

Select Board Recommendation: The Select Board voted unanimously 5-0-0 to recommend approval of this article.

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

Sponsor – Board of Sewer Commissioners

MOTION: *We move the sum of \$1,601,438 be authorized to be expended by the Sewer Commissioners for the operation of the Sewer System for the fiscal year starting on July 1, 2024, to and including June 30, 2025, as follows:*

<i>Salaries & Wages</i>	<i>\$ 226,050</i>
<i>Expenses</i>	<i>\$1,275,388</i>
<i>Reserve Fund</i>	<i>\$ 100,000</i>

And we further move that the sum of \$161,764 be transferred to the General Fund to offset Sewer Enterprise indirect expenses, and in order to meet this appropriation, we move that the sum of \$1,613,202 be raised from Sewer Enterprise Receipts and \$150,000 be transferred from Sewer Retained Earnings.

Vote Required: Simple Majority
Designated as an Essential Article

EXPLANATION

A YES or AYE vote in favor of the motion would approve the sewer enterprise operating budget for FY 2025 from July 1, 2024 through June 30, 2025.

A NO or NAY vote opposed to the motion would mean that there would be no approved sewer enterprise operating budget for FY 2025.

Finance Committee Recommendation: The Finance Committee voted unanimously 7-0-0 to recommend approval of this article.

Select Board Recommendation: The Select Board voted unanimously 5-0-0 to recommend approval of this article.

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

Sponsor – Select Board

MOTION: We move the sum of \$12,289,397 be authorized to be expended for the operation of the Integrated Solid Waste Management Department for the fiscal year starting on July 1, 2024, to and including June 30, 2025, as follows:

<u>Salaries & Wages</u>	<u>\$2,416,219</u>
<u>Expenses</u>	<u>\$8,348,178</u>
<u>Reserve Fund</u>	<u>\$ 600,000</u>
<u>Host Community Fee</u>	<u>\$ 925,000</u>

And we further move that the sum of \$2,503,413 be transferred to the General Fund to offset ISWM Enterprise indirect expenses, and in order to meet this appropriation, we move that the sum of \$14,792,810 be raised from ISWM Enterprise Receipts.

Vote Required: Simple Majority
Designated as an Essential Article

EXPLANATION

A YES or AYE vote in favor of the motion would approve the ISWM enterprise operating budget for FY 2025 from July 1, 2024 through June 30, 2025.

A NO or NAY vote opposed to the motion would mean that there would be no approved ISWM enterprise operating budget for FY 2025.

Finance Committee Recommendation: The Finance Committee voted unanimously 7-0-0 to recommend approval of this article.

Select Board Recommendation: The Select Board voted unanimously 5-0-0 to recommend approval of this article.

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

Sponsor – Capital Outlay Committee and Select Board

MOTION: *We move that the Town vote to appropriate \$4,397,200 to pay costs of the capital outlay projects listed in the schedule printed below and to meet this appropriation, we move to: (1) transfer the sum of \$1,008,200 from Free Cash; (2) transfer the sum of \$52,000 from Sewer Retained Earnings; (3) transfer the sum of \$1,012,000 from ISWM Retained Earnings; and (4) transfer the sum of \$225,000 from Waterways Improvement Fund. We further move to authorize the Town Treasurer, with the approval of the Select Board, to borrow the sum of \$2,100,000 under and pursuant to Chapter 44, Sections 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 2025

	Department	Category	Purpose	Amount	Source
1	Police	Transportation	ATV replacement	\$35,000	Free Cash
2	Police	Transportation	5 Police vehicles	\$434,800	Free Cash
3	Police	Equipment	Rifle replacement	\$147,900	Free Cash
4	Facilities	Infrastructure	Town Hall elevator	\$200,000	Free Cash
5	Facilities	Infrastructure	Interior/exterior doors & ADA controls	\$70,000	Free Cash
6	Natural Resources	Equipment	Replace Y-57 Carolina skiff 60 HP engine	\$15,500	Free Cash
7	Public Works	Equipment	Trash & recycling carts	\$18,000	ISWM Retained Earnings
8	Public Works	Infrastructure	Traffic signals at Academy Dr & Main St	\$35,000	Free Cash
9	Public Works	Equipment	Vehicle refurbishment for sanitation & recycling trucks	\$114,000	ISWM Retained Earnings
10	Schools	Equipment	BMS compressor replacement	\$40,000	Free Cash
11	Schools	Planning	Jackson Field bleachers design & engineering	\$30,000	Free Cash
12	Schools	Infrastructure	WWTP repairs	\$2,100,000	Borrowing

13	Shore & Harbor	Infrastructure	Annual Dredging/Ramp/Pier Repair	\$225,000	Waterways Improvement Fund
14	Sewer	Transportation	Replace M9 – Ford F250	\$52,000	Retained Earnings
15	ISWM	Equipment	2020 CAT bulldozer	\$646,000	Retained Earnings
16	ISWM	Infrastructure	Replace paper net – East Road	\$174,000	Retained Earnings
17	ISWM	Infrastructure	CCTV camera upgrade	\$60,000	Retained Earnings

Vote Required: 2/3 Supermajority
Designated as an Essential Article

EXPLANATION

A YES or AYE vote in favor of the motion would approve the capital expenditures recommended by the Capital Outlay Committee for FY 2025.

A NO or NAY vote opposed to the motion would mean that the capital expenditures recommended by the Capital Outlay Committee would not be funded and these needs would not be addressed in FY 2025.

Finance Committee Recommendation: The Finance Committee voted unanimously 7-0-0 to recommend approval of this article.

Select Board Recommendation: The Select Board voted unanimously 5-0-0 to recommend approval of this article.

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

Sponsor – Select Board

MOTION: *We move that the Town vote to hear reports and recommendations of Committees and State or Town Officers.*

Vote Required: Simple Majority

EXPLANATION

A YES or AYE vote in favor of the motion would allow communities to address Town Meeting and provide an update on their work.

A NO or NAY vote opposed to the motion would not allow the committee representatives to provide a report to Town Meeting.

Finance Committee Recommendation: The Finance Committee voted unanimously 7-0-0 to recommend approval of this article.

Select Board Recommendation: The Select Board voted unanimously 5-0-0 to recommend approval of this article.

ARTICLE 7: To see if the Town will vote, upon the recommendation of the Community Preservation Committee, to appropriate a sum of money to fund a feasibility study to rehabilitate the outdoor recreation areas at Pocasset, Chester Park, Keith Field, and Clark Field, and to meet said appropriation, to transfer from available funds or reserve from the FY2025 estimated Community Preservation Fund Revenues a sum of money for the purposes of this article, or take any other action in relation thereto.

Sponsor – Community Preservation Committee

MOTION: *We move that the Town vote, upon recommendation of the Community Preservation Committee, to raise and appropriate and reserve the sum of \$150,000 for the outdoor recreation feasibility study, and to transfer \$150,000 from Open Space/Recreation Reserves.*

Vote Required: Simple Majority

EXPLANATION

Addressing a top FY25 priority within the Recreation Committee’s Facility Needs Assessment, Article 7 proposes allocating existing available CPC funding towards a comprehensive strategic long term planning opportunity, by collectively determining the optimal use for Chester, Clarke, Keith, and Pocasset Recreational Areas through community input, inclusivity considerations, and maintaining future evolving recreational needs over the next 20+ years.

A YES or AYE vote in favor of the motion provides funding for the proposed project, as recommended by the Community Preservation Committee.

A NO or NAY vote opposed to the motion means that the funding would not be provided, and the project cannot proceed at this time.

Finance Committee Recommendation: The Finance Committee voted unanimously 7-0-0 to recommend approval of this article.

Select Board Recommendation: The Select Board voted unanimously 5-0-0 to recommend approval of this article.



ARTICLE 8: To see if the Town will vote, upon the recommendation of the Community Preservation Committee, to appropriate a sum of money to fund construction an all-wheel skate park and to redesign the softball field at the Veterans Community Memorial Center, and to meet said appropriation, to transfer from available funds or reserve from the FY2025 estimated Community Preservation Fund Revenues a sum of money for the purposes of this article, or take any other action in relation thereto.

Sponsor – Community Preservation Committee

MOTION: *We move that the Town vote, upon recommendation of the Community Preservation Committee, to raise and appropriate and reserve the sum of \$500,000 for the construction of an all-wheel skate park and to redesign the softball field at the Veterans Community Memorial Center, and to transfer \$500,000 from Open Space/Recreation Reserves.*

Vote Required: Simple Majority

EXPLANATION

Addressing a top FY25 priority within the Recreation Committee’s Facility Needs Assessment, Article 8 proposes allocating existing available CPC funding towards redesigning the existing closed skatepark at the Community Building Recreational Area, and constructing an expanded new all-wheel skatepark. Supporting a wide range of non-motorized wheeled activities, including skateboarding, rollerblading, BMX/free-style biking, scootering, and specialized equipment for individuals with disabilities the revitalized public space will activate a fostering inclusivity and encouraging people of diverse abilities and ages to come together and enjoy recreational activities as a community.

A YES or AYE vote in favor of the motion provides funding for the proposed project, as recommended by the Community Preservation Committee.

A NO or NAY vote opposed to the motion means that the funding would not be provided, and the project cannot proceed at this time.

Finance Committee Recommendation: The Finance Committee voted unanimously 7-0-0 to recommend approval of this article.

Select Board Recommendation: The Select Board voted unanimously 5-0-0 to recommend approval of this article.

ARTICLE 9: To see if the Town will vote, upon the recommendation of the Community Preservation Committee, to appropriate a sum of money to fund roof repairs at the Anna’s Pals Beach House for Immunocompromised Children (former Hoxie Schoolhouse) and to meet said appropriation, to transfer from available funds or reserve from the FY2025 estimated Community Preservation Fund Revenues a sum of money for the purposes of this article, or take any other action in relation thereto.

Sponsor – Community Preservation Committee

MOTION: *We move that the Town vote, upon recommendation of the Community Preservation Committee, to raise and appropriate and reserve the sum of \$135,000 to fund roof repairs at the Anna’s Pals Beach House for Immunocompromised Children (former Hoxie Schoolhouse), and to transfer \$135,000 from Historic Preservation Reserves.*

Vote Required: Simple Majority

EXPLANATION

A YES or AYE vote in favor of the motion provides funding for the proposed project, as recommended by the Community Preservation Committee.

A NO or NAY vote opposed to the motion means that the funding would not be provided, and the project cannot proceed at this time.

Finance Committee Recommendation: The Finance Committee voted 5-1-1 to recommend approval of this article.

Select Board Recommendation: The Select Board voted unanimously 5-0-0 to recommend approval of this article.

ARTICLE 10: To see if the Town will vote, upon the recommendation of the Community Preservation Committee, to appropriate a sum of money to fund affordable housing units at 9 Sandwich Road, and to meet said appropriation, to transfer from available funds or reserve from the FY2025 estimated Community Preservation Fund Revenues a sum of money for the purposes of this article, or take any other action in relation thereto:

Sponsor – Community Preservation Committee

MOTION: *We move that the Town vote, upon recommendation of the Community Preservation Committee, to raise and appropriate and reserve the sum of \$80,000 to fund affordable housing units at 9 Sandwich Road, and to transfer \$80,000 from Affordable Housing Reserves.*

Vote Required: Simple Majority

EXPLANATION

A YES or AYE vote in favor of the motion provides funding for the proposed project, as recommended by the Community Preservation Committee.

A NO or NAY vote opposed to the motion means that the funding would not be provided, and the project cannot proceed at this time.

Finance Committee Recommendation: The Finance Committee voted 5-2-0 to recommend approval of this article.

Select Board Recommendation: The Select Board voted unanimously 4-0-1 to recommend approval of this article.

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

Sponsor – Community Preservation Committee

MOTION: We move that the Town vote, upon the recommendation of the Community Preservation Committee, to raise and appropriate and reserve the sum of \$2,010,354.23 for the Community Preservation Fund Projects and Special Purpose Reserves listed in the Community Preservation Fund Committee report as printed below; and to meet the appropriations and reserve, to appropriate the sum of \$1,681,854.23 from FY2025 Estimated CPA Revenues, transfer \$29,000 from Historic Preservation Reserves, and transfer \$99,500 from Community Housing Reserves, and transfer \$200,000 from FY2025 Community Housing Revenues.

Item	Sponsor	Project Description	CPA Purpose	Community Preservation Committee Recommend
A	Cataumet Schoolhouse Preservation Group	Cataumet School Fumigation	Historic Preservation	\$29,000 from Historic Preservation Reserves
B	Bourne Affordable Housing Trust	Bourne Affordable Housing Services and Support	Community Housing	\$99,500 from Community Housing Reserves
C	Bourne Housing Authority	Windswept Acres: Certain Repairs to Buildings 78, 79-81, 80, 82 & 84 Waterhouse Road	Community Housing	\$200,000 from Community Housing Revenues
			SUBTOTAL REQUESTS	\$328,500
D	Community Preservation Committee	Reserve for Open Space	Open Space	\$1,274,597.73
E	Community Preservation Committee	Reserve for Community Housing	Community Housing	\$203,628.25
F	Community Preservation Committee	Reserve for Historic Preservation	Historic Preservation	\$203,628.25
			SUBTOTAL RESERVES	\$1,681,854.23
			TOTAL REQUESTS & RESERVES	\$2,010,354.23

Vote Required: Simple Majority

EXPLANATION

A YES or AYE vote in favor of the motion provides funding for the proposed projects, as recommended by the Community Preservation Committee.

A NO or NAY vote opposed to the motion means that the funding would not be provided, and the projects cannot proceed at this time.

Finance Committee Recommendation: The Finance Committee voted unanimously 7-0-0 to recommend approval of this article.

Select Board Recommendation: The Select Board voted unanimously 4-0-1 to recommend approval of this article.

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

Sponsor – Community Preservation Committee

MOTION: *We move that the Town vote, upon the recommendation of the Community Preservation Committee, to appropriate the sum of \$75,000 for the purposes of administrative and operating expenses of the Community Preservation Committee for FY 2025 and to meet this appropriation to transfer the sum of \$75,000 from the Community Preservation Undesignated Fund Balance.*

Vote Required: Simple Majority

EXPLANATION

A YES or AYE vote in favor of the motion would fund the annual operating and administrative expenses of the Community Preservation Committee.

A NO or NAY vote opposed to the motion would mean that the CPC would not have funding to pay expenses related to administration and regular operations.

Finance Committee Recommendation: The Finance Committee voted unanimously 7-0-0 to recommend approval of this article.

Select Board Recommendation: The Select Board voted unanimously 5-0-0 to recommend approval of this article.

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

Sponsor – Select Board

MOTION: We move that the Town vote to appropriate the sum of \$200,000 for the purposes of this article and to meet this appropriation to transfer the sum of \$200,000 from free cash.

Vote Required: Simple Majority
Designated as an Essential Article

EXPLANATION

The financial policy guideline for stabilization reserves establishes a target of 6% of General Fund Operating Budget expenses to be held in reserve. At the time of this writing, there has been some market volatility that is impacting the Town’s investment revenue in the short term. By the end of the Fiscal Year, it is anticipated that the fund will be within the stated financial policy guideline.

As of February 29, 2024 the balance in the stabilization fund is \$4,792,647.

A YES or AYE vote in favor of the motion would authorize additional funds to be placed in the Stabilization Fund.

A NO or NAY vote opposed to the motion would mean that no additional funds would be deposited into the Stabilization Fund and would not be consistent with stated financial policies.

Finance Committee Recommendation: The Finance Committee voted unanimously 7-0-0 to recommend approval of this article.

Select Board Recommendation: The Select Board voted unanimously 5-0-0 to recommend approval of this article.



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

Sponsor – Select Board

MOTION: *We move that the Town vote to appropriate the sum of \$296,000 for the purposes of this article and to meet this appropriation to transfer the sum of \$296,000 from free cash.*

Vote Required: Simple Majority
Designated as an Essential Article

EXPLANATION

The goal of the Capital Stabilization Fund is to maintain 3-5 years of debt payments in reserve, and the Town is currently exceeding 5-years at the current level of debt service.

As of February 29, 2024 the balance in the capital stabilization fund is \$3,165,818.

A YES or AYE vote in favor of the motion provides funding to increase the capital stabilization fund. This will help ensure that funds continue to be set aside for the long-term maintenance of the town's capital assets.

A NO or NAY vote opposed to the motion would not provide additional funding for the capital stabilization fund, and would not be consistent with stated financial guidelines.

Finance Committee Recommendation: The Finance Committee voted unanimously 7-0-0 to recommend approval of this article.

Select Board Recommendation: The Select Board voted unanimously 5-0-0 to recommend approval of this article.

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

Sponsor – Select Board

MOTION: *We move that the Town vote to appropriate the sum of \$20,000 for the purposes of this article and to meet this appropriation to transfer the sum of \$20,000 from free cash.*

Vote Required: Simple Majority

EXPLANATION

A YES or AYE vote in favor of the motion would provide funding for the Human Services Grant Program for FY 2025, consistent with prior years.

A NO or NAY vote opposed to the motion would mean that the Human Services Grant Program would not have funds to use in FY 2025.

For more information about Article 15, please refer to supporting documentation found in Appendix D.

Finance Committee Recommendation: The Finance Committee voted unanimously 7-0-0 to recommend approval of this article.

Select Board Recommendation: The Select Board voted unanimously 5-0-0 to recommend approval of this article.



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

Sponsor – Bourne Cultural Council

MOTION: *We move that the Town vote to approve this article as set forth in the Warrant.*

Vote Required: Simple Majority

EXPLANATION

A YES or AYE vote in favor of the motion would reduce the number of members on the Cultural Council.

A NO or NAY vote opposed to the motion would maintain the status quo.

Finance Committee Recommendation: The Finance Committee voted unanimously 7-0-0 to recommend approval of this article.

Select Board Recommendation: The Select Board voted unanimously 5-0-0 to recommend approval of this article.

ARTICLE 17: To see if the Town will vote to amend the Town of Bourne Bylaws by deleting references to “thirty (31) days” and replacing the same with “thirty (30) days” wherever said “thirty (31) days” appears in the following sections of the Bylaws: Sections 2.2.7; 2.9.1; 3.1.17; 3.1.24; 3.1.43; 3.14.3; 3.15.1; 3.15.9; 8.1.6.

Sponsor – Select Board

MOTION: *We move that the Town vote to approve this article as set forth in the Warrant.*

Vote Required: Simple Majority

EXPLANATION

A YES or AYE vote in favor of the motion would correct 11 instances of scribes’ errors in the General Bylaw.

A NO or NAY vote opposed to the motion would maintain the status quo and not correct the errors.

Finance Committee Recommendation: The Finance Committee voted unanimously 7-0-0 to recommend approval of this article.

Select Board Recommendation: The Select Board voted unanimously 5-0-0 to recommend approval of this article.



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

Section 1.5.6

Capital Outlay Items Defined. Any proposed article meeting the definition of a capital outlay item as herein defined shall be presented to the Capital Outlay Committee for review as a Capital Outlay item. A Capital Outlay item will refer to any activity that meets one or more of the following criteria:

- a. The acquisition of land or buildings.
- b. The new construction, reconstruction, repair, replacement, or improvement of buildings or other public facilities, drainage facilities, streets, sidewalks, parks or improvements of land with a cost in excess of ~~\$20,000~~ **\$25,000**.
- c. The purchase of major equipment, including motor vehicles, with a cost in excess of ~~\$10,000~~ **\$25,000**.
- d. The planning and design studies for any Capital Outlay item as defined.
- e. And those items referred to the Capital Outlay Committee by the Finance Committee.

or take any other action in relation thereto.

Sponsor – Select Board

MOTION: *We move that the Town vote to approve this article as set forth in the Warrant.*

Vote Required: Simple Majority

EXPLANATION

A YES or AYE vote in favor of the motion would amend the General Bylaw to raise the threshold for a “capital project” to at least \$25,000.

A NO or NAY vote opposed to the motion would maintain the status quo and the threshold would not be increased.

Finance Committee Recommendation: The Finance Committee voted unanimously 7-0-0 to recommend approval of this article.

Select Board Recommendation: The Select Board voted unanimously 5-0-0 to recommend approval of this article.

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

Section 3.7.9

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

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

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

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

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

or take any other action in relation thereto.

Sponsor – Conservation Commission

MOTION: We move that the Town vote to approve this article as set forth in the Warrant.

Vote Required: Simple Majority

EXPLANATION

This article removes an outdated monetary limit and restrictive language, providing the Conservation Commission with the ability to hire a consultant to review any Notice of Intent or Request for Determination of Applicability as deemed necessary by Commission vote.

A YES or AYE vote in favor of the motion would amend the Wetland Protection Bylaw. A NO or NAY vote opposed to the motion would maintain the status quo and the Wetland Protection Bylaw would not be changed.

Finance Committee Recommendation: The Finance Committee voted unanimously 7-0-0 to recommend approval of this article.

Select Board Recommendation: The Select Board voted unanimously 5-0-0 to recommend approval of this article.

ARTICLE 20: To see if the Town will vote to authorize the granting of licenses by the Select Board, pursuant to G.L. c. 10, § 38, for the operation, holding, or conducting of the game known as “beano”, or take any other action in relation thereto.

Sponsor – Select Board

MOTION: *We move that the Town vote to approve this article as set forth in the Warrant.*

Vote Required: Simple Majority

EXPLANATION

A YES or AYE vote in favor of the motion would allow the Select Board to issue local beano (bingo) licenses.

A NO or NAY vote opposed to the motion would mean that the Select Board would not be able to issue any local beano (bingo) licenses.

Finance Committee Recommendation: The Finance Committee voted unanimously 7-0-0 to recommend approval of this article.

Select Board Recommendation: The Select Board voted unanimously 5-0-0 to recommend approval of this article.

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

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

or take any other action in relation thereto.

Sponsor – Planning Board

MOTION: *We move that the Town vote to approve this article as set forth in the Warrant.*

Vote Required: 2/3 Supermajority

EXPLANATION

This article is to amend section 1238A.4.b of the Zoning Bylaw relative to Site Plan Review for traffic and internal circulation for fire equipment access. The amendment would delete “25” from the “527 CMR 25.” Several years ago the Massachusetts Fire Code was rearranged and chapter 25 is now chapter 18. It is recommended to delete the chapter language and keep the CMR to encompass the entire fire code.

A YES or AYE vote in favor of the motion would amend the Zoning Bylaw to make this change.

A NO or NAY vote opposed to the motion would maintain the status quo and the Zoning Bylaw would not be changed.

For more information about Article 21, please refer to supporting documentation found in Appendix D.

Finance Committee Recommendation: The Finance Committee voted unanimously 7-0-0 to recommend approval of this article.

Select Board Recommendation: The Select Board voted unanimously 5-0-0 to recommend approval of this article.

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

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

or take any other action in relation thereto.

Sponsor – Planning Board

MOTION: *We move that the Town vote to approve this article as set forth in the Warrant.*

Vote Required: 2/3 Supermajority

EXPLANATION

Under the current Zoning Bylaw, a special permit lapses within two years if substantial completion of the project has not taken place. This article would change from a two year to a three year timeframe for consistency with Chapter 40A of the Zoning Act.

A YES or AYE vote in favor of the motion would amend the Zoning Bylaw to make this change.

A NO or NAY vote opposed to the motion would maintain the status quo and the bylaw would not change.

For more information about Article 22, please refer to supporting documentation found in Appendix D.

Finance Committee Recommendation: The Finance Committee voted unanimously 7-0-0 to recommend approval of this article.

Select Board Recommendation: The Select Board voted unanimously 5-0-0 to recommend approval of this article.

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

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

- a) Access separation. No new street, driveway, or other means of vehicular access to an arterial street shall be created unless it is separated from all other means of vehicular access on the same side of the street by at least 1,000 feet, measured centerline to centerline along the edge of the street right-of-way, unless granted a special permit under Section 3344 authorizing less separation. However, each lot or set of contiguous lots held in ownership separate from that of all abutting land as of the date of adoption of this provision shall be allowed a single access to an abutting arterial street, provided that the access shall be located so as to minimize movement conflicts with all other accesses to the same road.
- b) Land division and sale. No land in the Traffic Management District shall hereafter be divided into separate lots or ownerships unless each resulting building lot will be entitled to vehicular access under these provisions, through one or more of the following:
 - having location and configuration making it feasible to meet the requirements of Section 3343(a), or
 - having an alternative means of access, such as an authorized shared driveway (see Section 3342), or
 - having frontage on a non-arterial street, or
 - having been granted a special permit under the provisions of Section 3344.
- c) Other requirements. The standards of the table in Section 3341 (except for the required driveway centerline separation) must be met by all uses, regardless of trip generation level.

or take any other action in relation thereto.

Sponsor – Planning Board

MOTION: *We move that the Town vote to approve this article as set forth in the Warrant.*

Vote Required: 2/3 Supermajority

EXPLANATION

This article would remove the expired sunset date from the Interim Egress Control section. The purposes of this section is to aid in reducing the impacts of new access points on Scenic Highway and Sandwich Road until the opening of a limited-access highway connecting Route 6 with MacArthur Boulevard or Route 25. Both Scenic Highway and Sandwich Road are impacted significantly by traffic and new access points should be limited. This section was

originally adopted in 1996 with an original expiration date of 2006, and extended to 2020.

A YES or AYE vote in favor of the motion would amend the Zoning Bylaw to make this change.

A NO or NAY vote opposed to the motion would maintain the status quo and the Zoning Bylaw would not change.

For more information about Article 23, please refer to supporting documentation found in Appendix D.

Finance Committee Recommendation: The Finance Committee voted unanimously 7-0-0 to recommend approval of this article.

Select Board Recommendation: The Select Board voted unanimously 5-0-0 to recommend approval of this article.

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

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

or take any other action in relation thereto.

Sponsor – Planning Board

MOTION: *We move that the Town vote to approve this article as set forth in the Warrant.*

Vote Required: 2/3 Supermajority

EXPLANATION

A “Home Occupation” is listed as a use in the Downtown District. The functional standards and special permit criteria for the home occupation had an incorrect section reference for the home occupation as “4120,” however, the correct section is “4110.”

A YES or AYE vote in favor of the motion would amend the Zoning Bylaw to make this change.

A NO or NAY vote opposed to the motion would maintain the status quo and the Zoning Bylaw would not change.

For more information about Article 24, please refer to supporting documentation found in Appendix D.

Finance Committee Recommendation: The Finance Committee voted unanimously 7-0-0 to recommend approval of this article.

Select Board Recommendation: The Select Board voted unanimously 5-0-0 to recommend approval of this article.

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

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

Amend the following sections:

2220. Use Regulation Schedule

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

(BA = Board of Appeals)

4120. Accessory Dwelling.

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

4121. Development Requirements.

- a) **One accessory dwelling is permitted as a by right use to a lawful single-family use on the same lot.** ~~In conformance with Section 2450.~~
- b) **Septic capacity or sewerage deemed satisfactory.** ~~The Board of Health must have documented to the Board of Appeals that sewage disposal will be satisfactorily provided for, including provision for an appropriate reserve area on the site.~~
- c) Parking as required at **per** Section 3320 shall be provided either in a garage or **designated area** ~~on paved surfaces not located within any required yard.~~ **One parking space shall be designated per bedroom. Refer to section 2853 for parking requirements in the Downtown District (DTD).**
- d) **Minimum lot size is 5,000 square feet. Less than 5,000 square feet requires conformance with section 2450.**
- e) **The maximum size of an accessory dwelling is 1,500 square feet and contains no more than two bedrooms.**

- f) **An ADU is attached or detached to the primary structure and designed to maximize the appearance of a single-family residential property. It is subordinate to and no greater than 50% of the existing primary single-family dwelling floor area calculated as first floor, second floor, basements 50% above-grade, attics over 6'6" floor to ceiling height, and garages.**
- g) **The following types of properties or developments are not eligible for an accessory dwelling: deed restricted affordable housing units; all lots developed under a Comprehensive Permit (Chapter 40B); lots with more than one single-family dwelling unit; and lots created under section 4600 Open Space Community.**
- h) **Accessory dwelling units lawfully created prior to adoption of this section may continue to be used, maintained, and occupied.**

4122. Occupancy Requirements

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

~~4123. Procedural Requirement~~

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

~~b) A Certificate of Occupancy for an Accessory Dwelling shall be issued for a period no greater than three years. Continued occupancy beyond that shall require a new Certificate of Occupancy, to be granted only upon documentation to the Inspector of Buildings that the relationships~~

satisfying Section 4122 or on which the decision under paragraph a) was based are still in existence.

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

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

DOWNTOWN DISTRICT

2820. ALLOWABLE USES

2821. Table of Allowable Uses

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

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

2853. Table of Required Parking Spaces

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

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

SECTION V DEFINITIONS

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

Accessory Building

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

Accessory Dwelling Unit (ADU)

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

Accessory Use

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

Dwelling Unit

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

Fractional ownership

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

or take any other action in relation thereto.

Sponsor – Planning Board

MOTION: We move that the Town vote to approve this article as set forth in the Warrant.

Vote Required: 2/3 Supermajority

EXPLANATION

One of the zoning strategies identified in the Town of Bourne Local Comprehensive Plan and Housing Production Plan is to revise the current Accessory Dwelling Bylaw and encourage the creation of “in-law” and/or year-round accessory dwellings that can provide significant year-round housing opportunities for residents. An accessory dwelling unit (ADU) is a separate unit within an owner-occupied home, typically as part of a surplus space in a single-family home. ADUs are separate from the principal dwelling and have their own kitchen, bathroom, and living facilities.

A YES or AYE vote in favor of the motion would amend the Zoning Bylaw to make this change.

A NO or NAY vote opposed to the motion would maintain the status quo and the Zoning Bylaw would not be changed.

For more information about Article 25, please refer to supporting documentation found in Appendix D.

Finance Committee Recommendation: The Finance Committee voted unanimously 7-0-0 to recommend approval of this article.

Select Board Recommendation: The Select Board voted unanimously 5-0-0 to recommend approval of this article.

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

Sponsor – Select Board

MOTION: *We move that the Town indefinitely postpone Article 26.*

Vote Required: Simple Majority

EXPLANATION

Phase 1 of the Bourne Rail Trail requires temporary easements during the 24-month construction period from three private land owners for construction purposes of the Share-Use Path (SUP). The Town is also seeking to enter into agreement with the Commonwealth of Massachusetts and United States Army Corps of Engineers for permanent and temporary easements for the SUP.

At the time of printing, there are a few final outstanding items to be resolved. The town staff and Advisory Committee are working diligently to obtain the final information. More time is necessary to gather the information and this article will be deferred to the Special Town Meeting in the fall.

A YES or AYE vote in favor of the motion to indefinitely postpone the article would mean that the Town will not pursue acquiring the easements now and will come back at the Fall Special

Town Meeting with more information.

A NO or NAY vote opposed to the motion to indefinitely postpone would require another motion to be made on Article 26 to discuss and vote on acquiring the easements at this time.

For more information about Article 26, please refer to supporting documentation found in Appendix D.

Finance Committee Recommendation: The Finance Committee voted 5-1-1 to recommend approval of this article.

Select Board Recommendation: The Select Board voted unanimously 5-0-0 to recommend approval of the motion to indefinitely postpone this article.

ARTICLE 27: To see if the Town will vote to authorize the Select Board, on its behalf, to petition the General Court for passage of a special law authorizing the Commissioner of Capital Asset Management and Maintenance, in consultation with the Adjutant General, to convey to the Town a permanent easement on land under the care and custody of the Massachusetts Armory Commission and identified on Bourne Assessor’s map as Parcel 181 on Map 19.4, and referenced at Barnstable County Registry of Deeds at Book 877, Pages 67 and 68, for purpose of replacing a subsurface municipal water line and all necessary supporting appurtenances and consistent with the terms of the temporary license originally granted in January 2019, and further, to authorize Town Officials to take any action in relation thereto.

Sponsor – Select Board

MOTION: We move to authorize the Select Board to petition the General Court for special legislation as set forth below:

An Act authorizing the commissioner of Capital Asset Management and Maintenance to grant certain easements to the town of Bourne.

Whereas, The deferred operation of this act would tend to defeat its purpose, which is to authorize forthwith the conveyance of certain easements by the commonwealth to the town of Bourne, therefore it is hereby declared to be an emergency law, necessary for the immediate preservation of the public convenience.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. Notwithstanding sections 32 to 37, inclusive, of chapter 7C of the General Laws or any general or special law to the contrary, the commissioner of capital asset management and maintenance, in consultation with the adjutant general, may convey to the town of Bourne permanent and temporary easements in lands of the commonwealth used for armory purposes located on Armory road, in the town of Bourne and shown on a plan on file with the clerk of the town of Bourne, entitled “Proposed Utility Easement Plan in Bourne, Mass. prepared for town of Bourne #31 Armory Road Map 19.4 Parcel 181” dated October 15, 2018 and prepared by Bracken Engineering, Inc. The exact boundaries of the easement areas shall be determined by the commissioner based upon a survey. The easements shall be granted solely for the purposes of installation, use, maintenance, repair and replacement of a subsurface waterline. The grant of the easements shall be subject to sections 2 to 4, inclusive, and such additional terms and conditions as the commissioner of capital asset management and maintenance, in consultation with the adjutant general, may reasonably require consistent with this act.

SECTION 2. The town of Bourne shall assume all costs associated with engineering, surveys, appraisals, deed preparation and other expenses necessary to execute the conveyances authorized in this act.

SECTION 3. An independent appraisal of the fair market value and value in use of the easements described in section 1 shall be prepared in accordance with the usual and customary professional appraisal practices by a qualified appraiser commissioned by the commissioner of capital asset management and maintenance. Consideration for the grants of the easements pursuant to section 1 shall be the full and fair market value or the value in proposed use, whichever is greater, as determined by the commissioner of capital asset management and maintenance. The commissioner of capital asset management and maintenance shall submit the appraisal to the inspector general for review and comment. The inspector general shall review and approve the appraisal and the review shall include an examination of the methodology utilized for the appraisal. The inspector general shall prepare a report of such review and file the report with the commissioner of capital asset management and maintenance. After receiving the report, the commissioner shall submit copies of the report to the house and senate committees on ways and means and the joint committee on state administration and regulatory oversight at least 15 days prior to the execution of documents affecting the conveyances authorized in said section 1.

SECTION 4. No instrument executed pursuant to this act shall be valid unless it provides that the easements shall be used solely for the purposes described in section 1. The instruments authorized in said section 1 shall include a reversionary clause that stipulates the easements shall terminate, upon such terms and conditions as the commissioner of capital asset management and maintenance may determine, if the property ceases to be used for the express purposes authorized in this act. Prior to any reversion, the commissioner shall provide notice of any violations to the town of Bourne and the town may cure the violation to the satisfaction of the division. If any interest reverts to the commonwealth, any further disposition shall be subject to sections 34 to 37, inclusive, of chapter 7C of the General Laws and the prior approval of the general court.

Vote Required: Simple Majority

EXPLANATION

The Town is seeking to acquire rights in a permanent 40' wide utility easement within the State Armory property located on the Buzzards Bay Bypass. This easement is for the same area of covered by a 2020 construction license used during construction to install necessary telecommunication and water lines to service the Police Station at 35 Armory Road.

A YES or AYE vote in favor of the motion would allow the Town to file special legislation to acquire a utility easement from the Commonwealth to serve the newly constructed Police Station.

A NO or NAY vote opposed to the motion would mean that the Town could not seek the necessary easement from the state.

For more information about Article 27, please refer to supporting documentation found in Appendix D.

Finance Committee Recommendation: The Finance Committee voted unanimously 7-0-0 to recommend approval of this article.

Select Board Recommendation: The Select Board voted unanimously 5-0-0 to recommend approval of this article.

ARTICLE 28: To see if the Town will vote to authorize the Select Board to convey an easement in a portion of the land under or near Worcester Ave., approximately 262 square feet, or less or more, as more specifically described in the plan on file with the Town Clerk's Office titled "Exhibit 'A' Plan Sewage Disposal System Easement in Bourne, MA, Prepared for Town of Bourne, Monument Avenue," prepared by Bracken Engineering, Inc. and dated March 21, 2024, said easement to be used for a sewage disposal for the benefit of the parcel known and numbered as 1 Monument Ave., upon such terms and conditions as the Select Board may deem to be in the Town's best interests or take any other action relative thereto.

Sponsor – Select Board

MOTION: We move to authorize the Select Board to convey an easement in a portion of the land under or near Worcester Ave., approximately 262 square feet, or less or more, as more specifically described in the plan on file with the Town Clerk's Office titled "Exhibit 'A' Plan Sewage Disposal System Easement in Bourne, MA, Prepared for Town of Bourne, Monument Avenue," prepared by Bracken Engineering, Inc. and dated March 21, 2024, said easement to be used for a sewage disposal system for the benefit of the parcel known and numbered as 1 Monument Ave., upon such terms and conditions as the Select Board may deem to be in the Town's best interests.

Vote Required: Simple Majority

EXPLANATION

A YES or AYE vote in favor of the motion would allow the Select Board to grant an easement to the homeowner so that they could build a portion of their septic system in the public road layout.

A NO or NAY vote opposed to the motion would mean that the homeowner could not use any are located within the public road layout to construct a new septic system.

For more information about Article 28, please refer to supporting documentation found in Appendix D.

Finance Committee Recommendation: The Finance Committee voted unanimously 7-0-0 to recommend approval of this article.

Select Board Recommendation: The Select Board voted unanimously 5-0-0 to recommend approval of this article.

APPENDIX A

Finance Committee Report and Roll Call Votes

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Finance Committee Report

The primary responsibility Finance Committee is to advise at Town Meetings on warrant articles and to give a report stating an opinion of agreement or concern regarding the proposed budgets. Additionally, the Finance Committee often comments on general issues surrounding the budget, as well as monitors adherence to financial policies. We currently work under our town 2018 Town of Bourne Financial Management Policies and Guidelines. New policies have been prepared in coordination with an external consultant and are under final review for implementation upon approval for the Fiscal Year 2026 budget.

This year the Finance Committee met independently with department heads to review department budgets beginning in January. All meetings were attended by the Finance Director, Town Accountant, the Town Administrator, and/or Assistant Town Administrator, and each department head appeared before the Finance Committee to discuss their respective budgets.

The Finance Committee independently determined its support or opposition to any or all parts of the Selectmen's budget and will communicate the Committee's recommendations to the Town Meeting. The Finance Committee also met with the groups, individuals, and committees that were either sponsors of or had a role in the proposed articles.

The Town Administrator continued to balance the Operating Budget without using Free Cash for the fourth year in a row, and the Capital Stabilization Fund will continue to be used as Revenue to pay for debt service.

While the FY25 budget saw salary increases, this is not a reflection of any positions added and is due to the impact of contractual increases. Public utility expenses (Natural Gas and Electricity) increased 10.99% due to inflation.

The Finance Committee continues to monitor the student enrollment trends at Upper Cape Tech and Bourne Public Schools.

It is important to acknowledge anticipated staffing requests communicated to the Finance Committee that were not added to the budget this year, as that enables members to take measures of the town's anticipated growth. Two Staff positions are projected as future requests, a Building Inspector, and a Police Lieutenant. Also on the committee's radar are the possible staffing and operation changes once the new Southside fire station is built.

The committee will monitor possible financial impacts not related to the budget, such as the expected replacement of the Bourne Bridge and Sagamore Bridge.

The proposed FY25 budget is the result of a thorough examination of our town's priorities by town staff, as well as reviews by volunteers on boards and committees. This report is not just to inform residents of the financial standing of Bourne but is also a way to express the pride Finance Committee members have in serving. Members have proven they can work as a committee while simultaneously expressing our individual ideas and opinions. The underlying objective of balancing budgets, prioritizing capital projects, and properly funding reserves is to ensure Bourne continues to move onwards and upwards. The budget is not just monetary value,

it is about the people that live in Bourne, work in Bourne, and dedicate their time to serve Bourne.

The Finance Committee supports the balanced budget presented for FY25. It does not require use of free cash, and no override was required as a revenue source. Nothing presented during review would negatively impact tax rates. The town's Community Preservation Fund surcharge continues to be set at 3% of the real estate tax.

The Finance Committee continues to operate as an advisory committee, where its focus is giving opinions and advising voters at town meetings. Immediately following this report are tables comparing FY25 to the prior fiscal years. Voters should utilize the budget and Sources & Uses printed in the voter handbook as their primary sources for financial information and budget comparisons. Following these are Bourne's Reserve and Fiscal policies, and the committee's recommendations for each Special Town Meeting and Annual Town Meeting article. These are not only important to include to meet the requirements stated in the Charter and Bylaws, but also to benefit voters as well.

Respectfully submitted,

The Finance Committee
Town of Bourne

FY23/FY24/FY25 Comparisons

<u>Municipal Expenses</u>					
	FY23 Budget	FY24 Budget	Proposed FY25 Budget	\$ Increase (Decrease)	% Increase (Decrease)
General Government	\$4,241,783	\$4,471,061	\$4,614,181	\$143,120	3.1
Public Safety Services	\$12,334,556	\$12,702,109	\$13,232,474	\$480,365	3.8
Public Works Services	\$2,836,374	\$3,437,639	\$3,540,128	\$102,489	2.9
Health & Human Services	\$982,255	\$998,207	\$1,031,069	\$32,862	3.2
Culture & Recreation Services	\$1,017,469	\$1,039,050	\$1,065,186	\$26,136	2.5
Total Town Expense	\$21,412,437	\$22,648,066	\$23,483,038	\$784,972	3.5

<u>School Expenses</u>					
	FY23 Budget	FY24 Budget	Proposed FY25 Budget	\$ Increase (Decrease)	% Increase (Decrease)
Bourne School Department	\$24,938,159	\$25,818,363	\$26,652,537	\$734,174	2.8
Upper Cape Regional Technical	\$3,262,825	\$3,624,750	\$3,750,754	\$126,004	3.4
Total School Expenses	\$28,200,984	\$29,443,113	\$30,403,291	\$860,178	2.9

<u>Shared Costs</u>					
	FY23 Budget	FY24 Budget	Proposed FY25 Budget	\$ Increase (Decrease)	% Increase (Decrease)
Public Utilities	\$1,566,607	\$1,581,000	\$1,754,760	\$173,760	9.90%
OPEB	\$279,338	\$371,595	\$437,240	\$65,645	15.00%
Unemployment	\$70,000	\$70,000	\$70,000	\$ -	0.00%
FICA/Medicare	\$541,000	\$568,000	\$585,000	\$17,000	2.90%
Group Insurance	\$8,711,270	\$8,858,000	\$8,858,000	\$ -	0.00%
County Retirement/Special Legislation	\$4,488,089	\$4,639,400	\$5,085,800	\$446,400	8.80%
State Retirement	\$866	\$866	\$ -	\$(866)	
Insurance	\$1,782,034	\$1,870,678	\$1,963,755	\$93,077	4.70%
LIUNA Pension	\$300,000	\$300,000	\$300,000	\$ -	0.00%
Medicaid Reimbursement	\$2,000	\$2,000	\$2,000	\$ -	0.00%
Reserve Fund		\$350,000	\$272,500	\$(77,500)	-22.1
Total Shared Costs	\$17,741,204	\$18,611,539	\$19,329,055	\$717,516	3.9

<u>Debt Service</u>					
	FY23 Budget	FY24 Budget	Proposed FY25 Budget	\$ Increase (Decrease)	% Increase (Decrease)
Non-Exempt - Existing	\$1,165,134	\$1,014,210	\$804,596	(\$209,614)	-20.7
Tax Exempt Lease Purchase	\$ -	\$441,257	\$441,257	-	-
ST Pay Downs/Future Borrowings	\$547,123	\$808,174	\$392,144	(\$416,030)	-51.5
Exempt	\$4,201,120	\$4,029,375	\$3,881,660	(\$147,715)	-3.81
Interest on Temporary Debt	\$87,400	\$251,004	\$142,920	(\$108,084)	-43.1
Funded Debt - Septic	\$19,470	\$19,455	\$10,023	(\$9,432)	-48.5
Funded Debt - CPA	\$454,753	\$271,025	\$260,975	(\$10,050)	-3.7
Total Debt Service	\$6,475,000	\$6,834,500	\$5,933,575	(\$900,925)	-13.8

Reserves and Fiscal Policy

Bourne's fiscal policies guide the Town as a mechanism to set aside funds to meet future financial obligations, including unexpected expenses. Financing should be monitored and maintained per policy to avoid depleting the funds.

The most recent Financial Management Policies & Guidelines is dated 2018 and does not include all reserve accounts. For the purpose of transparency all reserve accounts are listed, and the accounts included in the Financial Management Policies & Guidelines will have their *"documented policies italicized under the headers of each fund and in quotes for visibility."*

Stabilization Fund

"To maintain a long-term Stabilization Fund for unforeseen emergency expenses and capital projects in accordance with Mass. General Laws Chapter 40 Section 58. To maintain a Stabilization Fund balance of at least 6% of the General Fund Operating Budget. The Town may appropriate funds from the Stabilization Fund for any lawful purpose with a two-thirds vote of Town Meeting."

For FY25 6% of GFOB is \$4,748,938 based on budget \$79,148,959.
As of 2.29.2024, the Stabilization Balance is \$4,792,647.66.

Capital Stabilization Fund

The goal is to maintain 3-5 years of debt service payments in this fund.

Five years of the future debt service is \$1,566,346.
As of February 29, 2024, the Capital Stabilization Fund balance was \$3,165,818.
The Stabilization Fund is within policy.

ISWM Stabilization Fund

"Funds set aside to cushion the impact on the Operating Budget after the landfill closes."

The stated policy is simple and straightforward, however there is no specified guideline for providing or maintaining funds.
As of February 29, 2024, the balance in the ISWM Stabilization Fun was \$560,824.

Employer Health Insurance Trust Fund

"It shall be the policy of the Town of Bourne to hold a reserve in the Health and Dental dedicated fund an amount to be less than four (4) months of average costs of Health and Dental assessments including all administrative fees. Additionally, at no time shall the fund hold less than one million six hundred thousand dollars (\$1,600,000) in reserves at the close of any fiscal year. The Town Administrator shall report the status of the Trust Fund to the Board of Selectman in February of each year and make the necessary adjustments in conjunction with the Town Finance Director. Should an appropriation be necessary, the Town Administrator shall bring forth an article for a Special or Annual Town Meeting for approval by the Select Board."

As of February 29, 2024, the balance in the Employer Health Insurance Trust fund was \$6,491,480.79.

The Employer Health Insurance Trust Fund is within policy.

Overlay Reserve

The Board of Assessors recommend annually in December the amount required to be kept in the Overlay Reserve for next Fiscal Year.

As of February 29, 2024, the balance in the Overlay Reserve Fund was \$1,519,912.

The Overlay Reserve Fund is within the stated policy.

Reserve Fund

“To budget an annual Reserve Fund under the authority of the Finance Committee for unexpected and unforeseen budget needs of at least 0.5% of the General Fund Operating Budget”

For FY25 0.5% of GFOB is \$395,745 based on budget \$79,148,959.

As of April 8, 2024, the Reserve Fund Balance was \$268,871.

OPEB Trust Fund

“To maintain an OPEB Trust Fund to accumulate funds for Other than Pension Post-Employment benefits. The long-term goal for the Trust Fund is to fully fund the OPEB Liability.”

The total 30-year OPEB liability as of Feb 29, 2024, was \$57,016,879 and 17.6% of the liability was funded. This liability is sensitive to both future interest rates and future health insurance costs.

To improve the bond rating of the Town, bond rating evaluations note the OPEB liability and the plans for addressing this liability are important. As always Bourne strives to make considerable progress since its implementation.

As of February 29,2024, the OPEB Trust Fund was at \$10,043,244.

The OPEB Trust Fund continues to be funded in accordance with the stated policy, which is to contribute the previous year’s budgeted amount plus 10% of the current year’s actual new growth, as well as an amount equal to 10% of the excess free cash over policy, to be voted at the fall Special Town Meeting.

Climate Resiliency & Infrastructure Stabilization Fund

This fund was created to support planning to identify key climate-related hazards, vulnerabilities, and strengths, and to develop adaptation actions. There is currently no financial policy for this fund.

As of February 29, 2024, the balance in the Climate Resiliency & Infrastructure Stabilization Fund was \$105,242.

Special Education Reserve Fund

There is currently no financial policy for this fund. When a student transfers unexpectedly into the district, the funds can quickly be depleted, so it is important to keep the fund reasonably funded.

As of February 29, 2024, the balance of the Special Education Reserve Fund was \$380,754

Free Cash Reserves

“To have a certified Free Cash balance of at least 5% the current Fiscal Year General Fund Operating Budget at the beginning of each Fiscal Year. The Free Cash Balance will be maintained at 5% of the General Fund Operating Budget during the Fiscal Year.”

At the end of each fiscal year, any appropriated funds that have not been spent are turned back to the general fund and certified as Free Cash, and projected revenues are reconciled with actual revenues. Funds in the Free Cash reserves cannot be spent until certified. Once certified the funds have no restrictions on what they can be used for, hence why the term “free” is used. The town can ask voters at Town Meeting to appropriate Free Cash for any purpose, while keeping in mind that depleting Free Cash may suggest the community will face tighter financial constraints in the future. Free Cash should not supplement annual revenues, and a drawdown for this purpose might also have a negative impact on the town’s credit rating. Just like with FY22, FY23 and FY24, no Free Cash will be used for the FY25 budget.

Free Cash Financial Policy:

In 2015 the following policy was implemented, consisting of two parts:

1. The town is to maintain a Free Cash Balance at 5% of the General Fund Operating Budget (GFOB). The proposed GFOB for FY25 is \$79,148,959. To be within financial policy guidelines, the minimum Free Cash Balance needed to be certified as of July 1, 2024, is \$3,957,448.

The proposed FY25 budget maintains Free Cash at this policy.

2. To appropriate no more than 50% of the Free Cash balance that is in excess of the 5% policy as operating revenue to balance the budget.

Like in FY22, FY23, and FY24, the proposed FY25 budget uses no Free Cash for the budget and maintains Free Cash at this policy.

In FY25 it is anticipated that \$1,724,200 of Free Cash will be used to cover expenses and fund transfers. After the proposed Special and Annual Town meeting expenditures from Free Cash, \$6,359,645 is anticipated to remain in Free Cash.

Special Town Meeting Articles

ARTICLE 1: To see if the Town will vote to raise and appropriate or transfer from available funds including but not limited to the Integrated Solid Waste Management (ISWM) Enterprise Fund retained earnings, a sum of money for the purpose of funding owner’s project manager (OPM), architectural, engineering and other design services in order to develop plans, specifications and estimates (PSE) suitable for public bidding to build a new office and maintenance garage building at the ISWM Facility.

The Finance Committee voted 7-0-0 to recommend approval of this article.

FINAL VOTE: 7-0-0					
James Sullivan	Y	Thomas Joyce	Y	Arthur Wayne Sampson	Y
Amanda Bongiovanni	Y	Kathleen LeGacy	Y	Priscilla Harcourt	
Carla Emmons	Y	Richard Lavoie	Y		

Annual Town Meeting Articles

ARTICLE 1: Annual Consent Articles: Regular Required Authorizations, Elected Officials Salaries, Chapter 90, Revolving Funds, Accrued Contractual Compensated Absences.

Sponsor – Select Board

This is a standard annual article that committee members understand the mechanics of, and no questions or concerns were raised during discussion.

The Finance Committee voted 7-0-0 to recommend approval of this article.

FINAL VOTE: 7-0-0					
James Sullivan	Y	Thomas Joyce	Y	Arthur Wayne Sampson	
Amanda Bongiovanni	Y	Kathleen LeGacy	Y	Priscilla Harcourt	Y
Carla Emmons	Y	Richard Lavoie	Y		

ARTICLE 2: Regular Annual Expenses – Fiscal Year 2024

Sponsor – Select Board

The total GFOB is \$79,148,959, a 1.9% increase over FY24. The committee examined individual department budgets as part of our annual budget review process. Nothing alarming was proposed, and all salary increases were contractual with no positions added this coming fiscal year. The department heads and the town administrator adequately answered all questions and provided clarifications.

The Finance Committee voted unanimously to recommend approval of this article.

FINAL VOTE: 7-0-0					
James Sullivan	Y	Thomas Joyce	Y	Arthur Wayne Sampson	
Amanda Bongiovanni	Y	Kathleen LeGacy	Y	Priscilla Harcourt	Y
Carla Emmons	Y	Richard Lavoie	Y		

ARTICLE 3: Sewer Enterprise Budget.

Sponsor – Board of Sewer Commissioners

A significant capital assessment associated with Wareham has fallen off the budget for FY25 but is still expected in the future. Requesting \$1,601,438 for operation of the sewer system, an additional \$161,764 to cover indirect costs to be balanced by sewer receipts of \$1,613,202 and \$150,000 from Sewer retained earnings.

The Finance Committee voted unanimously to recommend approval of this article.

FINAL VOTE: 7-0-0					
James Sullivan	Y	Thomas Joyce	Y	Arthur Wayne Sampson	
Amanda Bongiovanni	Y	Kathleen LeGacy	Y	Priscilla Harcourt	Y
Carla Emmons	Y	Richard Lavoie	Y		

ARTICLE 4: ISWM Enterprise Budget.

Sponsor – Select Board

The committee reviewed the budget with the ISWM general manager, who provided sufficient answers to questions and concerns posed by the committee. The facility has received an expansion permit from the MA-DEP, Cape Cod Commission and Bourne Board of Health. Approve the sum of \$12,289,397 for the operation of ISWM plus \$2,503,413 for indirect expenses. Balanced by the ISWM receipts of \$14,792,810.

The Finance Committee voted unanimously to recommend approval of this article.

FINAL VOTE: 7-0-0					
James Sullivan	Y	Thomas Joyce	Y	Arthur Wayne Sampson	
Amanda Bongiovanni	Y	Kathleen LeGacy	Y	Priscilla Harcourt	Y
Carla Emmons	Y	Richard Lavoie	Y		

ARTICLE 5: Capital Budget – Fiscal Year 2025

Sponsor – Capital Outlay Committee and Select Board

The committee met with the town administrator and the department heads to hear explanations on each request. \$2.1MM to conduct phase three of a multi-year project to upgrade the school’s wastewater treatment plant for a useful life of 20 years. The additional capital requests, \$2.3MM will be funded with Free Cash, Waterways Improvement Fund, ISWM Retained Earnings Account.

Source of Funds	Sum of Amount
Borrowing	2,100,000
Free Cash	1,008,200
ISWM Retained Earnings	1,012,000
Retained Earning	52,000
Waterways Improvement Fund	225,000
Grand Total	4,397,200

The Finance Committee voted unanimously to recommend approval of this article.

FINAL VOTE: 7-0-0					
James Sullivan	Y	Thomas Joyce	Y	Arthur Wayne Sampson	
Amanda Bongiovanni	Y	Kathleen LeGacy	Y	Priscilla Harcourt	Y
Carla Emmons	Y	Richard Lavoie	Y		

ARTICLE 6: Reports and Recommendations of Committees and Town Officers.

Sponsor – Select Board

The committee supports giving committees and town officers the opportunity to report directly to voters at town meeting.

The Finance Committee voted unanimously to recommend approval of this article.

FINAL VOTE: 7-0-0					
James Sullivan	Y	Thomas Joyce	Y	Arthur Wayne Sampson	
Amanda Bongiovanni	Y	Kathleen LeGacy	Y	Priscilla Harcourt	Y
Carla Emmons	Y	Richard Lavoie	Y		

ARTICLE 7: Community Preservation Fund Projects - \$150,000 for a Feasibility Study for Clark, Pocasset, Chester, and Keith Recreations Areas.

Sponsor – Community Preservation Committee

The committee met with the Chair of the Community Preservation Committee, as well as all the sponsors of each project. The goal is to provide a comprehensive feasibility study of the four major parks in our town. The funds are to be taken from the Open Space/Recreation Reserves.

The Finance Committee voted unanimously to recommend approval of this article.

FINAL VOTE: 7-0-0					
James Sullivan	Y	Thomas Joyce	Y	Arthur Wayne Sampson	
Amanda Bongiovanni	Y	Kathleen LeGacy	Y	Priscilla Harcourt	Y
Carla Emmons	Y	Richard Lavoie	Y		

ARTICLE 8: Community Preservation Committee – \$500,000 to reimagine/reconstruct and enlarge the Skate Park into an All-Wheel Facility and repurpose the Softball Field behind the Community Building.

Sponsor – Community Preservation Committee

The request is \$500,000 for the actual construction of an All-Wheel Skate Park. The funds are to be moved from the Open Space/Recreation Reserves.

The Finance Committee voted unanimously to recommend approval of this article.

FINAL VOTE: 7-0-0					
James Sullivan	Y	Thomas Joyce	Y	Arthur Wayne Sampson	
Amanda Bongiovanni	Y	Kathleen LeGacy	Y	Priscilla Harcourt	Y
Carla Emmons	Y	Richard Lavoie	Y		

ARTICLE 9: Fund roof repairs at the Anna’s Pals Beach house for Immunocompromised Children (the Former Historic Hoxie Schoolhouse) owned by the Non-profit Anna’s Pals.

Sponsor – Community Preservation Committee

The home needs a new roof to prevent deterioration while the non-profit continues to raise

money to create apartments. They are requesting \$135,000 from Historic Preservation Reserves, which includes a contingency for unexpected costs.

The Finance Committee voted to recommend approval of this article.

FINAL VOTE: 4-1-1					
James Sullivan	Y	Thomas Joyce	Y	Arthur Wayne Sampson	
Amanda Bongiovanni	Y	Kathleen LeGacy	Y	Priscilla Harcourt	A
Carla Emmons	Y	Richard Lavoie	N		

ARTICLE 10: 9 Sandwich Road 32 apartment, 25% Affordable housing asking for \$80,000 from Affordable Housing Reserves to design/easement for parking lot from Affordable Housing Reserves.

Sponsor – Community Preservation Committee

The Finance Committee voted to recommend approval of this article.

FINAL VOTE: 5-2-1					
James Sullivan	Y	Thomas Joyce	Y	Arthur Wayne Sampson	
Amanda Bongiovanni	Y	Kathleen LeGacy	N	Priscilla Harcourt	Y
Carla Emmons	N	Richard Lavoie	Y		

ARTICLE 11: Multiple requests from CPA to improve Waterhouse Road, Cataumet School House and hire a bookkeeper and technical maintenance support.

Sponsor – Community Preservation Committee

To continue to maintain our town assets and fund the CPA for future endeavors.

Fumigate Cataumet House	\$29,000	From Historic Preservation Funds
Bookkeeper/Maintenance Person	\$99,500	From Community Housing Funds
Repairs at Waterhouse Rd	\$200,000	From Community Housing Funds
Reserve for Open Space	\$1,274,598	From Estimated CPA Funds
Reserve for Historic Preservation	\$203,628	From Estimated CPA Funds
Reserve for Community Housing	\$203,628	From Estimated CPA Funds
	\$2,010,354	

The Finance Committee voted unanimously to recommend approval of this article.

FINAL VOTE: 7-0-0					
James Sullivan	Y	Thomas Joyce	Y	Arthur Wayne Sampson	
Amanda Bongiovanni	Y	Kathleen LeGacy	Y	Priscilla Harcourt	Y
Carla Emmons	Y	Richard Lavoie	Y		

ARTICLE 12: Approve surcharge for Community Preservation Committee Expenses.
Sponsor – Community Preservation Committee

The CPA is requesting \$75,000 to cover the costs of the Administrative and Operating Costs of the CPA. This is a typical request.

The Finance Committee voted unanimously to recommend approval of this article.

FINAL VOTE: 7-0-0					
James Sullivan	Y	Thomas Joyce	Y	Arthur Wayne Sampson	
Amanda Bongiovanni	Y	Kathleen LeGacy	Y	Priscilla Harcourt	Y
Carla Emmons	Y	Richard Lavoie	Y		

ARTICLE 13: Stabilization Fund.
Sponsor – Select Board

The committee reviewed this standard article and confirmed compliance with the Capital Stabilization Fund Policy. As of Feb 29, 2024, the fund was slightly above the 6% of FY25 GFOB. The request is to move \$200,000 from Free Cash to the Stabilization Fund.

The Finance Committee voted unanimously to recommend approval of this article.

FINAL VOTE: 7-0-0					
James Sullivan	Y	Thomas Joyce	Y	Arthur Wayne Sampson	
Amanda Bongiovanni	Y	Kathleen LeGacy	Y	Priscilla Harcourt	Y
Carla Emmons	Y	Richard Lavoie	Y		

ARTICLE 14: Capital Stabilization Fund.
Sponsor – Select Board

The Committee reviewed this standard article and confirmed compliance with the Capital Stabilization Fund Policy. Currently the Capital Stabilization Fund is above the minimum required. The request is to move \$296,000 from Free Cash to the Capital Stabilization Fund for long term maintenance of capital assets.

The Finance Committee voted unanimously to recommend approval of this article.

FINAL VOTE: 7-0-0					
James Sullivan	Y	Thomas Joyce	Y	Arthur Wayne Sampson	
Amanda Bongiovanni	Y	Kathleen LeGacy	Y	Priscilla Harcourt	Y
Carla Emmons	Y	Richard Lavoie	Y		

ARTICLE 15: Human Services Grant Program.
Sponsor – Select Board

The Council on Aging Director requests \$20,000. Since this is a straightforward request, no questions or concerns were raised.

The Finance Committee voted unanimously to recommend approval of this article.

FINAL VOTE: 7-0-0					
James Sullivan	Y	Thomas Joyce	Y	Arthur Wayne Sampson	
Amanda Bongiovanni	Y	Kathleen LeGacy	Y	Priscilla Harcourt	Y
Carla Emmons	Y	Richard Lavoie	Y		

ARTICLE 16: Request to reduce Cultural Committee from 11 to 5 members.

Sponsor – Bourne Cultural Council

The Finance Committee voted unanimously to recommend approval of this article.

FINAL VOTE: 7-0-0					
James Sullivan	Y	Thomas Joyce	Y	Arthur Wayne Sampson	
Amanda Bongiovanni	Y	Kathleen LeGacy	Y	Priscilla Harcourt	Y
Carla Emmons	Y	Richard Lavoie	Y		

ARTICLE 17: Replace “thirty (31)” with “thirty (30)” in Town of Bourne Bylaws (administrative).

Sponsor – By-Law Committee

The Finance Committee voted unanimously to recommend approval of this article.

FINAL VOTE: 7-0-0					
James Sullivan	Y	Thomas Joyce	Y	Arthur Wayne Sampson	
Amanda Bongiovanni	Y	Kathleen LeGacy	Y	Priscilla Harcourt	Y
Carla Emmons	Y	Richard Lavoie	Y		

ARTICLE 18: Amend Town of Bourne General Bylaw to increase the minimum cost of an activity that would need Capital Outlay Committee review.

Sponsor – By-Law Committee

The Finance Committee voted unanimously to recommend approval of this article.

FINAL VOTE: 7-0-0					
James Sullivan	Y	Thomas Joyce	Y	Arthur Wayne Sampson	
Amanda Bongiovanni	Y	Kathleen LeGacy	Y	Priscilla Harcourt	Y
Carla Emmons	Y	Richard Lavoie	Y		

ARTICLE 19: Remove \$2500 limit for Consultant Fees required when the Conservation Committee needs to review a Notice of Intent and/or Request for Determination of Applicability.

Sponsor – Conservation Commission

The Finance Committee voted unanimously to recommend approval of this article.

FINAL VOTE: 7-0-0					
James Sullivan	Y	Thomas Joyce	Y	Arthur Wayne Sampson	
Amanda Bongiovanni	Y	Kathleen LeGacy	Y	Priscilla Harcourt	Y
Carla Emmons	Y	Richard Lavoie	Y		

ARTICLE 20: Allow the Select Board to authorize the granting of “Beano” Licenses.

Sponsor – Select Board

The Finance Committee voted unanimously to recommend approval of this article.

FINAL VOTE: 7-0-0					
James Sullivan	Y	Thomas Joyce	Y	Arthur Wayne Sampson	
Amanda Bongiovanni	Y	Kathleen LeGacy	Y	Priscilla Harcourt	Y
Carla Emmons	Y	Richard Lavoie	Y		

ARTICLE 21: Amend Bourne Zoning Bylaw by removing “25” from 527 CMR 25 (administrative).

Sponsor – Planning Board

The Finance Committee voted unanimously to recommend approval of this article.

FINAL VOTE: 7-0-0					
James Sullivan	Y	Thomas Joyce	Y	Arthur Wayne Sampson	
Amanda Bongiovanni	Y	Kathleen LeGacy	Y	Priscilla Harcourt	Y
Carla Emmons	Y	Richard Lavoie	Y		

ARTICLE 22: Any Site Plan or Special Permit approval issued under this section shall lapse within three instead of two years if a substantial completion of the requirements of the Site Plan has not taken place.

Sponsor – Planning Board

The Finance Committee voted unanimously to recommend approval of this article.

FINAL VOTE: 7-0-0					
James Sullivan	Y	Thomas Joyce	Y	Arthur Wayne Sampson	
Amanda Bongiovanni	Y	Kathleen LeGacy	Y	Priscilla Harcourt	Y
Carla Emmons	Y	Richard Lavoie	Y		

ARTICLE 23: Keep the Interim Egress Control in place until the opening of a limited access highway connecting the mid-cape highway with MacArthur Blvd. This will limit the impact of new access points on Scenic Highway and Sandwich Rd. Originally adopted in 1996.

Sponsor – Planning Board

The Finance Committee voted unanimously to recommend approval of this article.

FINAL VOTE: 7-0-0					
James Sullivan	Y	Thomas Joyce	Y	Arthur Wayne Sampson	
Amanda Bongiovanni	Y	Kathleen LeGacy	Y	Priscilla Harcourt	Y
Carla Emmons	Y	Richard Lavoie	Y		

ARTICLE 24: Amend the Bourne Zoning Bylaw Section 2821 Downtown District Table of Allowable Uses (administrative change).

Sponsor – Planning Board

The Finance Committee voted unanimously to recommend approval of this article.

FINAL VOTE: 7-0-0					
James Sullivan	Y	Thomas Joyce	Y	Arthur Wayne Sampson	
Amanda Bongiovanni	Y	Kathleen LeGacy	Y	Priscilla Harcourt	Y
Carla Emmons	Y	Richard Lavoie	Y		

ARTICLE 25: Amend Bourne Zoning Bylaw to allow Accessory Dwellings to broaden the range of housing in Bourne. Accessory Dwellings will need to have appropriate sewer and parking, along with rentals that are greater than 90 days and prohibited as a rental unit by the day or week.

Sponsor – Planning Board

The Finance Committee voted unanimously to recommend approval of this article.

FINAL VOTE: 7-0-0					
James Sullivan	Y	Thomas Joyce	Y	Arthur Wayne Sampson	
Amanda Bongiovanni	Y	Kathleen LeGacy	Y	Priscilla Harcourt	Y
Carla Emmons	Y	Richard Lavoie	Y		

ARTICLE 26: Vote to authorize the Select Board to acquire by purchase, gift, or eminent domain, the fee and/or permanent and/or temporary easements and/or other real property interests, for the purposes of establishing, constructing, operating, and maintaining a shared use path for non-motorized transportation as part of the Bourne Rail Trail Phase I.

Sponsor – Select Board

The Finance Committee voted to recommend approval of this article.

FINAL VOTE: 5-1-1					
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James Sullivan	Y	Thomas Joyce	Y	Arthur Wayne Sampson	
Amanda Bongiovanni	Y	Kathleen LeGacy	Y	Priscilla Harcourt	A
Carla Emmons	Y	Richard Lavoie	N		

ARTICLE 27: Petition the General Court for passage of a special law authorizing the Commissioner of Capital Asset Management and Maintenance, in consultation with the Adjutant General, to convey to the Town a permanent easement on land currently under the care and custody of the Massachusetts Armory Commission

Sponsor – Select Board

The Finance Committee voted unanimously to recommend approval of this article.

FINAL VOTE: 7-0-0					
James Sullivan	Y	Thomas Joyce	Y	Arthur Wayne Sampson	
Amanda Bongiovanni	Y	Kathleen LeGacy	Y	Priscilla Harcourt	Y
Carla Emmons	Y	Richard Lavoie	Y		

ARTICLE 28: Authorize the Select Board to convey an easement in a portion of the land under or near Worcester Ave to install a Sewage Disposal System for 1 Monument Ave.

Sponsor – Select Board

The Finance Committee voted unanimously to recommend approval of this article.

FINAL VOTE: 7-0-0					
James Sullivan	Y	Thomas Joyce	Y	Arthur Wayne Sampson	
Amanda Bongiovanni	Y	Kathleen LeGacy	Y	Priscilla Harcourt	Y
Carla Emmons	Y	Richard Lavoie	Y		

APPENDIX B

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FISCAL 2024 & 2025 SOURCES & USES OF FUNDS				
	Adopted Budget FY2024	Proposed Budget FY2025	\$ Increase / Decrease over Prior Year	% Increase / Decrease over Prior Year
GENERAL FUND REVENUES				
<u>Property Taxes</u>				
Prior Year Tax Levy Limit	\$ 54,262,373	\$ 56,273,933	\$ 2,011,560	3.71%
PY - Amended New Growth	(1,407.00)			
2.5% Allowance	1,356,524	1,406,848	50,324	3.71%
New Growth	656,443	275,000	(381,443)	-58.11%
Override	-	-	-	-
Sub-total	56,273,933	57,955,781	1,681,848	2.99%
Debt Exclusion	3,947,832	3,849,849	(97,983)	-2.48%
Cape Cod Commission Tax	211,951	216,000	4,049	1.91%
Unused Levy Capacity	(35,387)	-	35,387	
Total Tax Levy	60,398,329	62,021,630	1,623,301	2.69%
<u>State Aid</u>				
General/Non Earmarked	2,968,261	3,037,547	69,286	2.33%
Education	6,803,405	6,632,963	(170,442)	-2.51%
Total State Aid	9,771,666	9,670,510	(101,156)	-1.04%
<u>Local Receipts</u>				
Motor Vehicle Excise	3,138,846	3,495,000	356,154	11.35%
Other Excise - Meals Tax	500,000	500,000	-	0.00%
Other Excise - Room/Hotel	600,000	600,000	-	0.00%
Other Excise - Boat	55,000	55,000	-	0.00%
Penalties & Interest	200,000	200,000	-	0.00%
Payments in Lieu	20,000	20,000	-	0.00%
Marinas	1,260,000	1,295,000	35,000	2.78%
Other Dept Revenue	275,000	275,000	-	0.00%
Licenses & Permits	800,000	800,000	-	0.00%
Fines & Forfeits	130,000	130,000	-	0.00%
Investment Income	50,000	100,000	50,000	100.00%
Miscellaneous-Recurring	630,000	630,000	-	0.00%
Miscellaneous-Recurring Energy Credits	700,000	700,000	-	0.00%
Miscellaneous-Non Recurring	61,204	59,037	(2,167)	-3.54%
Total Local Receipts	8,420,050	8,859,037	438,987	5.21%
<u>Other Sources</u>				
ISWM General Fund Support	2,441,696	2,503,413	61,717	2.53%
Sewer General Fund Support	157,003	161,764	4,761	3.03%
Total Other Sources	2,598,699	2,665,177	66,478	2.56%
<u>Special Revenues</u>				
Conservation Comm. RFA	30,000	30,000	-	0.00%
PL 874 Grant Fund	100,000	125,000	25,000	25.00%
Ambulance Fund	1,500,000	1,500,000	-	0.00%
CPA Fund Revenues for Debt Service	271,025	260,975	(10,050)	-3.71%
Community Septic Management Program	19,455	10,023	(9,432)	-48.48%
Waterways Improvement Fund	140,000	140,000	-	0.00%
Special Education Reserve Fund	100,000	-	(100,000)	-100.00%
TNC Rideshare Fund	7,080	-	(7,080)	0.00%
Total Special Revenue Funds	2,167,560	2,065,998	(101,562)	-4.69%
Total General Fund Revenues	83,356,304	85,282,352	1,926,048	2.31%
<u>Use of Reserves</u>				
Free Cash for Budget	-	-	-	0.00%
Capital Stabilization for Debt Service	1,120,000	593,000	(527,000)	-47.05%
Total Use of Reserves	1,120,000	593,000	(527,000)	-47.05%
Grand Total Revenues	\$ 84,476,304	\$ 85,875,352	\$ 1,399,048	1.66%

FISCAL 2024 & 2025 SOURCES & USES OF FUNDS				
	Adopted Budget FY2024	Proposed Budget FY2025	\$ Increase / Decrease over Prior Year	% Increase / Decrease over Prior Year
GENERAL FUND EXPENSES				
<u>Town Budget</u>				
General Government Services	\$ 4,471,061	\$ 4,614,181	\$ 143,120	3.20%
Public Safety Services	12,752,109	13,232,474	480,365	3.77%
Public Works Services	3,437,639	3,540,128	102,489	2.98%
Health & Human Services	998,207	1,031,069	32,862	3.29%
Culture & Recreation Services	1,039,050	1,065,186	26,136	2.52%
Total Town	22,698,066	23,483,038	784,972	3.46%
<u>Schools</u>				
Bourne School Department	25,918,363	26,652,537	734,174	2.83%
Upper Cape Technical School	3,624,750	3,750,754	126,004	3.48%
Total Schools	29,543,113	30,403,291	860,178	2.91%
<u>Shared Costs</u>				
Public Utilities	1,581,000	1,754,760	173,760	10.99%
OPEB	371,595	437,240	65,645	17.67%
Unemployment	70,000	70,000	-	0.00%
FICA	568,000	585,000	17,000	2.99%
Group Insurance	8,858,000	8,858,000	-	0.00%
County Retirement/Special Legislation	4,640,266	5,085,800	445,534	9.60%
Insurance	1,870,678	1,963,755	93,077	4.98%
LIUNA Pension Fund	300,000	300,000	-	0.00%
Medicaid	2,000	2,000	-	0.00%
Reserve Fund	350,000	272,500	(77,500)	-22.14%
Total Shared Costs	18,611,539	19,329,055	717,516	3.86%
Total Operating Budget	70,852,718	73,215,384	2,362,666	3.33%
<u>Capital Budgets</u>				
Debt Service Budget Non Exempt	2,805,125	2,052,415	(752,710)	-26.83%
Debt Service Budget Exempt	4,029,375	3,881,160	(148,215)	-3.68%
Total Debt Service	6,834,500	5,933,575	(900,925)	-13.18%
Total General Fund Operating Budget (GFOB)	77,687,218	79,148,959	1,461,741	1.88%
<u>Off-Budget Expenditures</u>				
Cherry Sheet Assessments	5,608,144	5,784,110	175,966	3.14%
Cherry Sheet Offsets*	879,704	842,283	(37,421)	-4.25%
Overlay Reserve	301,238	100,000	(201,238)	-66.80%
Total Off Budget Expenses	6,789,086	6,726,393	(62,693)	-0.92%
Grand Total Expenses	\$ 84,476,304	\$ 85,875,352	\$ 1,399,048	1.66%

FISCAL 2024 & 2025 SOURCES & USES OF FUNDS				
	Adopted Budget FY2024	Proposed Budget FY2025	\$ Increase / Decrease over Prior Year	% Increase / Decrease over Prior Year
SEWER REVENUES				
<u>Revenues</u>				
Retained Earnings	\$ 150,000	\$ 150,000	\$ -	0.00%
Retained Earnings for Articles	-	-	-	0.00%
Sewer Enterprise Revenues	1,708,968	1,613,202	(95,766)	-5.60%
Total Revenues	\$ 1,858,968	\$ 1,763,202	\$ (95,766)	-5.15%
SEWER EXPENSES				
<u>Expenditures</u>				
Salaries & Wages	\$ 205,940	\$ 226,050	\$ 20,110	9.76%
Expenses	1,396,025	1,275,388	(120,637)	-8.64%
General Fund Admin. Fees	157,003	161,764	4,761	3.03%
Total Operating Budget	1,758,968	1,663,202	(95,766)	-5.44%
<u>Off Budget Expenditures</u>				
Reserve Fund	100,000	100,000	-	0.00%
Total Off Budget Expenditures	100,000	100,000	-	0.00%
Grand Total Expenses	\$ 1,858,968	\$ 1,763,202	\$ (95,766)	-5.15%
ISWM REVENUES				
<u>Operating Revenues</u>				
Retained Earnings	\$ -	\$ -	\$ -	0.00%
Facility Receipts	13,794,731	14,792,810	998,079	7.24%
Total Revenues	13,794,731	14,792,810	998,079	7.24%
<u>Use of Reserves</u>				
Post Closure Reserves	-	-	-	0.00%
Retained Earnings for Articles	-	-	-	0.00%
Total Use of Reserves	-	-	-	0.00%
Grand Total Revenues	\$ 13,794,731	\$ 14,792,810	\$ 998,079	7.24%
ISWM EXPENSES				
<u>Operating Expenditures</u>				
Salaries & Wages	\$ 2,319,692	\$ 2,416,219	\$ 96,527	4.16%
Expenses	7,508,343	8,348,178	839,835	11.19%
General Fund Admin. Fees	2,441,696	2,503,413	61,717	2.53%
Host Community Fee	925,000	925,000	-	0.00%
Total Expenditures	13,194,731	14,192,810	998,079	7.56%
<u>Off Budget Expenditures</u>				
Reserve Fund	600,000	600,000	-	0.00%
Total Off Budget Expenditures	600,000	600,000	-	0.00%
Grand Total Expenses	\$ 13,794,731	\$ 14,792,810	\$ 998,079	7.24%

FY2024 Free Cash/Retained Earnings Analysis

General Fund

FY2025 General Fund Operating Budget (GFOB) \$79,148,959.00
 5% of GFOB \$3,957,447.95

			Free Cash as a % of		Excess over 5% of GFOB	Policy Allowance FC For Budget
			Free Cash Balance	GFOB		
Certified Free Cash Balance, 7/1/2023		\$ 10,115,005.00	12.8%		\$ 6,157,557.05	\$ 3,078,778.53
11/6/23 FTM A#2 Unpaid Bills	\$ (9,162.06)	\$ 10,105,842.94	12.8%		\$ 6,148,394.99	\$ 3,074,197.50
11/6/23 FTM A#5 Other Post-Employment Benefits Liability	\$ (625,500.00)	\$ 9,480,342.94	12.0%		\$ 5,522,894.99	\$ 2,761,447.50
11/6/23 FTM A#6 Capital Stabilization Fund (Excess Host Community Fee)	\$ (386,000.00)	\$ 9,094,342.94	11.5%		\$ 5,136,894.99	\$ 2,568,447.50
11/6/23 FTM A#7 Capital Program (P2)	\$ (580,250.00)	\$ 8,514,092.94	10.8%		\$ 4,556,644.99	\$ 2,278,322.50
11/6/23 FTM A#9 Community Engagements Committee	\$ (50,000.00)	\$ 8,464,092.94	10.7%		\$ 4,506,644.99	\$ 2,253,322.50
11/6/23 FTM A#10 Back pay for FF/Medic per Civil Service Order	\$ (380,247.99)	\$ 8,083,844.95	10.2%		\$ 4,126,397.00	\$ 2,063,198.50
Subtotal FTM	(2,031,160.05)					
5/6/24 ATM A#1 Compensated Absences	\$ (100,000.00)	\$ 7,983,844.95	10.1%		\$ 4,026,397.00	\$ 2,013,198.50
5/6/24 ATM A#5 Capital Program	\$ (1,008,200.00)	\$ 6,975,644.95	8.8%		\$ 3,018,197.00	\$ 1,509,098.50
5/6/24 ATM A#12 Stabilization	\$ (200,000.00)	\$ 6,775,644.95	8.6%		\$ 2,818,197.00	\$ 1,409,098.50
5/6/24 ATM A#13 Capital Stabilization	\$ (296,000.00)	\$ 6,479,644.95	8.2%		\$ 2,522,197.00	\$ 1,261,098.50
5/6/24 ATM A#14 Human Services	\$ (20,000.00)	\$ 6,459,644.95	8.2%		\$ 2,502,197.00	\$ 1,251,098.50
5/6/24 ATM A#26 Rail Trail Easements	\$ (100,000.00)	\$ 6,359,644.95	8.0%		\$ 2,402,197.00	\$ 1,201,098.50
	-	\$ 6,359,644.95	8.0%		\$ 2,402,197.00	\$ 1,201,098.50
Subtotal ATM	\$ (1,724,200.00)					
Total Used All Meetings	\$ (3,755,360.05)					

Sewer Enterprise Fund

		Retained Earnings	
		Balance	
Certified Retained Earnings, 7/1/2023		\$ 1,010,701.00	
11/6/23 FTM A#5 Other Post-Employment Benefits Liability	\$ (30,000.00)	\$ 980,701.00	
11/6/23 FTM A#7 Capital Program (P2)	\$ (20,000.00)	\$ 960,701.00	
Subtotal FTM	\$ (50,000.00)		
5/6/24 ATM A#3 SEF Budget	\$ (150,000.00)	\$ 810,701.00	
5/6/24 ATM A#5 Capital Program	\$ (52,000.00)	\$ 758,701.00	
Subtotal ATM	\$ (202,000.00)		
Total Used	\$ (252,000.00)		

ISWM Enterprise Fund

FY2024 Operating Expenses \$ 9,828,035.00
 FY2024 Operating Expenses per Month \$ 819,002.92
 Working Capital = 3 months or 25% \$ 2,457,008.75

		Retained Earnings		Excess over Working Capital \$	Excess over Working Capital %
		Balance			
Certified Retained Earnings, 7/1/2023		\$ 11,169,107.00		\$ 8,712,098.25	355%
11/6/23 FTM A#5 Other Post-Employment Benefits Liability	\$ (260,000.00)	\$ 10,909,107.00		\$ 8,452,098.25	344%
11/6/23 FTM A#7 Capital Program (P2)	\$ (30,000.00)	\$ 10,879,107.00		\$ 8,422,098.25	343%
Subtotal FTM	\$ (290,000.00)				
3/31/24 2024 Closure and Post Closure Adjustments (Net of adjustment for rescinded reserve for expenditure - P5)	\$ (4,477.89)	\$ 10,874,629.11		\$ 8,417,620.36	343%
5/6/24 STM A#1 Design - New Office/Garage	\$ (1,917,000.00)	\$ 8,957,629.11		\$ 6,500,620.36	265%
5/6/24 ATM A#5 Capital Program	\$ (1,012,000.00)	\$ 7,945,629.11		\$ 5,488,620.36	223%
Total Used	\$ (3,223,477.89)				

TOWN OF BOURNE

FY2025 Town Budget

	2023 App	2023 Exp	2024 App	2024 Exp	Select Board
Function GENERAL GOVERNMENT					
Dept 112-TOWN REPORTS					
Expense	6,500.00	3,937.92	4,000.00	0.00	4,000.00
Total	6,500.00	3,937.92	4,000.00	0.00	4,000.00
Dept 113-TOWN MEETING					
Salaries	4,144.00	1,779.16	2,644.00	779.35	2,644.00
Expense	16,000.00	9,603.58	24,000.00	13,272.45	24,000.00
Total	20,144.00	11,382.74	26,644.00	14,051.80	26,644.00
Dept 122-SELECTMEN					
Salaries	18,870.00	18,870.00	18,870.00	14,152.50	18,870.00
Expense	15,300.00	13,979.51	11,900.00	9,987.53	11,900.00
Total	34,170.00	32,849.51	30,770.00	24,140.03	30,770.00
Dept 123-TOWN ADMINISTRATOR					
Salaries	491,667.00	470,532.01	528,277.00	381,670.21	543,934.00
Expense	86,500.00	124,220.37	89,000.00	108,936.94	82,000.00
Total	578,167.00	594,752.38	617,277.00	490,607.15	625,934.00
Dept 129-HUMAN RESOURCE					
Salaries	100,000.00	94,247.52	102,000.00	76,500.06	104,040.00
Expense	14,875.00	6,661.48	45,375.00	17,504.45	45,475.00
Total	114,875.00	100,909.00	147,375.00	94,004.51	149,515.00
Dept 130-FINANCE DEPARTMENT					
Salaries	809,121.00	775,705.83	812,937.68	567,088.66	855,663.00
Expense	181,165.00	134,716.29	154,416.32	112,062.64	157,735.00
Total	990,286.00	910,422.12	967,354.00	679,151.30	1,013,398.00
Dept 132-EMPLOYMENT SERVICES					
Expense	30,500.00	7,416.72	0.00	0.00	0.00
Total	30,500.00	7,416.72	0.00	0.00	0.00

TOWN OF BOURNE

FY2025 Town Budget

	2023 App	2023 Exp	2024 App	2024 Exp	Select Board
Function GENERAL GOVERNMENT					
Dept 136-INDEPENDENT AUDIT					
Expense	80,000.00	90,049.05	80,000.00	86,149.35	80,000.00
Total	80,000.00	90,049.05	80,000.00	86,149.35	80,000.00
Dept 151-LEGAL					
Expense	300,000.00	326,831.56	300,000.00	132,749.53	300,000.00
Total	300,000.00	326,831.56	300,000.00	132,749.53	300,000.00
Dept 155-MGMT INFO SYSTEMS					
Salaries	124,455.00	94,904.30	0.00	0.00	149,533.00
Expense	262,350.00	238,453.99	492,215.00	297,640.16	342,682.00
Total	386,805.00	333,358.29	492,215.00	297,640.16	492,215.00
Dept 156-POSTAGE & COPY MACHINE					
Expense	116,300.00	108,059.94	104,000.00	98,038.21	117,000.00
Total	116,300.00	108,059.94	104,000.00	98,038.21	117,000.00
Dept 161-TOWN CLERK					
Salaries	241,315.00	234,607.71	236,602.00	199,612.21	247,260.00
Expense	19,950.00	6,951.00	11,750.00	4,322.26	11,750.00
Total	261,265.00	241,558.71	248,352.00	203,934.47	259,010.00
Dept 162-ELECTION & REGISTRATION					
Salaries	111,000.00	110,975.01	66,200.00	31,317.29	101,200.00
Expense	43,200.00	41,464.31	41,200.00	20,526.38	43,200.00
Total	154,200.00	152,439.32	107,400.00	51,843.67	144,400.00
Dept 171-CONSERVATION COMMISSION					
Salaries	117,165.00	117,164.11	125,475.00	81,926.70	132,005.00
Expense	5,650.00	5,515.79	7,000.00	3,070.25	7,000.00
Total	122,815.00	122,679.90	132,475.00	84,996.95	139,005.00
Dept 172-PLANNING DEPARTMENT					
Salaries	212,204.00	197,735.99	220,551.00	139,006.96	209,080.00
Expense	6,950.00	4,968.57	6,950.00	2,842.46	6,950.00
Total	219,154.00	202,704.56	227,501.00	141,849.42	216,030.00

TOWN OF BOURNE

FY2025 Town Budget

	2023 App	2023 Exp	2024 App	2024 Exp	Select Board
Function GENERAL GOVERNMENT					
Dept 176-BOARD OF APPEALS					
Expense	2,850.00	1,451.92	2,850.00	1,531.17	2,850.00
Total	2,850.00	1,451.92	2,850.00	1,531.17	2,850.00
Dept 177-ENGINEERING DEPT.					
Salaries	83,252.00	83,241.77	87,735.00	65,782.08	93,616.00
Expense	70,250.00	36,628.21	76,950.00	16,671.72	76,950.00
Total	153,502.00	119,869.98	164,685.00	82,453.80	170,566.00
Dept 197-FACILITIES MANAGEMENT					
Salaries	369,643.00	310,228.70	463,063.00	329,731.93	469,244.00
Expense	381,316.00	382,187.53	384,028.24	236,902.03	336,400.00
Total	750,959.00	692,416.23	847,091.24	566,633.96	805,644.00
Dept 198-BUZZARDS BAY ACTION COMMITTEE					
Expense	2,200.00	2,166.48	2,200.00	2,166.48	2,200.00
Total	2,200.00	2,166.48	2,200.00	2,166.48	2,200.00
Dept 199-TELEPHONE ACCOUNT					
Expense	26,500.00	25,924.46	27,000.00	28,601.09	35,000.00
Total	26,500.00	25,924.46	27,000.00	28,601.09	35,000.00
GENERAL GOVERNMENT					
Total	4,351,192.00	4,081,180.79	4,529,189.24	3,080,543.05	4,614,181.00

TOWN OF BOURNE

FY2025 Town Budget

	2023 App	2023 Exp	2024 App	2024 Exp	Select Board
Function PUBLIC SAFETY					
Dept 210-POLICE DEPT					
Salaries	4,916,618.00	4,782,081.42	5,274,110.00	3,771,271.28	5,496,900.00
Expense	476,975.00	448,126.31	390,700.00	211,617.18	441,100.00
Total	5,393,593.00	5,230,207.73	5,664,810.00	3,982,888.46	5,938,000.00
Dept 215-EMERGENCY MEDICAL SERVICES					
Expense	10,000.00	9,999.00	10,000.00	5,500.00	10,000.00
Total	10,000.00	9,999.00	10,000.00	5,500.00	10,000.00
Dept 220-FIRE DEPT					
Salaries	4,480,410.00	4,431,235.13	4,653,438.00	3,529,080.54	4,841,492.00
Expense	720,030.00	542,405.45	642,480.00	353,081.83	601,575.00
Total	5,200,440.00	4,973,640.58	5,295,918.00	3,882,162.37	5,443,067.00
Dept 240-INSPECTION DEPT					
Salaries	322,574.00	322,564.20	326,265.00	246,668.88	321,858.00
Expense	30,355.00	24,587.98	29,820.00	22,262.36	30,235.00
Total	352,929.00	347,152.18	356,085.00	268,931.24	352,093.00
Dept 291-EMERGENCY PREPAREDNESS					
Salaries	19,645.00	19,256.58	20,140.00	14,749.02	20,645.00
Expense	13,690.00	12,205.48	16,600.00	16,036.72	15,300.00
Total	33,335.00	31,462.06	36,740.00	30,785.74	35,945.00
Dept 295-DEPT.NATURAL RESOURCES					
Salaries	790,124.00	769,663.34	832,211.00	577,108.87	860,670.00
Expense	589,635.00	589,471.95	553,945.00	474,444.08	590,045.00
Total	1,379,759.00	1,359,135.29	1,386,156.00	1,051,552.95	1,450,715.00
Dept 297-GNAT FLY CONTROL					
Expense	2,400.00	2,400.00	2,400.00	2,400.00	2,654.00
Total	2,400.00	2,400.00	2,400.00	2,400.00	2,654.00
PUBLIC SAFETY					
Total	12,372,456.00	11,953,996.84	12,752,109.00	9,224,220.76	13,232,474.00

TOWN OF BOURNE

FY2025 Town Budget

	2023 App	2023 Exp	2024 App	2024 Exp	Select Board
Function EDUCATION					
Dept 300-BOURNE PUBLIC SCHOOLS					
Expense	24,938,159.00	0.00	25,918,363.00	0.00	26,652,537.00
Total	24,938,159.00	0.00	25,918,363.00	0.00	26,652,537.00
Dept 301-VOCATIONAL SCHOOL					
Expense	3,262,825.00	3,262,825.00	3,624,750.00	3,624,749.00	3,750,754.00
Total	3,262,825.00	3,262,825.00	3,624,750.00	3,624,749.00	3,750,754.00
EDUCATION					
Total	28,200,984.00	3,262,825.00	29,543,113.00	3,624,749.00	30,403,291.00

TOWN OF BOURNE

FY2025 Town Budget

	2023 App	2023 Exp	2024 App	2024 Exp	Select Board
Function PUBLIC WORKS & UTILITIES					
Dept 420-D.P.W.					
Salaries	696,724.00	738,573.27	1,990,954.00	1,304,446.39	2,074,943.00
Expense	644,415.00	654,655.53	819,185.00	396,300.60	796,185.00
Total	1,341,139.00	1,393,228.80	2,810,139.00	1,700,746.99	2,871,128.00
Dept 423-SNOW REMOVAL ACCOUNT					
Salaries	69,628.51	69,628.51	110,000.00	53,532.59	110,000.00
Expense	279,970.47	279,970.47	228,000.00	176,311.46	228,000.00
Total	349,598.98	349,598.98	338,000.00	229,844.05	338,000.00
Dept 424-STREET & TRAFFIC LIGHTS					
Expense	62,500.00	52,798.63	37,500.00	30,472.40	56,000.00
Total	62,500.00	52,798.63	37,500.00	30,472.40	56,000.00
Dept 489-VEH. SUPP. - FUEL					
Expense	0.00	0.00	275,000.00	193,467.08	275,000.00
Total	0.00	0.00	275,000.00	193,467.08	275,000.00
PUBLIC WORKS & UTILITIES					
Total	1,753,237.98	1,795,626.41	3,460,639.00	2,154,530.52	3,540,128.00

TOWN OF BOURNE

FY2025 Town Budget

	2023 App	2023 Exp	2024 App	2024 Exp	Select Board
Function HUMAN SERVICES					
Dept 510-BOARD OF HEALTH					
Salaries	294,380.00	284,675.88	307,484.00	236,158.07	304,764.00
Expense	16,285.00	9,873.61	13,150.00	4,779.83	12,950.00
Total	310,665.00	294,549.49	320,634.00	240,937.90	317,714.00
Dept 523-SPECIAL WORKSHOP OPP.PROGRAM					
Expense	4,000.00	3,897.07	4,000.00	2,695.00	4,000.00
Total	4,000.00	3,897.07	4,000.00	2,695.00	4,000.00
Dept 540-COUNCIL ON AGING					
Salaries	389,870.00	359,617.65	399,473.00	295,771.27	431,264.00
Expense	28,220.00	24,532.01	24,600.00	16,932.03	24,300.00
Total	418,090.00	384,149.66	424,073.00	312,703.30	455,564.00
Dept 543-VETERAN'S SERVICES					
Expense	227,500.00	185,265.90	227,500.00	124,738.09	231,791.00
Total	227,500.00	185,265.90	227,500.00	124,738.09	231,791.00
Dept 592-VISITING NURSES OF CAPE COD					
Expense	22,000.00	17,489.75	22,000.00	11,089.25	22,000.00
Total	22,000.00	17,489.75	22,000.00	11,089.25	22,000.00
HUMAN SERVICES					
Total	982,255.00	885,351.87	998,207.00	692,163.54	1,031,069.00

TOWN OF BOURNE

FY2025 Town Budget

	2023 App	2023 Exp	2024 App	2024 Exp	Select Board
Function CULTURE AND RECREATION					
Dept 610-LIBRARY					
Salaries	567,271.00	495,248.67	575,757.00	384,134.95	594,350.00
Expense	203,769.00	192,892.24	208,480.00	161,728.86	209,260.00
Total	771,040.00	688,140.91	784,237.00	545,863.81	803,610.00
Dept 631-BOURNE RECREATION DEPT					
Salaries	227,829.00	200,018.11	237,213.00	164,547.44	235,476.00
Expense	14,100.00	13,993.59	13,100.00	10,308.47	21,600.00
Total	241,929.00	214,011.70	250,313.00	174,855.91	257,076.00
Dept 691-HISTORICAL COMMISSION					
Expense	500.00	310.54	500.00	0.00	500.00
Total	500.00	310.54	500.00	0.00	500.00
Dept 693-ARCHIVES COMMITTEE					
Expense	4,000.00	3,971.33	4,000.00	4,442.98	4,000.00
Total	4,000.00	3,971.33	4,000.00	4,442.98	4,000.00
CULTURE AND RECREATION					
Total	1,017,469.00	906,434.48	1,039,050.00	725,162.70	1,065,186.00

TOWN OF BOURNE

FY2025 Town Budget

	2023 App	2023 Exp	2024 App	2024 Exp	Select Board
Function DEBT SERVICES					
Dept 714-OTHER DEBT SERVICE COSTS					
Expense	6,475,000.00	6,389,642.18	6,834,000.00	5,894,590.06	5,933,075.00
Total	6,475,000.00	6,389,642.18	6,834,000.00	5,894,590.06	5,933,075.00
Dept 759-OTHER INTEREST & TAX REFUNDS					
Expense	500.00	0.00	500.00	0.00	500.00
Total	500.00	0.00	500.00	0.00	500.00
DEBT SERVICES					
Total	6,475,500.00	6,389,642.18	6,834,500.00	5,894,590.06	5,933,575.00

TOWN OF BOURNE

FY2025 Town Budget

	2023 App	2023 Exp	2024 App	2024 Exp	Select Board
Function STATE AND COUNTY ASSESSMENTS					
Dept 820-STATE/COUNTY ASSESSMENTS					
Expense	5,306,058.00	4,937,028.71	5,608,144.00	3,197,649.50	0.00
Total	5,306,058.00	4,937,028.71	5,608,144.00	3,197,649.50	0.00
STATE AND COUNTY ASSESSMENTS					
Total	5,306,058.00	4,937,028.71	5,608,144.00	3,197,649.50	0.00

TOWN OF BOURNE

FY2025 Town Budget

	2023 App	2023 Exp	2024 App	2024 Exp	Select Board
Function MISCELLANEOUS					
Dept 911-PUBLIC UTILITIES					
Expense	1,702,657.00	1,701,263.37	1,581,000.00	1,185,312.61	1,754,760.00
Total	1,702,657.00	1,701,263.37	1,581,000.00	1,185,312.61	1,754,760.00
Dept 912-OPEB					
Expense	279,338.00	279,338.00	371,595.00	371,595.00	437,240.00
Total	279,338.00	279,338.00	371,595.00	371,595.00	437,240.00
Dept 913-UNEMPLOYMENT COMPENSATION					
Expense	128,900.00	114,434.75	70,000.00	75,495.53	70,000.00
Total	128,900.00	114,434.75	70,000.00	75,495.53	70,000.00
Dept 936-FICA/SOCIAL SEC. EXP					
Expense	563,000.00	562,307.13	568,000.00	466,325.31	585,000.00
Total	563,000.00	562,307.13	568,000.00	466,325.31	585,000.00
Dept 937-GROUP INSURANCE					
Expense	8,471,147.00	8,468,379.44	8,858,000.00	6,492,396.54	8,858,000.00
Total	8,471,147.00	8,468,379.44	8,858,000.00	6,492,396.54	8,858,000.00
Dept 938-COUNTY RETIREMENT					
Expense	4,415,874.00	4,415,874.00	4,565,380.00	4,565,380.00	5,010,714.00
Total	4,415,874.00	4,415,874.00	4,565,380.00	4,565,380.00	5,010,714.00
Dept 939-STATE RETIREMENT					
Expense	866.00	186.23	866.00	0.00	0.00
Total	866.00	186.23	866.00	0.00	0.00
Dept 942-SPECIAL LEGISLATION RETIREMENT					
Expense	72,215.00	71,297.16	74,020.00	0.00	75,086.00
Total	72,215.00	71,297.16	74,020.00	0.00	75,086.00
Dept 945-INSURANCE					
Expense	1,808,134.00	1,828,886.95	1,870,678.00	1,917,253.20	1,963,755.00
Total	1,808,134.00	1,828,886.95	1,870,678.00	1,917,253.20	1,963,755.00

TOWN OF BOURNE

FY2025 Town Budget

	2023 App	2023 Exp	2024 App	2024 Exp	Select Board
Function MISCELLANEOUS					
Dept 947-MISCELLANEOUS					
Expense	0.00	0.00	268,871.76	0.00	272,500.00
Total	0.00	0.00	268,871.76	0.00	272,500.00
Dept 948-LIUNA PENSION FUND					
Expense	300,000.00	262,478.00	300,000.00	188,240.97	300,000.00
Total	300,000.00	262,478.00	300,000.00	188,240.97	300,000.00
Dept 949-MEDICAID REIMBURSEMENT PROGRAM					
Expense	3,220.00	3,210.58	2,000.00	1,818.58	2,000.00
Total	3,220.00	3,210.58	2,000.00	1,818.58	2,000.00
MISCELLANEOUS					
Total	17,745,351.00	17,707,655.61	18,530,410.76	15,263,817.74	19,329,055.00

TOWN OF BOURNE

FY2025 Town Budget

	2023 App	2023 Exp	2024 App	2024 Exp	Select Board
Function INTERFUND OPERATING TRANSFERS					
Dept 990-TRANSFERS					
Expense	0.00	1,947,082.97	0.00	1,011,500.00	0.00
Total	0.00	1,947,082.97	0.00	1,011,500.00	0.00
INTERFUND OPERATING TRANSFERS					
Total	0.00	1,947,082.97	0.00	1,011,500.00	0.00
GENERAL FUND Total	78,204,502.98	53,866,824.86	83,295,362.00	44,868,926.87	79,148,959.00
Grand Total	78,204,502.98	53,866,824.86	83,295,362.00	44,868,926.87	79,148,959.00

TOWN OF BOURNE

FY2025 Town Budget

	2023 App	2023 Exp	2024 App	2024 Exp	Select Board
Function PUBLIC WORKS & UTILITIES					
Dept 442-SEWERAGE COLLECTION & DISPOSAL					
Salaries	189,441.00	171,640.28	205,940.00	152,496.22	226,050.00
Expense	1,177,610.00	1,157,719.25	1,396,025.00	571,304.67	1,275,388.00
Total	1,367,051.00	1,329,359.53	1,601,965.00	723,800.89	1,501,438.00
PUBLIC WORKS & UTILITIES					
Total	1,367,051.00	1,329,359.53	1,601,965.00	723,800.89	1,501,438.00

TOWN OF BOURNE

FY2025 Town Budget

	2023 App	2023 Exp	2024 App	2024 Exp	Select Board
Function MISCELLANEOUS					
Dept 947-MISCELLANEOUS					
Expense	0.00	0.00	100,000.00	0.00	100,000.00
Total	0.00	0.00	100,000.00	0.00	100,000.00
Dept 991-TRANSFER TO GENERAL FUND					
Expense	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00
MISCELLANEOUS					
Total	0.00	0.00	100,000.00	0.00	100,000.00

TOWN OF BOURNE

FY2025 Town Budget

	2023 App	2023 Exp	2024 App	2024 Exp	Select Board
Function INTERFUND OPERATING TRANSFERS					
Dept 990-TRANSFERS					
Expense	0.00	183,587.00	0.00	187,003.00	0.00
Total	0.00	183,587.00	0.00	187,003.00	0.00
INTERFUND OPERATING TRANSFERS					
Total	0.00	183,587.00	0.00	187,003.00	0.00
SEWER ENTERPRISE Total	1,367,051.00	1,512,946.53	1,701,965.00	910,803.89	1,601,438.00

TOWN OF BOURNE

FY2025 Town Budget

	2023 App	2023 Exp	2024 App	2024 Exp	Select Board
Function PUBLIC WORKS & UTILITIES					
Dept 439-LANDFILL					
Salaries	2,234,137.00	1,974,543.57	2,319,692.00	1,574,835.86	2,416,219.00
Expense	7,651,827.02	7,288,879.46	7,508,343.00	6,133,145.93	8,348,178.00
Total	9,885,964.02	9,263,423.03	9,828,035.00	7,707,981.79	10,764,397.00
PUBLIC WORKS & UTILITIES					
Total	9,885,964.02	9,263,423.03	9,828,035.00	7,707,981.79	10,764,397.00

TOWN OF BOURNE

FY2025 Town Budget

	2023 App	2023 Exp	2024 App	2024 Exp	Select Board
Function MISCELLANEOUS					
Dept 947-MISCELLANEOUS					
Expense	0.00	0.00	600,000.00	0.00	600,000.00
Total	0.00	0.00	600,000.00	0.00	600,000.00
Dept 991-TRANSFER TO GENERAL FUND					
Expense	986,082.98	986,082.98	925,000.00	445,171.20	925,000.00
Total	986,082.98	986,082.98	925,000.00	445,171.20	925,000.00
MISCELLANEOUS					
Total	986,082.98	986,082.98	1,525,000.00	445,171.20	1,525,000.00

TOWN OF BOURNE

FY2025 Town Budget

	2023 App	2023 Exp	2024 App	2024 Exp	Select Board
Function INTERFUND OPERATING TRANSFERS					
Dept 990-TRANSFERS					
Expense	0.00	2,650,996.00	0.00	2,701,696.00	0.00
Total	0.00	2,650,996.00	0.00	2,701,696.00	0.00
INTERFUND OPERATING TRANSFERS					
Total	0.00	2,650,996.00	0.00	2,701,696.00	0.00
LANDFILL ENTERPRISE	10,872,047.00	12,900,502.01	11,353,035.00	10,854,848.99	12,289,397.00
Grand Total	12,239,098.00	14,413,448.54	13,055,000.00	11,765,652.88	13,890,835.00

Town of Bourne - Five Year Plan

	Proposed Budget		Future Years Projected			Assumed
	FY25	FY26	FY27	FY28	FY29	Rate of Growth
Revenues						
Property Tax	\$ 62,021,630	\$ 63,635,703	\$ 65,279,384	\$ 66,989,947	\$ 68,624,788	Assumed Level New Growth of \$275K
State Aid						
General/Non-earmarked	3,037,547	3,113,486	3,191,323	3,271,106	3,352,884	2.50%
Education	6,632,963	6,798,787	6,968,757	7,142,976	7,321,550	2.50%
	9,670,510	9,912,273	10,160,080	10,414,082	10,674,434	
Local Receipts	8,859,037	9,102,661	9,352,984	9,610,191	9,874,471	2.75%
Available Funds						
Capital Stabilization	593,000	269,000	260,500	252,500	244,000	
ISWM Indirect	2,503,413	2,578,515	2,655,871	2,735,547	2,817,613	3.00%
Sewer Indirect	161,764	166,617	171,615	176,764	182,067	3.00%
Transfers from SRF	2,065,998	1,888,749	1,882,838	1,872,194	1,872,066	
	5,324,175	4,902,881	4,970,824	5,037,005	5,115,746	
Total Revenue	85,875,352	87,553,517	89,763,271	92,051,224	94,289,438	
Expenses						*Based on Current Service Level*
General Government	4,614,181	4,752,606	4,895,185	5,042,040	5,193,301	3.00%
Public Safety	13,232,474	13,629,448	14,038,332	14,459,482	14,893,266	3.00%
Public Works	3,540,128	3,646,332	3,755,722	3,868,393	3,984,445	3.00%
Health & Human Services	1,031,069	1,062,001	1,093,861	1,126,677	1,160,477	3.00%
Culture & Recreation	1,065,186	1,097,142	1,130,056	1,163,958	1,198,876	3.00%
Education						
Bourne Schools	26,652,537	27,452,113	28,275,677	29,123,947	29,997,665	3.00%
UCT	3,750,754	3,863,277	3,979,175	4,098,550	4,221,507	3.00%
Debt Service						
Non-Exempt - Existing	746,252	554,674	314,581	259,756	241,165	
TELP	441,257	441,257	441,257	441,257	441,257	
SRF Loan	58,344	58,353	58,362	58,372	58,381	
ST Pay downs/Future Borrowings	392,144	137,000	137,000	137,000	137,000	
Exempt	3,881,160	3,734,627	3,605,781	3,499,504	3,272,084	
Interest on Temporary Debt	143,420	132,000	123,500	115,500	107,000	
Funded Debt - Septic	10,023	10,007	-	-	-	
Funded Debt - CPA	260,975	105,926	97,175	93,625	90,525	
	5,933,575	5,173,844	4,777,656	4,605,014	4,347,412	
Shared Costs						
Public Utilities	1,754,760	1,789,855	1,825,652	1,862,165	1,899,409	2.00%
OPEB	437,240	477,240	504,740	532,240	559,740	Per Policy
Unemployment	70,000	70,700	71,407	72,121	72,842	1.00%
FICA/Medicare	585,000	602,550	620,627	639,245	658,423	3.00%
Group Insurance	8,858,000	9,035,160	9,215,863	9,400,180	9,588,184	2.00%
County Retirement	5,010,714	5,161,035	5,315,866	5,475,342	5,639,603	3.00%
Special Legislation Retirement	75,086	76,588	78,119	79,682	81,276	2.00%
Insurance	1,963,755	2,022,668	2,083,348	2,145,848	2,210,224	3.00%
LIUNA Pension	300,000	300,000	300,000	300,000	300,000	Level
Medicaid Reimbursement	2,000	2,000	2,000	2,000	2,000	Level
Reserve Fund	272,500	250,000	250,000	250,000	250,000	Level
	19,329,055	19,787,796	20,267,623	20,758,825	21,261,699	
Subtotal Operating Budget	79,148,959	80,464,559	82,213,285	84,246,885	86,258,649	

Town of Bourne - Five Year Plan

	Proposed Budget		Future Years Projected			Assumed Rate of Growth
	FY25	FY26	FY27	FY28	FY29	
Cherry Sheet Charges	5,784,110	6,073,316	6,376,981	6,695,830	7,030,622	5%
Cherry Sheet Offsets	842,283	859,129	876,311	893,837	911,714	2%
Overlay Reserve	100,000	100,000	100,000	100,000	100,000	Level
Subtotal Off Budget Expenses	6,726,393	7,032,444	7,353,293	7,689,668	8,042,336	
Total Expenses	\$ 85,875,352	\$ 87,497,003	\$ 89,566,578	\$ 91,936,553	\$ 94,300,986	
Revenue/Expenses	\$ 0	\$ 56,514	\$ 196,694	\$ 114,671	\$ (11,547)	
Revenue/Expenses	0	\$ 56,514	\$ 196,694	\$ 114,671	\$ (11,547)	
Est Turn backs - 1.5% of Budget	1,288,130	1,312,455	1,343,499	1,379,048	1,414,515	
Estimated Increase (Decrease) to FC	1,288,131	\$ 1,368,969	\$ 1,540,192	\$ 1,493,719	\$ 1,402,967	
Tax Calculations						
Prior Year Levy Limit	56,273,933	\$ 57,955,781	\$ 59,679,676	\$ 61,446,668	\$ 63,257,835	
2.5% Allowance	1,406,848	1,448,895	1,491,992	1,536,167	1,581,446	
New Growth	275,000	275,000	275,000	275,000	275,000	
Current Year Levy Limit	57,955,781	59,679,676	61,446,668	63,257,835	65,114,280	
Debt Exclusion	3,849,849	3,734,627	3,605,781	3,499,504	3,272,084	
Cape Cod Commission	216,000	221,400	226,935	232,608	238,424	
Max Allowable Levy	62,021,630	63,635,703	65,279,384	66,989,947	68,624,788	
Tax	62,021,630	63,635,703	65,279,384	66,989,947	68,624,788	
Unused Levy Capacity	-	\$ -	\$ -	\$ -	\$ -	
Reservation Calculations						
	7/1/2024	7/1/2025	7/1/2026	7/1/2027	7/1/2028	
Free Cash, BOY	8,015,005	\$ 7,103,136	\$ 6,372,105	\$ 5,812,297	\$ 5,206,017	
Less: Free Cash Expenditures (Budget)						
Less: Free Cash Expenditures (Non-Budget Art)	(500,000)	(500,000)	(500,000)	(500,000)	(500,000)	
Less: Free Cash for Capital	(1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)	Pay-as-you-go CIP
Less: Free Cash for Capital Stabilization	(500,000)	(500,000)	(500,000)	(500,000)	(500,000)	
Less: Free Cash For Stabilization	(200,000)	(100,000)	(100,000)	(100,000)	(100,000)	
Subtotal Free Cash	5,815,005	5,003,136	4,272,105	3,712,297	3,106,017	
Plus: Revenue Surplus (Deficit)	0	56,514	196,694	114,671	(11,547)	
Plus: Expenditure Turn backs	1,288,130	1,312,455	1,343,499	1,379,048	1,414,515	
Free Cash, EOY	7,103,136	\$ 6,372,105	\$ 5,812,297	\$ 5,206,017	\$ 4,508,984	
BOY Free Cash as a % of Budget	10.13%	8.83%	7.75%	6.90%	6.04%	
EOY Free Cash as a % of Budget	8.97%	7.92%	7.07%	6.18%	5.23%	
Stabilization Fund Balance, BOY	4,875,391	\$ 5,072,899	\$ 5,274,357	\$ 5,479,844	\$ 5,689,441	
Plus: Deposits	100,000	100,000	100,000	100,000	100,000	
Plus: ROI	97,508	101,458	105,487	109,597	113,789	Assumed 2% ROI
Less: Withdrawals	-	-	-	-	-	
Stabilization Fund Balance, EOY	5,072,899	\$ 5,274,357	\$ 5,479,844	\$ 5,689,441	\$ 5,903,230	
BOY Stabilization as a % of Budget	6.16%	6.30%	6.42%	6.50%	6.60%	
EOY Stabilization as a % of Budget	6.41%	6.55%	6.67%	6.75%	6.84%	
Capital Stabilization Fund Balance, BOY	3,921,143	\$ 3,906,565	\$ 4,154,697	\$ 4,416,291	\$ 4,691,116	
Plus: Deposits	500,000	500,000	500,000	500,000	500,000	No HCF
Plus: ROI	78,423	78,131	83,094	88,326	93,822	Assumed 2% ROI
Less: Withdrawals	(593,000)	(330,000)	(321,500)	(313,500)	(305,000)	
Capital Stabilization Fund Balance, EOY	3,906,565	\$ 4,154,697	\$ 4,416,291	\$ 4,691,116	\$ 4,979,939	
BOY Capital Stabilization as a % of Budget	4.95%	4.86%	5.05%	5.24%	5.44%	
EOY Capital Stabilization as a % of Budget	4.94%	5.16%	5.37%	5.57%	5.77%	
Free Cash	\$ 7,103,136	\$ 6,372,105	\$ 5,812,297	\$ 5,206,017	\$ 4,508,984	
Stabilization	5,072,899	5,274,357	5,479,844	5,689,441	5,903,230	
Stabilization Capital	3,906,565	4,154,697	4,416,291	4,691,116	4,979,939	
Total Reserves	\$ 16,082,600	\$ 15,801,159	\$ 15,708,432	\$ 15,586,574	\$ 15,392,153	
Reserves as a % of Budget	20%	20%	19%	19%	18%	

As required by MGL Chapter 44 Section 53E 1/2, Revolving Funds, the board, department or officer having charge of such revolving funds shall report to the annual Town Meeting the following report on the total activity for the prior fiscal year and six months of the current fiscal year through December 31, 2023

Revolving Report for Fiscal Year 2023

Department	Revolving Fund	Balance Forward 7/1/2022	Receipts	Expenditures	Ending Balance 6/30/2023
Recreation Department	Recreation Programs Fund	\$43,162.79	\$82,248.95	\$77,506.55	\$47,905.19
Dept of Natural Resources	Shellfish Propagation Fund	\$62,540.37	\$25,105.00	\$18,671.17	\$68,974.20
Library	Public Libraries	\$1,926.82	\$2,201.97	\$2,389.70	\$1,739.09
Community Bldg	Community Bldg Rental Fund	\$11,055.28	\$2,700.40	\$3,592.19	\$10,163.49
Council on Aging	COA Program Revolving	\$5,319.01	\$27,436.00	\$24,646.35	\$8,108.66
Council on Aging	COA Supportive Day	\$15,282.74	\$0.00	\$0.00	\$15,282.74
School Department	Transportation Revolving	\$9,522.42	\$11,735.00	\$20,892.58	\$364.84
Treasurer's Department	Tax Title Revolving	\$72,989.35	\$11,251.18	\$24,499.95	\$59,740.58

Revolving Report for Six months of Fiscal Year 2024

Department	Revolving Fund	Balance Forward 7/1/2023	Receipts	Expenditures	Ending Balance 12/31/2023
Recreation Department	Recreation Programs Fund	\$47,905.19	\$25,233.86	\$48,158.20	\$24,980.85
Dept. of Natural Resources	Shellfish Propagation Revolving Fund	\$68,974.20	\$4,960.00	\$8,331.06	\$65,603.14
Library	Public Libraries	\$1,739.09	\$654.66	\$1,804.36	\$589.39
Community Bldg	Community Bldg Rental Fund	\$10,163.49	\$150.00	\$0.00	\$10,313.49
Council on Aging	COA Program Revolving	\$8,108.66	\$18,438.54	\$11,423.58	\$15,123.62
Council on Aging	COA Supportive Day	\$15,282.74	\$0.00	\$0.00	\$15,282.74
School Department	Transportation Revolving	\$364.84	\$9,375.50	\$2,965.51	\$6,774.83
Treasurer's Department	Tax Title Revolving	\$59,740.58	\$7,561.64	\$2,057.50	\$65,244.72

Article 1 section 4 of the Annual Town Meeting includes the MGL Chapter 53E 1/2 Revolving Fund Articles to be voted for Fiscal Year 2025. This article includes the Recreation Revolving, Shellfish Propagation, Public Libraries, Community Building Rental Fund, COA Program Revolving, COA Supportive Revolving, Transportation Revolving and Tax Title Revolving.

APPENDIX C

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**CAPITAL IMPROVEMENT PLAN
FUNDING PLAN
FISCAL YEAR 2025**

DEPARTMENT	FY2025 REQUEST	ADMINISTRATOR RECOMMEND	FY2025 RECOMMENDED	FREE CASH	GENERAL DEBT	WATERWAYS FUND	ENTERPRISE FUND R/E	OTHER FUNDING
Facilities								
Town Hall Elevator	200,000	200,000		200,000				
Interior/Exterior doors and ADA controls	70,000	70,000		70,000				
Subtotal Facilities	270,000	270,000		270,000				
Recreation								
Feasibility Study - Clark, Keith, Pocasset, Community Bld	150,000	150,000						150,000
All-Wheel park - design, bidding & construction	500,000	500,000						500,000
Subtotal Recreation	650,000	650,000						650,000
Police								
ATV Replacement	35,000	35,000		35,000				
Police Vehicles (5)	434,800	434,800		434,800				
Rifle Replacement	147,900	147,900		147,900				
Subtotal Police	617,700	617,700		617,700				
Shore & Harbor								
Annual Dredging/Ramp/Pier Repair & Improvement	225,000	225,000				225,000		
Subtotal Shore & Harbor	225,000	225,000				225,000		
Natural Resources								
Replace Y-57 Carolina Skiff 60 HP Engine	15,500	15,500		15,500				
Subtotal Natural Resources	15,500	15,500		15,500				
Public Works								
Trash & Recycling Carts for Curbside Collection	18,000	18,000					18,000	
Traffic Signals at Academy Dr and Main St	35,000	35,000		35,000				
Vehicle Refurbishment for Sanitation and Recycling Trucks	114,000	114,000					114,000	
Subtotal Public Works	167,000	167,000		35,000			132,000	
Bourne Public Schools								
BMS Compressor Replacement	40,000	40,000		40,000				
WWTP Repairs	2,100,000	2,100,000			2,100,000			
Jackson Field Bleachers - design & engineering	30,000	30,000		30,000				
Subtotal Bourne Public Schools	2,170,000	2,170,000		70,000	2,100,000			
Sewer								
Regular Cab, 4x4 Ford F250, replacement for M-9	52,000	52,000					52,000	
Subtotal Sewer	52,000	52,000					52,000	
Integrated Solid Waste Management (ISWM)								
2020 CAT bulldozer	646,000	646,000					646,000	
Replacement of paper net - East Road	174,000	174,000					174,000	
CCTV camera upgrade	60,000	60,000					60,000	

**CAPITAL IMPROVEMENT BUDGET
EXPENDITURE CATEGORIES
FISCAL YEAR 2025**

DEPARTMENT	FY2025 REQUEST	ADMINISTRATOR RECOMMEND	PLANNING	INFRASTRUCTURE	TRANSPORTATION	TECHNOLOGY	EQUIPMENT
Facilities							
Town Hall Elevator	200,000	200,000		200,000			
Interior/Exterior doors and ADA controls	70,000	70,000		70,000			
Subtotal Facilities	270,000	270,000		270,000			
Recreation							
Feasibility Study - Clark, Keith, Pocasset, Communit	150,000	150,000	150,000				
All-Wheel park - design, bidding & construction	500,000	500,000		500,000			
Subtotal Recreation	650,000	650,000	150,000	500,000			
Police							
ATV Replacement	35,000	35,000			35,000		
Police Vehicles (5)	434,800	434,800			434,800		
Rifle Replacement	147,900	147,900					147,900
Subtotal Police	617,700	617,700			469,800		147,900
Shore & Harbor							
Annual Dredging/Ramp/Pier Repair & Improvement	225,000	225,000		225,000			
Subtotal Shore & Harbor	225,000	225,000		225,000			
Natural Resources							
Replace Y-57 Carolina Skiff 60 HP Engine	15,500	15,500			15,500		
Subtotal Natural Resources	15,500	15,500			15,500		
Public Works							
Trash & Recycling Carts for Curbside Collection	18,000	18,000					18,000
Traffic Signals at Academy Dr and Main St	35,000	35,000		35,000			
Vehicle Refurbishment for Sanitation and Recycling Trucks	114,000	114,000			114,000		
Subtotal Public Works	167,000	167,000		35,000	114,000		18,000
Bourne Public Schools							
BMS Compressor Replacement	40,000	40,000		40,000			
WWTP Repairs	2,100,000	2,100,000		2,100,000			
Jackson Field Bleachers - design & engineering	30,000	30,000	30,000				
Subtotal Bourne Public Schools	2,170,000	2,170,000	30,000	2,140,000			
Sewer							
Regular Cab, 4x4 Ford F250, replacement for M-9	52,000	52,000			52,000		
Subtotal Sewer	52,000	52,000			52,000		
Integrated Solid Waste Management (ISWM)							
2020 CAT bulldozer	646,000	646,000					646,000
Replacement of paper net - East Road	174,000	174,000		174,000			
CCTV camera upgrade	60,000	60,000		60,000			
Subtotal ISWM	880,000	880,000		234,000			646,000
Grand Total	\$ 7,217,200	\$ 7,217,200	\$ 210,000	\$ 3,404,000	\$ 651,300	\$ -	\$ 811,900

**CAPITAL IMPROVEMENT PLAN
FISCAL YEARS 2025-2029**

DEPARTMENT	FY2025 REQUEST	FY2026 REQUEST	FY2027 REQUEST	FY2028 REQUEST	FY2029 REQUEST	ESTIMATED TOTAL COST ALL YEARS
Information Management Systems						
Management/Digital Records		TBD				TBD
Town of Bourne website		TBD				TBD
Server EOL OS Upgrade						TBD
WINDOWS 10 Workstations		TBD				TBD
Subtotal IMS	0	0	0	0	0	0
Engineering						
Electric Ave Boat Ramp STORMWATER/RAMP	99,000					99,000
Queen Sewell GSI STORMWATER		150,000				150,000
Sagamore Beach Ramp (Ph 2) STORMWATER/RAMP		150,000				150,000
Circuit Ave Low Lying Design ROADWAY RESILIENCE		500,000				500,000
Wings Neck Low Lying Design ROADWAY RESILIENCE		500,000				500,000
Eel Pond Rd Outfall Upgrade (SW)			150,000			150,000
Shore Rd Park Outfall Upgrade (SW)			340,000			340,000
MS4 Priority Outfall Upgrade (SW) -Massasoit Ave or Circuit Ave			25,000	150,000		175,000
MS4 Priority Outfall Upgrade (SW) -Old Head of the Bay				25,000	150,000	175,000
Subtotal Engineering	99,000	1,300,000	515,000	175,000	150,000	2,239,000
Facilities						
Town Hall Elevator	200,000					200,000
TH Doors and ADA Controls	70,000					70,000
Community Building Exterior Doors		TBD				0
Library Renovation/Expansion/Replacement		TBD				0
Town Hall Feasibility Study		TBD				0
Fire Station #1 Renovation/Feasibility Study		TBD				0
Fire Station Replacement			TBD			50,000
Bourne Archives Backup Generator & ATS				50,000		50,000
Subtotal Facilities	270,000	0	0	50,000	0	320,000
Police						
Police Vehicle Replacement Plan (5 Vehicles Per Year)	434,800	456,540	479,367	503,335	528,502	2,402,544
ATV Replacement	35,000					35,000
Rifle Replacement	147,900					147,900
Replacement/Upgrade to Record Management/Dispatch System		500,000				500,000
Communication System Upgrade		1,800,000				1,800,000
Police Pistol Replacement		150,000				150,000
Portable Speed Warning Sign/Variable Message Board			25,000			25,000
Taser Replacement			225,000			225,000
eBikes			50,000			50,000
Drone Program				75,000		75,000
Police Body/Cruiser Camera Program					450,000	450,000
IT Server Upgrade/Replacement					150,000	150,000
Subtotal Police	617,700	2,906,540	779,367	578,335	1,128,502	6,010,444
Fire						
Cardiac Monitor Replacements		250,000				250,000
Replace Car-143 (2017 Tahoe, shift commander car)		60,000				60,000
Replace 2017 Ambulance 132		425,000				425,000

Self-contained breathing apparatus and cylinder replacement				750,000			750,000
Replace 2019 Ambulance 134				425,000			425,000
Replace Engine 122 (1994)					800,000		800,000
Replace C141 & C142 (2019) Chief & Asst. Chief Vehicles						130,000	130,000
Replace 2005 Tower Ladder						1,200,000	1,200,000
Subtotal Fire	0	735,000	1,175,000	800,000	1,330,000	4,040,000	

Shore & Harbor

Annual Dredging/Ramp/Pier Repair & Improvement	225,000	225,000	225,000	225,000	225,000	225,000	1,125,000
Subtotal Shore & Harbor	225,000	225,000	225,000	225,000	225,000	225,000	1,125,000

Natural Resources

Replace Y-57 Carolina Skiff 60 HP Engine	15,500						15,500
Online Waterways Management (FTM 2024)	25,000						25,000
Station Taylor's Point Marina Pumpout Replacement		25,000					25,000
Engineering Design & Permitting of Monument Beach Marina		75,000					75,000
Replace Floats, Piers, Pilings, and Harbor Master Shack			2,000,000				2,000,000
Replace Harbor Patrol Boat				250,000			250,000
Replace 2015 Chevrolet 1500 Silverado						90,000	90,000
Subtotal Natural Resources	40,500	100,000	2,000,000	250,000	90,000	2,480,500	

Bourne Public Schools

BMS Compressor Replacement	40,000						40,000
WWTP Repairs	2,100,000						2,100,000
Jackson Field Bleachers - design	30,000						
Mini Bus		165,000			165,000		330,000
BMS Roof		3,550,000					3,550,000
Tech Plan			50,000			50,000	100,000
Universal Pre-K			200,000			1,000,000	1,200,000
BHS auditorium carpet replacement			50,000				50,000
Jackson Field Bleachers			300,000				300,000
S.T.E.A.M. Renovation Design (HS)			50,000	500,000			550,000
Paving HS/MS Campus						750,000	750,000
Subtotal Bourne Public Schools	2,170,000	3,715,000	650,000	665,000	1,800,000	8,970,000	

Public Works

Garbage and Recycling Carts for Curbside Collection	18,000						18,000
Vehicle Refurbishment for Sanitation and Recycling Trucks	114,000						114,000
Traffic Signals at Academy Drive and Main Street	35,000						35,000
Drainage Repairs - Multiple Locations		250,000					250,000
Engineering for Bridge Repairs (Pocasset River & Back River)		TBD					0
Main Street - Street Lighting		TBD					0
Stadium Lighting - Pocasset Field		TBD					0
Replace M-2 2017 F250 with pickup under 8,500 lbs.			65,000				65,000
Barlow's Landing Road @ Shore Road Redesign			TBD				0
Stadium Lighting - Community Building			TBD				0
Replace M-6 2005 F550 Dump/ Plow Package/ Lift Gate				130,000			130,000
Replace R-1 2016 25 Cubic Yard Packer				585,000			585,000
Replace 2009 Elgin Pelican Sweeper w/ Electric Sweeper				800,000			800,000
Replace M-1 2017 F250 with pickup under 8,500 lbs.					70,000		70,000
Replace S-1 2018 25 Cubic Yard Packer					585,000		585,000
Shore Road @ County Road Redesign					TBD		0
Subtotal Public Works	167,000	250,000	65,000	1,515,000	655,000	2,652,000	

Recreation

Feasibility Study for Clark, Pocasset, Chester and Keith Areas	150,000						
Design & Construction of a new all-wheel park	500,000						
Chester Park Recreation Area Court Re-construction		550,000					550,000
Pocasset Recreation area Redesign and Construction		TBD					0
Community Center Outdoor Rec Area & Memorial Basketball Courts				TBD			0
Subtotal Recreation	650,000	550,000	0	0	0	0	550,000
Subtotal Town and School (A)	4,239,200	9,781,540	5,409,367	4,258,335	5,378,502		29,066,944
Sewer							
2024 Regular Cab, 4X4 Ford F250 - Replacement for M-9	51,500	-	-	-	-	-	51,500
Upgrade SCADA System for Pump Stations		75,000					75,000
Replace Transfer Pumps at WWTF		60,000					60,000
Replace Pumps and Controllers at Lift Stations			80,000				80,000
Residential Grinder Pump Replacement and Electrical Upgrades at				432,000			432,000
Replace M-7 2016 F450 Utility Crane Truck					175,000		175,000
Replace Air Relief Valves and Associated Piping in Vaults					35,000		35,000
W.W.T.F Trash Tank Repair		TBD					0
Subtotal Sewer	51,500	135,000	80,000	432,000	210,000		908,500
Integrated Solid Waste Management (ISWM)							
2020 CAT. D6 Dozer	646,000						646,000
Replacement of Paper Net, East Road	174,000						174,000
CCTV Camera Upgrade	60,000						60,000
Funding for Development of New office/garage	TBD						0
2016 CAT 320E Excavator		295,000					295,000
2006 John Deere 350D Off Road Truck		700,000					700,000
Volvo Roll-Off Truck		180,000					180,000
2022 CAT D6T LGP Dozer			620,000				620,000
2016 Ford F250 3/4 ton Crew Cab Pickup (L2)			70,000				70,000
1992 OSHKOSH Maintenance Truck*			278,000				278,000
2021 CAT 966 M Wheel Loader				625,000			625,000
2018 CAT 84" Smooth Drum Vibratory Roller				225,000			225,000
2015 CAT 272D Skid Steer (Wheel)					80,000		80,000
Weigh Scales					424,000		424,000
Subtotal ISWM	880,000	1,175,000	968,000	850,000	504,000		4,377,000
Subtotal Enterprise (B)	931,500	1,310,000	1,048,000	1,282,000	714,000		5,285,500
Grand Total (A+B)	\$5,170,700	\$11,091,540	\$6,457,367	\$5,540,335	\$6,092,502		\$34,352,444

APPENDIX D

Special Article 1: ISWM building project	106
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MEMORANDUM

TO: Asa Mintz, PE
FROM: Michael Richard, P.E.
DATE: March 15, 2024
SUBJECT: Summary of Design and Bidding Services for the ISWM Facility

We have prepared the following fee summary utilizing the current conceptual cost estimate and industry standards for professional services for a facility of this type. The estimated construction cost of the approximately 27,800 square foot facility, associated site work, and ancillary support structures is \$19,742,000 or \$711 per square foot (not including soft costs which add approximately 27% to the overall cost). This estimate is based on costs escalated to 2025.

Based on this information, the total anticipated professional fees for Architectural & Engineering (A&E) and Owner's Project Manager (OPM) are as follows:

Phase	A&E Fees	OPM Fees	Total Fees
Schematic Design (25% design level)	\$ 397,000	\$ 49,000	\$ 446,000
Design Development (60% design level)	\$ 556,000	\$ 69,000	\$625,000
Final Design (100% design level)	\$ 636,000	\$ 79,000	\$715,000
Bidding	\$ 68,000	\$ 63,000	\$131,000
Construction Administration	\$ 613,000	\$ 529,000	\$1,142,000
TOTAL	\$ 2,270,000	\$ 789,000	\$3,059,000

To assist in developing an understanding of the anticipated level of effort and the fee for the A&E design and bidding services for the new Facility, we have prepared the following summary describing the anticipated scope of services required to prepare the necessary design documents and administer bid phase services. These services have been separated into basic and special services and are based in part on past similar Facility experience as well as the American Institute of Architects (AIA) Document B163 Standard Form of Agreement which identifies typical services.

BASIC SERVICES

1. Design - preparation of design documents to include contract plans and specifications to be utilized to publicly bid and construct a new Facility. Plans and specifications will be prepared for each project discipline including:
 - a. Civil/Site
 - b. Structural
 - c. Architectural
 - d. Fire Protection

- e. Plumbing
- f. Heating, Ventilation, and Air Conditioning
- g. Electrical
- h. Technology

These documents will be advanced in three (3) phases as outlined below:

- a. Schematic Design (25% design level) – preparation of basic building and site plans supplemented with design narratives which become the basis of design for the remaining phases of the project.
 - b. Design Development (60% design level) - preparation of design development documents for the above-mentioned disciplines consisting of plans, outline specifications, and cost estimates which further develop the details of the schematic design plans and establish the scope, relationship, forms, size, and appearance of the project by means of plans, sections, elevations, typical construction details, and sketches.
 - c. Final Design (100% design level) - preparation of complete working plans, specifications, and cost estimates in sufficient detail to permit firm bids in open competition for construction of the project. Documents will include drawings and specifications that establish in detail the quality levels of materials and systems required for the project.
2. Bid Assistance - assist the Town with the bidding process including, but not limited to:
- 1. Prepare bidding notices
 - 2. Attend pre-bid conference
 - 3. Contractor prequalification support services
 - 4. Review bidder questions and issue addenda responses
 - 5. Assist in the bid opening
 - 6. Review low bidder qualifications
 - 7. Provide recommendations for award

SPECIAL SERVICES

The following are considered special services which are provided above and beyond the basic services described above. These services are considered special services since they will vary from project to project depending on site specific and building specific conditions.

- 1. Geotechnical – subsurface drilling services to assess the subsurface conditions. The work includes collecting samples and having them analyzed by laboratory for soil classification and potential reuse. This will provide the design team with suitable information to design the building foundation system and will allow the design team to prepare a soils management plan for the proper handling and disposal of any excess excavation material.
- 2. Survey - Preparation of a final existing conditions plan, topographical, and boundary survey for use in preparing civil/site development drawings and supporting permitting services.
- 3. Industrial Equipment Design - design of specialty industrial support equipment for operations including, but not limited to:
 - a. Monorail cranes
 - b. Bridge cranes
 - c. Small shop/maintenance equipment (drill press, hydraulic press, grinder, workbenches, etc.) as identified in the Schematic Design documents
 - d. Material storage systems (heavy duty shelving, cantilever racks, etc.)

- e. Flammable and specialty storage equipment
 - f. Heavy duty vehicle lifts
 - g. Light duty vehicle lifts
 - h. Lubrication distribution system
 - i. Source capture exhaust system
 - j. Manual vehicle wash system with manual pressure wash
4. Sustainable Component Design - design of sustainable design elements may include, but is not limited to:
 - a. Provisions in the building system to accommodate future photovoltaic system (structural load capacity)
 - b. HVAC heat recovery system
 - c. Rainwater harvesting system
 - d. Waste oil heating equipment
 5. Independent Cost Estimates - Preparation of independent cost estimates by a specialty firm to support the Engineer's estimates. Independent estimates will be completed at the Schematic Design phase, Design Development phase, and 80% Construction Documents phase. Each estimate will be compared to the Engineer's estimate and reconciled accordingly.
 6. Soils Management Plan – to include preparation of specifications for the proper removal, management, and disposal of excess excavation.
 7. Local Approval Coordination & Permitting - to include the preparation of documentation necessary to obtain local building official and fire official approvals as well as required permitting from local Planning Department and Conservation Commission.

A typical municipal facility project which has been designed in accordance with Massachusetts General Laws, Chapter 149, sections 44A - 44M will include bid packages for the following trades:

- General Contractor
- Masonry
- Miscellaneous and Ornamental Iron
- Waterproofing, Dampproofing, and Caulking
- Metal Windows
- Glass and Glazing
- Tile
- Acoustical Tile
- Resilient Floors
- Painting
- Elevator
- Fire Protection
- Heating, Ventilation & Air Conditioning
- Electrical

A typical plan set for a facility of this size and scope is 150 to 180 full size drawings with approximately 2,500 pages of technical specifications.

Annual Town Meeting
Article 15

Human Services Grant – requests received and use of funds for FY 2024

Agency	FY 24	FY 24
	Requested	Award
Alzheimer’s Family Support	5,000.00	1,750.00
Big Bro/Big Sister	2,500.00	1,750.00
Bourne Food Pantry	5,000.00	1,750.00
Cape Cod Children’s Place	4,000.00	1,000.00
Consumer Assistance	1,100.00	500.00
Elder Services	5,000.00	1,750.00
Housing Assistance Corp	10,000.00	4,000.00
Independence House	10,000.00	4,000.00
Sight loss Services	1,000.00	500.00
South Coastal Legal Services	1,100.00	500.00
Resource Guide	2,500.00	2,500.00
Total	47,200.00	20,000.00

Annual Town Meeting
Article 21

Planning Board Report to Annual Town Meeting May 2024

Section 1238 - Traffic and Internal Circulation Fire Access

In accordance with M.G.L. c. 40A, § 5, the Planning Board conducted a public hearing on March 6, 2024 to review amendments to the Bourne Zoning Bylaw section 1238A.4.b Traffic and Internal Circulation by deleting “25” from the “527 CMR 25” reference.

The following five (5) Planning Board members were present:
Daniel Doucette, Elizabeth Brown, Jeanne Azarovitz, John Duggan, and James Robinson.

There were three (3) members of the public present.

It was published in the Cape Cod Times on February 18th and February 25th.

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

Respectfully submitted,

Daniel Doucette, Chair
Bourne Planning Board

Annual Town Meeting
Article 22

Planning Board Report to Annual Town Meeting May 2024

Section 1241.1: Special Permit Time Lapse

In accordance with M.G.L. c. 40A, § 5, the Planning Board conducted a public hearing on March 6, 2024 to review proposed amendments to the Bourne Zoning Bylaw, section 1242.1 enforcement, by deleting the word “two” and replacing it with “three”.

The following five (5) Planning Board members were present:
Daniel Doucette, Elizabeth Brown, Jeanne Azarovitz, John Duggan, and James Robinson.

There were three (3) members of the public present.

It was published in the Cape Cod Times on February 18th and February 25th.

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

Respectfully submitted,

Daniel Doucette, Chair
Bourne Planning Board

Annual Town Meeting
Article 23

Planning Board Report to Annual Town Meeting May 2024

Section 3343: Interim Egress Control

In accordance with M.G.L. c. 40A, § 5, the Planning Board conducted a public hearing on March 6, 2024 to review amendments to the Bourne Zoning Bylaw section 3343 Interim Egress Control by deleting “Until June 1, 2020, or, if earlier”.

The following five (5) Planning Board members were present:
Daniel Doucette, Elizabeth Brown, Jeanne Azarovitz, John Duggan, and James Robinson.

There were three (3) members of the public present.

It was published in the Cape Cod Times on February 18th and February 25th.

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

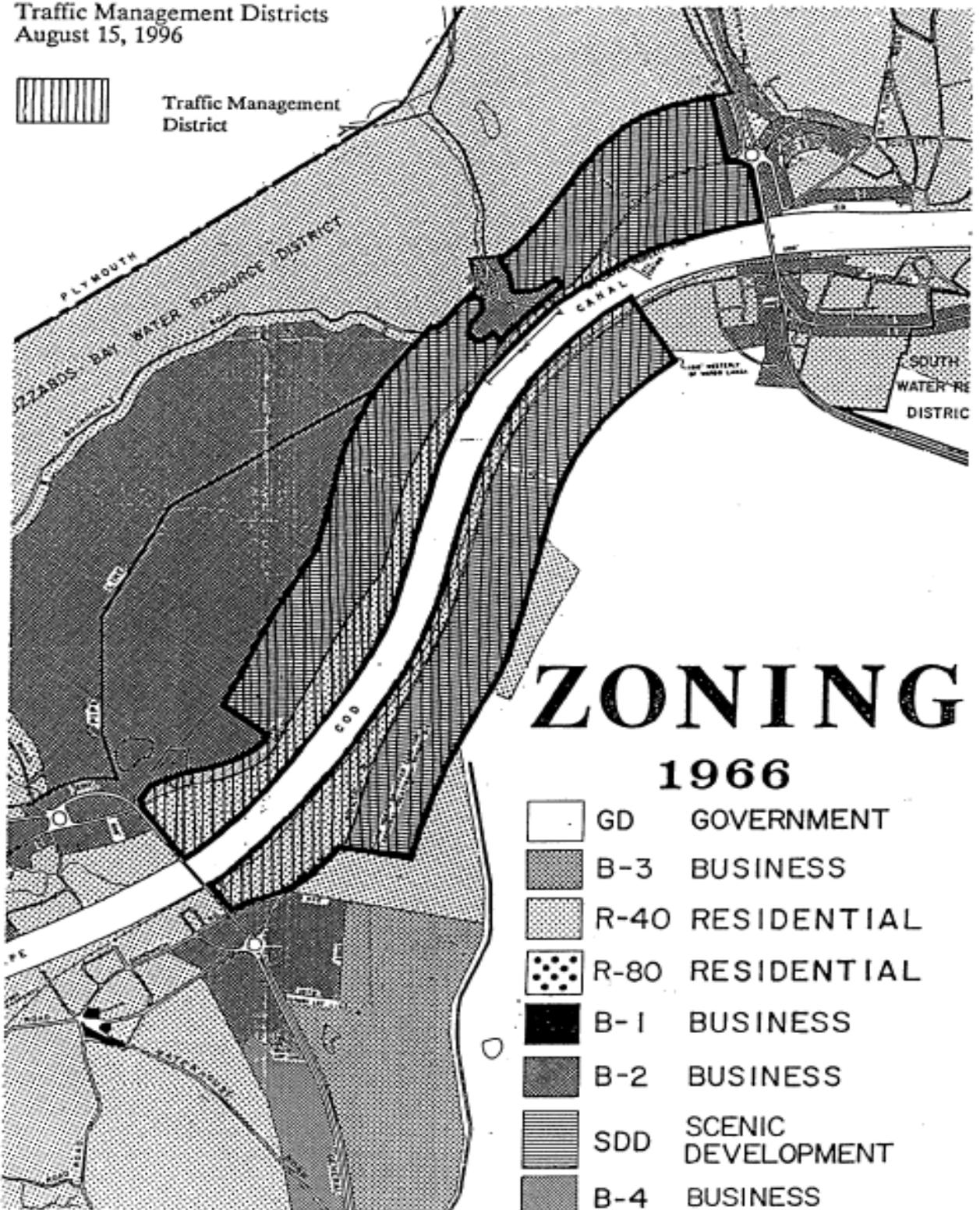
Respectfully submitted,

Daniel Doucette, Chair
Bourne Planning Board

Traffic Management Districts
August 15, 1996



Traffic Management District



ZONING 1966

-  GD GOVERNMENT
-  B-3 BUSINESS
-  R-40 RESIDENTIAL
-  R-80 RESIDENTIAL
-  B-1 BUSINESS
-  B-2 BUSINESS
-  SDD SCENIC DEVELOPMENT
-  B-4 BUSINESS

Annual Town Meeting
Article 24

Planning Board Report to Annual Town Meeting May 2024

Section 2821: Home Occupation Downtown District Reference

In accordance with M.G.L. c. 40A, § 5, the Planning Board conducted a public hearing on March 6, 2024 to review amendments to the Bourne Zoning Bylaw Section 2821 Downtown District, Table of Allowable Uses (DTD-1), Functional Standards and Special Permit Criteria for a Home Occupation Office Use by deleting the reference “4120” in its entirety and replace with “4110”.

The following five (5) Planning Board members were present:
Daniel Doucette, Elizabeth Brown, Jeanne Azarovitz, John Duggan, and James Robinson.

There were three (3) members of the public present.

It was published in the Cape Cod Times on February 18th and February 25th.

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

Respectfully submitted,

Daniel Doucette, Chair
Bourne Planning Board

Annual Town Meeting
Article 25

Planning Board Report to Annual Town Meeting May 2024

Accessory Dwellings

In accordance with M.G.L. c. 40A, § 5, the Planning Board conducted a public hearing on March 6, 2024 to review amendments to the following sections of the Bourne Zoning Bylaw for Accessory Dwellings: Section 2220 Use Regulation Schedule; section 2821 Downtown District Table of Allowable Uses (Table DTD-1); section 2853 Table of Required Parking Spaces (Table DTD-3); section 4120-4123 Accessory Dwelling; and section V Definitions.

The following five (5) Planning Board members were present:
Daniel Doucette, Elizabeth Brown, Jeanne Azarovitz, John Duggan, and James Robinson

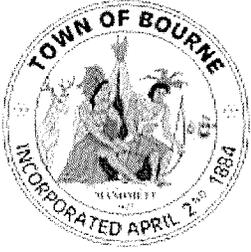
There were three (3) members of the public present.

It was published in the Cape Cod Times on February 18th and February 25th.

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

Respectfully submitted,

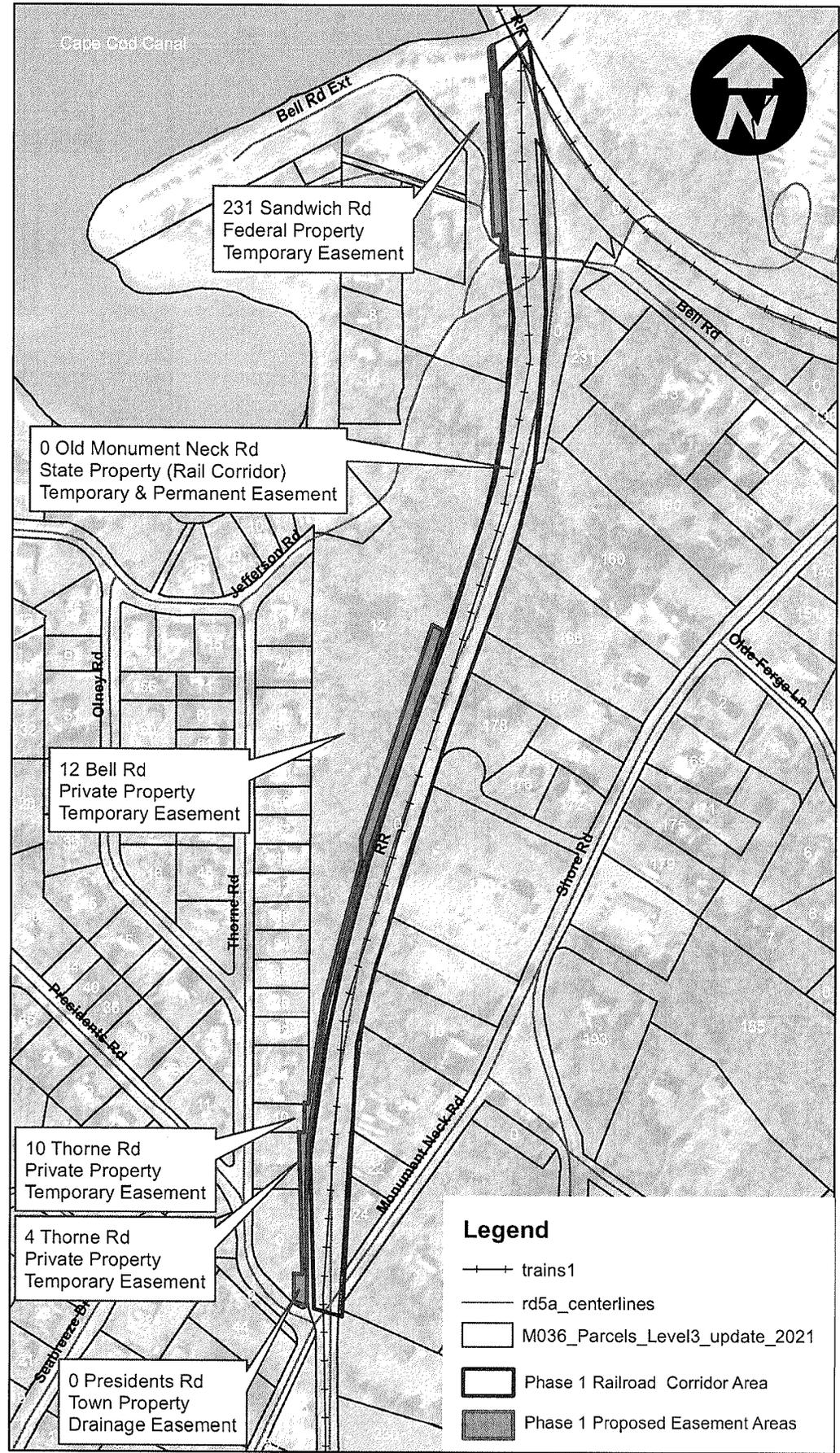
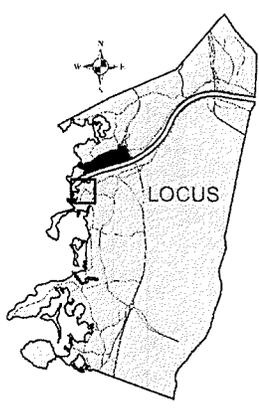
Daniel Doucette, Chair
Bourne Planning Board

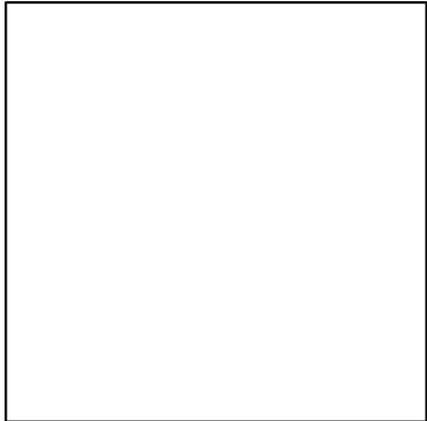


**Town of Bourne Rail Trail
Phase 1 Right of Way
Temporary & Permanent
Easements.**

Area of Easements are
taken from Plan on file
with the Town Clerk:

MASSDOT
HIGHWAY DIVISION
Plan and Profile of
BOURNE RAIL TRAIL
PHASE 1
in the Town of
BOURNE
BARNSTABLE COUNTY
PRELIMINARY
RIGHT OF WAY PLANS
dated October 6, 2020



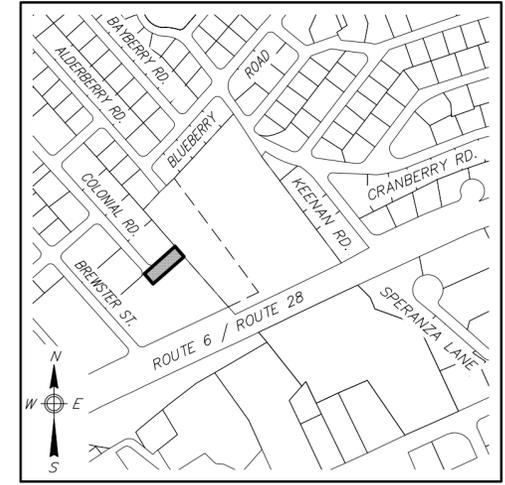
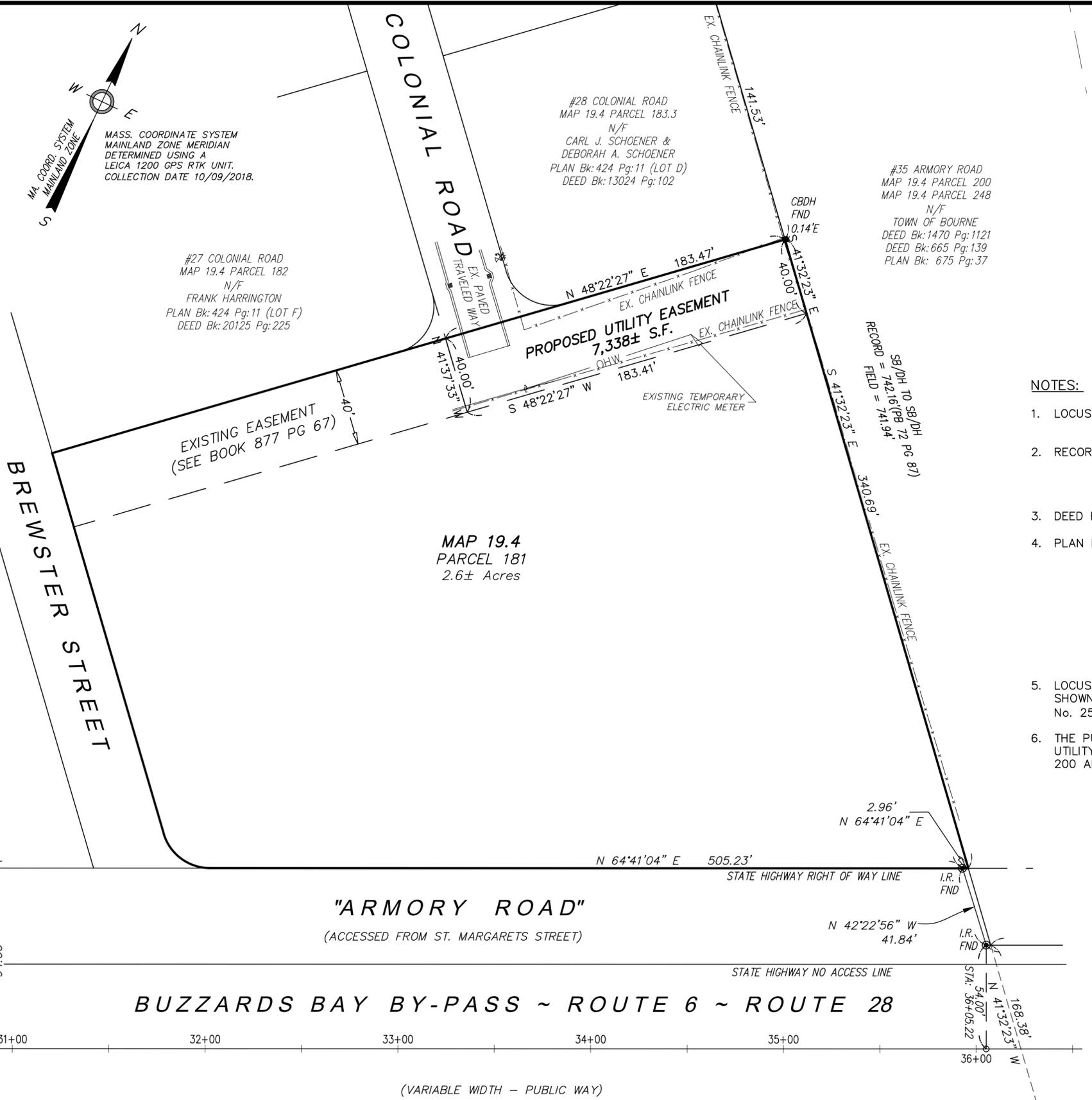


RESERVED FOR REGISTRY USE

I CERTIFY THAT THIS PLAN HAS BEEN PREPARED IN CONFORMANCE WITH THE RULES AND REGULATIONS OF THE REGISTRY OF DEEDS OF THE COMMONWEALTH OF MASSACHUSETTS.

I CERTIFY THAT THE PROPERTY LINES SHOWN ON THIS PLAN ARE THE LINES DIVIDING EXISTING OWNERSHIPS, AND THE LINES OF STREETS AND WAYS SHOWN ARE THOSE OF PUBLIC OR PRIVATE STREETS OR WAYS ALREADY ESTABLISHED, AND THAT NO NEW LINES FOR DIVISION OF EXISTING OWNERSHIP OR FOR NEW WAYS ARE SHOWN.

ALAN M. GRADY, PLS
MASSACHUSETTS REG.
No. 37732



LOCUS MAP Scale: 1" = 500'

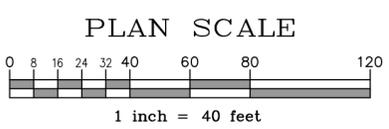
- NOTES:**
- LOCUS: #31 ARMORY ROAD (PER ASSESSORS) MAP 19.4 PARCEL 181
 - RECORD OWNER: COMMONWEALTH OF MASSACHUSETTS NATIONAL GUARD ARMORY 10 PARK PLAZA BOSTON, MA. 02116
 - DEED REF: Bk: 877 Pg: 67
 - PLAN REF: PLAN ENTITLED "LAND IN BUZZARDS BAY TO BE CONVEYED TO TOWN OF BOURNE BY MUSCH G. KAYAJAN 1 INCH = 40 FEET MAR. 17, 1954 JAMES L. TYSON TOWN ENGINEER".
PLAN BOOK: 675 PAGE: 37
PLAN BOOK: 424 PAGE: 11
PLAN BOOK: 143 PAGE: 117
PLAN BOOK: 208 PAGE: 143
STATE HIGHWAY LAYOUT NO. 3628 OF 1949
 - LOCUS DOES NOT FALL WITHIN A SPECIAL FLOOD HAZARD AS SHOWN ON FEMA FLOOD INSURANCE RATE MAP No. 25001C-0313-J dated 07/16/2014.
 - THE PURPOSE OF THIS PLAN IS TO CREATE A PROPOSED UTILITY EASEMENT FOR THE BENEFIT OF MAP 19.4 PARCEL 200 AND MAP 19.4 PARCEL 248, #35 ARMORY ROAD.

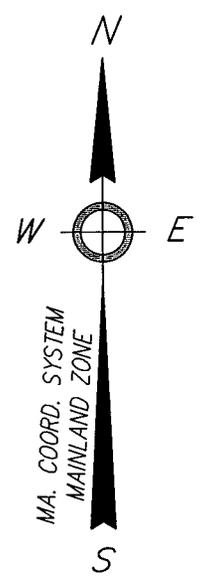
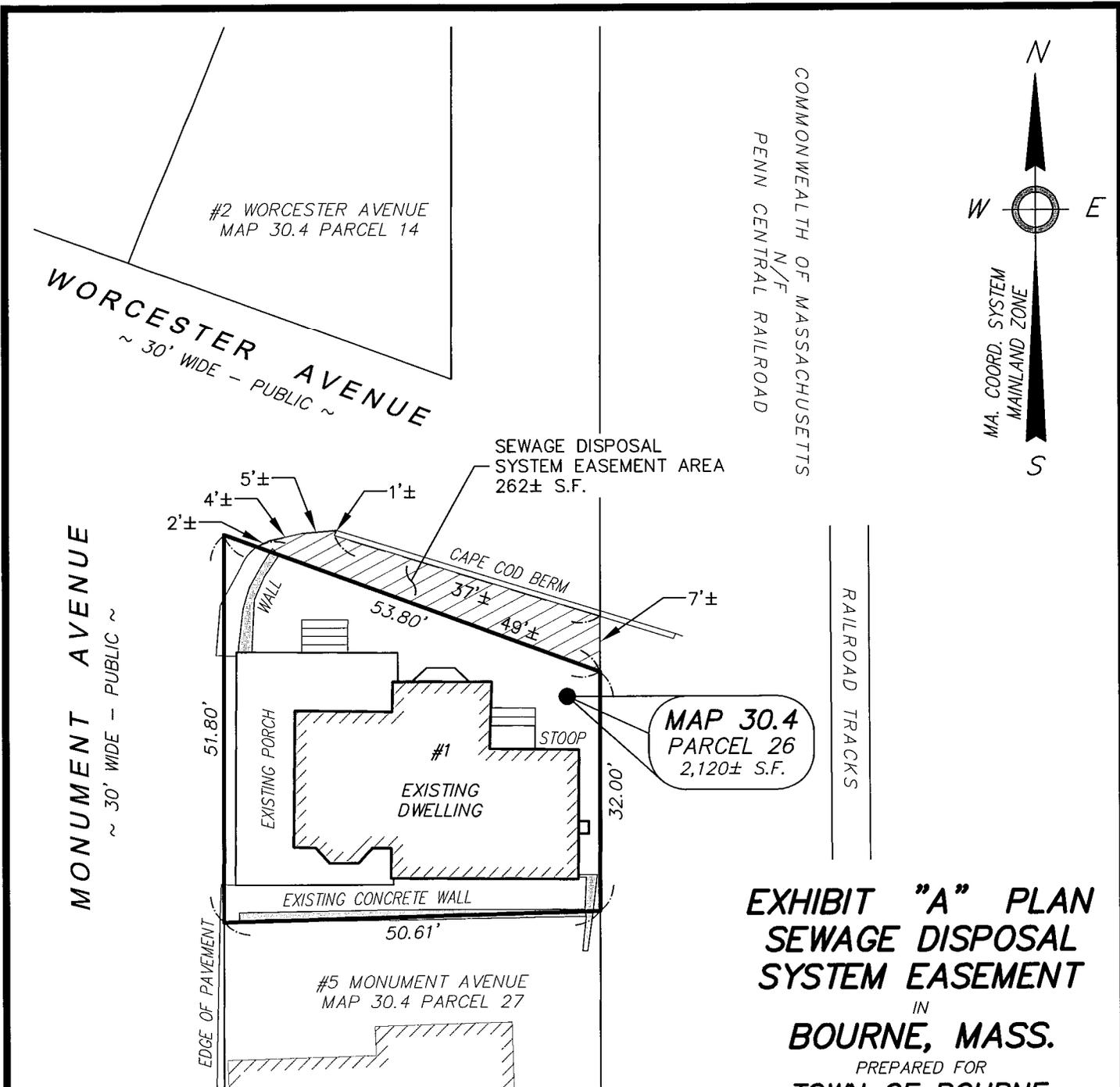
**PROPOSED
UTILITY EASEMENT PLAN
IN
BOURNE, MASS.**

PREPARED FOR
**TOWN OF BOURNE
#31 ARMORY ROAD
MAP 19.4 PARCEL 181**

PREPARED BY
BRACKEN ENGINEERING, INC.
49 HERRING POND ROAD
BUZZARDS BAY, MA 02532
tel: (508) 833-0070
fax: (508) 833-2282
SCALE: 1" = 40' OCT 15, 2018

- LEGEND:**
- CBDH FND. ■ CONCRETE BOUND WITH DRILL HOLE FOUND
 - SBDH FND. ■ STONE BOUND WITH DRILL HOLE FOUND
 - I.R. FND. ● IRON ROD FOUND



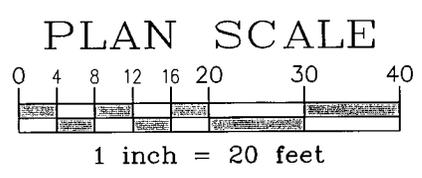


**EXHIBIT "A" PLAN
SEWAGE DISPOSAL
SYSTEM EASEMENT
IN
BOURNE, MASS.**

PREPARED FOR
TOWN OF BOURNE
MONUMENT AVENUE
PREPARED BY
BRACKEN ENGINEERING, INC.
49 HERRING POND ROAD
BUZZARDS BAY, MA 02532
tel: (508) 833-0070
fax: (508) 833-2282
MARCH 21, 2024

Notes

1. LOCUS: #1 MONUMENT AVENUE
MAP 30.4 PARCEL 26
2. OWNER: ROBERT L. MANSON
MARY JO MANSON
P.O. BOX 226
MONUMENT BEACH, MA 02553
3. DEED REF: Bk: 35495 Pg: 308
4. PLAN REF: Bk: 27 Pg: 143
(LOT 63 & A PORTION OF LOT 64)



APPENDIX E

Bourne Rule

Annual Town Meeting
May 6, 2024

RESOLUTION – BOURNE RULE

Ms. Moderator, on behalf of the Select Board, 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 May 1, 2023 annual 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 2024. 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 annual town meeting. If the answer is in the affirmative, then during this annual 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,
SELECT BOARD