

# Select Board Policy Subcommittee Meeting Agenda **AMENDED**



Date

June 30, 2023

Time

10:00 A.M.

Location

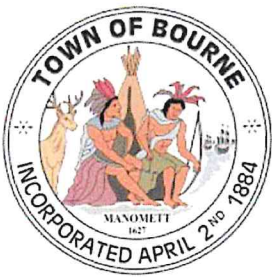
Town Hall  
Room 101 – Select Board / Town  
Administrator's Office  
24 Perry Ave  
Buzzards Bay, MA

Note this meeting is NOT being televised, streamed or recorded by Bourne TV. If anyone in the audience is recording or video-taping, they need to acknowledge such at this time.

## 10:00 A.M. Call Public Session to Order in Open Session

1. Approval of Minutes
2. Board of Selectmen Policy Subcommittee Workshop
  - a. Review and discuss all Sections – Select Board “Rules of Procedures,” including but not limited to: Correspondence, Procedures for creating policies, Responsibilities of Officers, Executive Session, Agenda Procedures, etc.
  - b. Conservation Restriction Policy – possible recommendation to rescind.
  - c. Policy & Procedures for the acceptance of private ways.
  - d. Policy regarding snowplowing of unaccepted ways.
  - e. Policy regarding curbside trash and recycling collection.
3. Next Meeting Date
4. Future Agenda Items
5. Adjourn

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# Town of Bourne Select Board Policy Subcommittee



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24 Perry Ave, Bourne, MA 02532

## Public Meeting Minutes

**Members Present:** Chair Mary Jane Mastrangelo; Clerk Anne-Marie Siroonian

**Staff Present:** Town Administrator Marlene McCollem; Assistant Town Administrator Liz Hartsgrove; Administrative Assistant Maria Simone

### CALL MEETING TO ORDER

The Bourne Select Board Policy Sub-Committee Public Meeting was called to order at approximately 10:02 a.m. on **Friday, June 30, 2023** and was held in person at Bourne Town Hall – Room 101 at 24 Perry Ave, Bourne MA.

### 1. APPROVAL OF MINUTES

- a. November 8, 2022

**Motion:** To move the Select Board Policy Sub-Committee approve the Nov 8, 2022 minutes as submitted

**Motion by:** Mary Jane

**Seconded by:** Anne-Marie

**Vote:** Yea – 1

Nay – 0

Abstain -1

### 2. SELECT BOARD POLICY SUBCOMMITTEE WORKSHOP

- a. Review of Select Board “Rules and Procedures”

General discussion took place regarding correspondence. Topics discussed were the different types of correspondence and their definitions; individual correspondence (sent directly to one Select Board member) versus correspondence sent to the entire board; creating instructions for the public on how they can contact Select Board members and a general FAQ section; internal procedures for staff; how to handle anonymous correspondence; creating timelines on when correspondence can be submitted and how to get something on an agenda. Marlene McCollem was tasked with reworking the correspondence section with updates from the discussion to bring back to the group at the next meeting. She will also work on creating two separate documents: one for FAQ for the public and one for internal staff on handling correspondence.

There was brief discussion around the previous version of the rules and procedures document with reference to the zoning section. Marlene McCollem will review the section with Town Counsel as it is believed to be incorrect.

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The next topic discussed was the executive session minutes section. The previous version is not reflective of how minutes are currently handled. Discussion on creating an internal tracking system that is clear on when minutes get reviewed, if they are approved or not, and finally if they are disclosed or not. General discussion took place regarding recording executive sessions and who creates the minutes.

The final major topic reviewed from the rules and procedures was the agenda. Review of what was written previously. General discussion took place regarding when to have meetings; previous practices including when to have Sewer Commissioner Meetings; creating deadlines for when something can be placed on an agenda and how to get items on future agendas. Further discussion took place regarding what topics the public can comment on, how the public goes about getting an item on an agenda, and what gets included in the public packets regarding meeting materials. Marlene McCollem was tasked with creating a revised version of this section with updates from discussion.

- b. Decision to bring the Conservation Restriction Policy to the Select Board meeting on July 11, 2023
- 

### 3. NEXT MEETING DATE

- a. July 14
  - b. July 21
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### 4. FUTURE AGENDA ITEMS

July 14: special events, conservation project, updated draft of rules and procedures.  
July 21: procedures for creating policies

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### 5. ADJOURN

**Motion:** To move to adjourn the meeting at 12:08pm

**Motion by:** Mary Jane

**Seconded by:** Anne-Marie

**Vote:** Yea – 2    Nay - 0

Respectfully submitted,

***Maria Simone***

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Maria Simone

Administrative Assistant