

Select Board Policy Subcommittee Meeting Agenda



Date

July 14, 2023

Time

10:00 A.M.

Location

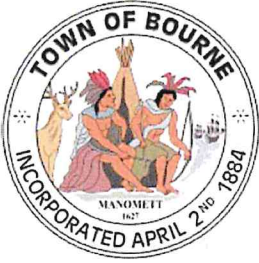
Town Hall
Room 101 – Select Board/Town
Administrator's Office
24 Perry Ave
Buzzards Bay, MA

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 – June 30, 2023
2. Select Board Policy Subcommittee Workshop
 - a. Review and discuss Special Events Policy
 - b. 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.
 - c. Conservation Restriction Policy – possible recommendation to rescind.
3. Next Meeting Date – July 21 at 9 am
4. Future Agenda Items – Rules of Procedure, continued
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 10:06 a.m. on **Friday, July 14, 2023** and was held in person at Bourne Town Hall – Room 101 at 24 Perry Ave, Bourne MA.

1. APPROVAL OF MINUTES

- a. June 30, 2023
Tabled until next meeting on July 21, 2023

2. SELECT BOARD POLICY SUBCOMMITTEE WORKSHOP

- a. Review of Special Events Policy

General discussion took place regarding Special Events. Elizabeth Hartsgrove began by reviewing the overall setup of the policy and how it would be for internal use and for the public to use as a guide. Discussion on how best to organize policies and procedures in general. Anne-Marie Siroonian suggested having policies all in one place with the procedures referenced and linked to a separate document. Mary Jane Mastrangelo suggested things be broken down by topics instead of one large document containing every policy and procedure. General agreement that whichever method is chosen, it needs to be easy for the public to quickly find what they are looking for. Creating a standard format to use for all policies and procedures, more clearly defining the terms “policy” and “procedure”, as well as having a strong delineation between the two. Consensus that the discussion needs to move to include the entire Select Board.

Discussion moved on to the topic of renewal of events. General discussion on having these events approved by the Town Administrator versus utilizing the Consent Agenda. Consensus that renewal events, with no changes, should remain on the Consent Agenda to allow all Select Board members a chance to review the event. In the case that a Board member has an issue or concern, the event can be pulled from the Consent Agenda and brought back for discussion at the next Select Board meeting. Brief discussion on renewal events with amendments and when to require event organizers to appear

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before the Select Board. Additionally there was brief discussion regarding the specifics of car washes and beach clean-up events with focus on events involving minors and the required number of chaperones.

In terms of the upcoming discussion on Special Events at the Select Board meeting on July 18, 2023, Elizabeth Hartsgrrove would like the Select Board to determine if she is on the right track with what she is creating and if this is the direction the Select Board would like to go. Additionally, fees for events will need to be reviewed. Elizabeth Hartsgrrove was tasked with creating a revised version of the policy with updates from the day's discussion to present to the Select Board on July 18, 2023.

b. Review of Select Board "Rules and Procedures"

Correspondence: Continuance of discussion on correspondence from the previous Policy Subcommittee meeting. Focus on creating consistency in terms of what gets included, if correspondence needs to have an address included, what will be included in the public packet versus the internal packet. Further discussion on how to handle correspondence from an individual who may not want their identity or address made known to the public and potentially utilizing "Future Agenda Items" as a way to bring up such topics. Mary Jane Mastrangelo believes it is best to take all of these thoughts and ideas to the whole Select Board to obtain insight on what each board member would like.

3. NEXT MEETING DATE

- a. July 21 at 9am
 - b. Aug 4 at 10am
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4. FUTURE AGENDA ITEMS

July 21: Special Events, "rules of procedures"
August 4: Procedures for creating policies

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

Maria Simone
Administrative Assistant