

Select Board Meeting Notice AGENDA



Date

January 23, 2024

Time

7:00 PM

Location

Bourne Veterans' Community Center
239 Main St., Buzzards Bay 02532
Or virtually (see information below)

Note this meeting is being televised, streamed or recorded by Bourne TV. If anyone in the audience is recording or videotaping, they need to acknowledge such at this time. Use of flash photography during Select Board meetings is prohibited.

If anyone from the public wishes to access the meeting, they can do so by calling the following conference line: **1-929-205-6099**

Zoom Meeting ID: 869 5775 5505

Password: BOURNE

The Zoom chat will not be monitored. Participants who wish to speak must raise the hand icon until the Chair asks them to unmute.

All items within the meeting agenda are subject to deliberation and vote(s).

7:00 PM Call public session to order in open session

1. Moment of silence to recognize our troops and our public safety personnel
2. Salute to the flag
3. Reading of the Select Board Vision and Mission Statements
4. Report out from Executive Session
5. Public comments on non-agenda items - Public comments are allowed for up to a total of 12 minutes at the beginning of each meeting. Each speaker is limited to 3 minutes for comment. (Board members are unable to respond due to posting requirements of the Open Meeting Law).
6. Pole hearing: Installation of one new pole in order to service 120 Waterhouse Road
7. Mezza Luna Restaurant citation
8. Discussion and possible vote on the Constable application submitted by R. Coletti
9. Discussion and possible vote to approve the sale of Bond Anticipation Notes (BANS)
10. Town Administrator's report
11. Consent agenda:
 - a. Appointment of Karl Spilhaus (association member) to the Historic Commission as a full-time member
 - b. Appointment of Zach Commeau to the Recycling Committee and the Energy Advisory Committee
 - c. Council on Aging donation for Veteran's Coffee Hour
 - d. Natural Resources donations for shellfish program
 - e. Date change request for previously approved Sandwich-Bourne Lions Club Rabies Clinic
12. One Day Liquor License for Beer & Wine at St Margaret's Parish on 1/27/2024
13. Recreation Committee presentation – needs analysis and priorities
14. FY25 Departmental Budget review
 - a. Recreation
 - b. Library
 - c. Town Clerk & Elections
 - d. ISWM

RECEIVED
2024 JAN 19 PM 1:30
TOWN CLERK BOURNE

- e. Emergency Management
- f. Information Technology
- 15. Review and discuss FY 2025 Operating and Capital Budgets
 - a. Possible vote to send the draft FY25 Operating and Capital Budgets to the Finance Committee in advance of February 1st, excluding the Sewer Enterprise Fund Budget.
- 16. Policy
 - a. 3rd reading: curbside collection policy amendments
 - b. Process for developing draft Marijuana review procedures – use standing policy subcommittee or ad hoc subcommittee
 - c. Public-Facing FAQ page for submitting correspondence to the Select Board
- 17. Minutes:
- 18. Committee reports
- 19. Correspondence
- 20. Future agenda items
- 21. Next meeting dates: January 30 & February 27: Sewer Commissioners
 February 13 & 20: Select Board
- 22. Adjourn

Reasonable accommodations for people with disabilities are available upon request. Please include a description of the accommodation you require, with as much detail as possible, and include a way we can contact you if we need more information. Please allow advance notice. Send an email to kthut@townofbourne.com or call the Town Administrator's Office at 508-759-0600 x1503

Select Board
Minutes of Tuesday, January 23, 2024
Bourne Veterans' Community Center
Buzzards Bay, MA
Or Virtually

TA Marlene McCollem
ATA Liz Hartsgrove

Select Board

Mary Jane Mastrangelo, Chair
Melissa Ferretti, Vice Chair
Anne-Marie Siroonian, Clerk

Others: E J Cubellis, Erica Flemming, Finance Director (remote), Michale Ellis, Town Accountant (remote), Mary Fernandes (remote), Zach Commeau (remote), Asa Mintz (remote), Eversource Representative, Richard Coletti, Priscilla Harcourt (remote, 7:15), Jim Linsky, Roger Maiolini, Katie Matthews, Barry Johnson, Town Clerk, (remote), Keith Barber (remote), Dan Barrett, General Manager ISWM, (Integrated Solid Waste Management), Neal Comen, and Steve Strojny.

Note this meeting is being televised, streamed, or recorded by Bourne TV. If anyone in the audience is recording or videotaping, they need to acknowledge such at this time. Use of flash photography during Select Board meetings is prohibited.

Jared MacDonald and Peter Meier were excused from this meeting.

If anyone from the public wishes to access the meeting, they can do so by calling the following conference line: **1-929-205-6099**.

Zoom Meeting ID: 869 5775 5505 Password: BOURNE

The Zoom Chat will not be monitored. Participants who wish to speak must raise the hand icon until the Chair asks them to unmute.

All items within the meeting agenda are subject to deliberation and vote(s).

7:00 PM Call Public Session to Order in Open Session

- 1. Moment of Silence to recognize our Troops and our public safety personnel.**
- 2. Salute to the Flag.**
- 3. Reading of the Vision and Mission Statements:**

Vision: Bourne is a proud community that embraces change while respecting the rich heritage of the town and its villages. It is a municipality based on strong fiscal government with a durable economy that recognizes the rights of all citizens, respects the environment, especially the coastal areas of the community and the amenities that it affords. Bourne embraces excellent education, and offers to its citizens a healthy, active lifestyle.

Mission: Bourne will maximize opportunities for social and economic development while retaining an attractive, sustainable, and secure coastline and environment for the enjoyment of residents and visitors. Through responsible and professional leadership and in partnership with others, Bourne will strive to improve the quality of life for all residents living and working in the larger community.

4. Report out from Executive Session.

5. Public Comment on Non-Agenda Items – Public Comments are allowed for up to a total of 12 minutes at the beginning of each meeting. Each speaker is limited to 3 minutes for comment. (Board members are unable to respond due to posting requirements of the Open Meeting Law).

6. Pole hearing: Installation of one new pole in order to service 120 Waterhouse Road.

Chair Mastrangelo said that she was going to go out of agenda order.

7. Mezza Luna Restaurant citation.

Chair Mastrangelo read aloud and awarded a citation given to E. J. Cubellis of Mezza Luna from the Town of Bourne for being recognized as the 2023 Massachusetts Restaurant of the year by the Retailers Association of Massachusetts. Mr. Cubellis is the owner and operator of Mezza Luna, which is a business that has been in his family for 86 years.

Mr. Cubellis thanked the Town Administrator and the Select Board for giving Mezza Luna the citation, and he said it is truly an honor. He said that he grew up in Buzzards Bay, and he always wanted to be like his dad and run the Mezza Luna Restaurant. He thanked his customers, his team, and his wife and children for all their support. He said that Mezza Luna will be here for a long time as his daughter is attending Johnson and Wales University for culinary arts restaurant management and intends to take over the family business someday.

Pole hearing: Installation of one new pole in order to service 120 Waterhouse Road.

At 7:09 PM, Chair Mastrangelo entered the notice of the public hearing into the record.

An Eversource Representative explained that a new pole needs to be installed at 120 Waterhouse Road.

Anne-Marie Siroonian asked if the pole was a replacement or new, and if it was single or double, and where it would be located. The representative said that it is a single new pole, and it will be located on the opposite side of the road.

Voted: Melissa Ferretti moved, and Anne-Marie Siroonian seconded to the placement of the pole at 120 Waterhouse Road.

Vote: 3-0-0.

8. Discussion and possible vote on the Constable application submitted by R. Coletti.

Richard Coletti said that he has been a constable/processor for 22 years. He said he has served thousands of subpoenas and papers of any type of civil and probate process. He said that he feels he will be an asset to the Town of Bourne.

Chair Mastrangelo asked if they are appointed on a term basis, and Town Administrator, Marlene McCollem said that she thinks they are appointed annually.

Voted: Anne-Marie Siroonian moved, and Melissa Ferretti seconded, to appoint Richard Coletti as Constable for a term to expire on June 30, 2024.

Vote: 3-0-0.

9. Discussion and possible vote to approve the sale of Bond Anticipation Notes (BANS).

Erica Flemming, Finance Director, said that last Thursday they held a sale of Bond Anticipation Notes (BANS). She said that they are short term notes, and they added no additional debt. She said they made mandatory pay downs of \$900,878., as budgeted in the FY24 operating budget. The total amount of the notes sold is \$3,552,402. She said that they had 4 bids, and they are awarding TD Securities LLC. She said that the interest cost is 3.478.

Voted: Anne-Marie Siroonian moved, and Melissa Ferretti seconded, in accordance with the document provided for the sale of Bond Anticipation Notes.

Vote: 3-0-0.

10. Town Administrator's report

Ms. McCollem said that it is time to renew dog licenses. She said that the bylaw has recently changed, and they will not be sending out reminder notices. Dogs need to be registered before March 31st, so they will not incur any late charges and penalties. She said that people can register by mail, online or in person. Any questions regarding dog licenses can be directed to the Town Clerk's Office.

Ms. McCollem said that she has had an introductory meeting with representatives from Mass. Development about the potential redevelopment and reuse of approximately 200 acres at Joint Base Cape Cod (JBCC) for housing and other non-military uses. Mass. Development has retained the Barrett Planning Group LLC, BETA Inc., and Dodson and Flinker Inc. to help guide the community engagement and outreach process. She thinks that the public outreach and communication plan is still being developed, however, the proposal may be on the agenda for the next Military Civilian Community Council meeting scheduled for February 28th at 5:30 PM at JBCC. She said that the Town of Bourne will need to be engaged at every step along the way, including how to determine local zoning controls and the provision of future municipal and educational services. She said that she will keep the Select Board informed as she receives more definitive information.

11. Consent Agenda:

- a. Appointment of Karl Splihaus (associate member) to the Historic Commission as a full-time member.**

Ms. McCollem said that she will confirm appointment dates.

b. Appointment of Zach Commeau to the Recycling Committee and the Energy Advisory Committee.

Ms. McCollem said that she will confirm appointment dates.

c. Council on Aging donation for Veteran's Coffee Hour.

d. Natural Resources donations for shellfish program.

e. Date change request for previously approved Sandwich-Bourne Lions Club Rabies Clinic.

Voted: Anne-Marie Siroonian moved, and Melissa Ferretti seconded to approve the consent agenda as presented.

Vote: 3-0-0.

12. One Day Liquor License for Beer & Wine at St. Margaret's Parish on 1/27/2024.

Ms. McCollem said that everything for this request is in order.

Voted: Melissa Ferretti moved, and Anne-Marie Siroonian seconded to approve a one-day liquor license for beer & wine at St. Margaret's Parish on 1/27/2024.

Vote: 3-0-0.

13. Recreation Committee presentation – needs analysis and priorities.

Roger Maiolini, Chair of the Recreation Committee, started by thanking the rest of the Recreation Committee and Assistant Town Administrator, Liz Hartsgrrove, for all their work. He then showed a slide presentation to the Board. Mr. Maiolini said that the Recreation Committee was tasked by the Select Board with pausing capital initiatives until a comprehensive evaluation on recreation programming and assets was complete, due to concerns raised by community members.

Mr. Maiolini explained the planning process for this evaluation, and how they looked at the who, what, where, when and how. He said that through the process they determined that the Recreation Committee was not communicating enough to the community unless they used Facebook. He said that they also looked at the town's strengths, weaknesses, challenges, threats, and opportunities.

Jim Linsky, Recreation Committee, also thanked Liz Hartsgrrove for all her help in this evaluation, and he thanked Mr. Maiolini for his leadership in putting this together. Mr. Linsky said that there are 12 locations of Recreation in the town, and 6 are on the northside and 6 are on the southside of the Canal. He said that there are multiple assets in most of the locations, which total 34 assets. He said that his subcommittee visited all locations and assets. He said that they evaluated each asset from a scale of 1 to 5, with 1 meaning brand new and 5 meaning extremely poor condition, and put them in a report. They brought their findings back to the full Recreation Committee and they voted on each of the assets. It was revealed that 75% of the assets need improvements in the immediate and near future and that 44% of the assets were of high priority.

Mr. Linsky said that they then prioritized the actionable solutions, and they came up with two recommendations. The first recommendation is a feasibility study of 4 areas. Those areas are the recreational areas of Clark Field, Pocasset, Chester Park, and Keith Field. The second recommendation is a total re-design of the current skate park to make it an all-wheel park. To make

this happen, the park would need to be enlarged and this would include taking some of the softball field. This means that the softball field would need to be re-designed or re-purposed.

Mr. Maiolini said that they will continue their work on the Recreational areas and will probably have a few more recommendations next year. He said that the Recreation Committee would like to file 2 CPC applications for the FY24 Annual Town Meeting. The first is for the feasibility study at a cost of \$150,000. and the second is for the all-wheel park for a cost of \$500,000.

Chair Mastrangelo thanked everyone for their work on this evaluation, and the plan. She said that they did a great job, and the plan is excellent. Ms. Ferretti said that it is wonderful, and you can see that they all did a great deal of work on this. Ms. Siroonian said that the idea of an all-wheel park is great, and she said that they did a lot of work on this vision, and it's fantastic.

Chair Mastrangelo wants to know about the \$500,000. and if it includes other purposes for the softball field. Ms. Hartsgrrove explained how they came to the \$500,000. number, and that there is some money in this request for planning the field. She also talked about repairs for courts, and about the possibility of planning for other sports.

Ms. McCollem talked about the next steps. She said that this plan is exactly what she needed for working with the DPW and the Recreation Department to draft a 5-year capital plan. Ms. Hartsgrrove said that the previous 5-yr plan is being revised because they now have accurate information.

Voted: Anne-Marie Siroonian moved, and Melissa Ferretti seconded to support the FY25 recommendation as presented and further, as noted in the slides, to direct the Town Administrator and staff to file 2 CPA applications for the 2024 Annual Town Meeting, the \$150,000. for feasibility study for Clark, Pocasset, Chester, and Keith recreational areas, and \$500,000. to reimagine and reconstruct and enlarge the skate park into an all-wheel facility, and re-purpose the softball field behind the community building.

Vote: 3-0-0.

Ms. McCollem said that she and Katie Matthews, Acting Recreation Director, will be working with DPW so that before they build the park, they will have a good understanding of the costs of maintenance. Ms. Hartsgrrove said that this is included in the scope that the Recreation Committee wants and for the feasibility study as well, so they will be sustained for a longer period.

14. FY25 Departmental Budget review

a. Recreation

Ms. McCollem said that the Recreation Department is in a state of flux right now and this budget was developed with the prior Director. She said that she has met with Finance and the Acting Director of Recreation, Katie Matthews, to orient her to make sure that she agrees with the budget. She said that the Director position is currently being advertised, and that currently Ms. Matthews is doing a great job running the department all by herself.

She said that there are savings in salaries due to the vacant position of Director. She said that last summer they had 2 head lifeguards, and this year there will be 3, and there will still be a total of 10 lifeguards. She said that they implemented incentives for the lifeguards to work the whole summer, and this year those costs are broken out. She said that there are increases in the uniform and miscellaneous supplies lines.

Katie Matthews talked about a few of the programs that are in the works in the Recreation Department. She also said that in the miscellaneous line, part of it is adding first aid supplies. She said that years ago it was decided that Recreation could lump in with the Fire Department supplies, and Recreation needs their supplies at the end of June, and at that time the Fire Department needs to hold on to what they have until July 1.

b. Library

Ms. McCollem said that the salaries are contractual. She said that Oil is being moved to Facilities. She said that the Data Processing Service line is going up by \$3,500. and it includes the new CLAMS network, which has additional fees. She said that there are minor increases in the Office Supplies and Copy Machine lines. She also explained the transfer of budgeted funds from printed books to E-books. Ms. McCollem said that the library budget meets the accreditation requirements.

c. Town Clerk & Elections

Ms. McCollem said that this budget is based on three elections. Town Clerk, Barry Johnson, said that he is appreciative of Assistant Town Clerk, Mary Fernandes, and the rest of the Clerk's Office staff. Mr. Johnson said that the only increase in the Clerk's Office budget is in Personnel Services which are contractual.

Mr. Johnson said that in FY25 the Elections budget reflects 3 elections. He said that the first election is the Tuesday after Labor Day, so they will be incurring a little bit of holiday pay for Facilities and DPW for set up. Mr. Johnson explained the budget lines regarding the elections. He said that he increased Personnel Services by \$35,000. to cover all three elections and the early voting dates.

d. ISWM

Dan Barrett, General Manager ISWM (Integrated Solid Waste Management), said that the personnel changes in the budget are contractually driven. He said that the Rental of Miscellaneous Equipment line is for the trailers that they rent. Mr. Barrett said that there are a few decreases in the budget, including Insurance and Long-Term Interest. He said that the Hazardous Waste line is going up \$5,000, and the Energy/Electricity is going up by \$3,000.

Mr. Barrett said that in the Repair and Maintenance of Heavy Equipment line they are going up by \$80,000. He said that this is for bulldozer repairs. There was also an increase of \$700,000. for leachate processing and disposing of the materials. He also explained the process of vertical expansion and how they will be barging leachate to New Jersey. He said that the Salvage Removal line went up \$80,000.

e. Emergency Management

Ms. McCollem said that the Salaries are the COLA increases. She said that they were able to reduce \$1300. for trailer storage rental.

f. Information Technology

Ms. McCollem said there are no changes in the Information Technology budget at this time.

15. Review and discuss FY2025 Operating and Capital Budgets.**a. Possible vote to send the draft FY25 Operating and Capital Budgets to the Finance Committee in advance of February 1st, excluding the Sewer Enterprise Fund Budget.**

Ms. McCollem said that they are expecting amendments, and that this budget may still need to be changed as the state numbers are not in yet. Chair Mastrangelo said that the process has been good, although she is a bit concerned about the Recording Secretary budget and would like to get a list of what committees have recording secretaries. She said that she is ready to turn this budget over to the Finance Committee.

Voted: Anne-Marie Siroonian moved, and Melissa Ferretti seconded, to send the draft of Fiscal Year 2025 General Fund and ISWM Operating and Capital budget to the Finance Committee.

Vote: 3-0-0.

16. Policy**a. 3rd reading: curbside collection policy amendments.**

Ms. McCollem said that the curbside collection policy has been reviewed by Town Counsel and their changes had to do with taking away the word “warranty”. She said that he made a few other changes. She said that the reason for the amendment is to get a solution for mixed use properties. She said that the proposed language is mixed use properties that include residential units, shall be eligible for curbside collection for the residential units only, so long as the density does not exceed 4 residential units on the lot.

Chair Mastrangelo said that the section about damaged carts needs to be modified. There was more discussion about normal wear and tear compared to other damage to the carts.

Neal Comen said he was there to advocate for trash and recycling for Wildwood Lane. He stated the reasons why he feels that there should be town trash and recycling service at Wildwood Lane and about his discussion with the Town Assessor about not being able to file for abatements. There was discussion about how many properties per lot on Wildwood Lane that there are. Mr. Comen also asked for the Select Board to authorize tax abatements if they do not receive trash and recycling service on Wildwood Lane. Chair Mastrangelo informed Mr. Comen that the Select Board is not authorized to issue abatements.

Voted: Anne-Marie Siroonian moved, and Melissa Ferretti seconded to approve the curbside collection policy with the addition of the residential in section 2.1.1 and the proposed changes to the cart section, as amended.

Vote: 3-0-0.

Ms. Ferretti said that she feels that it is unfortunate that they cannot keep everyone happy, but the parameters have been set regarding the density and safety, and they must accept it.

b. Process for developing draft Marijuana review procedures – use standing policy subcommittee or ad hoc subcommittee.

Chair Mastrangelo explained to Ms. Ferretti about the last meeting's discussion regarding the development of marijuana procedures. She said that the rest of the Select Board felt that Ms. Siroonian and Ms. Ferretti should be the subcommittee because of their opposing views on the matter, and they both agreed that they would become the sub-committee for drafting the marijuana review procedures. There was some discussion about developing the host community agreement.

Voted: Chair Mastrangelo moved, and Anne-Marie Siroonian seconded to develop a Select Board ad-hoc sub-committee for the purpose of developing the draft marijuana review procedures.

Steve Strojny, Monument Beach said that with the March 1st deadline coming up, the question he has is when they envision the ad-hoc subcommittee meeting. Chair Mastrangelo said she does not know when they will be meeting, although they will probably meet a few times before March.

Vote: 3-0-0.

c. Public-Facing FAQ page for submitting correspondence to the Select Board.

There was some discussion about someone sending in correspondence and asking to not have it become part of the correspondence in the packet, and about someone having their name redacted. The Select Board agreed that if the correspondence goes into the packet, then the name will not be redacted.

17. Minutes

None.

18. Committee reports

Chair Mastrangelo said that they will talk about the MMA Conference at the meeting on February 6th. The time of the meeting is 7:00 PM to 8:30 PM.

Ms. Siroonian said that there is a vacancy on the Cable, Internet & Telecommunications Advisory Committee and if anyone is interested to submit their request form.

19. Correspondence

Anne-Marie Siroonian read aloud the correspondence for January 23rd, 2024:

- DEP Letter – 5-year review of JBCC Impact Area Groundwater Study Program.

- Independence House – FY24 2nd quarter stats.
- License application for a pier at 10 Briarwood Lane.
- Upper Cape Tech minutes from 12/14/23.

These are all on the Town's website.

20. Future Agenda Items.

Previously discussed.

21. Next meeting dates:

January 30 & February 27: Sewer Commissioners
February 6, 13 & 20 Select Board

22. Adjourn

Voted: Anne-Marie Siroonian moved, and Melissa Ferretti seconded to adjourn.
Vote: 3-0-0.

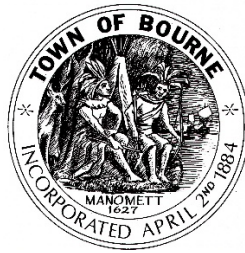
This meeting of the Bourne Select Board was adjourned at 9:15 PM.

Respectfully Submitted,

Kim Johnson, Recording Secretary

Reasonable accommodations for people with disabilities are available upon request. Include a description of the accommodation you will need, including as much detail as you can and include a way we can contact you if we need more information. Please allow advance notice. Send an email to kthut@townofbourne.com or call the Town Administrator's Office at 508-759-0600 x1503.

TOWN OF BOURNE

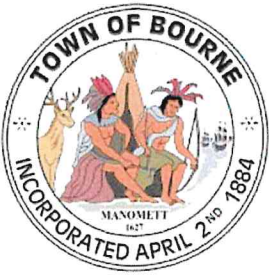


Vision

Bourne is a proud community that embraces change while respecting the rich heritage of the town and its villages. It is a municipality based on strong fiscal government with a durable economy that recognizes the rights of all citizens, respects the environment, especially the coastal areas of the community and the amenities that it affords. Bourne embraces excellent education, and offers to citizens a healthy, active lifestyle.

Mission

Bourne will maximize opportunities for social and economic development while retaining an attractive, sustainable and secure coastline and environment for the enjoyment of residents and visitors. Through responsible and professional leadership and in partnership with others, Bourne will strive to improve the quality of life for all residents living and working in the larger community.



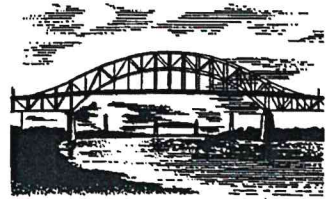
Town of Bourne Select Board



www.townofbourne.com



24 Perry Ave, Bourne, MA 02532



Public Hearing

POLE HEARING

The Select Board will hold a public hearing upon the petition dated December 6, 2023 from NSTAR Electric Company (d/b/a Eversource Energy) and Verizon New England Incorporated.

The petition proposes the installation of one new joint owned pole (#298/28.5A) on Waterhouse Road, Bourne, MA. This petition is necessary in order to upgrade service to 120 Waterhouse Road.

Said hearing will be held in person and on zoom, on **Tuesday, January 23, 2024** at 7:05 p.m. in the Bourne Veteran's Memorial Community Center, 239 Main Street, Buzzards Bay 02532.

Written comments may be submitted to the Select Board via email to msimone@townofbourne.com by Wednesday, January 17, 2024, noon or real time comments can be addressed to the Select Board at said hearing in person or remotely utilizing the Zoom link or telephone number and password:

<https://zoom.us/join>

Meeting ID: 869 5775 5505

US Toll-free: 1-929-205-6099

Password: BOURNE

Mary Jane Mastrangelo, Chair
Melissa Ferretti, Vice Chair
Ann Marie Siroonian, Clerk
Jared MacDonald
Peter Meier
Bourne Select Board

RECEIVED
2024 JAN 11 PM 4:44
TOWN CLERK DORIS



273 Summer Street, Plymouth, MA 02360

Town Copy

December 7, 2023

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

2023 JAN -3 PM 12:50
TOWN CLERK BOURNE

RECEIVED

Dear Select Board,

Enclosed you will find a petition covering the installation of One (1) New JO Pole# 298/28.5 on Waterhouse Road in Bourne. This new pole and is necessary to upgrade service to 120 Waterhouse Road.

Favorable action on the part of the Select Board will be greatly appreciated.

Very truly yours,

Faye Sweatman
Right-of-Way-Agent
(508) 732-4239

enc.

**PETITION FOR NEW
JOINT OR IDENTICAL POLE LOCATIONS**

Bourne, Massachusetts, December 6, 2023

TO SELECT BOARD FOR THE TOWN OF BOURNE, MASSACHUSETTS.

**NSTAR ELECTRIC COMPANY (d/b/a Eversource Energy) and W.O.# 14369333
VERIZON NEW ENGLAND INCORPORATED**

requests permission to locate and relocate poles, wires, cables, and fixtures, including the necessary sustaining and protecting fixtures, to be owned and used in common by your petitioners, along and across the following public way or ways:

Waterhouse Road

**Install one (1) New Joint Owned
Pole #298/28.5A**

Wherefore it prays that after due notice and hearing as provided by law, they be granted joint or identical locations for and permission to erect and maintain poles, wires, and cables, together with such sustaining and protecting fixtures as they may find necessary, said poles to be erected substantially in accordance with the plan filed herewith marked **Plan No. 14369333- dated October 3, 2023.**

Also,
that permission be and hereby is granted to each of said Companies to lay and maintain underground cables, conduits, wires, vaults and necessary equipment in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each may desire for distributing purposes.

Your petitioners agree to reserve space for one crossarm at a suitable point on each of said poles for the fire, police, telephone and telegraph signal wires belonging to the municipality and used by it exclusively for municipal purposes.

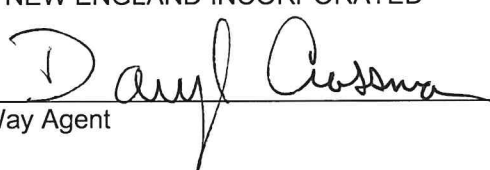
NSTAR ELECTRIC COMPANY (d/b/a Eversource Energy)

By


Faye Sweatman, Right-of-Way Agent

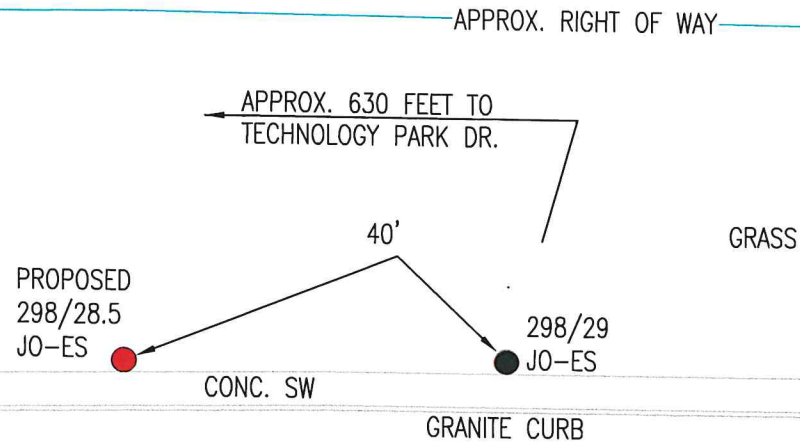
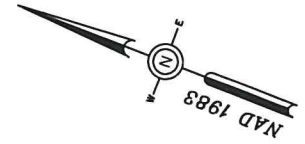
VERIZON NEW ENGLAND INCORPORATED

By


Right-of-Way Agent

27.0_87_0
119-123 WATERHOUSE I
N/F
RAPONI FRANCO TRS OF

Plan to accompany petition of **EVERSOURCE ENERGY** to install
NEW CLASS 1 45' JO POLE 298/28.5 40' from Pole 298/29 for
customer @ #120 Waterhouse Road.

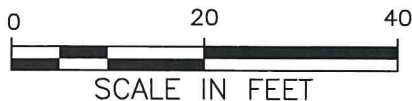


LEGEND

- Proposed Pole
- Existing Pole
- Pole with Riser

27.0_151_0 APPROX. RIGHT OF WAY
120 WATERHOUSE RD
N/F
WATERHOUSE PROPERTIES LLC

27.0_152_0
122 WATERHOUSE RD
N/F
WATERHOUSE PROPERTIES LLC



MASS. LAW

REQUIRES 72 HOURS ADVANCE NOTICE TO UTILITY COMPANIES
BEFORE DIGGING BY ANYONE. CALL DIG-SAFE 1-888-344-7233

Plan #	14369333
Ward #	-
Work Order #	14369333
Surveyed by:	N/A
Research by:	JC
Plotted by:	JC
Proposed Structures:	JC
Approved:	K RICE
P#	

NSTAR
ELECTRIC
d/b/a **EVERSOURCE**
1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125

Plan of WATERHOUSE ROAD
BOURNE
Showing PROPOSED POLE LOCATION

Scale	1"=20'	Date	10/3/23
SHEET	1 of 1		

WO# 14369333
WATERHOUSE ROAD
BOURNE, MA

27.0_87_0
119-123 WATERHOUSE RD
N/E

PO BOX 3139
POCASSET, MA 02559

27.0_151_0
120 WATERHOUSE RD
N/E

124 WATERHOUSE RD
BOURNE, MA 02532

27.0_152_0
122 WATERHOUSE RD
N/E

124 WATERHOUSE RD
BOURNE, MA 02532



Constables

A constable shall be elected for a three year term (Town Charter, Article 6, Section 6-4). In addition, the Select Board may appoint, for terms not exceeding three years, as many constables as they deem necessary (MGL Chap 41, Section 91A).

Brief History of Constables

In colonial times, a constable was the "keeper of peace" and was responsible for maintaining the tranquility enjoyed by the citizens of a community. As time went on and Police Departments were formed, the powers and duties of the constable shifted. Modern day constables are responsible for posting Town Meeting warrants, serving civil papers, and overseeing order at Town Meetings and elections. A full list of power and duties can be found by [clicking here](#).

Application Process

Those interested in becoming a constable for the Town of Bourne are required to submit the following documents:

- A letter, addressed to the Select Board, stating reasons for desiring such appointment
- A statement as to the moral character of the applicant signed by an attorney-at-law
- A statement as to the moral character of the applicant signed by at least four reputable citizens of the city or town of the applicant's residence
- A completed [Town of Bourne employment application](#)
- A completed [CORI form](#) and a copy of your driver's license

If appointed, you will be required to obtain a certified constable bond of \$5,000.00. The above documents may be submitted three ways:

Email	msimone@townofbourne.com include "Constable Appointment" in the subject line
Mail	Town of Bourne Attn: Constable Appointment 24 Perry Ave Buzzards Bay, MA 02532
In Person	Bourne Town Hall Select Board/Town Administrator's Office First Floor - Room 101

RICHARD J. COLETTI
PROFESSIONAL CONSTABLES & PROCESS SERVICES

East Wareham MA 02538

rd
www.napps.org

BOURNE BO OF SELECTMEN
ROUD 2023 DEC 7 AM 11:25

Town of Bourne
Selectmen's Office
24 Perry Avenue
Buzzards Bay MA 02532

December 2, 2023

To whom it may concern,

I am writing to express my interest in becoming a Constable for the Town of Bourne. I believe my training and experience as a Constable/Process Server for over 21 years will be an asset to the town.

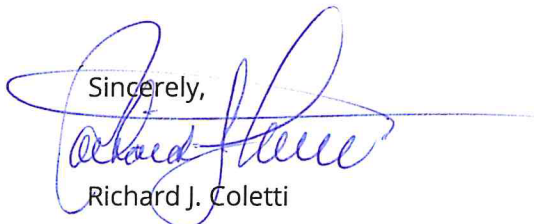
I've served over thousands of legal documents for attorneys, Department of Revenue Child Support, Committee of Public Counseling Services, landlords, municipalities, and ordinary citizens in the areas of subpoenas, summonses, all probate process, civil warrants, evictions, and vehicle repossessions.

To be appointed would be an added benefit to my perspective attorneys and clients, as well as the Town of Bourne in general that I would not have been able to do in the capacity just as a Process Server in your town.

I currently serve and am bonded as a Constable in the municipalities of Wareham, Marion, Mattapoisett, Lakeville and New Bedford. I am aware that I would need a Constable bond, and I do have an up to date Conflict of Interest Law certificate that I will submit.

If you have any questions please do not hesitate to contact me. Thank you for your time.

Sincerely,



Richard J. Coletti

Law Offices Of
James R. McMahon, III, P.C.

25 Main Street, Second Floor

Post Office Box 313

Buzzards Bay, MA 02532-0313

Of Counsel:

James R. McMahon, Jr., Esquire
(1929 - 2005)

E-mail: mcmahonlawoffice@verizon.net

Tel: (508) 759-9099

Fax: (508) 759-1353

Paralegal:

Shelley A. McMahon

December 5, 2023

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

To Whom it May Concern,

I am writing on behalf of Richard J. Coletti, of 4 Lisa Lane, in East Wareham, whom I have known for 35 years, and can attest to his moral character. He has shown to be a hard working, dedicated, and honest person who stands on his principles of integrity.

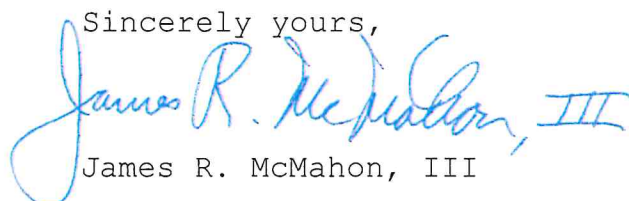
There is no doubt that Mr. Coletti will do a great job as a Constable for the Town of Bourne in the same way as he has done for the other Massachusetts municipalities in which he has been appointed a Constable.

I have used Mr. Coletti countless times in the past 20 years to perform service of process for me, and he has shown to handle himself in a professional manner, and performs the job with excellence.

It is an honor for me to recommend Richard J. Coletti as a Constable for the Town of Bourne.

If you have any questions regarding any of this, please feel free to contact me. Thank you for your consideration of this recommendation.

Sincerely yours,


James R. McMahon, III



12/4/23

To whom it may concern,

I have known Rick Coletti for more than 20 years. I have always known him to be a hard working, honest, man who surrounds himself with really good people. I know him to be a man of strong family man with high moral character. He has served as Constable in many local communities for many years and Bourne would be lucky to have him.

I would happy to answer any questions that you may have. Please feel free to contact me.

Sincerely,

Dr. Chris Thornell



Law Office Of Bello & Bello

184 Main Street
Wareham, MA 02571

Leonard M. Bello, Esquire
Harry M. Bello, Esquire (1937 - 2017)

Tel: 508-295-2522
Fax: 508-295-1638
AttyLBello@Gmail.com

December 5, 2023

Re: Constable Richard J. Coletti

To whom it may concern:

I have had the privilege of working with Mr. Coletti as a Constable and have used his services quite often over the last 20 years. I have always found him to be trustworthy, hardworking, prompt, reliable, and professional. Mr. Coletti has good communication skills and is truly dedicated to his work.

I wholeheartedly recommend Mr. Coletti to serve as Constable. He is an exemplary professional and would be an asset to the Town of Bourne.

If you have any further questions, please do not hesitate to contact me.

Very truly yours,

A handwritten signature in cursive script that reads "Cheryl A. Silva".

Cheryl A. Silva
Senior Paralegal

Letter of Reference for Richard (Rick) Coletti
December 5, 2023

To whom it may concern,

I would highly recommend Rick Coletti for the position of Constable in the town of Bourne. I have known Rick for five years and can attest to his work ethic and character. He is a man of integrity and would serve to be a great addition to the town of Bourne.

Rick is also a Notary Public and has been a valuable help to me both in my personal life and as the Chairman of a town committee. As a person with many years of law enforcement experience Rick possesses the perfect demeanor for a Constable.

I am honored to write this letter of reference on behalf of Rick Coletti.

If you have any further questions I would be happy to speak with you further.

Sincerely,
Mark R. Swan



Selectman's Office
24 Perry Avenue
Buzzards Bay MA 02532

12/6/2023

To whom it may concern,

I am writing on behalf of Richard J Coletti, who I have known for 25 years and can attest to his moral character. He has shown to be a hard-working, dedicated, and honest person who stands on his principles of integrity.

There is no doubt that Mr. Coletti will do a great job as a constable, the same way as he has done for the other areas that he has been appointed as a constable in

I have used Richard countless times in the past 15 years to serve the need of congregation, he has shown to handle himself in a professional manner, and performed the job to the upmost of his ability.

It would be an honor to recommend him as a constable for the town of Bourne.

If you have any questions, please feel free to contact me. Thank you for this consideration.

Sincerely

Rev Gerald A.Fernandes Jr

Onset Foursquare Church 301 Onset Ave. Onset MA 02558. Phone [REDACTED]

Law Offices of
Robert L. Perry
191 Main Street, Suite 215
P.O. Box 963
Wareham, MA 02571-0963
rperry@robertperrylaw.net

Robert L. Perry, J.D.

1-800-293-6124
508-295-6124
Fax 508-295-2154

Board of Selectman
24 Perry Avenue
Buzzards Bay, MA 02532

December 6, 2023

RE: Richard J. Coletti

Dear Chairperson and Members of the Board,

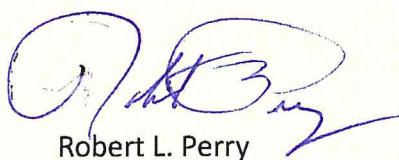
This letter is intended to encourage you to appoint Mr. Coletti as a constable in Bourne.

I've known and worked with Mr. Coletti for at least Thirty-Five (35) years. I've always been impressed with his honesty, fairness, knowledge and particularly with his concern and efficiency when serving documents for me. In fact, Mr. Coletti has become basically the only process server I use.

Since I have occasion periodically to require service be made in Bourne I currently find it necessary to petition the various courts to appoint Mr. Coletti as a "Special Process Server" in order to utilize his expertise. Were you to approve his appointment it would save me a lot of extra work therefore, as an attorney, I would appreciate your favorable vote.

Thank you for your consideration in this matter.

Yours Truly,



Robert L. Perry



Richard Coletti

has completed the

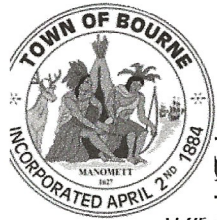
**Acknowledge Receipt of the Summary of the
Conflict of Interest Law for Municipal Employees**

elearning course

FEBRUARY 14, 2023

CERTIFICATE NUMBER:
SEC-761131712153

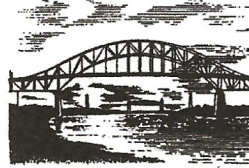
Town of Bourne



www.townofbourne.com



24 Perry Ave, Bourne, MA 02532



VALENT BANK FORM

The success of any local government depends largely on the participation of its citizen volunteers

The Town of Bourne seeks interested residents to become involved as volunteer members of Town Boards, Committees or Commissions. Please fill out this form if you are interested in serving.

Name: KARL SPILHAUS

Address:

Village:

BOURNE

Telephone: Email:

Occupation:

RETIRED LAWYER/BUSINESS

Please list in order of preference which committee(s) you are interested in:

HISTORICAL COMMISSION

Briefly describe why you would be an asset to this committee(s). Include any special training and qualifications:

I HAVE SERVED AS AN ALTERNATE OR ASSOCIATE
ON THE COMMITTEE FOR SEVERAL YEARS. I AM
THE SENIOR ASSOCIATE MEMBER. I'D LIKE TO
MOVE UP TO A VOTING MEMBER IN LIGHT OF
RECENT RESIGNATION OF ANOTHER MEMBER.
THERE IS A VACANCY.

January 16, 2024

Town of Bourne
Town Administrator, Marlene McCollem
✓ Select Board Members
24 Perry Avenue
Bourne, MA 02532

Subject: Appointment of Karl Spilhaus to Bourne Historical Commission

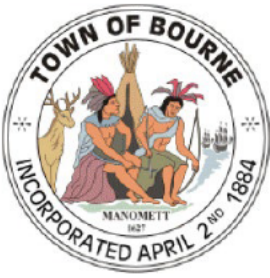
With the resignation of Carl Georgeson the Bourne Historical Commission would like to move senior associate member Karl Spilhaus to the position of a full member. Karl is a valued member of the Commission and we look forward to having him as a full member.

Thank you for your consideration.



Neil F. Langille
Chair
Bourne Historical Commission





Town of Bourne



www.townofbourne.com



24 Perry Ave, Bourne, MA 02532



TALENT BANK FORM

The success of any local government depends largely on the participation of its citizen volunteers

The Town of Bourne seeks interested residents to become involved as volunteer members of Town Boards, Committees or Commissions. Please fill out this form if you are interested in serving.

Name: **Zachary Commeau**

Address:

Village:

Telephone:

Email:

Occupation: **Regional EHS Manager**

Please list in order of preference which committee(s) you are interested in:

Recycling Committee

Energy Advisory Committee

Briefly describe why you would be an asset to this committee(s). Include any special training and qualifications:

I am an Regional Environmental, Health and Safety Manager for a marina cooperation, Currently a member of the Roadway traffic safety committee.

I have knowledge pertaining to Environmental procedures and awareness.

I specialize in Marine conservation and protection.

Young and excited to better my community.

From: [Debora Oliviere-Llanes](#)
To: [Tracy Sullivan](#); [Kathleen Thut](#)
Subject: RE: Memorial Donation Check for Select Board Review
Date: Tuesday, January 9, 2024 4:48:05 PM

Kathleen,

FYI - The donation is to fund the cost for the Veteran's Coffee hour which the COA & Veteran's Administration host the second Wednesday of the month.

Deb

From: Tracy Sullivan
Sent: Tuesday, January 9, 2024 4:45 PM
To: Kathleen Thut <kthut@townofbourne.com>
Cc: Debora Oliviere-Llanes <DOliviereLlanes@townofbourne.com>
Subject: Memorial Donation Check for Select Board Review

Good Afternoon Kathleen,

Please find attached a Memorial Donation Check for Select Board Review – In Memory of U.S. Marine Corporal Nicholas G. Xiarhos for One Thousand Dollars, (\$1,000).

Kindest regards,

Tracy A. Sullivan

Administrative Assistant
Bourne Council on Aging
Town of Bourne
24 Perry Ave
Buzzards Bay, MA 02532

508.759.0600 x 5222



Department of Natural Resources

Memorandum

To: Select Board, Town Administrator
From: Chris Southwood, DNR Director
Date: January 10, 2024
Subject: Shellfish Propagation Fund Donations: Pocasset Water Quality Coalition, Jennifer Chisser

Select Board,

The Department of Natural Resources is requesting that the Select Board accept the following donations for the Shellfish Propagation Fund.

Pocasset Water Quality Coalition: \$2000.00

Jennifer Chisser: \$35.00

The Shellfish Propagation Program has long been an integral management component for Bourne's Shellfish Department. The shellfish propagation program is one of the few examples of a fishery that replenishes a harvested stock. Growing nursery stock shellfish from approved State hatcheries and adding it to the local environment of wild stock ensures the continual reproduction of shellfish in Bourne waters by maintaining a brood stock. This enhancement has helped to alleviate over harvest and environmental issues to allow for consistent shellfish species that can be harvested.

The Shellfish Propagation Fund has allowed for an increase in the amount of shellfish seed (oysters, quahogs, soft-shell, and scallops) to be purchased annually.

From: [Maria Simone](#)
To: [Pelonzi, David](#)
Cc: [Griffin, Kimberly](#)
Subject: RE: Rabies Clinic Update
Date: Thursday, January 11, 2024 10:45:00 AM
Attachments: [image001.png](#)
[image002.png](#)
[image004.png](#)

Great I will let them know and request the Select Board approve the new dates.

Thanks!

-Maria

From: Pelonzi, David
Sent: Thursday, January 11, 2024 10:27 AM
To: Maria Simone <msimone@townofbourne.com>
Cc: Griffin, Kimberly <KGriffin@townofbourne.com>
Subject: RE: Rabies Clinic Update

All set with the new dates. Thanks.

Respectfully,

David S. Pelonzi, EFO
Assistant Chief
Bourne Fire/Rescue and Emergency Services
51 Meetinghouse Lane
Sagamore Beach, MA 02562
<http://www.bournefire.com>
office: (508) 759-0600, ext. 2223
cell: (508) 564-1754
fax: (508) 888-2658



Follow BourneFireCC on social media



Please be advised that municipal email is considered public record and is subject to Massachusetts General Law, Chapter 66.

From: Maria Simone
Sent: Thursday, January 11, 2024 9:58 AM
To: Pelonzi, David <DPelonzi@townofbourne.com>
Subject: Rabies Clinic Update

Good Morning,

The Sandwich-Bourne Lions Club just called me regarding their rabies clinic event in April. The vet they use would like to change the dates. Original approved dates were 4/6 and 4/20. New dates would be 4/13 and 4/27. The opengov record number is EA-23-62 for reference. Please let me know if these new dates will work.

Thank you,

Maria Simone
Administrative Assistant
Town Administrator's Office
Town of Bourne
508.759.0600 x1304



ODLL-24-1

One Day Liquor License

Status: Active

Submitted On: 1/6/2024

Primary Location

143 Main Street

Bourne, MA 02532

Owner

Roman Catholic Bishop of Fall
River

Main Street 141 Buzzards Bay,
MA 02532

Applicant

 Ernest Boucher

 
 sacristy1@comcast.net

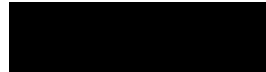
 141 Main St.
Buzzards Bay, MA 02532

Applicant Information

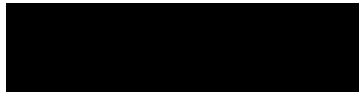
Contact/Manager Name*

Fr Marek Chmurski

Contact/Manager Phone*



Contact/Manager Email*



Type of Organization*

Non profit

Name of Organization*

St. Margaret's Church

Type of License

Beer & Wine -\$25

Organization Address*

141 Main Street Buzzards Bay, MA
02558

Premises to be Licensed

Venue Name*

St. Margaret's Church Hall

Address*

143 Main Street Buzzards Bay, MA
02532

Venue Contact Person

Ernest Boucher

Venue Phone Number



Is this event indoors or outdoors?*

Indoors

A site plan will be required for all events. The plan should indicate where alcohol will be served and consumed. Additional details should include parking, tents, food setup, guest seating, etc. A hand drawn plan is acceptable.

Event Information

Type of event*

Parish Function

Provide a brief description of event*

Comedy show with dinner

Date of Event*

01/27/2024

Start Time*

5:00PM

End Time*

9:00PM

Admission Charge*

30.00

Estimated Hourly Attendance

4

Describe how alcohol will be served and managed/monitored*

Tip certified bartender

Additonal Permits

Will there be food?

Yes

Brief description of food

Brought in from Meza Luna

Will a tent(s) be used?

No

Will there be a raffle?

Yes

Will there be vendors?

No

Will there be entertainment?

Yes

Brief description of entertainment

Comedy Show

Liability Disclaimer

Signature*

✓ Fr Marek Chmurski
Jan 6, 2024

Signature

Signature

✓ Fr. Marek Chmurski
Jan 6, 2024

Timeline

Label	Activated	Completed	Assignee	Due Date
✓ Application Content and Attachments	1/6/2024, 11:55:44 AM	1/9/2024, 11:39:29 AM	Maria Simone	-
✓ Police Department	1/9/2024, 11:39:30 AM	1/10/2024, 1:54:47 PM	James Czyryca	1/15/2024
✓ Board of Health	1/9/2024, 11:39:30 AM	1/9/2024, 11:52:22 AM	Kaitlyn Shea	-
✓ Building	1/9/2024, 11:39:30 AM	1/9/2024, 1:08:40 PM	Ann Gutterson	-
✓ Department of Public Works	1/9/2024, 11:39:30 AM	1/9/2024, 12:51:33 PM	Matthew Quinn	-
✓ Fire Department	1/9/2024, 11:39:30 AM	1/10/2024, 11:10:35 AM	David Pelonzi	-
✓ Town Administrator Approval	1/16/2024, 8:49:17 AM	1/17/2024, 3:32:58 PM	Maria Simone	-
✓ Clerk's Office	1/9/2024, 11:39:30 AM	1/16/2024, 8:49:16 AM	Syreeta Amaral	-
📄 Original Submission	1/6/2024, 11:55:44 AM	1/6/2024, 11:55:44 AM	-	-
✓ License Commission Board Vote	1/17/2024, 3:32:59 PM	-	Maria Simone	-
💰 Fee Payment	-	-	Ernest Boucher	-
📄 One-Day Liquor License	-	-	-	-



Town of Bourne, MA

Jan 18, 2024

ODLL-24-1

Police Department

One Day Liquor License

Status: Complete

Assignee: James Czyryca

Became Active: Jan 9, 2024

Completed: Jan 10, 2024

Applicant

Ernest Boucher
sacristy1@comcast.net
141 Main St.
Buzzards Bay, MA 02532
[REDACTED]

Primary Location

143 Main Street
Bourne, MA 02532

Owner:

Roman Catholic Bishop of Fall River
141 Main Street Buzzards Bay, MA 02532

Comments

James Czyryca, Jan 10, 2024

No Police concerns. Must follow all liquor laws. All Liquor must remain inside venue.



Town of Bourne, MA

Jan 18, 2024

ODLL-24-1

Clerk's Office

One Day Liquor License

Status: Complete

Assignee: Syreeta Amaral

Became Active: Jan 9, 2024

Completed: Jan 16, 2024

Applicant

Ernest Boucher
sacristy1@comcast.net
141 Main St.
Buzzards Bay, MA 02532
[REDACTED]

Primary Location

143 Main Street
Bourne, MA 02532

Owner:

Roman Catholic Bishop of Fall River
141 Main Street Buzzards Bay, MA 02532

Comments

Syreeta Amaral, Jan 16, 2024

Raffle Permit issued November 17th, 2023. All Set

March

March
11th
15th

143
main
st

form
school

Bar





CERTIFICATE OF COMPLETION

This certifies that

Patricia Allen

is awarded this certificate for

TIPS Off-Premise Alcohol Seller Training



Hours
3.00



Completion Date
05/24/2023



Expiration Date
05/23/2026



Certificate #
OFF-000028808281

Official Signature

THIS CERTIFICATE IS NON-TRANSFERABLE

5000 Plaza on the Lake, Suite 305 | Austin, TX 78746 | 877.881.2235 | www.360training.com

(CUT HERE)

(CUT HERE)



Off-Premise

Issued: 05/24/2023

Certificate #: OFF-000028808281

CERTIFIED

Expires: 05/23/2026

Patricia Allen

Bundwich

MA 02563



Phone: 800-438-8477

www.gettips.com

This card was issued for successful completion of the TIPS program.

Signature _____

Certificate of Coverage

Date: 1/8/2024

Certificate Holder

The Roman Catholic Bishop of Fall River, Corp Sole
Chancery Office
450 Highland Avenue
Fall River, MA 02720

This Certificate is issued as a matter of information only and confers no rights upon the holder of this certificate. This certificate does not amend, extend or alter the coverage afforded below.

Company Affording Coverage

THE CATHOLIC MUTUAL RELIEF
SOCIETY OF AMERICA
10843 OLD MILL RD
OMAHA, NE 68154

Covered Location

ST. MARGARET CHURCH
141 MAIN STREET
BUZZARDS BAY, MA 02532-0000

Coverages

This is to certify that the coverages listed below have been issued to the certificate holder named above for the certificate indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the coverage afforded described herein is subject to all the terms, exclusions and conditions of such coverage. Limits shown may have been reduced by paid claims.

	Type of Coverage	Certificate Number	Coverage Effective Date	Coverage Expiration Date	Limits	
	Property				Real & Personal Property	
	D. General Liability				Each Occurrence	
	<input type="checkbox"/> Occurrence				General Aggregate	
	<input type="checkbox"/> Claims Made				Products-Comp/OP Agg	
					Personal & Adv Injury	
					Fire Damage (Any one fire)	
					Med Exp (Any one person)	
	Excess Liability	8781	7/1/2023	7/1/2024	Each Occurrence	500,000
					Annual Aggregate	
	Other Liquor Liability	8781	7/1/2023	7/1/2024	Each Occurrence	500,000
					Claims Made	
					Annual Aggregate	
					Limit/Coverage	

Description of Operations/Locations/Vehicles/Special Items (the following language supersedes any other language in this endorsement or the Certificate in conflict with this language)

Proof of Liquor Liability coverage for Comedy Show to be held at St. Margaret Parish Hall on January 27, 2024.

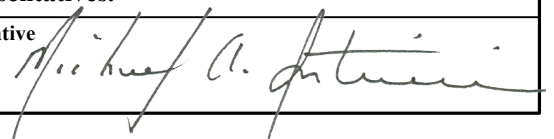
Holder of Certificate**Cancellation**

Additional Protected Person(s)

Town of Bourne
24 Perry Avenue
Buzzards Bay, MA 02534

Should any of the above described coverages be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the holder of certificate named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

Authorized Representative



0294002548

ENDORSEMENT

(TO BE ATTACHED TO CERTIFICATE)

Effective Date of Endorsement	1/27/2024	Charge	Credit
Cancellation Date of Endorsement	1/28/2024		
Certificate Holder	The Roman Catholic Bishop of Fall River, Corp Sole Chancery Office 450 Highland Avenue Fall River, MA 02720		
Location	ST. MARGARET CHURCH 141 MAIN STREET BUZZARDS BAY, MA 02532-0000		
Certificate No.	8781	of The Catholic Mutual Relief Society of America is amended as follows:	

SECTION II - ADDITIONAL PROTECTED PERSON(S)

It is understood and agreed that Section II - Liability (only with respect to Coverage D - General Liability), is amended to include as an **Additional Protected Person(s)** the organization(s) shown in the schedule below.

Schedule - ADDITIONAL PROTECTED PERSON(S)

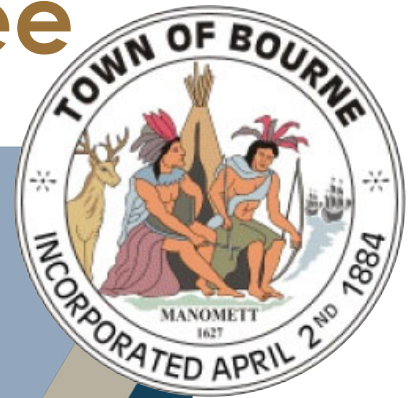
<p>Town of Bourne 24 Perry Avenue Buzzards Bay, MA 02534</p> <p>Remarks: Proof of Liquor Liability coverage for Comedy Show to be held at St. Margaret Parish Hall on January 27, 2024.</p>

However, the following limitations apply to coverage:

1. The maximum limits of coverage provided by Catholic Mutual Relief Society of America to the **Additional Protected Person(s)** named in this endorsement shall not exceed the coverage dollar amount specifically required by contract or agreement and agreed to by the **Protected Person(s)**. In the absence of specific coverage limits within a referenced contract or agreement, the limits of liability afforded to the **Additional Protected Person(s)** must be listed on a separate Certificate of Coverage form attached to this endorsement. All limits of liability extended by this endorsement are inclusive of both Section II Coverage D and Section VII coverages (if applicable).
2. Unless specifically agreed to by contract or agreement, the coverage extended to the **Additional Protected Person(s)** by this endorsement is excess and non-contributory over any other available coverage or insurance.
3. This endorsement does not apply to any **Occurrence** outside the specific date(s) of a facility use agreement or terms of a lease.
4. This endorsement does not extend coverage to the **Additional Protected Person(s)** for **Occurrences** which cannot be attributed to primary acts or omissions of the **Protected Person(s)**.
5. Provided that a premises is utilized by the **Protected Person(s)** in a manner consistent with its intended purpose and in accordance with the applicable contract, agreement, or lease, this endorsement does not extend coverage to the **Additional Protected Person(s)** for premises defects or other **Occurrences** which could not be discovered by the **Protected Person(s)** with reasonable diligence.
6. The limited coverage afforded to the **Additional Protected Person(s)** by this endorsement only applies to the extent permissible by law and shall not apply to non-delegable duties unless specifically agreed to by contract or agreement.

This extension of coverage shall not enlarge the scope of coverage provided to the **Certificate Holder** under this Certificate nor increase the limit of liability thereunder. Unless otherwise agreed by contract or agreement, coverage extended under this endorsement to the **Additional Protected Person(s)** will not precede the effective date of this endorsement or extend beyond the cancellation date.

Town of Bourne Recreation Committee



Needs Assessment FACILITIES REPORT 2024



Presented to the Select Board
January 23, 2024



Table of Contents

INTRODUCTION	3
PLANNING PROCESS.....	3
AREA OF FOCUS: FACILITIES	7
RECOMMENDATIONS	10
APPENDIX A – ASSET EVALUATIONS	13
APPENDIX B – RECREATION FACILITIES.....	24
APPENDIX C – PROFILES	27

INTRODUCTION

Stemming from concerns voiced by community members, the Selectboard decided at their January 31st, 2023 meeting to pause any new recreational capital initiatives; instructing the Recreation Committee to begin a comprehensive evaluation on Recreational programming and assets.

The goal of the assignment is for the Recreation Committee, an advisory body to the Select Board, to collectively identify, assess and compare programs and services. This effort of designing of a “Recreational Playbook” or needs assessment resulted in the illuminating of differences between current and desired states. Reinforcing the importance for a community endorsed approach, the contradictions, barriers, disconnects and opportunities revealed from this project contributes towards justifying and shapes the prioritizing of future capital and operating recommendations.

PLANNING PROCESS

Step 1: Identify

Understanding the goals/vision for the community’s future recreational needs.

Prior to commencing efforts towards assessing program and service needs, the Recreation Committee meet with the representing community member who initiated a survey on social media regarding Recreation programs in the Town of Bourne, at their February 28th meeting where the results from that citizen survey were presented.

Including the citizen social media survey, the Recreation Committee identified a vision to reinforce the committee’s commitments and next steps.

By defining the 5W+H, the Committee intentionally set a compass, assuring the importance and necessity in evaluating Recreation assets remained at the forefront of their efforts, discussions and decision making:

- ❖ (Who) Recreational Opportunities for all Demographics
- ❖ (Where) are services not being reached to members of the community?
- ❖ (What) challenges are being experiences preventing participation
- ❖ (When) does the community want access to those services
- ❖ (Why) community support and opinion has diminished
- ❖ (How) can information and messaging be improved to reach broader audiences and increase support?

Step 2: Assess

Exploring where we are now: a complete inventory and conditions.

Utilizing a number of resources such as the Local Comprehensive Plan, Select Board Strategic Plan, the Open Space & Recreation Plan, list of recreational facilities as well as the citizen driven survey, the Committee conducted a SWOT Analysis using guiding questions (Figure 1).

Strengths, Weaknesses, Opportunities and Threats

What are Bourne's recreational strengths and assets?

What does the town excel at providing?

What are Bourne's challenges today and in the future?

How do they impact life in Bourne?

What are the opportunities that exist?

What do you value the most and want to preserve for future generations, and why?

What are the barriers that need to be overcome?

Where could the town serve the community better, and why?

Figure 1.

From that guide, the Recreation Committee conducted a workshop on March 15, 2023 bringing forward and sharing what they each felt where the strengths, weaknesses, opportunities and threats towards Recreation in the town.

TOWN OF BOURNE RECREATION COMMITTEE SWOT ANALYSIS – GENERAL COMMENTS

1. Proper Staffing for 7 day operation with cost analysis
2. Recreation opportunities for all demographics. Find out who we aren't reaching. What challenges are they experiencing to participate? (Transportation, etc)
3. Communication – branding, promoting
4. Maintenance of Recreation Areas – are they adequate? Do we have the resources to maintain? How do other departments support in sustaining?

Highlight what we do well, and what we need to improve on. Access inventory of current locations and assess if they are adequate.

2018 Open Space & Rec Plan mirrors goals, as does the BOS Strategic plan and the Local Comprehensive plan. All say the same thing, but community not willing to spend \$.

1. Permanent Parks & Rec team or contracted services to oversee facility/property maintenance and ongoing assessment
2. Communication Plan for advertising, coordinating, promoting at schools
3. Improve/increase hours of staffing and programs

Falmouth has a bus for middle school to pick up kids. Is this something that Bourne needs?

1. Maintaining accurate inventory of all rec facilities (possible field trip by Cmte members)
2. Signage advertising and directing audiences of what programs/services are available at certain locations.
3. Utilize Natural Resources in programming
4. Clean Facilities
5. Lighting enhancements/improvements

1. Increased staffing in Rec
2. Bike Path as an opportunity
3. Transportation needs to get to services
4. Getting schools involved
5. Clean up Community Events.
6. Facility inventory and routine maintenance schedule
7. Communication plan
8. User friendly locations – distribute evenly on both sides of bridges
9. Have a vision for the future

1. Increase staffing
2. Communication plan for promoting programs
3. Maintenance along with community events to clean up sites
4. Vision for the future

1. Utilize options that reaches variety of ages.
2. Opportunity for collaboration with COA, etc.
3. Change how the public views information; be proactive rather than reactive.
4. Use the library and other depts. As resources for outreach on programs
5. Have the community be proud of the facilities in town.
6. Increase staffing to improve programs

1. Maintenance is top priority with dedicated employees in a Parks & Rec team
2. Have the BOS listen and take action towards the Rec Cmtes recommendations.

Asked about R&M Budgets as well as including inspections within annual budget

1. Inclusivity for ADD

The results of the SWOT analysis summarized in Figure 2 and in Figure 3 assisted the Committee in determining alignment between perceived and actual experiences.

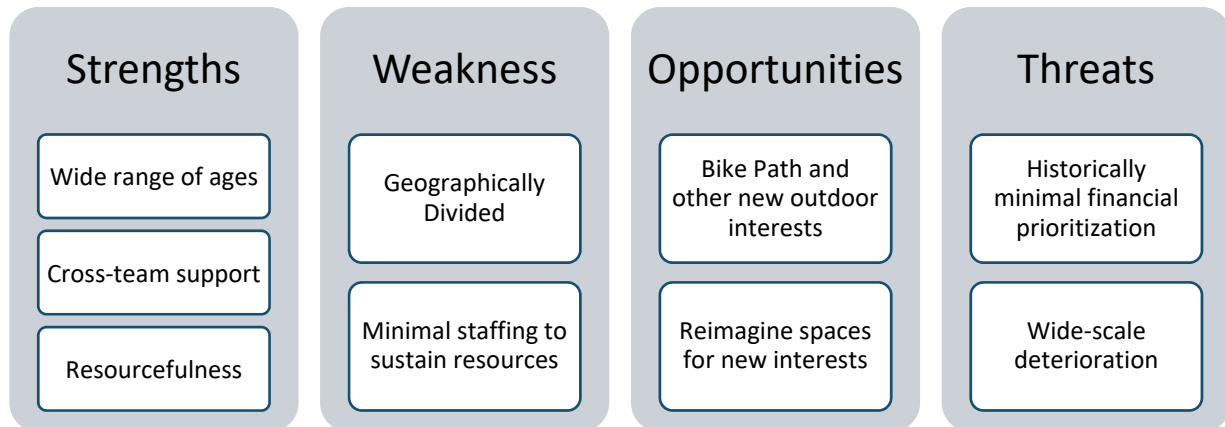


Figure 2.

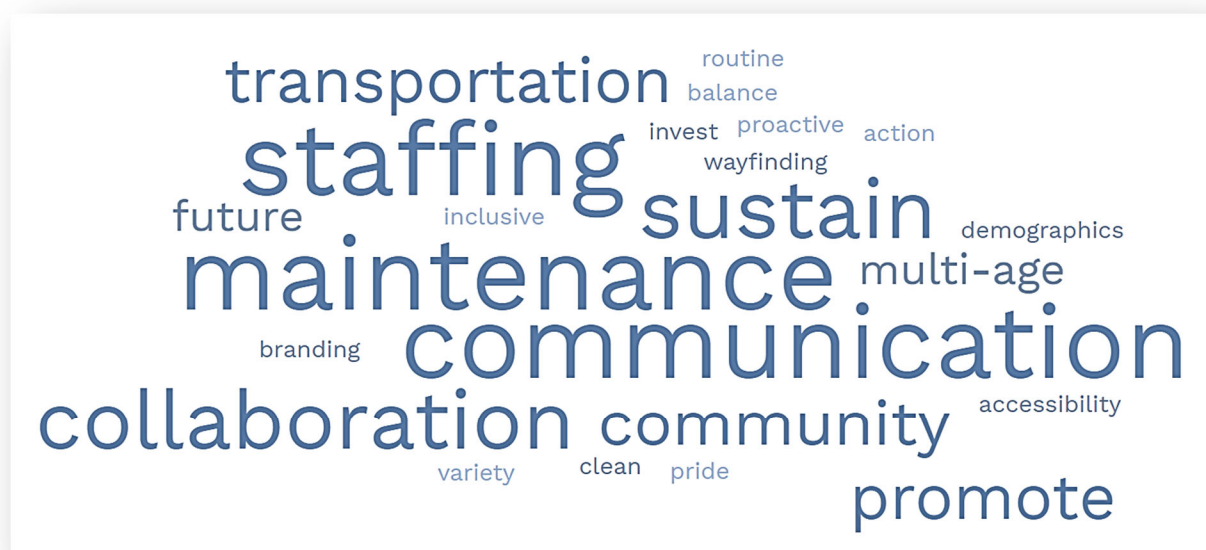
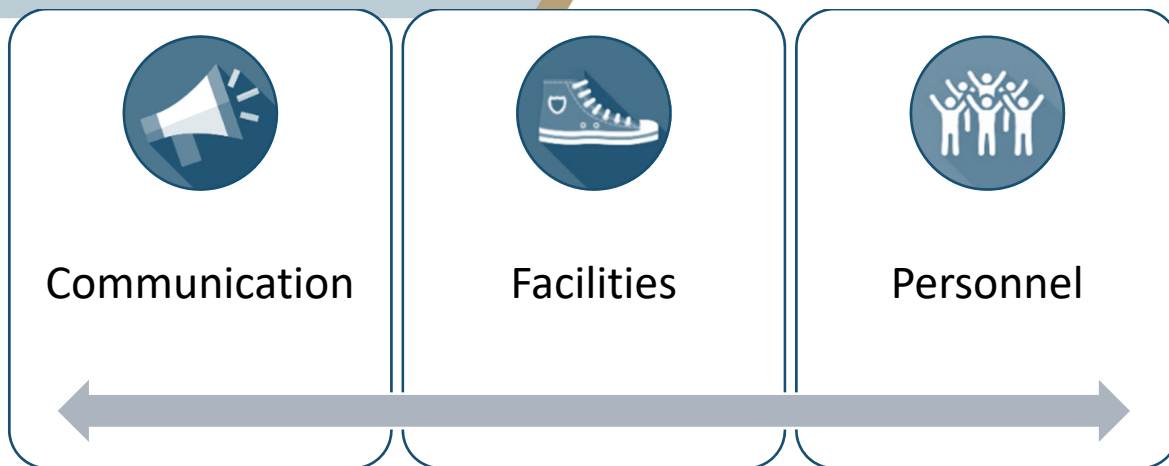


Figure 3.

Step 3: **Illuminate** Uncovering the internal and external gaps being experienced.

The SWOT analysis highlighted and revealed reoccurring themes within three (3) core areas of focus:



The Committee delegated its members into three (3) working sub-groups assigned to each area of focus with instructions to work with town staff over the next four months to accomplish the following tasks:

1. Observe current conditions; and
2. Illuminate the gaps between current and desired state;

Once these tasks were completed, the Committee collectively began examining the sub-group's findings for each area, prioritizing recommendations on how to close those gaps.

As the assessment and reporting are intended to provide the Recreation Department, Town Administrator and Select Board guidance, **specifically in concert with the upcoming FY25 Annual Capital/CPC Budget Schedule**, the Recreation Committee prioritized identifying recommendations within the "Facilities" area of focus to be presented before the Select Board at their January 23, 2024 meeting.

AREA OF FOCUS: FACILITIES

Sub-Group Team Members: Alice Howe, Jim Linsky, Bill Macuch, Teddy O'Rourke

Facilities are the physical backbone of a recreational system. They support and facilitate programming and user experiences while creating access to recreational opportunities. It is paramount that our community's properties and facilities be well maintained, meet current standards, and accommodate the highest and best use.

Using a templated rating scale to measure the quality of public recreational sites/locations and assets, the Sub-Group used the current list of available Recreational Facilities (*Appendix B*) to coordinate and evaluate site visits.

ASSET EVALUATION RATING SCALE

1 New Condition	<ul style="list-style-type: none">•No minor defects or any noticeable signs of wear and tear. Proper design and immaculate appearance. No maintenance required.
2 Good Condition	<ul style="list-style-type: none">•Minor defects, signs of minimal wear and tear, does <u>not</u> inhibit usability or impact safety, may need maintenance in the future. Good appearance.
3 Moderate Condition	<ul style="list-style-type: none">•Some maintenance required to return to an acceptable appearance and usability level, but is safe to use for the time being. Somewhat acceptable appearance.
4 Poor Condition	<ul style="list-style-type: none">•Significant impacts to usability, somewhat unsafe conditions. Poor appearance.
5 Extremely Poor Condition	<ul style="list-style-type: none">•Requires urgent attention, absolutely unusable and unsafe. Above the scope of general maintenance. Requires immediate closure and replacement. Horrendous appearance.

Common amenities such as picnic tables and drinking fountains were not included in the Sub-Group's assessments however the ratings and evaluations from the site visits allowed the group to identify which parts of the assets were satisfactory, and which assets would require attention and improvements.

Step 4: Mapping the journey of what and how to close those gaps.

The Sub-Group presented to the full Recreation Committee in September a comprehensive cataloging of their observations for each location's assets along with ratings, as determined by the scale (*Appendix A*). In a round-robin, the Committee individually ranked a total of 34 locations as a matter of High (1), Medium (2) and Low (3) priority based upon the sub-groups findings at regularly scheduled meetings in November and December.

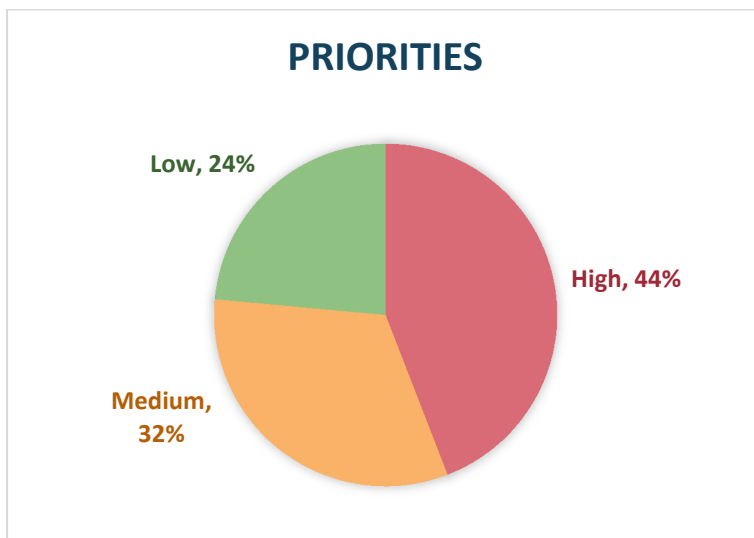
The rankings were averaged, quantizing the location's conditions; revealing over 75% of the 34 locations needed improvements in the immediate and near future, as shown in the chart and graph below.

RECREATION COMMITTEE'S ASSET RANKING

Locations		Average
HIGH PRIORITY	Cataumet Schoolhouse -Tennis Court	1.0
	Chester Park Mo Bch - Tennis/Pickleball Courts	1.0
	Chester Park Mo Bch - Basketball Court	1.0
	Clarke Field - baseball Field	1.0
	Clarke Field- Tennis/Pickleball Court	1.0
	Keith Field Saga - Baseball Field	1.0
	Keith Field Saga - Tennis court	1.0
	Pocasset LL Field	1.0
	Pocasset Tennis/Pickleball Courts	1.1
	Town Hall - Tennis Court	1.1
	Clarke Field Saga Bch - Multi Use Field	1.3
	Bourne Community Building Skate Park	1.3
	Bourne Community Building - Playground	1.4
	Clarke Field - Basketball Court	1.4
	Pocasset Basketball Courts	1.4
MEDIUM PRIORITY	Bourne Community Building-Basketball Court	1.6
	Bourne Community Building -Little League Field	1.9
	Cataumet Washington Sq Playground	2.0
	Hoxie Playground	2.0
	Mo Bch Playground - Shore Road @ LL Field	2.0
	Mo Bch Little League Field	2.3
	Bourne Community Building Adult Softball Field	2.3
	Chester Park Mo Bch - Playground	2.4
	Clarke Field - Storage Building	2.8
	Clarke Field - Playground	2.8
	Pocasset Playground	2.8
LOW PRIORITY	Chester Park Field	3.0
	Queen Sewell Park - Youth Softball Field	3.0
	Queen Sewell - Playground	3.0
	Hoxie LL Field	3.0
	Bourne Inclusive Playground BB	3.0
	Buzzards Bay Gazebo	3.0
	Buzzards Bay Park Pavilion	3.0
	Buzzards Bay Park Splash Pad/Playground	3.0

This high percentage of high and medium priorities indicates, and confirms an irregular maintenance schedule and lack of dedicated funding towards recreational infrastructure

and assets; results from this exercise directly shaped the Recreation Committee's recommendations.



Assets in poor condition are costly to maintain, present increased liability risk, and have diminished service value to the community. Assets in fair to poor condition will require funding for improvement or replacement soon.

If adequate funding is not provided, this habitual trend of perpetual depreciation will continue to deteriorate our recreational assets; and, if not addressed promptly, the quality of life for all ages in our community will equally be impacted.

Step 5: Prioritize

Strategizing actionable solutions.

Considering the high percentage of areas needing attention, the Recreation Committee examined the results, alongside usage by residents and groups in the community as well as the physical location within the town.

RECOMMENDATIONS

From that evaluation, *the Recreation Committee is requesting the support by the Town Administrator and Select Board to consider the following 5 recommended locations and Actions to proceed towards FY25 Capital and CPC funding:*

1. Clark Field Recreational Area

2. Pocasset Recreational Area

3. Chester Park Recreational Area

4. Keith Field Recreational Area

Action: Feasibility Study

- Apply for FY25 CPC funding for comprehensive Feasibility Study of all four Recreational Areas to determine best multi-generational use spatially aimed at supporting an evolving recreational environment for the community's next 20+ years.
- Study will include robust Public Participation Plan to ensure community voice is reflective, including surveys with qualitative and quantitative analysis.
- ADA accessibility and Parking plan also must be included to support full use of each area.
- Feasibility Study will include plan for ongoing maintenance including passive items such as fencing, signage, etc.

Estimated Cost

- \$150,000

** The hard courts at Clark, Pocasset and Keith have obtained FY22 CPC funding to rehabilitate, schedule to commence late April, 2024 but anticipated only 2-4 year life expectancy. The Recreation Committee feels there is adequate time to conduct the feasibility study and secure funding for design and construction if this recommendation moves forward for FY25. Prolonging this recommendation will narrow the window of time.*

5. Community Building Skate Park and Softball Field

Action - Reimagining/Reconstruct

- Apply for FY25 CPC funding to completely reconstruct/upgrade Skate Park with an all-wheel design.
- This reimagining of the skate/all-wheel park will encroach/impact the softball field,
- Therefore Softball field will need to be repurposed.

Estimated Cost

- \$500,000

** Conceptual designs of the Recreational Area behind the Community Building were generated and surveyed to the community in Fall 2022.*

<https://www.townofbourne.com/recreation/news/community-center-outdoor-recreation-area-re-design>

This effort can be used as a starting point.

Recent examples of other communities in MA reconstructing skate parks, such as Billerica, were used for estimated costs.

<https://www.town.billerica.ma.us/DocumentCenter/View/9430/CPC-Rec-PHR-Skate-Park-Playground?bidId=>

It is essential our community's recreational assets are sustained at level meeting or exceeding expectations; working together to continually value and support reimagining spaces to improve the quality of life for all who live, play and work in the Town of Bourne.

Therefore, the Committee will continue prioritizing upgrades/repair requests through Capital and CPC funding sources for future fiscal years, creating a 5-year capital plan to guide the Town Administrator and staff, along with finalizing their assessments in the other two core areas: staffing and communications.


APPENDIX A – ASSET EVALUATIONS


BOURNE COMMUNITY BUILDING RECREATIONAL AREA

BOURNE COMMUNITY BUILDING – BASKETBALL COURT		
3	MODERATE CONDITION	
	Surface	Large cracks
	Hoops, Rim	Good condition
Recommendation:	❖ Complete replacement of court surface.	
CMTE PRIORITY	MEDIUM	


BOURNE COMMUNITY BUILDING – LITTLE LEAGUE FIELD		
5	EXTREMELY POOR CONDITION	
	Infield	Stone Dust needed.
	Bases	Need replaced
	Field edging	Needed
	Field	Hardly mowed during in-season sport; major evidence of dog waste
	Benches	Newer. Excellent condition
	Outfield	A number of holes. Needs repaired.
	Irrigation	None
	Bleachers	Wooded and in poor condition
	Fencing	Rusty but acceptable
	Backstop	Rusty but acceptable
Recommendation:	❖ Infield – Add new stone dust ❖ Bleachers – Replace ❖ Outfield – relevel and fill holes ❖ Mow on schedule ❖ Bases - Replace ❖ Fencing & Backstop – Replace	
CMTE PRIORITY	MEDIUM	


BOURNE COMMUNITY BUILDING – SKATE PARK		
5	EXTREMELY POOR CONDITION	
	Ramps	Broken and extremely dangerous
	Asphalt	Cracked and hazardous for boards and skates
Recommendation:	❖ Full replacement	
CMTE PRIORITY	HIGH	

BOURNE COMMUNITY BUILDING – ADULT SOFTBALL FIELD		
	EXTREMELY POOR CONDITION	
	Infield	Stone Dust needed.
	Bases	Need replaced
	Field edging	Needed
	Field	Hardly mowed during in-season sport; major evidence of dog waste.
	Benches	Newer. Excellent condition
	Outfield	Many holes. Still damaged when Main St excess snow was stored. Needs repaired.
	Irrigation	Unknown
	Fencing	Rusty but acceptable
	Backstop	Rusty but acceptable
Recommendation: ❖ Repurpose		
CMTE PRIORITY		MEDIUM

BOURNE COMMUNITY BUILDING PLAYGROUND		
	POOR CONDITION	
	Equipment	Older with rust. Needs painting. One piece of equipment needs repaired.
	Handicap Accessibility	Gate ok.
	Fencing	Good condition
	Landscaping	Needs trimming
	Surface	Intact but worn with two depressions.
Recommendation: ❖ Repair broken equipment ❖ Replace Surface		
CMTE PRIORITY		MEDIUM

BUZZARDS BAY PARK

BUZZARDS BAY PARK – GAZEBO		
	MODERATE CONDITION	
	Floor	Large crack running across floor
	Railings	Rusty and in need of repainting
Recommendation: ❖ Repaint Rails, and correct crack so further damage does not occur		
CMTE PRIORITY		LOW

BUZZARDS BAY PARK – PAVILION		
	GOOD CONDITION	
	Landscape, Hardscape and Pavilion	Landscape and hardscape look new and pavilion is in great good shape possibly needs tables replaced soon.
Recommendation: ❖ None		

CMTE PRIORITY	Low
----------------------	------------

BUZZARDS BAY PARK – SPLASH PAD/PLAYGROUND		
2	GOOD CONDITION	
	Entrance	Next to the path at the gate of the southeast entrance, the ground has eroded and created a hole.
	Center Hill	There is erosion at bottom side of hill.
	Missing part	Under the slide there is a pipe missing from the music feature.
Recommendation:		❖ Repair ground holes
CMTE PRIORITY	Low	

CATAUMET

CATAUMET SCHOOLHOUSE TENNIS COURT		
4	POOR CONDITION	
	Fencing	Unsafe and rotting posts, extreme vegetation, 4ft hole, dangerous attachments to base.
	Parking	minimal, space for 3-5 cars on dirt area in front of school
	Handicap Accessibility	none
	Surface	Dirty and cracking with mold growing which is slippery Unsafe.
Recommendation:		❖ Complete replacement necessary of fencing and court surface. ❖ Included in CPC Hardcourt Project.
CMTE PRIORITY	HIGH	

CATAUMET WASHINGTON SQUARE PLAYGROUND		
2	GOOD CONDITION	
	Handicap Accessibility	None – There are 6" tall bricks surrounding area.
	Fencing	Good condition but gap in area that leads to railroad tracks.
	Equipment	Excellent variety for different age groups: 4 swings (2 for Toddlers), double slides, climbing wall, climbing net and rings.
	Surface	Good except for the large tree roots which grow around the equipment causing a hazard, and soft ground surface, many benches surrounding the playground on a large grassy area.
Recommendation:		❖ Fencing needs to be connected, fixing gap ❖ Roots at base of equipment need to be corrected due to potential tripping hazard.
CMTE PRIORITY	MEDIUM	

CHESTER PARK RECREATIONAL AREA

CHESTER PARK (MONUMENT BEACH) – TENNIS/PICKLEBALL COURTS		
4	POOR CONDITION	
	Court Surface	Lined for 2 tennis courts with permanent nets, and 4 pickleball courts with portable nets (not provided). Surface condition is Poor - many cracks
	Fence	Good condition – maintenance needed on perimeter of base
	Handicap Accessibility	Cement walkway to one of two gates
Recommendation:		❖ Replace Courts
CMTE PRIORITY		HIGH

CHESTER PARK (MONUMENT BEACH) – BASKETBALL COURT		
3	MODERATE CONDITION	
	Court Surface	Asphalt, no lines, covered in sand. Not Suitable for organized play. Can be Dangerous.
	Backboards and Baskets	Very good condition
	Court-side Benches	None.
Recommendation:		❖ Reline Courts ❖ Preventative measures for sand ❖ Install Court-side benches for players.
CMTE PRIORITY		HIGH

CHESTER PARK (MONUMENT BEACH) – PLAYGROUND		
2	GOOD CONDITION	
	Playground Inventory	5 Playground Pieces (minor rust on one piece) 3 Benches, 1 Chair 1 Table Village Book Swap box
	Signage	New, beautiful.
	Handicap Accessibility	Via cement walkway.
Recommendation:		❖ Make ADA compliant
CMTE PRIORITY		MEDIUM


CHESTER PARK (MONUMENT BEACH) – FIELD		
2	GOOD CONDITION	
	Field	Large, empty and open requiring little oversight except mowing
Recommendation:		❖ Ongoing Mowing
CMTE PRIORITY		LOW

CLARKE FIELD RECREATIONAL AREA

CLARKE FIELD – BASEBALL FIELD		
5	EXTREMELY POOR CONDITION	
	Infield	Stone Dust needed, and weeding
	Bases	Including Home plate, all are heavily damaged and needs replaced.
	Field edging	Needed
	Fencing	Weeds along fencing.
	Trash barrels	Lack of barrels in area create heavy trash in area.
	Field	Hardly mowed during in-season sport; Major evidence of dog waste. Many holes in outfield.
	Dugouts	Covered in graffiti, needs painting.
	Benches	Broken with sharp edges.
Recommendation: ❖ Possible repurpose		
CMTE PRIORITY HIGH		
CLARKE FIELD – MULTI-USE FIELD		
3	MODERATE CONDITION	
	Trash barrels	Lack of barrels in area create heavy trash in area.
	Field	Hardly mowed during in-season sport. Divots and holes on playing surface. Major evidence of dog waste. Witnessed many unleash dogs.
Recommendation: ❖ Field – relevel and fill holes, then mow on schedule. ❖ Add Trash Barrels and include in pickup rotation		
CMTE PRIORITY HIGH		
CLARKE FIELD – STORAGE BUILDING		
2	GOOD CONDITION	
	Exterior	Could use regular painting.
Recommendation: ❖ Add to painting schedule.		
CMTE PRIORITY MEDIUM		
CLARKE FIELD – PLAYGROUND		
2	GOOD CONDITION	
	Equipment	Newer playground and overall great condition. Graffiti however inside slides and 2 swings missing.
Recommendation: ❖ Replace swings		
CMTE PRIORITY MEDIUM		
CLARKE FIELD – BASKETBALL COURT		
3	MODERATE CONDITION	
	Surface	Major crack down center of court
	Hoops	Rusty rims and torn nets.


	Path outside	Concrete and black top dumped in 2 piles on path to the court.
	Fencing	No latch on gate, one top support bar is bent and no longer attached.
Recommendation:	❖ Included in CPC Hardcourt Project.	
CMTE PRIORITY	HIGH	

CLARKE FIELD – TENNIS/PICKLEBALL COURTS


	POOR CONDITION	
	Surface	Major crack on 3 or the 4 courts.
	Nets	Both are worn but one is torn all along bottom.
	Fencing	No latches on gate.
	Inside area	Old rusty hockey net inside courts.
Recommendation:	❖ Included in CPC Hardcourt Project.	
CMTE PRIORITY	HIGH	

HOXIE

HOXIE – LITTLE LEAGUE FIELD


	POOR CONDITION	
	3 rd Base Player Bench	No top of bench, only legs
	Diamond	Misshaped. Gravel too narrow on base lines and pitching mound.
	Field	Old wooden soccer net in left field area. Lacrosse net in infield.
Recommendation:	❖ Repurpose	
CMTE PRIORITY	LOW	

HOXIE – PLAYGROUND


	GOOD CONDITION	
	Swings	One is chewed on both sides, other has cuts
	Ground Cover	Needs more ground cover
	Parking Lot	Pile of wood chips dumped; Many pot holes. Basketball hoop is rusty and net is torn. 2 nd basketball hoop is broken and hanging down
Recommendation:	❖ Replace swing seats ❖ Remove/Replace Basketball hoops ❖ Add more ground cover	
CMTE PRIORITY	MEDIUM	

KEITH FIELD RECREATIONAL AREA


KEITH FIELD - BASEBALL

	MODERATE CONDITION	
	Out Buildings	Unsafe Flooring, Scoring Board in poor Shape
	1 st Base Dugout	Broken Trim, needs painting

	3 rd Base Dugout	Needs paint
	Field	Fairly good shape but maintained by volunteers not Contractors or DPW.
	Lights	One is not functioning.
	Irrigation	Active
	Field Scoreboard	Functioning, but rusty and needs repairs
	Cement Stands	Visitor Side in disrepair and dangerous. Home Side – Unstable.
	Bathrooms	Works but rarely used due to rains flood facility and clog toilets.
	Flagpole	On the ground and dangerous.
Recommendation:	<ul style="list-style-type: none"> ❖ Out Building - Replace flooring and Scoring Board ❖ Dugouts – Replace broken trim and paint both entirely ❖ Lighting – Repair/Replace the one not functioning ❖ Field Scoreboard – Repair or Replace ❖ Stands – Replace ❖ Bathrooms – Identify if water table is issue, and ways to offer service in any weather ❖ Flagpole on ground – Needs to be removed 	
CMTE PRIORITY	HIGH	

KEITH FIELD – TENNIS COURT		
	POOR CONDITION	
	Court Surface	Cracks and plants growing through the cracks. Dangerous.
Recommendation:	❖ Included in CPC Hardcourt Project	
CMTE PRIORITY	HIGH	

KENDALL RAE PARK

Bourne Inclusive Playground		
	NEW CONDITION	
	Excellent playground! Equipment for all ages and abilities and exciting pieces to play with: zip line, zip swing, drums, swings for individuals and groups	
Recommendation:	❖ Add signage to make easier to find	
CMTE PRIORITY	LOW	


MONUMENT BEACH


MONUMENT BEACH (SHORE ROAD) - PLAYGROUND		
2	GOOD CONDITION	
	Fencing	Excellent condition
	Landscaping	N/A at this time, however clean-up at playground and dugouts recommended.
	Equipment	Good with variety for different ages
	Handicap Accessibility	Plastic “bricks” prevent accessibility by wheelchair.
	Floor	Intact.
Recommendation:		<ul style="list-style-type: none"> ❖ Cleanup around playground and dugouts. ❖ Make ADA compliant
CMTE PRIORITY		MEDIUM


MONUMENT BEACH (SHORE ROAD) – BASEBALL FIELD		
2	GOOD CONDITION	
	Fencing	Excellent condition, except 1 st base fence has a lot of growth.
	Irrigation	Condition Unknown
	Lights	Condition Unknown except large bird’s nest on top of 1 st base light pole.
	Scoreboard	Appears worn and rusty
	Handicap Accessibility	Aluminum stands are accessible.
	1 st Base Gate	Latch missing
	Bullpen	The netting is ripped but appears usable.
	Foul Poles	Both considerably rusty
	3 rd Base Dugout	Needs painting; boards on side roof need replacing, shingles need repair
	1 st Base Dugout	Needs painting, and wood needs repairing
	Aluminum Stands	2 sets, excellent condition
	Clubhouse	Siding missing, peeling paint, rusted door to snack bar not locked. Window pane missing on 2 nd floor, another window falling out of frame. Electrical outlet hanging by wire outside of building from 2 nd floor.
	Field	In good condition. Mostly level however many puddles at 1 st and 3 rd base, and in front of pitching mound.
	Driveway	Many large holes
Recommendation:		<ul style="list-style-type: none"> ❖ Fencing – Maintain and cut back growth along 1st base line ❖ Scoreboard – repaint or replace with LED. ❖ Replace latch on 1st base gate. ❖ Foul Poles – Repaint or Replace. ❖ 3rd Base Dugout – Replace boards on side roof, repair shingles. ❖ 1st base Dugout – repair wood, and provide general maintenance.

	<ul style="list-style-type: none"> ❖ Clubhouse – Replace missing siding. Repaint. Replace door. Fix missing pane in 2nd floor window, replace window falling from frame. Examine electrical outlet hanging from 2nd floor. ❖ Driveway – regrade, place area on annual maintenance rotation.
CMTE PRIORITY	MEDIUM

POCASSET


POCASSET PLAYGROUND		
	GOOD CONDITION	
	Fencing	Very good condition
	Landscaping	Major trimming along inside and outside of fence needed.
	Equipment	Only 3 pieces of equipment, room for more at location. Rusting of edges on 2 pieces and exposed bolts on 1 piece pose a danger
	Handicap Accessibility	2 wide gates but reasonable access to only one.
	Floor	Intact with no visible damage
Recommendation:	❖ Address exposed bolts, trimming along fencing, and rust areas.	
CMTE PRIORITY	MEDIUM	

POCASSET TENNIS COURT		
	POOR CONDITION	
	Handicap Accessibility	none, no wide gates, no safe pathways
	Surface	2in. Wide separation and upheaval along the length of the net. Long weeded crack half the length of the total surface
Recommendation:	<ul style="list-style-type: none"> ❖ Immediate replacement necessary of Surface ❖ Included in CPC Hardcourt Project. 	
CMTE PRIORITY	HIGH	

POCASSET LITTLE LEAGUE FIELD		
	POOR CONDITION	
	Irrigation System	In need of repair.
	Lighting	Wiring issues, and should be upgraded to LED
	Scoreboard	Working but in need of updating to wiring and lights
	Fencing	Good Condition but major growth in 5 outfield locations need maintenance.
	1 st Base Gate	Good condition and functional
	3 rd Base Gate	no latch, secured by bungee cords
	Right Field Double Door Gate	no latch, secured by cords and modified fencing
	Foul Poles	Both considerably rusted and need repainted.

	Handicap Accessibility	None
	3 rd Base Dugout	Peeling paint inside and out
	1 st Base Dugout	Peeling paint inside and out
	Memorial Sign	Damaged with sharp edges, needs to be replaced.
	Aluminum Stands (2)	Excellent Condition
	Clubhouse	Field Side – missing siding Road Side – Good condition Between Clubhouse & Backstop – overgrowth, litter and rubbish needing cleaned up Interior – has become storage unit rather than for original purpose.
	Backstop	Rusted.
	Field	Extremely poor condition – dangerous in places. Uneven – field elevation drops dramatically from infield to base path to outfield.
	Porta-Potty	One shared among whole area. Interior condition unknown
	Trash & Recycling Cans	One set shared among whole area, good condition
Recommendation:	<ul style="list-style-type: none"> ❖ Field - Needs leveling and landscape maintenance ❖ Clubhouse – Full overhaul of interior and exterior to bring it up to Health code and allow intended purpose of building. ❖ Dugouts – Repaint ❖ Gates - Correct latches ❖ Backstop - Replace ❖ Clean Litter from area. ❖ Repair Irrigation System. ❖ Foul Posts – Repaint. ❖ Lights – Replace with LED and correct wiring issues. ❖ Scoreboard – update wiring and lights ❖ Memorial Sign – Replace. 	
CMTE PRIORITY	HIGH	

POCASSET BASKETBALL COURTS (2)

	MODERATE CONDITION	
	Fencing	Good condition on 2 of the 3 sides. Fence on baseline of Court 1 in major disrepair. No fencing along woods at far border and wetland
	Court #1 Surface	Asphalt with lengthy crack
	Court #1 Benches	Only 1 and rusted at location.
	Court #2 Surface	Asphalt with major lengthy 1 inch crack with weeds. Lines faded and mold on court.
	Court #2 Benches	Rusted, too close to woodlands, needs resituating
	Baskets (4)	Rusted.
	Backboards (4)	Good condition. Target missing and should be added.

	Grass apron of courts	No evidence of care, non-existent on far border.
	Stands	None.
	Scoreboard	None.
Recommendation:	❖ Research memorial basketball courts. ❖ Resurface if remaining	
CMTE PRIORITY	HIGH	

QUEEN SEWELL PARK

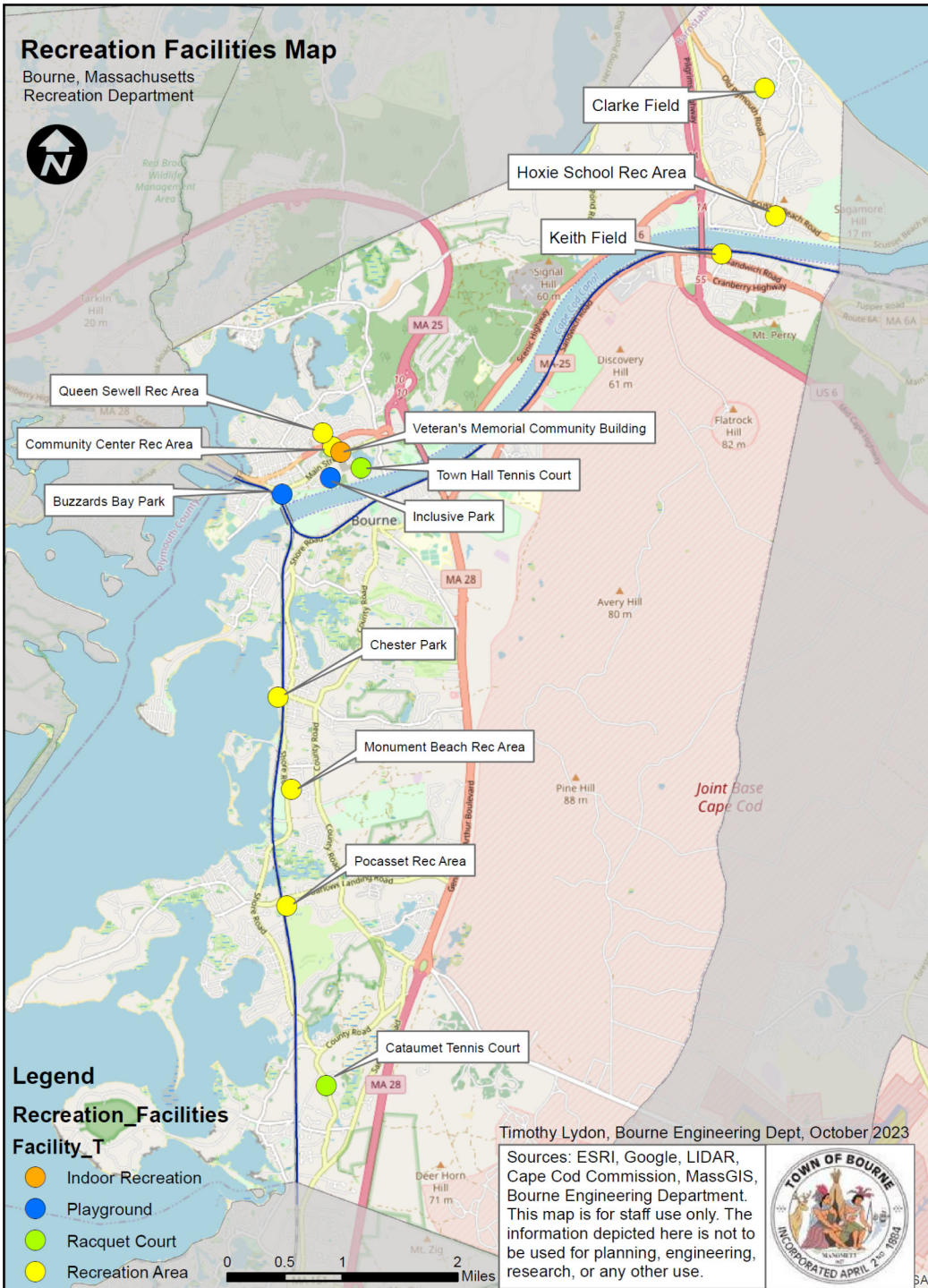
QUEEN SEWELL PARK – YOUTH SOFTBALL FIELD		
2	GOOD CONDITION	
	3 rd Base Player Bench	Needs repair
Recommendation:	❖ Repair or Replace bench.	
CMTE PRIORITY	LOW	

QUEEN SEWELL PARK – PLAYGROUND		
1	NEW CONDITION	
Recommendation:	❖ None	
CMTE PRIORITY	LOW	

TOWN HALL

TOWN HALL TENNIS COURT		
4	POOR CONDITION	
	Net	Worn, holders are rusted.
	Handicap Accessibility	Gate access should be wider.
	Surface	Large Cracks everywhere. Court has settled and uneven for playing.
Recommendation:	❖ Replace Court Surface	
CMTE PRIORITY	HIGH	

APPENDIX B – RECREATION FACILITIES



FACILITY	ADDRESS	VILLAGE
Bourne Community Building Recreation Area	239 Main Street	Buzzards Bay
➤ Adult Softball Field		
➤ Jason Comoletti Memorial Basketball Court		
➤ Eldridge Memorial Little League Baseball Field		
➤ Playground		
➤ Skate Park		
Bourne Inclusive Playground	212 Main Street	Buzzards Bay
Bourne Veteran's Memorial Community Center	239 Main Street	Buzzards Bay
➤ Cafeteria		
➤ COA Activities Room		
➤ COA Med Room		
➤ Gym		
➤ Rec Work Room		
➤ COA Meeting Room		
➤ Room 1		
➤ Room 2 – James A. Mulvey Meeting Room		
➤ Room 3		
➤ Veteran's Lobby		
Buzzards Bay Park	90 Main Street	Buzzards Bay
➤ Gazebo		
➤ Pavilion		
➤ Splash Pad & Playground		
Cataumet Schoolhouse Court	1200 County Road	Cataumet
➤ Tennis Court (Lined for Pickleball)		
Chester Park Recreation Area	Arthur Ave.	Monument Beach
➤ Basketball Court		
➤ Tennis Courts (Lined for Pickleball)		
➤ Playground		
Clarke Field Recreation Area	35 Clarke Road	Sagamore Beach
➤ Basketball Court		
➤ Tennis Courts (Lined for Pickleball)		
➤ Little League Baseball Field		
➤ Multi-Use Field		
➤ Playground		
➤ Walking Path		

Hoxie School Recreation Area	30 Williston Road	Sagamore Beach
➤ Playground		
➤ Little League Baseball Field		
Keith Field Recreation Area	880 Sandwich Road	Sagamore
➤ Babe Ruth Baseball Field		
➤ Tennis Court		
Monument Beach Recreation Area	585 Shore Road	Monument Beach
➤ Baseball Field		
➤ Playground		
Pocasset Recreation Area	310 Barlow's Landing Road	Pocasset
➤ David Duca Memorial Basketball Courts		
➤ Tennis Court (Lined for Pickleball)		
➤ Little League Baseball Field		
➤ Playground		
Queen Sewell Park Recreation Area	29 Cranberry Rd	Buzzards Bay
➤ Youth Softball Field		
➤ Playground		
Town Hall	24 Perry Ave	Buzzards Bay
➤ Tennis Court		
Washington Square Park Cataumet		
➤ Washington Park Playground	1 Post Office Sq.	Cataumet

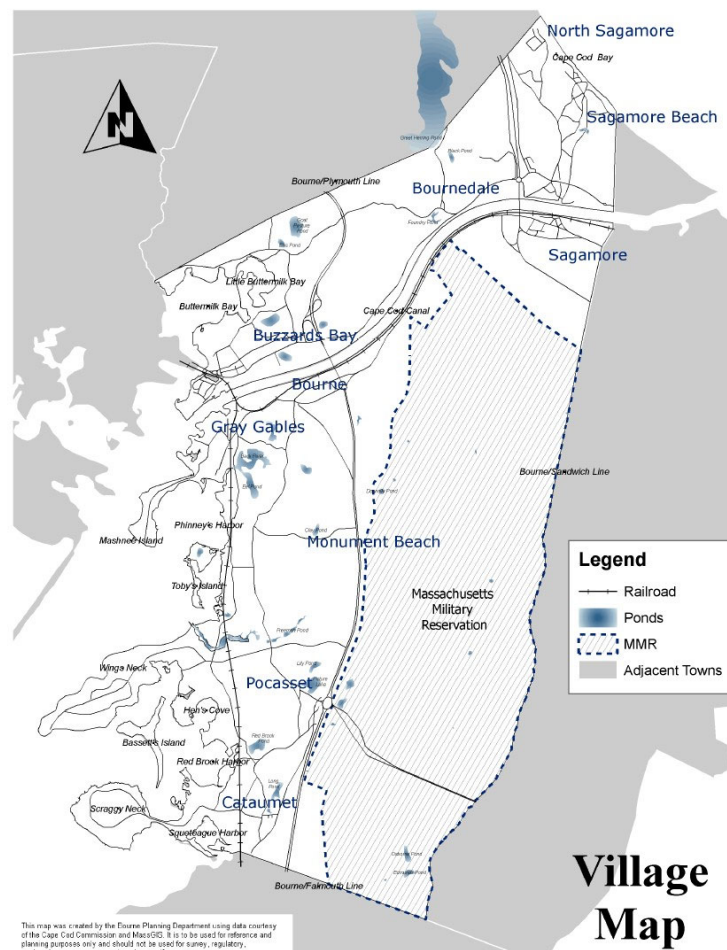
APPENDIX C – PROFILES

Bourne Community

The Town of Bourne is a vibrant and historic Cape Cod community located at the gateway to the distinctive region in Massachusetts with approximately 20,500 year-round residents, increasing to 40,000 during summer months. Just under half of the 26,200 acreage of the Town is owned by the Federal government and the Commonwealth of Massachusetts for use as a military base (occupied mostly on the eastern portion of the town) and area bordering the Cape Cod Canal.

The canal dissects the town into two parts, providing challenges with accessibility to programs and services. As a result of this geographic make up of town, many residents feel isolated from other parts of town either having to drive over the bridges to cross the canal or travel great distances to skirt around the military base.

Bourne Map



Recreation Committee

Outlined in the Town's bylaws, the purpose of the Recreation Committee is to "support all residents of Bourne in their recreational pursuits", with the following duties and responsibilities:

Section 1.7.3: Duties and Responsibilities.

- ❖ The Committee shall assist the Recreation Department in the promotion of active and passive recreational activities for all age groups and abilities.
- ❖ The Committee shall submit an Annual Report to the Town outlining its goals and accomplishments for the prior fiscal year.
- ❖ The Committee shall identify and advocate for active and passive recreational opportunities, capital projects, new recreational areas, special events and programs.
- ❖ The Committee shall assist the Recreation Department to improve outreach and communications with the community regarding the Town's recreational programming, projects, events, and initiatives.
- ❖ The Committee may assist the Recreation Department with the implementation of special events as scheduled by the Department throughout the year.
- ❖ The Committee may solicit public opinion for recreation projects.
- ❖ The Committee will notify the Recreation Department and Department of Public Works of any known maintenance and/or repair needs to recreational facilities.

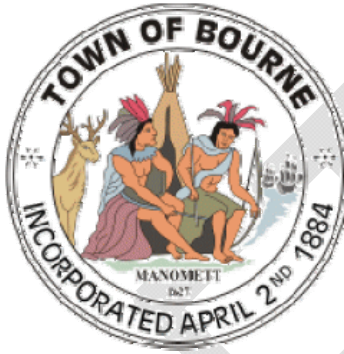
Recreation Department

Comprised of a Director and Assistant Director, the mission of the Recreation Department is to "provide quality, affordable recreational programs and special events for the residents of Bourne". Through mission alignment, staff supports the community's recreational needs through primary responsibilities for youth and family recreational programming opportunities including beach safety management, scheduling of outdoor ballfields, and the scheduling and day-to-day operations of the Bourne Veteran's Memorial Community Center.

Town of Bourne

Select Board

Policies and Procedures



CURBSIDE COLLECTION

ADOPTED:

AMENDMENTS:

SELECT BOARD MEMBERS:

Mary Jane Mastrangelo, Chair

Melissa A. Ferretti, Vice Chair

Ann Marie Siroonian, Clerk

Peter J. Meier

Jared P. MacDonald

Table of Contents

I. PURPOSE AND SCOPE	3
II. PROCEDURES	3
II.1 CURBSIDE COLLECTION	3
IV.2 CART	4
IV.3 DAMAGED CARTS; COVERED UNDER WARRANTY	4
IV.4 DAMAGED CARTS; NOT COVERED BY WARRANTY	54
IV.5 ITEMS ALLOWED IN CURBSIDE TRASH CART	5
IV.6 ITEMS ALLOWED IN CURBSIDE RECYCLING CART	5
IV.7 ITEMS NOT ALLOWED IN CURBSIDE RECYCLING CART	5
III. ENFORCEMENT AND PENALTIES	6
III.1 VIOLATIONS OF POLICY	6
III.2 TERMINATION OF SERVICE	6
III.3 RESTORATION OF SERVICE PROCESS	76
III.4 APPEALS PROCESS	76
III.5 REPEAT VIOLATIONS	7
IV. CHANGES IN SERVICE	87
IV.1 NEW SERVICE	87
IV.2 CANCELLATION OF SERVICE	87
V. COMMUNICATIONS, QUESTIONS AND CONCERNS OR ADDITIONAL INFORMATION	87
V.1 COMMUNICATIONS	87
V.2 WEBSITE	8
V.3 RESIDENT ISSUES	8
VI. POLICY UPDATES	8

I. PURPOSE AND SCOPE

This policy will define and describe the cart based curbside sanitation and recycling program provided by the Department of Public Works (DPW). It will adequately describe the curbside collection process for town residents, and will provide guidance as to what can and cannot be collected curbside. Residents are reminded that recycling in the town is mandatory (per bylaw 310.01), and compliance is essential to both extend the life the of the landfill, as well as preserve the environment

II. PROCEDURES

II.1 CURBSIDE COLLECTION.

II.1.1 Residential properties with four (4) or fewer units per lot, as determined by the Assessor's office, are eligible for curbside collection. Residential properties with five (5) or more units per lot, and trailer park communities are not eligible for curbside collection under this policy.

Mixed use properties that include residential units shall be eligible for curbside collection, for the residential units only, so long as the density does not exceed 4 units on the lot.

Service will not be provided to developments where it was determined during permitting that trash pickup shall remain private. Such conditions may be found in a Definitive Plan approval, a Special Permit approval, or as a marginal note on a site plan on file with the Planning Board, Zoning Board of Appeals, or Building Department.

No commercial, industrial, institutional, or other non-residential land use is eligible for curbside collection.

~~II.1.1~~II.1.2 If a residence meets the criteria of section 2.1.1 above, and the Director deems curbside service cannot be provided due to insufficient roadway standards (based on safety, or access issues, etc.) the residents at the address will be provided a free sticker upon request to the Residential Recycling center located at 201 MacArthur Boulevard.

~~II.1.2~~II.1.3 Each residence will be issued two carts; one for household recycling and one for household trash. Carts must be placed at the curbside, in a spot easily viewable from the road, but safely out of the travel lane.

~~II.1.3~~II.1.4 Pickup will be based on the schedules developed and issued by the DPW.

~~II.1.4~~II.1.5 Carts shall be placed at the curbside by 7am the day of the pickup, and shall not be placed at the curbside earlier than 5pm the day before. Under no circumstances will the DPW will return to pick up carts not placed at the curbside by the designated hours. Truck mounted technology may be used to ensure confirmation of service at all residential addresses.

~~II.1.5~~II.1.6 All recycling and trash shall be fully contained in the cart, with the lids closed.

~~II.1.6~~II.1.7 Loose bags or trash/recycling in other containers shall not be picked up, and it will the responsibility of the resident to properly dispose of all items not picked up.

~~II.1.7~~II.1.8 The DPW staff will be responsible to move the carts from the curb to the truck to dump, ensuring all waste is removed. Staff will then place the carts neatly back at the curbside out of the path of either roadway traffic or driveways.

IV.2 CART

- II.2.1 The recycling cart shall have a blue body and blue lid and the trash cart shall have a blue body and black lid.
- II.2.2 The carts will remain the property of the Town of Bourne, and shall be issued only to households, not individuals. The carts shall remain with the household upon sale or transfer of property ownership.
- II.2.3 The carts shall be labeled barcoded or tagged by the DPW to both assign the carts to a specific residence and to allow for proof of service. At no time will the data generated from this labeling or tagging be used to track the quantities of trash generated by the residence.
- II.2.4 The carts issued by the department shall be of a durable plastic, with 10 inch wheels and solid axles for long term durability.
- II.2.5 Each cart will have a town label or seal imprinted on it.
- II.2.6 Only carts issued by the DPW shall be used for curbside collection.

IV.3 DAMAGED CARTS; ~~COVERED UNDER WARRANTY~~

- II.3.1 Residents that notice any damage to a cart must report it immediately to the DPW.
- II.3.2 Carts will be ~~covered under warranty~~ replaced or repaired by the Town for reasonable wear and tear. This will include damage incurred while being emptied by town equipment and staff. DPW staff will be required to notify the main DPW office immediately if any cart shall become broken during regular curbside pickup or if they notice an issue

considered normal wear and tear. Carts ~~covered under the warranty~~ shall be replaced as soon as possible by the department and delivered to the household by DPW staff.

IV.4 DAMAGED CARTS; ~~NOT COVERED BY WARRANTY~~

- II.4.1 Residents that notice any damage to a cart must report it immediately to the DPW.
- II.4.2 Residents shall be responsible for all damage above regular use or if the originally issued carts are lost and not able to be located. Residents must request replacement carts through the DPW department. Residents must pay a replacement fee, which will be set based on the town's actual replacement cost for the cart (currently approximately \$50.00). Residents must return damaged carts to the department offices, located at 35 Ernest Valeri Road, before being issued a replacement cart.
- II.4.3 Replacement carts will be available at the DPW facility. Residents will be responsible to pick up the replacement unit.
- II.4.4 Replacements for stolen carts will only be issued if the resident has filed a police report and is able to provide the department a copy. The fee for replacement carts reported stolen will be waived.
- II.4.5 The ~~Superintendent-Director~~ reserves the sole right to waive any fees based on the circumstances of the loss.

IV.5 ITEMS ALLOWED IN CURBSIDE TRASH CART

- II.5.1 All non-hazardous residential waste shall be placed in the trash carts. The items include plastic bags, shredded paper, and other items not allowed in the recycling cart.

IV.6 ITEMS ALLOWED IN CURBSIDE RECYCLING CART

- II.6.1 The list of items allowed in the recycling cart may vary as the recycling markets change, however, the list of items allowed are listed below. No trash may be placed in the recycling cart.
 - II.6.1.1 All fiber: newspapers, magazines, catalogs, cardboard, chipboard/paperboard, cereal boxes, milk cartons, clean pizza boxes, juice cartons, office paper.
- II.6.2 All plastic containers #1 - #7 (do not crush and keep the lids on): Soda bottles, water bottles, deli tubs, milk jugs, plant pots, yogurt cups, detergent bottles.
- II.6.3 All metal containers: tin cans, aluminum cans, clean aluminum foil and pie plates.
- II.6.4 All glass containers: loose glass bottles and containers. Take off the caps.

IV.7 ITEMS NOT ALLOWED IN CURBSIDE RECYCLING CART

II.7.1 The list of items not allowed in the recycling are listed below. This list is not a complete list, but attempts to cover many items residents may have questions on. If there is a question on whether something is recyclable or not, please place the item in the cart designated for trash. The following items are not recyclable and can be placed in the curbside trash cart only.

- II.7.1.1 No shrink wrap, plastic bags or bubble wrap
- II.7.1.2 No hoses
- II.7.1.3 No plants, food waste or liquids
- II.7.1.4 No dishes, Pyrex glassware
- II.7.1.5 No shredded paper
- II.7.1.6 No polystyrene/Styrofoam
- II.7.1.7 No tires
- II.7.1.8 No plastic pouches
- II.7.1.9 No textiles
- II.7.1.10 No batteries
- II.7.1.11 No electronic waste
- II.7.1.12 No toys
- II.7.1.13 No K-cups
- II.7.1.14 No trash

III. ENFORCEMENT AND PENALTIES

III.1 VIOLATIONS OF POLICY

III.1.1 Residents not following the policy outlined above will be flagged and provided a notice of violation left at their door or on their barrels. Violations include the items listed below.

- III.1.1.1 Cart lids not fully closed
- III.1.1.2 Items left at the curbside not contained in the carts
- III.1.1.3 Carts left out prior to 5pm the night before pick up
- III.1.1.4 Contamination in the recycling stream
- III.1.1.5 No recycling placed at curbside
- III.1.1.6 Hazardous materials put out for collection
- III.1.1.7 Large, bulky or hazardous items left at the curbside
- III.1.1.8 In-proper use of containers (ie. recycling cart being used for trash or vice versa)
- III.1.1.9 Additional carts or barrels, not provided by the town, being placed at the curbside for pickup

III.2 TERMINATION OF SERVICE

III.2.1 Violations will be tracked by the DPW office. Any residence that accumulates three (3) or more violations in a rolling thirty (30) day period will have their curbside service terminated and the residence will be reported to the Town of Bourne Board of Health. Notification of termination will be sent by certified mail with the address on file with the Town of Bourne Assessor's office.

III.2.2 The DPW will be responsible to collect the carts from residences that have been sent

letters of termination. The collected carts will be stored for future use.

III.3 RESTORATION OF SERVICE PROCESS

- III.3.1 Residences that have had their curbside service terminated may file a written notice with the DPW requesting their curbside service be restored. The written notice must contain detailed information acknowledging the violations that occurred, and must provide a statement that acknowledges that future policy violations will not occur, and that the residents fully understand the curbside collections policy.
- III.3.2 The ~~Superintendent~~ Director will make the determination if the resident is acting in good faith, and ~~at the Superintendent's sole discretion,~~ may decide to restore curbside service to the residence with in question. The ~~Superintendent~~ Director must respond to all requests within thirty (30) days from receipt of the written notice.
- III.3.3 Residents will be required to go to the DPW site to retrieve their carts upon restoration of curbside service.

III.4 APPEALS PROCESS

- III.4.1 Any decision by the ~~Superintendent~~ Director under this section may be appealed in writing to the Town Administrator. The Town Administrator will make the determination if the ~~Superintendent's~~ Director's decision should be overturned, and may decide to restore curbside service to the residence in question. The Town Administrator must respond to all requests within thirty (30) days from receipt of the written notice. ~~All decisions of the Town Administrator are final.~~
- III.4.2 If the Town Administrator denies any appeal, that resident must wait sixty (60) days prior to starting the Restoration of Service Process again as outlined in section III.3 and III.4 above.

III.5 REPEAT VIOLATIONS

- III.5.1 Any resident that is found to have their curbside service terminated more than twice in one year, and with the Town Administrator upholding the decision of the ~~Superintendent~~ Director upon appeal, will automatically have their curbside collection service ~~suspended~~ terminated for no less than one (1) year. The effective date of the ~~suspension~~ long-term termination shall commence on the date of the Town Administrator's response to the appeal. The Town Administrator, in consultation with the ~~Superintendent~~ Director, shall determine the length of suspension which shall be at least a minimum of one (1) year and a maximum of three (3) years.
- III.5.2 The residents may decide to apply for restoration (following section III.3 and III.4 of this policy) of curbside services within thirty days of the end of the suspension period. Service will not be automatically restored, and the resident must request restoration of service.

IV. CHANGES IN SERVICE

IV.1 NEW SERVICE

- IV.1.1 Newly built residences, or residences currently without service in the town may request to be included in the curbside program. The request must be made directly to the DPW. Upon meeting the requirements of the policy above, the DPW will provide carts to the residence within thirty (30) days of the initial request.

IV.2 CANCELLATION OF SERVICE

- IV.2.1 Any residence that wishes to cancel the curbside service must notify the DPW thirty (30) days prior to the date of cancellation. The DPW will be required to pick up the carts from the residence within a week of the cancellation date.

V. COMMUNICATIONS, QUESTIONS AND CONCERNS OR ADDITIONAL INFORMATION

V.1 COMMUNICATIONS

- V.1.1 Any issues or questions about the carts or curbside service should be directed to the DPW. Questions may be emailed to dpw@townofbourne.com or the main DPW number 508-759-0600, extension 3.

V.2 WEBSITE

- V.2.1 All information regarding recycling in Bourne as well as the curbside program can be found at www.townofbourne.com/recycling-committee/pages/recycling-in-bourne

V.3 RESIDENT ISSUES

- V.3.1 Any resident having an issues with their carts or with employees of the DPW must call **508-759-0600, extension 3** to report the issues to the DPW supervisory staff. A DPW supervisor will set up a time to meet at the residence in question to determine a solution to the issues.
- V.3.2 Any complaint made against a staff member will be investigated by the **Superintendent Director** or designee, and the staff member may be disciplined per the Town of Bourne's Employee Handbook if the result of the investigation proves the employee violated the policies set forth in the Employee Handbook.

- V.3.3 Responses to issues or complaints will be completed in a timely manner by the DPW.

VI. POLICY UPDATES

- VI.1 This policy can be updated as changes are needed to better serve the residents of Bourne.

The policy must be ~~updated~~ reviewed by the Select Board at least every three (3) years.
Updates will be posted to the ~~Recycling in~~ Bourne Website.

~~VI.2 — The Superintendent or designee is responsible to update the policy.~~

~~VI.3~~ VI.2 ~~The Superintendent is responsible to approve all policy changes.~~

DRAFT

DRAFT FAQ for Correspondence to the Select Board

Q: What is correspondence?

- A. Correspondence, as defined in Section VII, may include, but are not limited to, the following:
- Communications from town, state, or federal agencies
 - Communications from town committees or boards
 - Announcements of non-profit events
 - Letters or emails to the full Select Board to notify the Board of an event or opinion on an issue, or to request that the Select Board address a specific issue at a public meeting

Q: What is the public packet?

- A. A public version of the Select Board's meeting materials is posted online in advance of a meeting. Each Select Board agenda contains a "Correspondence" item that notifies the public of correspondence received by the full Select Board.

Q: What if I don't want my correspondence in the public packet?

- A. *Looking for guidance.*

Q: How do I send correspondence to the Select Board?

- A. Correspondence can be sent via mail, hand delivered to the Select Board office located at Town Hall, or electronically via email or utilizing the "contact form" on the Town website.

Q: What do I need to include in my correspondence in order to have it considered by the Select Board?

- A. Correspondence will only be considered when the document includes the name and address of the author along with contact information in the form of a valid email or telephone number on the document itself.

Q: What if I want to send correspondence anonymously?

- A. Correspondence received without a name and address will not be included in the public correspondence record or receive a response.

Q: What if I want my identity redacted from my correspondence when published in the public packet?

- A. *Looking for guidance*

Q: What happens to my correspondence if I only send it to one Board member?

- A. The Board member must notify the Chair with a request to include the correspondence in the Select Board's meeting materials. Inclusion of said correspondence in meeting materials is at the discretion of the Chair.
- B. Correspondence sent to individual Select Board members that require staff action, are replied to by the individual member with instructions to contact the TA or appropriate department head directly.

Q: What happens to my correspondence if I send it to the entire Select Board?

- A. Correspondence will be reviewed by the Chair for consideration in the public packet.

Q: When do I have to send my correspondence in order for it to be considered?

- A. Before noon on the Thursday prior to the next Tuesday meeting

Q: How do I know if the Select Board received my correspondence?

- A. The Clerk of the Select Board is responsible for replying, acknowledging receipt of correspondence.
- B. Receipt will not be acknowledged when the Board is listed as a "CC" recipient

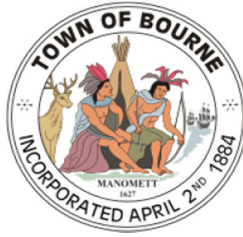
Q: Will correspondence which the Select Board is CC'd on be included in the public packet?

- A. Correspondence with the Board listed as a "CC" may not be included in the public packet. Inclusion of said correspondence in the public packet is at the discretion of the Chair.

Q: What happens to correspondence after it has been in the public packet?

- A. Correspondence that requires immediate action of the Board will be taken up at the next scheduled meeting
- B. Correspondence that requires deliberation may be discussed, however, no action may be taken until it is placed as a regular item on the next available meeting agenda.
- C. Board members may request a piece of correspondence be placed on a future meeting agenda during the meeting which the correspondence is presented.

To read the full correspondence procedures as part of the Select Board's Rules of Procedure click [here](#).



Select Board's Correspondence

January 23, 2024

- A. DEP letter – 5-year review JBCC Impact Area Groundwater Study Program
- B. Independence House FY24 2Q stats
- C. License application for a pier at 10 Briarwood Lane
- D. Upper Cape Tech Minutes 12.14.23



Commonwealth of Massachusetts
Executive Office of Energy & Environmental Affairs

Department of Environmental Protection

Southeast Regional Office • 20 Riverside Drive, Lakeville MA 02347 • 508-946-2700

Maura T. Healey
Governor

Kimberley Driscoll
Lieutenant Governor

Rebecca L. Tepper
Secretary

Bonnie Heiple
Commissioner

January 12, 2024

Impact Area Groundwater Study Program
ATTN: Mr. Shawn Cody, Program Manager
1807 West Outer Road
Camp Edwards, MA 02542

RE: **BOURNE – BWSC**
Release Tracking Number: 4-0015031
Joint Base Cape Cod (JBCC)
Draft Five-Year Review 2017 – 2021 RCL,
Comments

Dear Mr. Cody:

The Massachusetts Department of Environmental Protection (MassDEP) has reviewed the Impact Area Groundwater Study Program (IAGWSP) response to comments letter (RCL) dated December 21, 2023, in response to MassDEP comments dated October 19, 2022, for the document “**Draft Five-Year Review 2017 – 2021**” (the Report) dated August 2022. The Report evaluates the performance of the cleanup remedies conducted by the Impact Area Groundwater Study Program at JBCC to determine if the remedies are protective of human health and the environment.

MassDEP has no comments on the RCL.

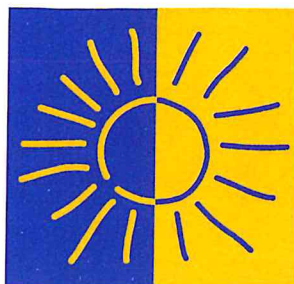
Please incorporate this letter into the Administrative Record for the Five-Year Review 2017-2021. If you have any questions regarding this matter, please contact me at (617) 694-2644 or Elliott Jacobs at (857) 207-0815.

Sincerely,

Leonard J. Pinaud, Chief
Federal Site Management
Bureau of Waste Site Cleanup

P/ej

Ec: Upper Cape Select Boards
Upper Cape Boards of Health
JBCC Cleanup Team
MassDEP Boston/Southeast Region



INDEPENDENCE
H O U S E

Independence House, Inc.

160 Bassett Lane

Hyannis, MA 02601

Tel. 508 771-6507

Fax: 508 778-0143

24-HOUR HOTLINE

1 800 439-6507

January 10, 2024

BOURNE BD OF SELECTMEN
RCUD 2024 JAN 16 PM 12:06

Town of Bourne
24 Perry Avenue
Bourne Bay, MA 02532

Dear Grantor,

I hope you had a wonderful holiday season and that 2024 has started well.

Enclosed please find the statistics for October, November, and December the 2nd Quarter of Fiscal Year 2024.

We in the planning phases for Teen Dating Violence Awareness Month in February, White Ribbon events in March, Sexual Assault Awareness Month in April and our International Festival which will be in July.

During the holiday season Independence House, through generous donations we able to sponsor 40+ families with gifts and gift cards and provide the opportunity for 20+ families to come "shop" for toys for their kids.

Thank you for your continued support! If you have any questions regarding the report or other items, please do not hesitate to contact me at 508-771-6507 x235 or bobr@indhouse.net.

Sincerely,

Bob Ravenelle

Director of Domestic & Sexual Violence and
Grants & Contract Management

**Independence House
October 2023 FY 2024**

	Barn	Bour	Brew	Chat	Den	East	Falm	Harw	Mash	Orlns	Ptown	Sand	Truro	Well	Yarm	Other/ Unkn	Undup/ New	Ongoing Clients	Total Clients	Total Units of Service
	46.50	31.25	10.75	0.25	8.75	0.50	28.00	3.25	12.50	0.00	0.00	6.75	0.00	1.50	29.00	6.50	87	116	203	185.50
258E-Harrassment Order	13.00	2.25	3.00	0.50	0.50	0.00	3.00	0.00	0.25	1.25	5.25	0.25	0.00	1.75	3.00	3.25	22	25	47	37.25
Children Exposed to DV	13.00	0.00	0.00	0.00	0.00	2.50	6.50	1.00	0.00	1.50	0.00	0.00	0.00	0.00	10.50	0.00	7	12	19	35.00
Teen Services	12.00	1.75	1.25	0.00	0.00	0.00	4.25	4.25	4.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	3	15	18	28.50
Domestic Violence Services	113.50	45.75	9.50	6.50	14.75	17.75	73.00	13.75	21.75	8.50	4.50	17.25	0.00	7.50	46.00	24.25	79	138	217	424.25
Sexual Assault Services	29.75	0.00	2.50	0.00	6.00	0.00	12.00	4.25	2.75	0.00	2.25	1.50	0.00	1.25	22.75	4.50	8	42	50	89.50
Children's Groups	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0.00
Teen Groups	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0.00
Domestic Violence Group*	8.00	10.00	1.50	0.00	1.50	0.00	5.00	1.00	12.25	0.00	3.00	8.00	1.50	0.00	4.00	34.25	20	27	47	90.00
Sexual Assault Group*	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	1	1	3.00
Housing Stabilization	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0	3	3	3.00
SafeHomes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0.00
Survivors of Homicide	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	1.00	3.50	0	3	3	8.50
Childcare	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0	2	2	2.00
Food Pantry	35.00	1.00	0.00	0.00	1.00	2.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00	0.00	0	0	0	50.00
Medical Advocacy	6.25	0.00	4.50	0.00	6.00	0.00	6.75	0.00	0.00	5.00	2.00	0.00	0.00	0.00	0.00	0.00	0	0	0	39.00
Domestic Violence Hotline	13.00	0.00	1.00	0.00	0.00	0.00	4.00	1.00	1.00	1.00	0.00	2.00	0.00	0.00	2.00	14.00	0	0	0	16.00
Sexual Assault Hotline	7.00	0.00	0.00	0.00	0.00	0.00	6.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.00	0	0	0	125.00
Other Calls	21.00	1.00	0.00	0.00	1.00	0.00	6.00	1.00	1.00	1.00	1.00	1.00	1.00	0.00	1.00	89.00	0	0	0	20.50
Outreach/ Education	5.00	2.00	0.00	2.00	0.00	1.50	0.00	0.00	1.00	0.00	4.00	0.00	4.00	0.00	1.00	0.00	0	313	313	5.00
Prevention Activities	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	2.00	0.00	0	29	29	233
Total New Clients	95	20	7	2	9	2	17	9	16	4	2	8	0	3	25	14				726
Total Unduplicated Clients	259	50	17	38	11	43	57	7	36	6	28	17	34	3	69	51				959
Total Clients	354	70	24	40	20	45	74	16	52	10	30	25	34	6	94	65				1192.50
TOTAL (Units)	329.00	95.00	34.00	9.25	39.50	24.25	157.50	29.50	60.50	18.25	22.00	36.75	6.50	14.00	131.25	185.25	233	726	959	1192.50

* Some groups as dual DV/SA counted only under DV

**Independence House
November 2023 FY 2024**

	Barn	Bour	Brew	Chat	Den	East	Falm	Harw	Mash	Orlins	Ptown	Sand	Truro	Well	Yarm	Other/ Unkn	Undup/ New	Ongoing Clients	Total Clients	Total Units of Service
209A-Restraining Orders	36.25	9.50	14.25	2.00	6.75	5.75	22.50	0.50	3.00	1.25	0.00	13.25	0.00	1.00	17.25	16.75	100	75	175	150.00
258E-Harrasment Order	3.75	0.00	0.00	0.00	1.00	0.00	2.25	1.00	3.50	0.00	0.00	1.00	1.50	0.00	3.25	7.50	18	8	26	24.75
Children Exposed to DV	17.25	2.50	0.00	0.00	0.00	1.75	5.00	2.25	0.00	4.00	0.25	0.00	0.00	0.00	17.50	0.00	11	21	32	50.50
Teen Services	13.75	3.00	2.00	0.00	0.00	0.00	8.75	3.25	2.25	0.00	1.00	2.25	0.00	0.00	2.00	0.25	5	18	23	38.50
Domestic Violence Services	78.25	8.50	4.25	0.00	7.25	0.00	35.25	4.75	12.50	0.00	0.00	18.25	0.00	0.00	17.25	22.50	59	154	213	208.75
Sexual Assault Services	100.75	31.25	15.25	8.50	21.50	8.75	51.50	10.75	21.50	2.25	2.00	20.25	3.50	0.00	38.50	27.25	15	39	54	363.50
Children's Groups	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0.00
Teen Groups	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0.00
Domestic Violence Group*	19.00	12.00	3.00	1.00	0.00	3.00	23.25	1.00	12.00	0.00	1.00	6.25	0.00	0.00	9.00	39.00	17	37	54	129.50
Sexual Assault Group*	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0.00
Housing Stabilization	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0	5	5	5.00
SafeHomes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0.00
Survivors of Homicide	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0	2	2	3.00
Childcare	2.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.25	0	5	5	5.50
Food Pantry	47.00	0.00	0.00	0.00	6.00	0.00	0.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	11.00	1.00	0	0	0	69.00
Medical Advocacy	3.50	7.75	0.00	0.00	5.00	3.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.25	5	0	5	20.00
Domestic Violence Hotline	17.00	2.00	2.00	0.00	2.00	0.00	3.00	1.00	0.00	0.00	0.00	1.00	0.00	0.00	1.00	17.00	0	0	0	46.00
Sexual Assault Hotline	8.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0	0	0	11.00
Other Calls	29.00	0.00	1.00	0.00	2.00	0.00	4.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	50.00	0	0	0	89.00
Outreach	7.00	2.00	0.00	0.00	0.00	0.00	2.00	0.00	0.00	0.50	3.00	0.00	1.00	0.00	1.50	3.00	0	252	252	20.00
Prev	0.00	0.00	0.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.50	0.00	0	7	7	2.50
		12	11	8	12	11	35	5	9	2	1	15	1	2	21	22				230
			21	2	14	10	65	9	19	5	30	17	4	1	63	67				623
				10	26	21	100	14	28	7	31	32	5	3	84	89				853
					51.50	22.75	159.50	26.50	60.75	8.00	7.25	62.25	6.00	1.00	120.75	191.75	230	623	853	1236.50

**Independence House
December 2023 FY 2024**

	Barn	Bour	Brew	Chat	Den	East	Falm	Harw	Mash	Orlns	Ptown	Sand	Truro	Well	Yarm	Other/ Unkn	Undup/ New	Ongoing Clients	Total Clients	Total Units of Service
209A-Restraining Orders	65.75	9.00	14.25	0.00	5.75	2.75	16.00	3.75	8.00	3.75	0.00	7.75	3.50	0.00	21.00	10.50	68	110	178	171.75
258E-Harrassment Order	20.75	2.50	0.00	0.00	0.50	0.25	11.25	0.00	1.50	0.00	0.00	0.25	2.25	0.00	0.25	1.50	18	24	42	41.00
Children Exposed to DV	23.25	0.50	0.00	0.00	0.00	1.50	3.00	6.25	0.00	2.75	1.00	1.75	0.00	0.00	14.25	0.00	3	28	31	54.25
Teen Services	11.50	2.00	0.00	0.50	0.00	0.00	4.50	1.00	1.00	0.00	0.00	0.25	0.00	0.00	1.50	0.00	4	15	19	22.25
Domestic Violence Services	96.50	16.00	6.50	2.75	19.25	5.00	58.75	19.25	22.25	8.00	4.50	15.25	4.75	0.00	31.75	25.25	39	138	177	335.75
Sexual Assault Services	35.25	0.00	13.25	0.00	3.00	2.25	8.25	4.00	4.25	0.00	2.00	0.00	0.00	3.00	19.75	2.50	10	38	48	97.50
Children's Groups	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0.00
Teen Groups	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0.00
Domestic Violence Group*	17.00	6.00	1.00	1.00	1.00	0.00	15.00	0.00	7.00	1.00	1.00	6.25	0.00	0.00	6.00	15.00	6	33	39	77.25
Sexual Assault Group*	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	3.00
Housing Stabilization	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0	5	5	5.00
SafeHomes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0.00
Survivors of Homicide	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	1.50	0	2	2	3.50
Childcare	1.50	0.00	0.00	0.00	0.00	0.00	0.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.50	0.00	1	4	5	2.75
Food Pantry	20.00	0.00	4.00	0.00	3.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12.00	0.00	0	0	0	41.00
Medical Advocacy	0.00	0.00	2.00	3.00	0.00	0.00	0.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3	0	3	5.25
Domestic Violence Hotline	9.00	0.00	1.00	0.00	2.00	0.00	5.00	0.00	3.00	0.00	0.00	0.00	0.00	0.00	1.00	23.00	0	0	0	44.00
Sexual Assault Hotline	2.00	0.00	0.00	0.00	0.00	1.00	1.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	1.00	5.00	0	0	0	11.00
Other Calls	34.00	0.00	1.00	0.00	0.00	0.00	7.00	5.00	0.00	1.00	0.00	0.00	0.00	0.00	3.00	87.00	0	0	0	138.00
Outreach/ Education	8.00	0.00	0.00	1.00	2.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	0.00	0	129	129	14.00
Prevention Activities -	2.50	0.00	0.50	0.00	0.00	0.00	0.00	0.00	0.50	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0	30	30	4.50
Total New Clients	58	7	8	2	6	5	18	3	11	6	0	5	2	0	9	12				152
Total Unduplicated Clients	172	18	16	8	100	13	56	12	17	7	5	28	7	15	52	30				556
Total Clients	230	25	24	10	106	18	74	15	28	13	5	33	9	15	61	42				708
TOTAL (Units)	350.00	36.00	43.50	8.25	36.50	13.75	132.75	39.25	50.50	16.50	8.50	32.50	10.50	4.00	113.00	173.25	152	556	708	1071.75

* Some groups as dual DV/SA counted only under DV

Independence House
Quarter 2 FY 2024

	Barn	Bour	Brew	Chat	Den	East	Falm	Harw	Mash	Orlns	Ptown	Sand	Truro	Well	Yarm	Other/ Unkn	Undup/ New	Ongoing Clients	Total Clients	Total Units of Service
209A-Restraining Orders	148.50	49.75	39.25	2.25	21.25	9.00	66.50	7.50	23.50	5.00	0.00	27.75	3.50	2.50	67.25	33.75	255	301	556	507.25
258E-Harrassment Order	37.50	4.75	3.00	0.50	2.00	0.25	16.50	1.00	5.25	1.25	5.25	1.50	3.75	1.75	6.50	12.25	58	57	115	103.00
Children Exposed to DV	53.50	3.00	0.00	0.00	0.00	5.75	14.50	9.50	0.00	8.25	1.25	1.75	0.00	0.00	42.25	0.00	21	61	82	139.75
Teen Services	37.25	6.75	3.25	0.50	0.00	0.00	17.50	8.50	7.25	0.00	1.00	2.50	0.00	0.00	4.50	0.25	12	48	60	89.25
Domestic Violence Services	288.25	70.25	20.25	9.25	41.25	22.75	167.00	37.75	56.50	16.50	9.00	50.75	4.75	7.50	95.00	72.00	177	430	607	968.75
Sexual Assault Services	165.75	31.25	31.00	8.50	30.50	11.00	71.75	19.00	28.50	2.25	6.25	21.75	3.50	4.25	81.00	34.25	33	119	152	550.50
Children's Groups	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0.00
Teen Groups	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0.00
Domestic Violence Group	44.00	28.00	5.50	2.00	2.50	3.00	43.25	2.00	31.25	1.00	5.00	20.50	1.50	0.00	19.00	88.25	43	97	140	296.75
Sexual Assault Group	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	1	1	3.00
Housing Stabilization	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00	0	13	13	13.00
SafeHomes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0.00
Survivors of Homicide	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00	0.00	0.00	0.00	0.00	0.00	1.00	6.00	0	7	7	15.00
Childcare	3.75	0.00	0.00	0.00	0.00	0.00	0.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.50	5.25	1	11	12	10.25
Food Pantry	102.00	1.00	4.00	0.00	10.00	2.00	5.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	31.00	1.00	0	0	0	160.00
Medical Advocacy	9.75	7.75	6.50	3.00	11.00	3.50	7.00	0.00	0.00	5.00	2.00	0.00	0.00	0.00	0.00	0.25	15	0	15	55.75
Domestic Violence Hotline	39.00	2.00	4.00	0.00	4.00	0.00	12.00	2.00	4.00	1.00	0.00	3.00	0.00	0.00	4.00	54.00	0	0	0	129.00
Sexual Assault Hotline	17.00	0.00	0.00	0.00	0.00	1.00	9.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	1.00	9.00	0	0	0	38.00
Other Calls	84.00	1.00	2.00	0.00	3.00	0.00	17.00	8.00	1.00	2.00	1.00	1.00	1.00	0.00	5.00	226.00	0	0	0	352.00
Outreach/ Education	20.00	4.00	0.00	3.00	2.00	2.50	2.00	0.00	1.00	0.50	7.00	0.00	5.00	1.00	3.50	3.00	0	694	694	54.50
Prevention Activities	4.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.50	0.00	0.00	1.00	0.00	2.00	3.50	0.00	0	66	66	12.00
Total New Clients	216.00	39.00	26.00	12.00	27.00	18.00	70.00	17.00	36.00	12.00	3.00	28.00	3.00	5.00	55.00	48.00				615
Total Unduplicated Clients	606	189	54	48	125	66	178	28	72	18	63	62	45	19	184	148				1905
Total Clients	822	228	80	60	152	84	248	45	108	30	66	90	48	24	239	196				2520
TOTAL (Units)	1065.25	209.50	119.75	29.00	127.50	60.75	449.75	95.25	171.75	42.75	37.75	131.50	23.00	19.00	365.00	550.25	615	1905	2520	3500.75

PUBLIC NOTICE

**DEPARTMENT OF ENVIRONMENTAL PROTECTION
WATERWAYS REGULATION PROGRAM**

**Notice of Simplified License Application pursuant to M.G.L. Chapter 91
23-WW-PRE-0145-APP**

NOTIFICATION DATE: January 12, 2024

PERMITTEE: William R. Keating

PROJECT SITE ADDRESS: 10 Briarwood Lane, Bourne

Public notice is hereby given of the application for a Chapter 91 Simplified License by **William R. Keating** to construct/maintain a **seasonal pier, ramp and float** in the waters of **Little Bay** at **10 Briarwood Lane, Bourne, Barnstable County**.

The Department will consider all written comments on this Waterways application received within 30 days of the "Notification Date". Failure of any aggrieved person or group of ten citizens or more to submit written comments to the Waterways Regulation Program will result in the waiver of any right to an adjudicatory hearing in accordance with 310 CMR 9.13(4)(c). The group of citizens must include at least five citizens who are residents of the municipality in which the proposed project is located.

Project plans for this Waterways application are on file for public viewing electronically, by request to dep.waterways@mass.gov. If you do not have access to email, please leave a voicemail at (617) 292-5929 and you will be contacted with information on alternative options.

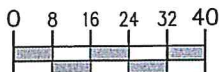
It is recommended that public comments be filed electronically with dep.waterways@mass.gov when possible. Alternatively, comments may be mailed to the Waterways Regulation Program at: 1 Winter Street, 5th Floor, Boston, MA 02108.

LICENSE NO.

APPROVED BY DEPARTMENT OF ENVIRONMENTAL PROTECTION
DATE:



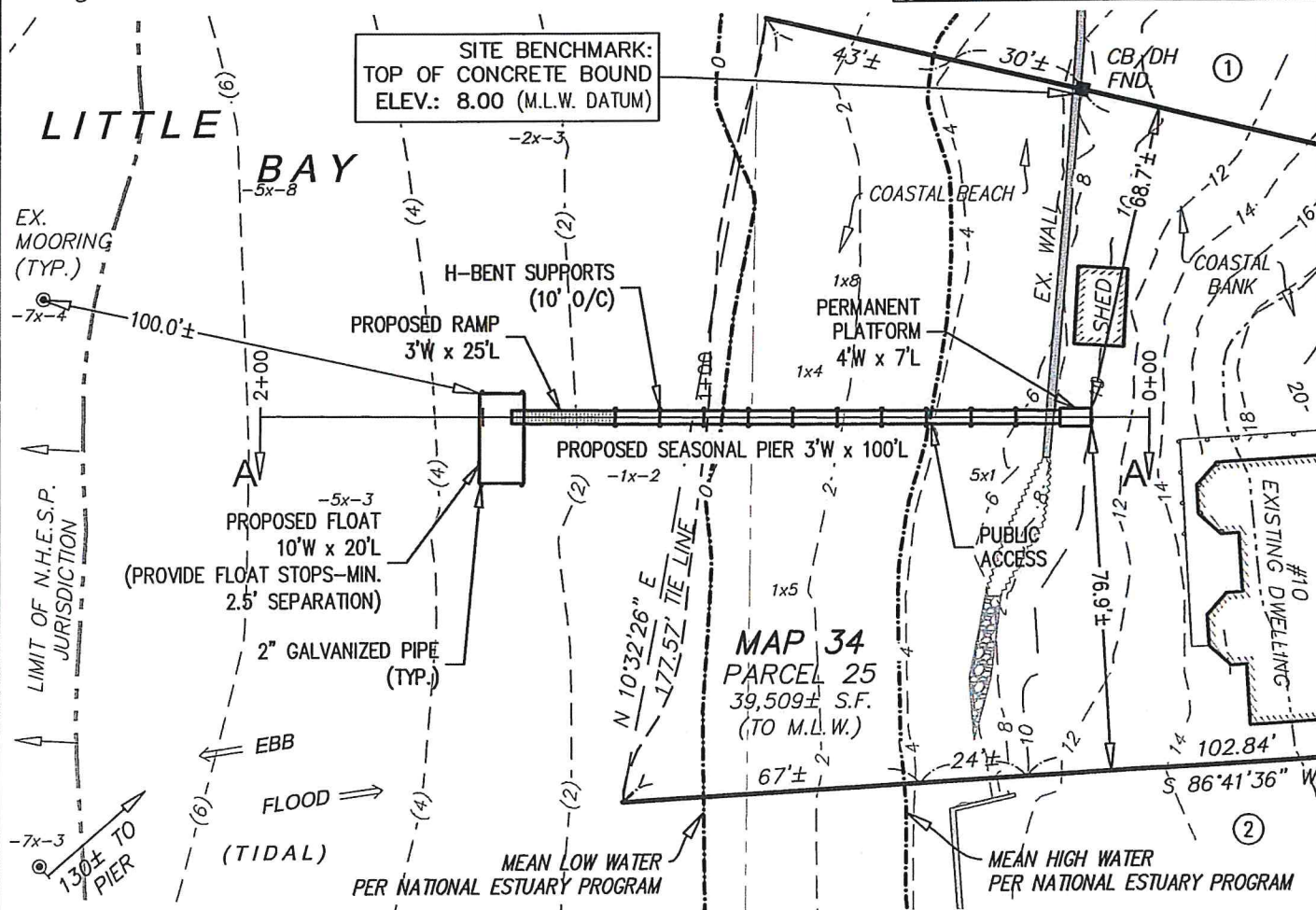
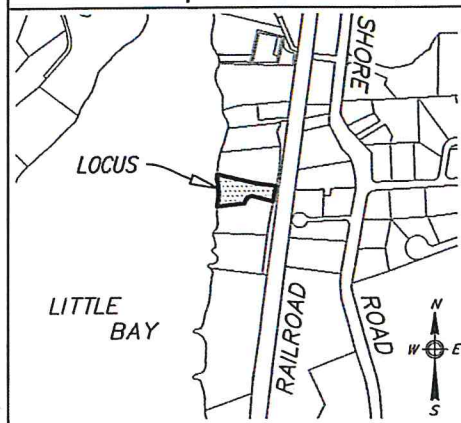
PLAN SCALE



1 inch = 40 feet



Locus Map Scale: 1" = 1,000'



PURPOSE: SIMPLIFIED LICENSING

DATUM: MEAN LOW WATER

ADJACENT PROPERTY OWNERS:

- ① Russell F. Gervais Revocable Trust
- ② John M. Corcoran

PLAN ACCOMPANYING PETITION OF:
WILLIAM R. KEATING
of #10 BRIARWOOD LANE



49 HERRING POND ROAD
BUZZARDS BAY, MA 02532
(tel) 508-833-0070
(fax) 508-833-2282

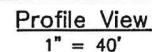
19 OLD SOUTH ROAD
NANTUCKET, MA 02554
(tel) 508-325-0044
www.brackeneng.com

PROPOSED PIER, RAMP
& FLOAT

IN LITTLE BAY
AT #10 BRIARWOOD LANE, BOURNE
COUNTY OF BARNSTABLE, MA.

APPLICATION BY:
WILLIAM R. KEATING
DATE: 01/05/24 SHEET 1 OF 2

APPROVED BY DEPARTMENT OF ENVIRONMENTAL PROTECTION
DATE:



UPPER CAPE COD REGIONAL TECHNICAL SCHOOL DISTRICT COMMITTEE
DECEMBER 14, 2023 MEETING HELD AT THE SCHOOL
220 SANDWICH ROAD, BOURNE, MA 02532

PRESENT: Ellen Barber; Dominic Cammarano, Thomas Corriveau; Mary Crook; Michael Degan; Robert Fichtenmayer; Christine Marcolini; Maryann Smith; Roger Forget; Sharon Brito, Recording Secretary.

ABSENT: David P. Sampson.

The meeting was called to order at 6:15 p.m. followed by the Pledge of Allegiance to the Flag. The Chairperson announced that the meeting was being recorded via an audio device.

STUDENT ADVISORY REPRESENTATIVE: Tanner Brewer, a senior in Information Technology from Wareham and Braden Coryer, a senior in Engineering also from Wareham, reported on recent student activities including an update on the start of the winter sports season. The pair also discussed some of the InterAct Club's fundraisers which include the sale of candygrams and hot cocoa along with pictures with Santa.

STUDENT SPOTLIGHT / CURRICULUM UPDATE: None.

PUBLIC PARTICIPATION: None.

APPROVAL OF MINUTES: A motion was made by Mr. Cammarano, seconded by Mr. Degan, for approval of the minutes of the November 9, 2023 regular meeting. Seven in favor; Ms. Marcolini abstained. Motion passed.

COMMUNICATIONS: The Superintendent read a letter from the Family Pantry, Damien's Place thanking the staff for the recent donation of funds raised from a Jeans Friday.

REPORT OF COMMITTEES:

Policy – Ms. Crook reported that the Policy Sub-Committee met earlier to review more than twenty policies, several of which will be presented at the January meeting for a first reading.

Budget – The next meeting of the Budget Sub-Committee will be held on Tuesday, January 2nd at 5:00 p.m.

TREASURER'S REPORT: Mr. Degan distributed the Treasurer's Report for warrants #20, #22, and #24, highlighting the larger expenditures on the warrants including student busing, retiree health benefits, classroom clocks, Culinary Arts food, HVAC supplies, promethean boards purchased through the Capital Skills grant, and trusses for the construction of the Environmental Technology building. He also discussed revenue received from the wind turbine with ConEd and net metering credits from the solar canopies.

SUPERINTENDENT'S REPORT: Mr. Forget shared the exciting news that a senior in Veterinary Science was recently awarded a \$100,000 scholarship to Johnson & Wales University and also a \$100,000 scholarship to Eckerd College in St. Petersburg, FL. He distributed a program from the National Honor Society Induction Ceremony that was held last week at which six seniors and eleven juniors were inducted. The Superintendent informed the committee that he will be recommending the addition of a wrestling team. UCT currently participates in a co-op team with Sandwich High School. Sandwich now has enough wrestlers to field their own team as does UCT. Research is also underway for the addition of Design and Visual Communications as the 16th technical program. Mr. Greeley and Mr. LeRoy will be visiting vocational schools that currently offer this program to learn more about it. He then discussed the options available for school committee members to attend various national conferences. In addition to the National School Boards' Association annual conference and the Association for Career and Technical Education's annual conference which committee members have attended, there is also a High Schools that Work annual conference and there is the option to watch UCT students compete at the Future Farmers of America and the SkillsUSA national competitions. Mr. Forget suggested that the committee may not want to all attend the same conference as in years past, and instead have only a few members attend each conference along with a small number of staff members. The Superintendent informed the committee that \$872,361.00 has been certified in the Excess and Deficiency account. School districts are permitted to have 5% of their budget in Excess and Deficiency which would be over a million dollars so the district is well under the 5%. Finally, Mr. Forget shared that a representative from Safe Routes to Schools will be on campus on January 24th for both the arrival of students to school and dismissal to look into the safety concerns at the exit onto Sandwich Road.

PRINCIPAL'S REPORT: Mr. Greeley was not present.

UNFINISHED BUSINESS:

NEW BUSINESS:

Approval of Fall Program Advisory Meeting Minutes – Mr. Degan made a motion, seconded by Ms. Crook, to approve the October 12, 2023 Fall Program Advisory Meeting minutes as presented. Motion passed unanimously.

Approval of Fall General Advisory Meeting Minutes – Mr. Cammarano made a motion, seconded by Mr. Degan, to approve the October 25, 2023 Fall General Advisory Meeting minutes as presented. Motion passed unanimously.

NEASC Five-Year Focused Visit Accreditation Report – The Superintendent reviewed the findings of the Five-Year Focused Visit conducted by the New England Association of Schools and Colleges. The visit, which went extremely well, took place in May and the school was granted continued accreditation. Mr. Forget shared the commendations that were included in the report as well as the recommendations. Key recommendations included continuing to appeal to the Massachusetts Department of Transportation for a traffic light at the school entrance due to safety concerns, hiring an additional full-time nurse, and continuing to pursue grant approval to construct a new gymnasium. The Superintendent informed the committee that he was just notified that the district's statement of interest to the Massachusetts School Building Authority for funding for a new roof and a new gymnasium was not selected for the second round of funding and that we will have to re-apply for next year's funding. Mr. Degan made a motion, seconded by Ms. Smith, to accept the NEASC Five-Year Focused Visit Report of the May 2023 visit. Motion passed unanimously.

ACTE Annual Conference Reports – The Superintendent asked those committee members that attended the Association for Career and Technical Education annual conference to share their thoughts on the sessions they attended and the products they saw in the exhibition hall. Mr. Fichtenmayer commented how far ahead of the curve he feels UCT is after attending some of the sessions. Mr. Cammarano discussed how prevalent robotics is now and how evident that was after walking through the exhibition hall. Ms. Crook and Ms. Marcolini both expressed agreement with Mr. Forget's recommendation that committee members attend a variety of national conferences with a mix of administrators and academic and vocational staff rather than all attending the same conference.

Ms. Crook made a motion, seconded by Mr. Cammarano, to adjourn the regular meeting at 7:13 P.M. Motion passed unanimously.

A True Copy Attest

Date: 1-11-2024
(Seal)


Sharon R. Brito, Secretary

Documents reviewed / referred to:

- 12/14/2023 School Committee Packet
- Thank You Letter Dated 11/10/2023 from The Family Pantry, Damien's Place
- 12/14/2023 Treasurer's Report
- NHS Induction Ceremony Program