

# Board of Selectmen Meeting Notice AGENDA



RECEIVED  
2022 APR 27 AM 11:15  
TOWN CLERK BOURNE

Date

Monday  
May 2, 2022

Time

6:15 P.M.

Location

Bourne High School Library  
75 Waterhouse Road  
Bourne, MA

1. Call Meeting to Order
2. Selectmen's Business
  - a. Discussion and possible vote on Jennifer Kennedy's request to hold a 4<sup>th</sup> of July parade on Main St., Buzzards Bay on 7/4/22.
  - b. Discussion and possible vote to allow the Bourne Girls Lacrosse Boosters to hold a car wash at the Pocasset Fire Station on 5/15/22.
  - c. Discussion and possible vote to allow the Massachusetts Down Syndrome Congress to hold an event at Buzzards Bay Park the morning of 5/14/22.
3. Discuss and prepare for the Special Town and Annual Meeting and to act on any articles as necessary.
4. The Board of Selectmen will meet to participate, discuss and vote on the Special and Annual Town Meeting Articles in the auditorium at the Bourne High School until the meeting's conclusion.
5. Adjourn



## Bourne on the 4th of July Parade

January , 2022

Town Administrator  
Town of Bourne

To Whom It May Concern,

I am writing to seek approval to organize and hold the annual Bourne on the 4th of July Parade. If approved, the parade will be held on Monday July 4th, 2022. The parade will begin at 10:00am and be approximately 90 minutes in length. It will follow the same route as last year.

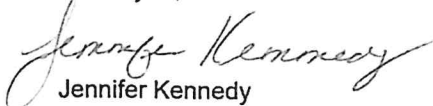
We would like approval from the town for the following items:

- Use of town hall parking lot exclusively for parade participants, volunteers and town employees.
- Permission to close Main Street from Perry Ave to Academy Drive on July 4th from 9:45 until the end of the parade.
- Permission to enforce a parking ban on Main Street from Perry Ave to Academy Drive on July 4th from 9:45 until the end of the parade.
- Permission to enforce a parking ban for all of Perry Ave and Everett Road from Perry Ave to the Town Hall's Everett Road exit.
- Permission to enforce a parking ban for Cohasset Ave starting at 9:45 with parking/travel restrictions beginning at 9am.
- Permission to hang a banner over Main Street to be displayed approximately two weeks prior to the parade.
- Insurance coverage from the town for parade day.
- Permission to place signs on the Main Street and Pocasset. Also, tent signs at various locations the week of the parade.
- Permission to allow the landing of a Black Hawk Helicopter in a designated area for a static display.

We are looking forward to celebrating the 13th annual 4th of July Parade. It is such a great celebration for our country and our great town.

If you have any questions, please feel free to contact me at [REDACTED]

Thank you,

  
Jennifer Kennedy



# TOWN OF BOURNE

## Board of Selectmen

24 Perry Avenue Ƴ Room 101  
Buzzards Bay, MA 02532-3496  
www.townofbourne.com



Phone: 508-759-0600 x1503  
Fax: 508-759-0420

### APPLICATION FOR THE USE OF TOWN PROPERTY

Individual/Organization Bourne on the 4<sup>th</sup> of July

Address (mailing) [REDACTED] Buzzards Bay, MA 02532

Home/Business Address same as above

Home Telephone # [REDACTED]

Business Telephone # \_\_\_\_\_

Contact Person Jennifer Kennedy

Email address: [REDACTED]

I (we) request the use of the following town owned property:

Name: Main St from Perry Ave to Academy Drive, Everett Rd, Cohasset Ave

Location: Buzzards Bay

Purpose: **\*\*\*** 4<sup>th</sup> of July Parade

\*\*\*Please indicate if a tent will be used or food served/available at event\*\*\*

Date(s) 7/4/22

Time(s)

From 9:45a (time first person will arrive)

To 11am (time last person will leave)

From \_\_\_\_\_ (time first person will arrive)

To \_\_\_\_\_ (time last person will leave)

**\*\*\*\*Copy of Liability Insurance with town named as additional insured\*\*\*\***  
**(PLEASE COMPLETE THE REVERSE SIDE OF THIS FORM)**

I (we) agree to pay the Town of Bourne a fee, if required, for use of such facilities

Estimated Attendance 1,000

Will the affair be policed? Yes X No \_\_\_\_\_

Will admission be charged: Yes \_\_\_\_\_ NO X

Signed \_\_\_\_\_ Jennifer Kennedy \_\_\_\_\_

Identification Presented \_\_\_\_\_

**HOLD HARMLESS AGREEMENT**

It is agreed by Bourne July Parade  
Hereinafter called the Organization, that the Town of Bourne be absolved of any and all liability brought about by actions of the participants and/or patrons of the organization while using the facilities of the Town of Bourne for the purpose of

Bourne July Parade

It is further agreed that the Organization accepts responsibility for any and all damages caused by the participants and/or patrons of the Organization that are determined to be above and beyond what is considered normal wear and tear of the facilities.

Signature of Organization Bourne July Parade

Printed Name \_\_\_\_\_

Title \_\_\_\_\_ Dated \_\_\_\_\_

\*\*\*\*\*

**FOR TOWN ADMINISTRATOR'S USE ONLY**

Estimated Facility Costs \_\_\_\_\_

Total Estimated Costs \_\_\_\_\_

APPROVED \_\_\_\_\_ NOT APPROVED \_\_\_\_\_

Town Administrator

\_\_\_\_\_  
Marlene V. McCollem  
Town Administrator

Approval is contingent upon your acceptance of the estimated costs as listed above. If for any reason, you no longer wish to use our facility, please contact us immediately.



**Town of Bourne  
Interdepartmental Advisory Form**



<b>Start Date:</b>	4/6/2022
<b>Owner/Applicant:</b>	Bourne on the 4th of July Jennifer Kennedy [REDACTED] Buzzards Bay
<b>Project Location:</b>	Main Street, Academy Drive, Old Bridge Road, and Town Hall
<b>Nature of Request:</b>	<p>4th of July Parade 13th Annual Bourne on the Fourth of July Parade July 4, 2022 - 9:00 A.M. to 12:00 P.M. The Parade will begin at 10:00 a.m. and be approximately 90 minutes in length Start at Academy Drive and Main, proceed down Main Street and finish at the Bourne Veterans' Memorial Community Building parking lot.</p> <ol style="list-style-type: none"> <li>1. Use of town hall parking lot exclusively for parade participants, volunteers &amp; town employees.</li> <li>2. Permission to close Main Street from Perry Avenue to Academy Drive on July 4th from 9:45 to end of parade.</li> <li>3. Permission to enforce a parking ban on Main Street from Perry Avenue to Academy Drive on July 4th from 9:45 until the end of parade.</li> <li>4. Permission to enforce a parking ban for all of Perry Ave and Everett Rd from Perry Ave to the Town Hall's Everett Road exit.</li> <li>5. Permission to enforce a parking ban for Cohasset Avenue starting at 9:45 with parking and travel restrictions beginning at 9:00 a.m.</li> <li>6. Permission to hang banner over Main Street to be displayed approximately two weeks prior to the parade.</li> <li>7. Insurance coverage from the Town for parade day.</li> <li>8. Permission to place signs on the Main Street and Pocasset. Also, tent signs at various locations the week of the parade.</li> <li>9. Permission to allow the landing of a Black Hawk Helicopter in a designated area for a static display.</li> </ol>
<b>Liability Insurance Naming Town of Bourne as Additional Insured</b>	<p>Has applicant provided insurance?    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p><b>Town to Provide</b></p>

<b>Map:</b>		<b>Parcel:</b>		<b>District:</b>	
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**Engineering:**

<b>Date of Recording:</b>		<b>Lot Area:</b>		<b>Frontage:</b>		<b>Zone:</b>	
<b>Resource District:</b>		<b>Town Road:</b>		<b>Paved:</b>		<b>Contiguous Lots:</b>	
<b>Flood Zone:</b>		<b>Within 100' of Wetland:</b>					

**Owner:**  
**Remarks:**

4/6/2022  
Date

Timothy P Lydon  
Department Head

Planning Department/Planning Board:  Concur  Does Not Concur

Remarks: Temporary street banner requires Select Board approval per Zoning Bylaw sec. 2866.

4/7/22 Jennifer Copeland  
Date Town Planner

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Conservation Commission:  Must File  Determination  Notice of Intent  
 Need not File

Remarks:

4/8/22 Stephanie Fitch  
Date Conservation Agent

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Board of Health:  Concur  Does Not Concur

Remarks:

4/8/2022 K.Shea  
Date Health Agent

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Building Inspector:  Concur  Does Not Concur

Remarks:

4/6/22 KMurphy/ag  
Date Building Inspector

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Sewer Commissioners:  Approved  Disapproved  Not Under Sewer Jurisdiction

Remarks:

4/8/22 Maria Simone/Admin  
Date Department Head

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Town Collector:  Outstanding Taxes  Taxes Paid In Full

FY	RE	\$0.00	FY	RE	\$0.00	FY	RE	\$0.00
FY	RE	\$0.00	FY	RE	\$0.00	FY	RE	\$0.00
FY	RE	\$0.00	FY	RE	\$0.00	FY	RE	\$0.00

Remarks:

4/20/22 A Dastous  
Date Town Collector

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**Town Clerk:**

If not corporation has business certificate been issued?  Yes  No

Remarks: Not Applicable

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4/6/2022                      CCobb  
Date                              Clerk's Office

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**Assessors:**

This individual has (have) completed the Form of List?  Yes  No

Remarks: Not Applicable

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4/8/22                         JPotter  
Date                            Assessors Office

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**Department of Public Works:**  Approved  Disapproved  Not Under DPW Jurisdiction

Remarks:

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4/8/2022                      Matthew Quinn  
Date                            Department Head

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**Department of Natural Resources:**  Approved  Disapproved  Not Under DNR Jurisdiction

Remarks:

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4/06/2022                      Chris Southwood  
Date                            Department Head

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**Recreation Department:**  Concur  Does Not Concur  Not Under Jurisdiction

Remarks:

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4/8/2022                      Krissanne Caron  
Date                            Department Head

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**Police Department:**  Concur  Does Not Concur  Not Under Police Jurisdiction

Remarks: Remarks: Same as years past. PD will staff as we deem appropriate. PD will not post signs. Any and all signs must be removed and returned immediately after the parade (responsibility of parade organizers). PD controls all street closures and when they will occur. Event Organizer must schedule an appointment with the Police Administration at least 3 weeks prior to event for final plan review.

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4/6/2022                      Lt. John R. Stowe  
Date                            Department Head

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**Fire Department:**                       **Concurs**                       **Does Not Concur**

**Remarks:** Fire department apparatus and personnel will need to stand by for the landing of the helicopter

04/06/2022  
Date

David S. Pelonzi  
Department Head

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**Town Administrator/Board of Selectmen:**     **Concurs**                       **Does Not Concur**

**Remarks:**

Date

Town Administrator/Board of Selectmen Chairman

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# TOWN OF BOURNE

## Board of Selectmen

24 Perry Avenue – Room 101  
Buzzards Bay, MA 02532-3496  
www.townofbourne.com



Phone: 508-759-0600 x1503  
Fax: 508-759-0420

### APPLICATION FOR THE USE OF TOWN PROPERTY

Individual/Organization Bourne Girls Lacrosse Boosters

Address (mailing) 75 Waterhouse Rd.

Bourne, MA 02532

Home/Business Address Eva [REDACTED]

Home Telephone # Eva [REDACTED] BHS 759-0670

Business Telephone # \_\_\_\_\_

Contact Person Eva [REDACTED]

Email address: [REDACTED]

I (we) request the use of the following town owned property:

Name: Pocasset Fire Station

Location: 311 Barlows Landing Rd.

Purpose: \*\*\* car wash

311

\*\*\*Please indicate if a tent will be used or food served/available at event\*\*\*

Date(s) May 15th

Time(s)  
From 8:45 (time first person will arrive)

To 12:15 (time last person will leave)

From \_\_\_\_\_ (time first person will arrive)

To \_\_\_\_\_ (time last person will leave)

**\*\*\*\*\*Copy of Liability Insurance with town named as additional insured\*\*\*\*\***

**(PLEASE COMPLETE THE REVERSE SIDE OF THIS FORM)**

I (we) agree to pay the Town of Bourne a fee, if required, for use of such facilities

Estimated Attendance 10-12

Will the affair be policed? Yes \_\_\_\_\_ No X

Will admission be charged: Yes \_\_\_\_\_ No X

Signed [Signature]

Identification Presented \_\_\_\_\_

**HOLD HARMLESS AGREEMENT**

It is agreed by [Redacted] BHS Girls Lax Boosters  
Hereinafter called the Organization, that the Town of Bourne be absolved of any and all liability brought about by actions of the participants and/or patrons of the organization while using the facilities of the Town of Bourne for the purpose of

It is further agreed that the Organization accepts responsibility for any and all damages caused by the participants and/or patrons of the Organization that are determined to be above and beyond what is considered normal wear and tear of the facilities.

Signature of Organization [Signature]

Printed Name [Redacted]

Title co-president Dated 4/26/22

\*\*\*\*\*

**FOR TOWN ADMINISTRATOR'S USE ONLY**

Estimated Facility Costs \_\_\_\_\_

Total Estimated Costs \_\_\_\_\_

APPROVED \_\_\_\_\_ NOT APPROVED \_\_\_\_\_

Town Administrator

Marlene V. McCollem  
Town Administrator

Approval is contingent upon your acceptance of the estimated costs as listed above. If for any reason, you no longer wish to use our facility, please contact us immediately.



**Town of Bourne  
Interdepartmental Advisory Form**



<b>Start Date:</b>	4/26/2022
<b>Owner/Applicant:</b>	Bourne Girls Lacrosse Boosters Eva [REDACTED]
<b>Project Location:</b>	Pocasset Fire Station 311 Barlows Landing Rd
<b>Nature of Request:</b>	5/15/22 8:45am -12:15p Car Wash to raise money for HS Girls Lax program
<b>Liability Insurance Naming Town of Bourne as Additional Insured</b>	Has applicant provided insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Map:</b>	43.2	<b>Parcel:</b>	7.00	<b>District:</b>	
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**Engineering:**

<b>Date of Recording:</b>		<b>Lot Area:</b>		<b>Frontage:</b>		<b>Zone:</b>	VB
<b>Resource District:</b>	No	<b>Town Road:</b>	Yes	<b>Paved:</b>	Yes	<b>Contiguous Lots:</b>	NO
<b>Flood Zone:</b>	AE 15'	<b>Within 100' of Wetland:</b>	Yes				

**Owner:**

**Remarks:**

4/27/2022                      Timothy P Lydon  
Date                              Department Head

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**Planning Department/Planning Board:**                       **Concurs**                       **Does Not Concur**

**Remarks:**

4/27/2022                      J. Copeland/ts  
Date                              Town Planner

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**Conservation Commission:**     **Must File**     **Determination**     **Notice of Intent**  
 **Need not File**

**Remarks:**

4/26/2022                      Stephanie Fitch  
Date                              Conservation Agent

---

**Board of Health:**                       **Concurs**                       **Does Not Concur**

**Remarks:**

4/27/2022                      K.Shea

---

Date Health Agent

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Building Inspector:  Concur  Does Not Concur

Remarks:

---

4/26/2022 KMurphy/ag  
Date Building Inspector

---

Sewer Commissioners:  Approved  Disapproved  Not Under Sewer Jurisdiction

Remarks:

---

4/27/2022 Maria Simone/Admin  
Date Department Head

---

Town Collector:  Outstanding Taxes  Taxes Paid In Full

FY	RE	\$0.00	FY	RE	\$0.00	FY	RE	\$0.00
FY	RE	\$0.00	FY	RE	\$0.00	FY	RE	\$0.00
FY	RE	\$0.00	FY	RE	\$0.00	FY	RE	\$0.00

Remarks:

---

04/26/2022 Shelly R Murphy  
Date Town Collector

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Town Clerk:  
If not corporation has business certificate been issued?  Yes  No

Remarks: Not Applicable

---

4/26/2022 CCobb  
Date Clerk's Office

---

Assessors:  
This individual has (have) completed the Form of List?  Yes  No

Remarks: na

---

4/27/2022 JPotter  
Date Assessors Office

---

Department of Public Works:  Approved  Disapproved  Not Under DPW Jurisdiction

Remarks:

4/26/2022 Matthew Quinn  
Date Department Head

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Department of Natural Resources:  Approved  Disapproved  Not Under DNR Jurisdiction

Remarks:

4/26/2022 Chris Southwood  
Date Department Head

---

Recreation Department:  Concur  Does Not Concur  Not Under Jurisdiction

Remarks:

4/26/2022 Krissanne M. Caron  
Date Department Head

---

Police Department:  Concur  Does Not Concur  Not Under Police Jurisdiction

Remarks:

4/27/2022 Lt. John R. Stowe Jr.  
Date Department Head

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Fire Department:  Concur  Does Not Concur

Remarks: Participants are required to bring all necessary supplies such as hoses, nozzles, buckets, soap, etc.

4/26/2022 David S. Cody  
Date Department Head

---

Town Administrator/Board of Selectmen:  Concur  Does Not Concur

Remarks:

Date Town Administrator/Board of Selectmen Chairman

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Town of Bourne  
Special Event Permit Application for Buzzards Bay Park

Date of Application  Name of Organization

Organization's Mailing Address

Contact Person  Cell Phone #

Contact Person's Mailing Address   
Burlington, MA 01803

**Event Information:**

Event Date 5/14/2022 Start Time: 1:00pm End Time: 3:00pm  
Set Up Date 5/14/2022 Set Up Time: 12:00pm End Clean Up Time: 3:30pm

**Description of Event**

As the Teen & Adult Services Coordinator at the MDSC, I plan events for teens and adults with Down syndrome, their families, and friends. We generally try to host one event each month in different areas of MA. We have a lot of families on the South Shore and on the Cape so the Buzzards Bay Park/Pavilion would be the perfect place to host an outdoor event! This event will be an opportunity for families to gather safely outside for some lawn games and possibly a craft, then enjoy ice cream sundaes catered by Ben & Jerrys. We would love to have music and if possible, may do a Zumba or Yoga lesson in place of a craft.

# of Participants  # of Spectators

Given that this is a new area for us, we don't know exactly how many families will register. On average we have about 50 attendees at our events, but we don't expect to have any more than 100.

Will your event require street closing?  Yes  No If Yes, see Bourne Police

Will there be food?  Yes  No If Yes, see Board of Health

Will there be vendors?  Yes  No If Yes, see Board of Selectmen's Office and the Board of Health

Use of electricity/generators?  Yes  No If Yes, see Bourne DPW

We have a DJ (he is the father of an adorable little girl with Down syndrome), who often comes to our events. If possible, we could love to invite him to play some music. If this is allowed, we would need access to electricity.

Will the Event require water? Yes No If Yes, for what purpose?

Use of Tents? Yes No If Yes, please see Building Inspector

Wish to block parking spaces? Yes No If Yes, see DPW

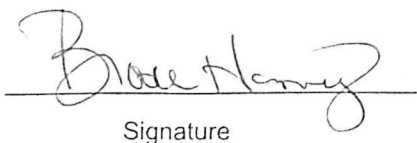


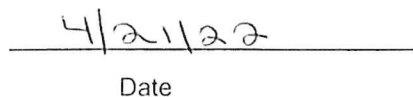
## INDEMNIFICATION AND RELEASE Town of Bourne Facility Rentals

THIS IS A LEGALLY BINDING DOCUMENT. DO NOT SIGN IT UNTIL YOU HAVE READ THE CONTENTS HEREOF AND UNDERSTAND THE SAME. IF YOU ARE IN DOUBT, CONSULT AN ATTORNEY PRIOR TO SIGNING THIS DOCUMENT.

In consideration of the permission granted to it by the Town of Bourne for the purpose of using playing fields and recreational properties owned by the Town of Bourne, the undersigned, in recognition of the fact that Bourne has no lawful obligation to permit said usage by any person, group or other entity not sponsored by the Recreation Department, does hereby release the Town of Bourne, its agents, servants, employees and volunteers from any liability whatsoever in the event of injury to any persons or any actual or perceived infringement of the personal security of any person using the said playing fields and/or recreation areas while engaged in usage authorized by the Town or to any person attending such activity and the undersigned intends this release to be effective and binding on himself/herself and all members, guests, invitees or observers of the group activity which she/he herein represents. This release is provided in addition to, and without limitation on, any and all defenses available to the Town of Bourne pursuant to the Massachusetts General Law and common law.

The undersigned, on behalf of him/herself and the members of the group or entity he/she represents, does hereby agree to indemnify the Town and its agents, servants, employees and volunteers against any and all claims, suits, actions, debts, damages, costs, charges and expenses including court costs and attorney's fees, and against all liability, losses and damages of any nature whatsoever, that the Town shall or may at any time sustain or be put to by reason of the usage of the Town owned property, as contemplated herein.

  
Signature

  
Date

Teen & adult services  
Title COORDINATOR

MA DOWN SYNDROME  
Name of Organization CONGRESS





## Town of Bourne Interdepartmental Advisory Form



<b>Start Date:</b>	4/21/2022
<b>Owner/Applicant:</b>	Massachusetts Down Syndrome Congress 20 Burlington Mall Road #261, Burlington, MA 01803 [REDACTED]
<b>Project Location:</b>	Buzzards Bay Park
<b>Nature of Request:</b>	5/14/22 12p set up; 1pm-3pm event; 3-3:30pm clean up Outdoor event for teens and adults with down syndrome and their families Lawn games, possible craft or yoga/zumba, ice cream catered by Ben & Jerrys Access to electricity if possible for DJ 50-100 people
<b>Liability Insurance Naming Town of Bourne as Additional Insured</b>	Has applicant provided insurance? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

<b>Map:</b>	23.0	<b>Parcel:</b>	4, 5	<b>District:</b>	
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**Engineering:**

<b>Date of Recording:</b>		<b>Lot Area:</b>		<b>Frontage:</b>		<b>Zone:</b>	<b>DTC</b>
<b>Resource District:</b>	No	<b>Town Road:</b>	Yes	<b>Paved:</b>	Yes	<b>Contiguous Lots:</b>	Yes
<b>Flood Zone:</b>	AE 16'	<b>Within 100' of Wetland:</b>	Yes				

Owner:  
Remarks:

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4/27/2022  
Date
Timothy P Lydon  
Department Head

---

**Planning Department/Planning Board:**                       **Concurs**                       **Does Not Concur**

Remarks: Any temporary banners would require Board of Selectmen approval.

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4/22/2022  
Date
Jennifer Copeland  
Town Planner

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**Conservation Commission:**     **Must File**     **Determination**     **Notice of Intent**  
 **Need not File**

Remarks:

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4/22/2022  
Date
Stephanie Fitch  
Conservation Agent

---

Board of Health:  Concur  Does Not Concur

Remarks: Please have the caterer fill out a Catering Notification form found on the Health Department website and submit it to the Health Department.

4/22/2022 KShea  
Date Health Agent

---

Building Inspector:  Concur  Does Not Concur

Remarks:

4/21/2022 KMurphy/ag  
Date Building Inspector

---

Sewer Commissioners:  Approved  Disapproved  Not Under Sewer Jurisdiction

Remarks:

4/25/2022 Maria Simone/admin  
Date Department Head

---

Town Collector:  Outstanding Taxes  Taxes Paid In Full

FY	RE	\$0.00	FY	RE	\$0.00	FY	RE	\$0.00
FY	RE	\$0.00	FY	RE	\$0.00	FY	RE	\$0.00
FY	RE	\$0.00	FY	RE	\$0.00	FY	RE	\$0.00

Remarks:

4/22/2022 A Dastous  
Date Town Collector

---

Town Clerk:  
If not corporation has business certificate been issued?  Yes  No

Remarks: Not Applicable

4/22/2022 CCobb  
Date Clerk's Office

---

Assessors:  
This individual has (have) completed the Form of List?  Yes  No

Remarks: NA

4/25/2022 J Potter  
Date Assessors Office

---

---

Department of Public Works:  Approved  Disapproved  Not Under DPW Jurisdiction

Remarks: There is power available in the gazebo. We will make sure its on for event.

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4/26/2022  
Date

Matthew Quinn  
Department Head

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Department of Natural Resources:  Approved  Disapproved  Not Under DNR Jurisdiction

Remarks:

---

4/21/2022  
Date

Chris Southwood  
Department Head

---

Recreation Department:  Concur  Does Not Concur  Not Under Jurisdiction

Remarks:

---

4/25/2022  
Date

Krissanne M. Caron  
Department Head

---

Police Department:  Concur  Does Not Concur  Not Under Police Jurisdiction

Remarks:

---

4/21/2022  
Date

Lt. John R. Stowe Jr.  
Department Head

---

Fire Department:  Concur  Does Not Concur

Remarks:

---

4/21/2022  
Date

David S. Cody  
Department Head

---

Town Administrator/Board of Selectmen:  Concur  Does Not Concur

Remarks:

---

Date

Town Administrator/Board of Selectmen Chairman

---

