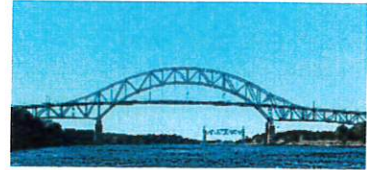


RECEIVED
**Board of Selectmen
Meeting Notice**

2018 JUN 15 PM AGENDA

TOWN CLERK BOURNE



<u>Date</u>	<u>Time</u>	<u>Location</u>
Tuesday June 19, 2018	6:00 P.M.	Bourne High School Library/ Media Center 75 Waterhouse Road Bourne

7:15 P.M. Board of Selectmen and Finance Committee will meet jointly to review and possibly vote on amendment to the Financial Management Policies and Guidelines related to Other Post-Employment Benefits (OPEB)

Note this meeting is being televised and recorded. If anyone in the audience is recording or video-taping, they need to acknowledge such at this time.

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

6:00 P.M. Call public session to order in Open Session

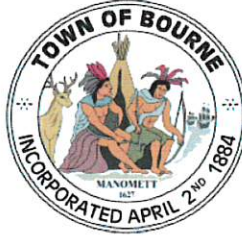
EXECUTIVE SESSION 6:00 P.M.

- a. To conduct strategy session with respect to litigation for Cumberland Farms, Inc. v. Daniel Doucette et al, Land Court Department Case No. 17MISC000063; Chase Developers, Inc. v. Bourne Zoning Board of Appeals, Housing Appeals Committee No. 2017-12; Fire Department Civil Service Hearings (Reis, Swartz) inasmuch as an Open Meeting will have a detrimental effect on the litigating position of the Town in each of these cases and the Chair has so declared; Discussion of issues relating to acquisition of the Hoxie School Property inasmuch as the Chair has declared that an open meeting will have a detrimental effect of the negotiation position of the Town; Strategy sessions in preparation for contract negotiations related to a Host Community Agreement with the Haven Center inasmuch as the Chair has declared that an open meeting will have a detrimental effect on the negotiation position of the Town;

Roll call Vote to convene in Executive Session for the purpose stated. The Board will reconvene in open session following the Executive Session at approximately 7 P.M.
Roll call Vote to reconvene in open session.

Moment of Silence for our Troops and our public safety personnel

1. Salute to the Flag
2. Public Comment on Non-Agenda Items
3. Approval of minutes: 5.22.18
4. Correspondence
5. 7:15:Joint Meeting with Finance Committee to review and possibly vote on amendment to the Financial Management Policies and Guidelines related to Other Post-Employment Benefits (OPEB)
6. Licenses/Appointments
 - a. Selectmen Committee Appointments
7. Cape Cod Commission update – Kristy Senatori, Executive Director
8. Selectmen’s Business
 - a. Goals update for the public
 - b. Sagamore Beach parking issues
 - c. Amendment to Fee Schedule Buzzards Bay Park
9. Selectmen’s Reports
 - a. Events of the last week
 - b. Events planning to attend
10. Town Administrator Report
 - a. Cannabis Committee update
 - b. Technology Internal Working Group
11. Future Agenda
 - a. Massachusetts Maritime Academy to give formal update to the Board of Selectmen meeting and to answer questions
 - b. Stop and Shop Rotary and Clay Pond Road update
 - c. Sale of town property policy
12. Adjourn



Selectmen's Correspondence
June 19, 2018

- A. Invitation to AmeriCorps Cape Cod's Year XIX Graduation Ceremony and Community Recognition Event to be held on Thursday, July 26, 2018.
- B. Letter from Michelle Spinney resigning as Town of Bourne Representative to the Barnstable County Human Rights Commission effective immediately.
- C. Committee Members not seeking reappointment:
- Michelle Spinney - Bourne Human Services Committee
 - Mardi Mauney – Open Space Committee
 - Paul O'Keefe – Selectmen's Energy Advisory Committee
 - John E. Redman – Bourne Landfill Business Model Working Group
 - Mary Sicchio – Bourne Historical Commission
 - Richard Conron – Transportation Advisory Committee
- D. Letter from MASSDOT regarding Project Need Form Submission – Extension of the Bourne Rail Trail from North Falmouth to the Cape Cod Canal Bike Path in Bourne.
- E. Bracken Engineering submitted plans for a proposed Boardwalk at 1 Little Bay Lane, Buzzards Bay [Plans on file in the Town Administrator's Office].
- F. DEP submitted notification that Philip Austin filed a waterways application to maintain an existing pier, ramp and floats at 821 Shore Road, Pocasset.
- G. Cape Light Compact submitted their 2016 Annual Report [copy on file in the Town Administrator's Office]
- H. Letter from Mary Jane Mastrangelo regarding her personal thoughts regarding the Board of Selectmen's Goals for this year.

A



The Barnstable County Resource Development Office,
County Commissioners and Assembly of Delegates
cordially invite you to attend

AmeriCorps Cape Cod's

Year XIX Graduation Ceremony and Community Recognition Event

Thursday, July 26, 2018
10:00 A.M. - 1:00 P.M.

Cape Cod Community College
Tilden Arts Center
West Barnstable, Massachusetts

Speakers, Award Ceremony and Slide Presentation
highlighting a year of specialized service
dedicated to the critical environmental and disaster needs
of Cape Cod

12:00 P.M. - 1:00 P.M.
Refreshments & cake



RSVP: (508) 375-6869
americorps@barnstablecounty.org



B

Rebello, Mary

From: Michelle Spinney <mspinney1986@gmail.com>
Sent: Thursday, June 7, 2018 5:56 AM
To: Rebello, Mary
Subject: Resignation from Barnstable County Human Rights Commission

Hello,

Due to new job commitments, I must resign as the Town of Bourne's representative to the Barnstable County Human Rights Commission effective immediately.

Thank you for the opportunity. I learned a lot, and thoroughly enjoyed the experience as well.

Sincerely,

Michelle Spinney

Barnstable County Human Rights Commission

This email has been scanned for spam and viruses by Proofpoint Essentials. Click [here](#) to report this email as spam.

C

Rebello, Mary

From: Michelle Spinney <mspinney1986@gmail.com>
Sent: Thursday, June 7, 2018 5:56 AM
To: Rebello, Mary
Subject: Reappointment - Bourne Human Services Committee

Hello,

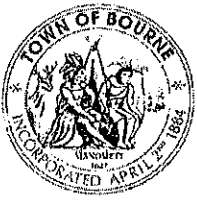
I, Michelle Spinney, **do not wish to be reappointed** to serve another term on the Bourne Human Services Committee.

Thank you,

Michelle Spinney

Human Services Committee

This email has been scanned for spam and viruses by Proofpoint Essentials. Click [here](#) to report this email as spam.



TOWN OF BOURNE

Board of Selectmen

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



PETER J. MEIER, CHAIRMAN
JUDITH MACLEOD FROMAN, VICE CHAIRMAN
JAMES L. POTTER, CLERK
GEORGE S. SLADE, JR,
JARED P. MACDONALD

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

June 1, 2018

Mardi Mauney
PO Box 1236 - 236 Williston Road
Sagamore Beach, MA 02562

RE: Reappointment
Open Space Committee

Your appointment to the Open Space Committee is expiring on June 30, 2018.

If you are interested in being reappointed to this committee please either send an email to Mary Rebello – mrebello@townofbourne.com - stating same or return this letter with the bottom portion completed.

Thanking you in advance for your cooperation.

Respectfully,

Board of Selectmen

.....
 I, Mardi Mauney, would like to be reappointed to serve another term on the Open Space Committee.

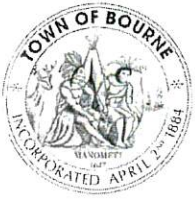
I, Mardi Mauney, do not wish to be reappointed to serve another term on the Open Space Committee.

Mardi J Mauney

Signature

6/7/18

Date



TOWN OF BOURNE

Board of Selectmen

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



PETER J. MEIER, CHAIRMAN
JUDITH MACLEOD FROMAN, VICE CHAIRMAN
JAMES L. POTTER, CLERK
GEORGE S. SLADE, JR,
JARED P. MACDONALD

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

June 1, 2018

Paul O'Keefe
43 Thorn Avenue
Buzzards Bay, MA 02532

RE: Reappointment
Selectmen's Energy Advisory Committee

Your appointment to the Selectmen's Energy Advisory Committee is expiring on June 30, 2018.

If you are interested in being reappointed to this committee please either send an email to Mary Rebello – mrebello@townofbourne.com - stating same or return this letter with the bottom portion completed.

Thanking you in advance for your cooperation.

Respectfully,

Board of Selectmen

.....

I, Paul O'Keefe, **would like to be reappointed** to serve another term on the Selectmen's Energy Advisory Committee.

I, Paul O'Keefe, **do not wish to be reappointed** to serve another term on the Selectmen's Energy Advisory Committee.

Signature

Date

Rebello, Mary

From: John Redman <johne.redman@gmail.com>
Sent: Wednesday, June 6, 2018 4:58 PM
To: Rebello, Mary
Subject: ISWM Working Group

Hi Mary:

Please use this email to confirm that I do not wish to be reappointed to the Bourne Landfill Business Model Working Group.

Signed: John E. Redman

This email has been scanned for spam and viruses by Proofpoint Essentials. Click [here](#) to report this email as spam.

Rebello, Mary

From: Mary Sicchio <masicchio566@gmail.com>
Sent: Tuesday, June 5, 2018 4:55 PM
To: Rebello, Mary
Subject: Historical Commission

I will not be renewing my term on the Bourne Historical Commission.
I will notify the Board.

Mary Sicchio

Sent from my iPad

This email has been scanned for spam and viruses by Proofpoint Essentials. Visit the following link to report this email as spam:

https://gdsprotect.cloud-protect.net/index01.php?mod_id=11&mod_option=logitem&mail_id=1528232123-MemQZ1O5eacp&r_address=mrebello%40townofbourne.com&report=1

Rebello, Mary

From: Richard Conron <richard.conron@gmail.com>
Sent: Monday, June 4, 2018 3:52 PM
To: Rebello, Mary
Subject: Transportation Committee Reappointment

Hi Mary,
I DO NOT WISH TO BE REAPPOINTED to serve.
The committee never met last year

Dick Conron

This email has been scanned for spam and viruses by Proofpoint Essentials. Visit the following link to report this email as spam:

https://gdsprotect.cloud-protect.net/index01.php?mod_id=11&mod_option=logitem&mail_id=1528141900-p7LBZlAYFLeA&r_address=mrebello%40townofbourne.com&report=1



Charles D. Baker, Governor
 Karyn E. Polito, Lieutenant Governor
 Stephanie Pollack, Secretary & CEO
 Jonathan L. Gulliver, Highway Administrator



June 1, 2018

RECEIVED
 JUN 06 2018
 TOWN OF BOURNE
 BOARD OF SELECTMEN

Mr. Glenn D. Cannon
 Town Assistant Administrator
 Town of Bourne
 24 Perry Avenue
 Buzzards Bay, MA 02532

Subject: **Project Need Form Submission**

**Extension of the Bourne Rail Trail from North Falmouth to the Cape Cod Canal
 Bike Path in Bourne**

Dear Mr. Cannon:

This letter is in response to your submission of a Project Need Form (PNF) received May 15, 2018. The proposal consists of extending the rail trail that currently terminates in North Falmouth Northerly through the Town of Bourne, connecting to the Cape Cod Canal Bike path in Bourne, a distance of 6.25 miles.

District 5 concurs with the needs expressed in the PNF. However, please note MassDOT has initiated a relatively new electronic format for inputting PNF and Project Initiation Form (PIF) data directly into a statewide Geodatabase known as MapIT. Therefore, upon our request, MassDOT's GeoDOT Administrator has recently provided Mr. David Nolan of the Cape Cod Commission the required account credentials to access and enter PNF/PIF data into MapIT for our processing.

District 5 looks forward to working with the Town of Bourne to advance the subject proposal through our project development process. If you have any questions, please contact Pamela Haznar, P.E., Project Development Engineer at (508) 884-4239.

Sincerely,


 Mary-Joe Perry
 District Highway Director

TJK/tjk *tjk*
 cc: MJP
 PRH *PRH*

Gabriel Sherman, MassDOT Office of Transportation Planning, 10 Park Plaza, Suite 4150
 Kristy Senatori, Acting Executive Director, Cape Cod Commission
 David Nolan, Transportation Planner, Cape Cod Commission
 Thomas M. Guarino, Town Administrator, Town of Bourne
 Coreen V. Moore, Town Planner, Town of Bourne

Letter of Transmittal

RECEIVED

JUN 04 2018

E



49 Herring Pond Road
Buzzards Bay, MA 02532
Tel: (508) 833-0070
Fax: (508) 833-2282

TOWN OF BOURNE
BOARD OF SELECTMEN

19 Old South Road
Nantucket, MA 02554
Tel: (508) 325-0044

To:
Massachusetts DEP - SERO
Waterways Regulation Program
20 Riverside Drive
Lakeville, MA 02347

Certified Mail

From:
Brendan C. Mullaney, PWS
brendan@brackeneng.com
Bracken Engineering, Inc.
49 Herring Pond Road
Buzzards Bay, MA 02532

Re: 11 Little Bay Lane Map 20.1 – Parcel 7, Bourne, MA
Transmittal # X280718

Enclosed:

Simplified License BRP WW06 Application & Transmittal, dated 5/15/2018
Proposed Boardwalk Plan, dated 5/29/2018
Order of Conditions – SE7-1998 dated 3/1/2018
Public Notice to be published in the Bourne Courier publication date 6/6/18
Abutter Notification Letters, dated 5/29/18
USACoE Self-Verification Form sent via email to cenae-r@usace.army.mil on 5/29/2018

Cc: **Town of Bourne – Board of Selectmen - Certified Mail**
Town of Bourne – Conservation Commission - **Certified Mail**
Town of Bourne – Planning Board - **Certified Mail**
Town of Bourne – Zoning Board of Appeals - **Certified Mail**
File
Client (electronically)

Signed: Penni L. Pomeroy

Date: May 29, 2018

F

RECEIVED

JUN 08 2018

TOWN OF BOURNE
BOARD OF SELECTMEN

DEPARTMENT OF ENVIRONMENTAL PROTECTION
WATERWAYS REGULATION PROGRAM

Notice of License Application Pursuant to M.G.L. Chapter 91
Waterways License Application Number W18-5254
Philip Austin

NOTIFICATION DATE: June 6, 2018

Public notice is hereby given of the waterways application by Philip Austin to maintain an existing pier, ramp and floats at 821 Shore Road, in the municipality of Bourne, in and over flowed tidelands of the Pocasset River and within the Pocasset River Area of Critical Environmental Concern. The proposed project has been determined to be water-dependent.

The Department will consider all written comments on this Waterways application received within 30 days subsequent to the "Notification Date". Failure of any aggrieved person or group of ten citizens or more, with at least five of the ten residents residing in the municipality(s) in which the license or permitted activity is located, to submit written comments to the Waterways Regulation Program by the Public Comments Deadline will result in the waiver of any right to an adjudicatory hearing in accordance with 310 CMR 9.13(4)(c).

Additional information regarding this application may be obtained by contacting the Waterways Regulation Program at (508) 946-2730. Project plans and documents for this application are on file with the Waterways Regulation Program for public viewing, by appointment only, at the address below.

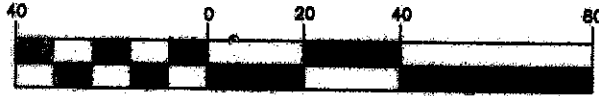
Written comments must be addressed to: David E. Hill, Environmental Engineer, DEP Waterways Regulation Program, 20 Riverside Drive, Lakeville, MA 02347.

Regulations of the Registrars of Deeds for
the Commonwealth of Massachusetts

Date: 4/10/2018 *Gary S. Labrie*

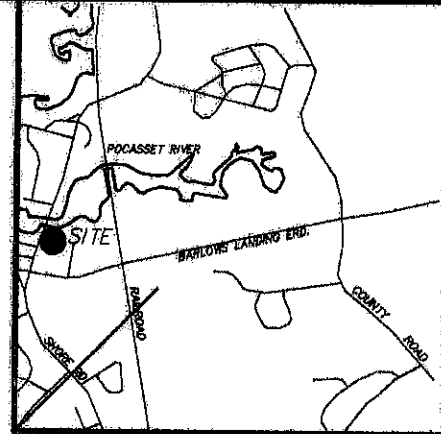
Gary S. Labrie, P.L.S.

GRAPHIC SCALE

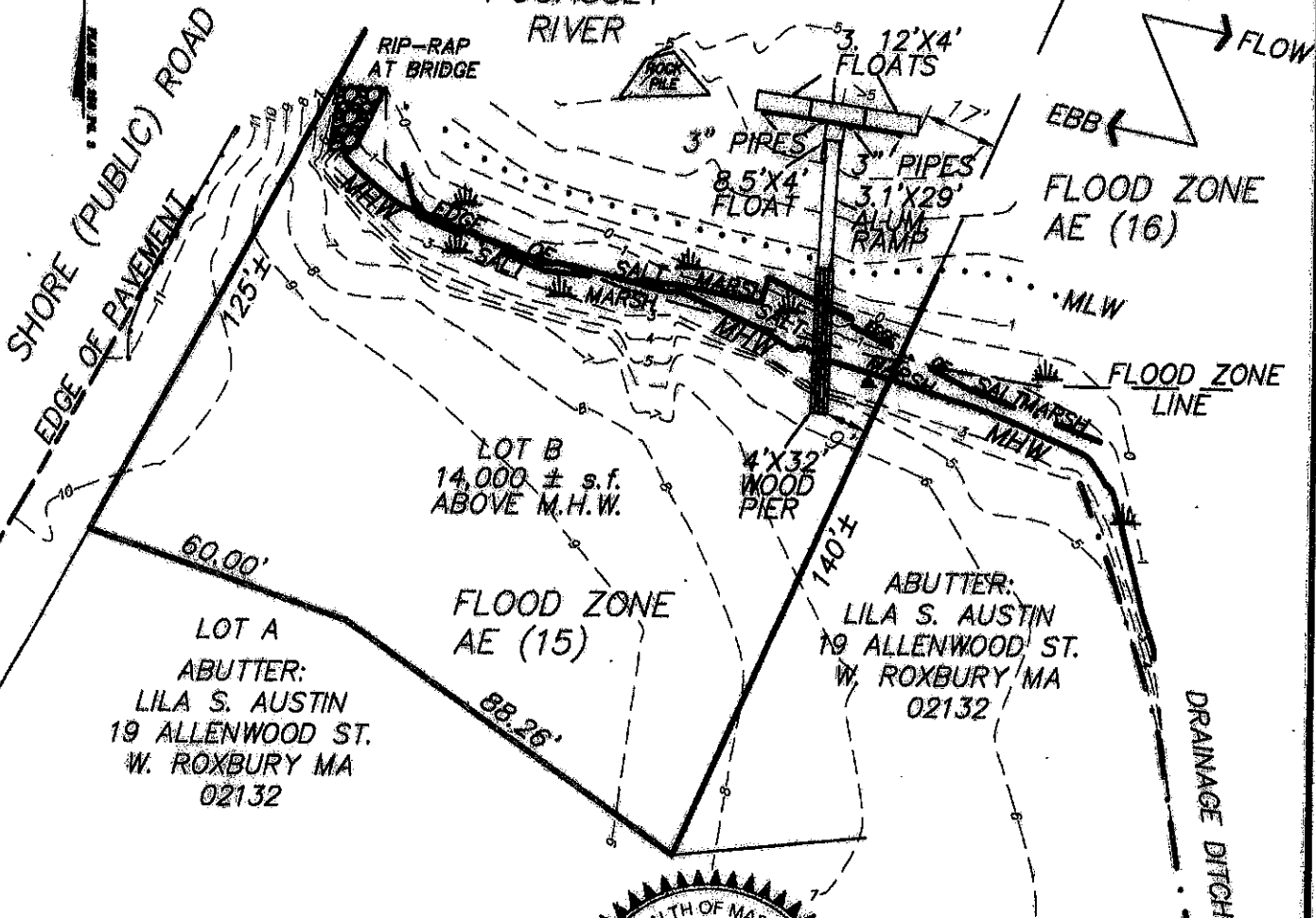


(IN FEET)
1 inch = 40 ft.

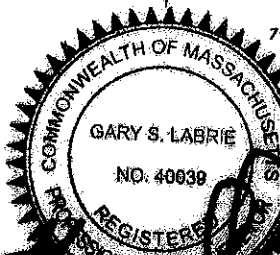
VERTICAL DATUM: NAVD (88)



LOCUS MAP
Not to Scale



"SITE PLAN"
Accompanying Petition of
PHILIP AUSTIN
821 SHORE ROAD
BOURNE, MASS.



Gary S. Labrie

Date: 4/10/2018

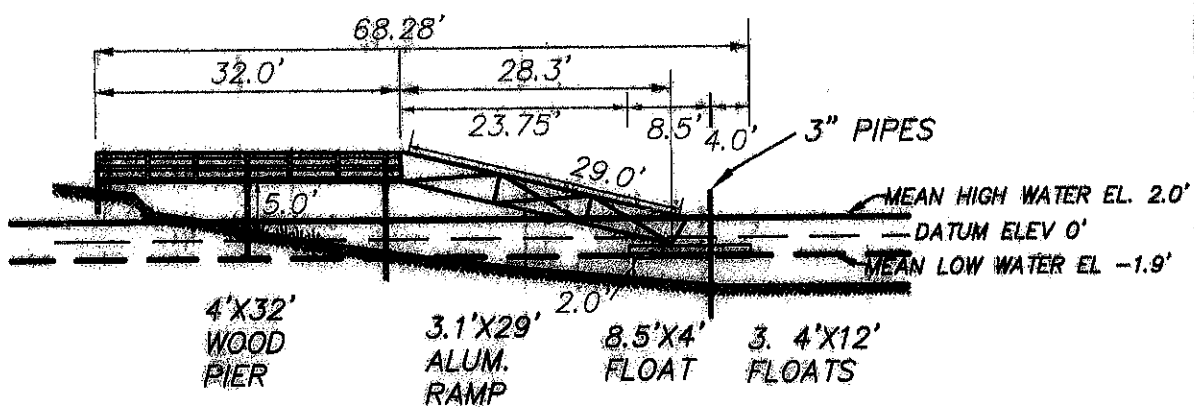
Gary S. Labrie

Gary S. Labrie, P.L.S.

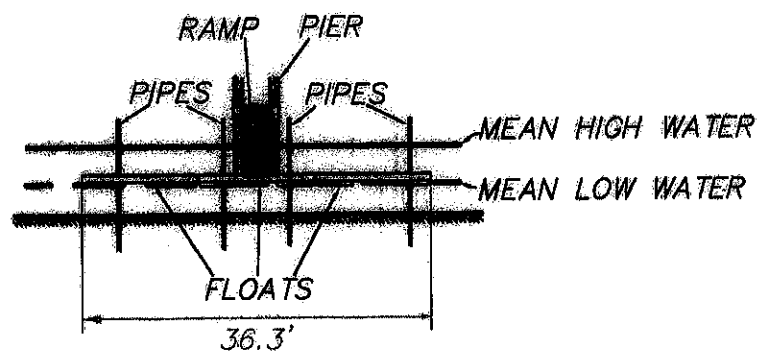
DETAIL 1" = 20'

VERTICAL DATUM: NAVD (88)

SIDE VIEW



END VIEW



GRAPHIC SCALE



(IN FEET)

1 inch = 20 ft.

"PROFILE PLAN"
Accompanying Petition of
PHILIP AUSTIN
821 SHORE ROAD
BOURNE, MASS.

SHEET 2 of 2



Cape Light Compact JPE

261 Whites Path, Unit 4, South Yarmouth, MA 02664
Energy Efficiency 1.800.797.6699 | Power Supply 1.800.381.9192
Fax: 774.330.3018 | capelightcompact.org

G

RECEIVED

JUN 04 2018

TOWN OF BOURNE
BOARD OF SELECTMEN

May 11, 2018

Mr. George Slade
24 Perry Ave.
Buzzards Bay, MA 02532

Dear Mr. George Slade,

It has been almost a year since the Cape Light Compact (Compact) completed its internal reorganization under the Municipal Modernization Act, and I am happy to report that the reorganization has gone smoothly. Your representative to the Compact's Governing Board provided input and guidance throughout the reorganization from reviewing and adopting Personnel Policies, selecting new office space, to approving administrative updates to the Compact's Aggregation Plan. The Board's participation made my job as the Compact Administrator much easier during the reorganization, and I appreciate their support and commitment to the Compact.

In March of this year I sent your Town Manager/Administrator electronic copies of the Compact's 2016 Audited Financial Statements and Annual Report. Transmission of these documents annually is a requirement under the Joint Powers Agreement. Both documents are also posted on the Compact's web site for public review. In my communication I noted that I would send hard copies of the Compact's Annual Report for distribution to the Board of Selectmen or for display purposes. Enclosed please find copies of this report.

If you have any questions or would like me to provide an update to your Board at a future meeting, please do not hesitate to contact me at 508-375-6636 or mdowney@capelightcompact.org.

Sincerely,


Margaret T. Downey
Administrator

Enclosure

Cc: Robert Schofield

Working Together Toward A Smarter Energy Future

Aquinnah | Barnstable | Bourne | Brewster | Chatham | Chilmark | Dennis | Dukes County | Eastham | Edgartown | Falmouth
Harwich | Mashpee | Oak Bluffs | Orleans | Provincetown | Sandwich | Tisbury | Truro | Wellfleet | West Tisbury | Yarmouth



June 14, 2018

Board of Selectmen
Town of Bourne
24 Perry Avenue
Bourne, MA 02532

Dear Board of Selectmen:

I am writing regarding the Board of Selectmen's Goals for this year. These comments reflect my personal thoughts.

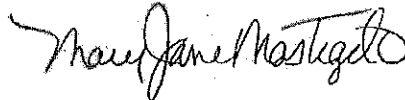
- 1) I can't stress enough the importance of the Board of Selectmen adopting a goal for **Integrated Financial Management Software including Asset Management and other technologies that can improve efficiencies.** We need a plan and a collaborative process for the evaluation of needs and getting consensus from the departments (including schools) on technology needs. An integrated approach should be explored as well as options that would coordinate well without integration - both should be explored. A recent attempt to implement a payroll system failed - partially due to the outdated financial software that the Town uses - this needs to be looked at again as part of the evaluation. Several years ago, the Audit referenced the need for a capital equipment inventory system - we still lack an adequate system for capital asset management. Evaluating cloud, server and hybrid considerations is also needed. We need improved reporting from our Financial Management Software that is outdated and needs to be upgraded. There is a deferred capital request for \$135,000 that would only cover the cost of replacing the current on-site servers. Although the Town Administrator has indicated in a brief comment at a Board of Selectmen's meeting that an internal team was being set up, **this project really needs to be a goal of the Board to get the attention that is needed** and to have adequate information for this year's capital plan to include software and server upgrades as part of the plan. I can't emphasize enough much time and effort of employees, committees and boards are wasted because of inadequate technology and outdated software and reporting.
- 2) **Review, completion and coordination of SWAT analysis, the 5-year Strategic Plan, and the Local Comprehensive Plan.** These are initiatives that have been started - but have not been completed. When we talk about plans for Economic Development it is important to have these strategic plans in place. The workshop last November advertised "You are invited to help develop a Community Wide Economic Development Vision and Strategy." Where are we with that Vision and Strategy? While the Board might be tempted to set new goals for this year that would start some new initiatives, I urge you all to focus on completing the SWOT analysis as the first step to provide a foundation for initiatives for economic development. At the Special Town Meeting in the Fall of 2016 \$25,000 was appropriated as a budget adjustment for the Board of Selectmen to work on a 5-year Strategic Plan. What happened to those funds and what are the results from that plan? At the Special Town Meeting in 2017 \$40,000 was appropriated for the update of the Local Comprehensive Plan. What is the schedule and process for the update of the

LCP? How can the LCP be used to help create direction, vision and strategy for future economic development? **These initiatives need to be listed in the Board's goals to get the attention they need.**

- 3) Focus on completing initiatives that have been started in the past including **Priority Based Budgeting** and some of the **efficiency studies** that were started last year. The Department Heads and staff have been working hard on these initiatives and it is important that the Board of Selectmen maintains their focus on the importance of these projects and includes them in their goals. It is negative for morale when projects are started and worked on by my staff and then are not brought to completion to be presented to the Board of Selectmen for implementation. It sends the message that the goals and initiatives that the Board votes annually really aren't that important because the Board won't follow through for completion and working on the initiative can seem to be a waste of time because it will never get anywhere.
- 4) **Marijuana** – adult use and medical use needs to be in the goals and the BOS needs to work collaboratively with the Cannabis Working Group, the Board of Health, the Planning Board and the Bylaw Committee to make sure that the preparation for the fall Special Town Meeting stays on track. Note, the Cannabis Working Group and Board of Health are meeting together on June 27th and it would probably make sense for the Board of Selectmen to be at that meeting to facilitate understanding.
- 5) **Citizen Engagement, Website and Social Media** – these are areas that need to be addressed and the Board should come to consensus on how these areas might fit into the goals.

I hope you will all consider my thoughts as you continue the process of developing your goals.

Thank you,



Mary Jane Mastrangelo
601 Scraggy Neck Road
PO Box 41
Cataumet, MA 02534



**TOWN OF BOURNE
FINANCIAL MANAGEMENT
POLICIES & GUIDELINES**

INTRODUCTION

The following financial management policies and guidelines set forth the board framework for overall planning and management of the Town of Bourne's financial resources. The policies are intended to be advisory in nature and serve as a point of reference for all policy-makers, administrators and advisors. It is fully understood that Town Meeting retains the full right to appropriate funds and incur debt at levels it deems appropriate, subject to statutory limits such as Proposition 2 1/2.

The policies are designed to ensure the Town's sound financial condition now and in the future. Sound financial condition may be defined as:

- Cash Solvency: The ability to pay bills in a timely fashion
- Budgetary Solvency: The ability to annually balance the budget
- Long- Term Solvency: The ability to pay future costs
- Service Level Solvency: The ability provide needed services
- Infrastructure Solvency The ability to maintain infrastructure

It is equally important that the Town maintain flexibility in its finances to ensure that the Town is positioned to react and respond to changes in the economy and new service challenges without measurable financial stress.

BUDGET GUIDELINES

The Town defines a balanced budget as a budget in which revenues are greater than or equal to expenditures. The Commonwealth of Massachusetts requires all municipalities to present a balanced budget each year as a basic budgetary constraint intended to ensure that a government does not spend beyond its means and its use of resources for operating purposes does not exceed available resources over a defined period of time.

General Fund Operating Budget (GFOB) is defined as the operating budget (Town, Schools, Shared Costs and Debt Service). It does not include general articles, off-budget expenses, Enterprise Funds or Capital.

FISCAL RESERVES GUIDELINES

The Town's accumulation of prudent reserves is critically important to the fiscal health of the community for many reasons. Reserves are a resource to sustain a community during an economic downturn and may provide for cash flow needs until major revenues are received, reducing or eliminating the need for short-term borrowing. Rating agencies and investors also view reserves favorably as evidence of the community's financial flexibility.

The Town will endeavor to establish and maintain' the following reserve levels:

- A. Free Cash: To have a certified Free Cash balance of at least 5% the current Fiscal Year General Fund Operating Budget at the beginning of each Fiscal Year. The Free Cash Balance will be maintained at 5% of the General Fund Operating Budget during the Fiscal Year.
- B. Stabilization Fund: To maintain a long term Stabilization Fund for unforeseen emergency expenses and capital projects in accordance with Mass. General Laws Chapter 40 Section 5B. To maintain a Stabilization Fund balance of at least 6% of the General Fund Operating Budget. The Town may appropriate funds from the Stabilization Fund for any lawful purpose with a two-thirds vote of Town Meeting.
- C. Capital Stabilization Fund: To maintain a Capital Stabilization Fund for large capital items and to support the annual capital plan. Once the Stabilization Fund reaches 6% of the General Fund Operating Budget funds may be accumulated in the Capital Stabilization Fund
- D. ISWM Stabilization Fund: Funds set aside to cushion the impact on the Operating Budget after the landfill closes.
- E. Employer Health Insurance Trust Fund: It shall be the policy of the Town of Bourne to hold a reserve in the Health and Dental dedicated fund an amount to be less than four (4) months of average costs of Health and Dental assessments including all administrative fees. Additionally, at no time shall the fund hold less than one million six hundred thousand dollars (\$1,600,000) in reserves at the close of any fiscal year. The Town Administrator shall report the status of the Trust Fund to the Board of Selectman in February of each year and make the necessary adjustments in conjunction with the Town Finance

Director. Should an appropriation be necessary, the Town Administrator shall bring forth an article for a Special or Annual Town Meeting for approval by the Board of Selectmen.

- F. Overlay Reserve: To establish an annual Overlay Reserve for abatements and exemptions at an appropriate level based on an analysis of historical data and specific circumstances such as a property revaluation project. The Board of Assessors will recommend annually in December the amount required to be kept in the Overlay Reserve for next Fiscal Year.
- G. Reserve Fund: To budget an annual Reserve Fund under the authority of the Finance Committee for unexpected and unforeseen budget needs of at least 0.5% of the General Fund Operating Budget
- H. OPEB Trust Fund: To maintain an OPEB Trust Fund to accumulate funds for Other than Pension Post-employment benefits. The long term goal for the Trust Fund is to fully fund the OPEB Liability.

USE OF RESERVES GUIDELINES

To the maximum extent possible, the Town shall only appropriate reserves as follows:

Free Cash, Stabilization Fund and Overlay Surplus: funds in excess of reserve policies established for each may be used for one-time, non-recurring expenses such as capital projects and equipment, emergency expenses and to fund the OPEB Trust Fund.

Capital Stabilization Fund will be used to support the annual capital budget and to fund large capital expenditures.

The Town should strive to appropriate no more than 50% of the Free Cash Balance that is in excess of the 5% policy as an operating revenue with a majority vote of Town Meeting.

It is understood that at times, reserves may have to be used to support the operating budget due to state aid reductions or other revenue and/or expenditure challenges. Any time that the use of reserves is necessary in a fiscal year to maintain an adequate level of essential services and the reserve fund balances fall below established guidelines the Town should

strategically plan on reducing and then eliminating the use of reserves in the coming fiscal years and should develop a plan to bring reserves to recommended guideline levels within two fiscal years.

FINANCIAL PLANNING & MONITORING GUIDELINES

Long-term financial forecasting and constant monitoring of current revenue and expenditure trends are vitally important to maintain quality service levels and fiscal discipline. As a result, it is the policy of the Town to undertake the following:

- A. Multi-Year Financial Forecasting: Establish and maintain an on-going financial planning model that projects revenues and expenses over the next five (5) years by using five (5) years of historical data and other fiscal trend analysis.
- B. Monitor and Track Current Year Financial Activities: Constantly monitor revenue and expenditure activities and publish periodic reports for policy- makers, administrators and department heads. To meet this objective, the Town should implement improved financial management systems to create the required revenue and expenditure reports, reduce duplication of effort, and maximize productivity of finance department staff.
- C. Revolving Funds
- D. Waterways Fund

CAPITAL PLANNING & DEBT SERVICE MANAGEMENT GUIDELINES

The Town's willingness and ability to address its capital needs (infrastructure, facilities, equipment, etc.) is very important to the community's quality of life and fiscal stability. At the same time, the Town must maintain a sound debt structure and debt ratio to ensure that all debt obligations will be satisfied without sacrificing the quality of on-going operations and/or burdening future generations with large debt obligations. To that end, it is the policy of the Town to undertake the following:

- A. Capital Improvement Plan: The Town shall establish and maintain a five (5) year capital improvements plan, to update the plan annually, to

develop capital financing strategies consistent with these policies, and to integrate any new operating costs associated with capital projects into the annual operating budget. The Town should capitalize expenditures of at least \$20,000 and having a useful life of more than five years.

- B. Debt Service Guidelines: The Town will budget 3 - 5% of the general fund annual operating budget (excluding debt service) on debt service for capital maintenance and equipment costs. This amount does not include the debt for Community Preservation, Enterprise funds, debt exclusions and self-supported debt.
- C. Debt Maturity Guidelines: The Town will strive to limit the average maturity of its debt to five (5) to ten (10) years. By adopting a conservative maturity schedule, the Town will not only reduce interest costs on its bonds but also recognize that capital needs will continue to be identified and recommended.
- D. Alternative Financing Strategies: The Town will continually pursue opportunities to acquire capital by means other than conventional borrowing such as grants and low-and no-interest loans programs such as MWPA T and Farmers Home.
- E. Cash Flow: The Town will prepare and update cash flow statements for each bonded project to borrow only those funds necessary, and to schedule debt payments over the course of the fiscal year.
- F. Reconciliation & Record keeping: The Town will periodically reconcile debt-related records of the Finance Director with the Town Treasurer, and will annually determine if any unissued bond authorizations needed to be rescinded at Annual Town Meeting.
- G. Internal Borrowing: The Town will utilize the option of internal borrowing when fiscally prudent to do so.
- H. Debt Issuance: The Town will work closely with its Financial Advisor and Bond Counsel to ensure that all legal requirements are met and that the lowest possible interest rate can be obtained. To that end, the Town Administrator, Finance Director and Town Treasurer will prepare and present a financial presentation to rating agencies in advance of a

permanent bond issue, and every effort will be made to secure as high a bond rating as possible.

- I. Capital Budget: The annual Capital Budget for Town and Schools includes direct cash expenditures, interest and principal of new bonds and debt service on prior bonded expenditures and will be maintained at 3% - 5% of the general fund operating budget. This amount does not include the debt for Community Preservation, Enterprise funds, debt exclusions and self-supported debt.

POST EMPLOYMENT BENEFIT LIABILITIES GUIDELINES

A. Pension Liabilities: The Town will fund pension liabilities on a pay as you go basis and will annually fund the recommended payments to the County Pension Fund and Mass. Teachers Retirement Fund.

B. OPEB (OTHER THAN PENSION POST EMPLOYMENT BENEFITS LIABILITIES)

Town Funding: In addition to the current year pay-as-you-go contributions the Town will fund OPEB as follows:

Within the Budget: The Town will fund the budget line for OPEB beginning with \$50,000 as the base amount in FY2019. The following year will be budgeted at the previous year's budget plus 10% of the actual new growth for the current year. Each year thereafter the OPEB budgeted amount will be the previous year's budgeted amount plus 10% of the current year's actual new growth.

By Article: The Town will fund an article at the fall special town meeting (or spring STM if no fall STM) in the amount of 10% of the excess free cash over policy. Minimum Funding: During any fiscal year the Town shall fund no less than \$250,000 in addition to the annual budget obligations until the normal annual required contribution is met.

Enterprise Funding: In addition to the current year pay-as-you-go contributions the enterprise funds will fund OPEB as follows:

By Article: The enterprise funds minimum funding will be the annual required contributions (ARC). Additional contributions to fully fund the

required liability should be reviewed annually to align with the lifetime of the enterprise funds.

~~OPEB (OTHER THAN PENSION POST EMPLOYMENT BENEFITS) LIABILITIES: The Town will fund OPEB Liabilities on a pay as you go basis and will strive to set aside annually 5% of the Normal Cost ARC (Annual Required Contribution) for the future OPEB Liability for current Active employees into the OPEB Trust Fund.~~

REVENUE ENHANCEMENT GUIDELINES

To continue to maintain a reasonable level of services to its citizens and meet all future financial obligations, the Town will proactively seek new revenue sources in the following manners:

- A. Property Valuations: In addition to the mandated three (3) year property revaluation, the Town will perform interim valuation updates to keep pace with the real estate market and void wide swings in assessed values. In addition, the Town will regularly inspect properties to ensure up-to-date property data and identify additional sources of "new growth" revenue.
- B. Receivables: The Town will rapidly move all unpaid taxes into Tax Title when authorized by law, and will increase collection rates by increasing the use of a deputy collector and by attaching Town payments to vendors who also owe taxes to the Town.
- C. Foreclosure Properties: The Town will aggressively auction off foreclosed properties that are not reserved for town use, conservation or affordable housing purposes.
- I.D. Non- Tax Revenue: The Town will annually review and analyze fees and charges such as Licenses, Permits, Fees, etc. to determine if they are appropriate and comparable.

INVESTMENTS GUIDELINES: (Refer to Town of Bourne Investment Policy for full guidelines)

Massachusetts law requires that public funds be invested at the highest possible rate of interest reasonably available, taking into account safety, liquidity and yield. Therefore, these guidelines are intended to further the objective of securing the highest return that is consistent with safety of principal while meeting the daily cash requirements for the operation of Town business.

POLICY ENDORSEMENTS

Approved:

Town Administrator

Dated:

Chairman, Board of Selectmen

Dated:

Vice Chairman, Board of Selectmen

Dated:

Clerk, Board of Selectmen

Dated:

Board of Selectmen

Dated:

Board of Selectmen

Dated:

Chairman, Finance Committee

Dated:

Finance Director

Dated:

Town Treasurer

Dated:

POLICY ENDORSEMENTS

Approved:

Board of Appeals

**Established At Annual Town Meeting 1949, Article 39
See Chapter 40a M.G.L.
Town of Bourne Zoning Bylaws 1300
Ch.41, G.L.
1987 Town Meeting, Art. 33, Voted To Increase Associate
Membership from Two to Three Members**

Five Year Term

Member – Term expires 6/30/18

Harold Kalick – Seeks reappointment

Term

June 30, 2023

One Year Term

Associate Member – Term expires 6/30/18

Kat Brennan – Seeks reappointment

Debbie Bryant – Seeks reappointment

Chris Pine – Seeks reappointment

Term

June 30, 2019

June 30, 2019

June 30, 2019

Bylaw Committee

Section 1.9.1

Membership: There shall be a By law Committee consisting of seven (7) voters of the Town, one shall be from the Finance Committee, one shall be from the Planning Board, and five (5) members at large, all of whom shall be appointed by the Board of Selectmen. In addition the Police Chief or Chief’s designee shall serve as an Ex-Officio member, for advice and counsel. The Police Chief or Chief’s designee shall be a non-voting member.

Section 1.9.2

Organization: Members shall be appointed for 3-year terms. The terms shall be so arranged that the terms of all members of the committee do not expire in the same year. Members may be reappointed and they shall serve without compensation. Members may be re-appointed and they shall serve without compensation. Any vacancies shall be filled in the same manner as the original appointment for the remainder of the vacant term.

Three Year Term

Member – Term expires 6/30/18

M. Elizabeth Brown – Plan. Bd. - Seeks reappointment

David T. Gay – At Large - Seeks reappointment

Aaron Tobey, Jr. – At Large - Seeks reappointment

Term

June 30, 2021

June 30, 2021

June 30, 2021

Capital Outlay Committee

Article 1.5 Capital Outlay Committee

Section 1.5.1

Membership. There shall be a Capital Outlay Committee, consisting of five (5) voters of the town appointed as follows: The Selectmen shall appoint three (3) members at large and two (2) members shall be appointed by the members of the Finance Committee from its membership.

Section 1.5.2

Finance Director Ex-Officio. The Finance Director shall be an ex-officio member and shall not be entitled to vote on making recommendations to be included in its reports.

Section 1.5.3

Terms of Appointment and Officers. Members shall be appointed for 3-year terms. The terms shall be so arranged that the terms of all members of the Committee do not expire in the same year. Members may be reappointed and they shall serve without compensation. The Committee shall elect a Chairman, Vice-Chairman and Clerk from among the members at its first meeting, on or after July 1st of each year.

Three Year Term

Member – Term expires 6/30/18

John E. O'Brien – At large – Seeks reappointment

Vacancy – Finance Committee Member

*no info yet from MJ

Term

June 30, 2021

June 30, 2021

Central Information and Liaison Officer for Development

The Town agrees to appoint a liaison officer {the "Regulatory Liaison"} to coordinate appropriate participation by Municipal Agencies in the Commission's DRI review process.

One Year Term

Member – Term expires 6/30/18

Coreen V. Moore – Seeks reappointment

Term

June 30, 2019

Conservation Commission

M.G.L. Ch. 40, Sec. 8c approved by the Town under Article 46 of the 1961 ATM. Not less than three nor more than 7 members. Ch. 339 Acts of 2004 - appointment of three associate members.

Three Year Term

Member – Term expires 6/30/18

	Term
Robert Gray – Seeks reappointment	June 30, 2021
Melvin Peter Holmes – Seeks reappointment	June 30, 2021
Susan J. Weston – Seeks reappointment	June 30, 2021

One Year Term

Associate Member – Term expires 6/30/18

	Term
Gregory A. Berman – Seeks reappointment	June 30, 2019
Michael Gratis – Seeks reappointment	June 30, 2019
Timothy Lydon – Seeks reappointment	June 30, 2019

Constable

TOWN CHARTER - Section 3-5: Appointing Powers

The Board of Selectmen shall appoint the Town Administrator, Town Counsel, Registrars of Voters, Constables, and members of all multi-member bodies for whom no other appointment provision is made in this charter or by by-law.

One Year Term

Member – Term expires 6/30/18

	Term
Charles T. Devlin – Seeks reappointment	June 30, 2019
Russell H. McAllister – Seeks reappointment	June 30, 2019
Dennis Woodside – Seeks reappointment	June 30, 2019

Historic Commission

Established at 1972 Annual Town Meeting, Article 75 NOT LESS THAN 3 NOR MORE THAN 7 MEMBERS 3 YEAR TERMS

Three Year Term

Member – Term expires 6/30/18

	Term
Jean Campbell – Seeks reappointment	June 30, 2021
Mary Sicchio – does not wish to be reappointed	June 30, 2021
Vacancy	June 30, 2021*
Mary P. Reid – Seeks reappointment	June 30, 2021

One Year Term

Associate Member - Term expires 6/30/18

	Term
Blanche E. Cody – Seeks reappointment – interested in full member	June 30, 2019
Carl Georgeson – Seeks reappointment	June 30, 2019
Frances E. Speers – Seeks reappointment – interested in full member	June 30, 2019

Vacancy [1] – [advertised] *2 associate vacancies if assoc. moves up to regular June 30, 2019

*traditionally appointed from Associate Membership

Both Blanche E. Cody [appt. 7.15.14] and Frances E. Speers [appt. 11.5.2013] are senior associate members who seek appointment to regular member.

Private Roads Acceptance Committee

Private Road Acceptance Program Created by Selectmen's Minutes 11/9/04 & 1/11/05 Administrator Griffin reported to the Board that a public meeting was held on October 27, 2004 to review the Road Acceptance and Betterment Program. Residents were interested in listening to the process in which their private ways might be accepted as a public way. Provided the board with a copy of the power point presentation that was presented that night. There were several issues that were brought up that night which will require the boards review and endorsement.

On an annual basis we will have to establish a prioritization process to see what roads will be brought before the town for consideration. There is be a need for a Road Acceptance Advisory Committee and would recommend that a member of the Planning Board, Superintendent of Public Works, Town Planner, Engineering Technician and a member of the Board of Selectmen be on committee. Also would recommend 2 members at large.

One Year Term

Member – Term expires 6/30/18

	Term
Louis Gallo – Seeks reappointment	June 30, 2019
Shawn M. Goulet – Seeks reappointment	June 30, 2019
Timothy Lydon – Seeks reappointment	June 30, 2019
Paula L. McConnell – Seeks reappointment	June 30, 2019
Coreen V. Moore – Seeks reappointment	June 30, 2019
George Sala – Seeks reappointment	June 30, 2019

Registrar of Voters

Section 3-5: Appointing Powers

The Board of Selectmen shall appoint the Town Administrator, Town Counsel, Registrars of Voters, Constables, and members of all multi-member bodies for whom no other appointment provision is made in this charter of By-law.

Three Year Term

Member – Term expires 6/30/18

	Term
Adelaide M. Carrara – Seeks reappointment*	June 30, 2021

*Recommendation from Barry H. Johnson, Town Clerk

Shore and Harbor

Established by Article 4, 1959 Special Town Meeting Article 47, 1985 Town Meeting increased membership from five to seven members.

Changed by Town Charter to appointed by Board of Selectmen.

Three Year Term

Member – Term expires 6/30/18

B. Paul Bushueff, Jr. – Seeks reappointment

Irving C. Salley – Seeks reappointment

David Wiggin – Seeks reappointment

Term

June 30, 2021

June 30, 2021

June 30, 2021

Board of Selectmen
Minutes of November 5, 2013
Bourne Community Building
Bourne, MA 02532

TA Guerino

Earl Baldwin, Chairman
Linda Zuern, Vice-Chairman
Peter Meier, Clerk
Don Pickard
Don Ellis

c. Historic Commission – Frances Speers

Meier MOVED and SECONDED by Zuern to appoint Frances Speers to the Historic Commission for a term to expire 6/30/14. VOTE 5-0.

Board of Selectmen
Minutes of July 15, 2014
Bourne Community Building
Bourne, MA 02532

TA Guerino

Peter Meier, Chairman
Don Pickard, Vice-Chairman
Stephen Mealy, Clerk
Don Ellis
Linda Zuern

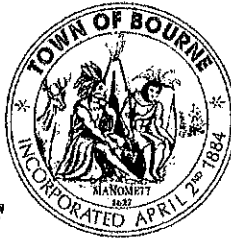
Licenses and Appointments:

b. Historic Commission Associate Member – 1 Vacancy

a. Blanche E. Cody

b. Sandra Goldstein

Ellis moved and seconded by Mealy to appoint Ms. Blanche E. Cody and Ms. Sandra Goldstein as Associate members for terms to expire 6/30/15. Vote 5-0.



TOWN OF BOURNE
Office of the Town Clerk

June 11, 2018

Board of Selectmen

Bourne Town Hall

24 Perry Avenue

Buzzards Bay, Mass. 02532

Re.: Request to Re-Appoint Aelaide "Addie" Carrara as a member of the Board of Registrars of Voters.

Dear Board Members:

This letter is to respectfully request that the Board vote to re-appoint Ms. Adelaide "Addie" Carrara of 58 Bourne Neck Drive, Buzzards Bay, Mass 02532 for another three (3) year term as a member of the Board of Registrars of Voters.

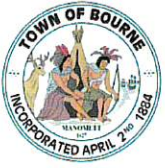
Ms. Carrara has served in this position for many years; has always performed her Registrar duties and responsibilities in an exemplary manner; is very well versed in the various nuances associated with conducting various elections; and has always assisted our office in many ways.

If I can provide any further information on this request, please contact me anytime.

Sincerely,

Barry H. Johnson Town Clerk, RAO

c.c Adelaide Carrara



BC

Town of Bourne

Special Event Policy for Buzzards Bay Park

90 Main Street, Buzzards Bay, MA 02532

Scheduling: Events are scheduled on a first come, first served basis, subject to preference based upon degree of benefit to the general public, as determined in the following order: events held to raise funds for charitable purposes, events held by other non-profit entities, all other events. The Town does not discriminate on the basis of race, religion, sex, national origin, sexual orientation or other class protected under Federal or State law.

Fees:

Application Fee:

Commercial Events (All businesses and not-for-profit groups): \$75 non-refundable
Non-Commercial (Small weddings, family functions, etc.): No application fee

Utility Fees (All groups):

Water: Base rate of \$20. Additional charges after meter reading.
Electrical: \$40/hour*

*Utility fees are charged for the duration of the event, including set-up and break-down.

Security Deposits:

Commercial Events:

Up to 100 people: \$100
101 to 500 people: \$250
More than 500 people: \$500

Non-Commercial Events:

Up to 24 people: no fee
25 to 50 people: \$50
51 to 100 people: \$100

*Security deposits will be returned at the discretion of the DPW Superintendent. User groups are responsible for cleanup of the rented area.

Additional fees may be assessed by the Town. Police/Fire staff will be charged separately. Permission to place portable toilets on Town property must be requested in writing and approved by the Department of Public Works Superintendent. The Board of Selectmen have the right to waive fees.

Insurance: A Certificate of Insurance with the Town of Bourne named as an Additional Insured, in the amounts of \$2,000,000/person and \$3,000,000/occurrence is required with the application for all commercial events.

Grounds for Denials: The Town shall deny permission for any event based on a finding that the organizer has not provided reasonable safeguards adequate to protect the safety and welfare of event participants, bystanders and the general public before, during and after such events. In addition to safety and welfare concerns, the Town of Bourne reserves the right to deny an event request based on conflicts with other events or activities.

Town of Bourne Special Event Policy

Rules & Regulations:

All posted rules and regulations shall be followed.

Vehicles are not allowed within the park layout. Please see attached diagram.

Nothing can be placed below ground surface. This includes but is not limited to: tent stakes, portable fencing, horseshoe pits, volleyball nets.

The Town's carry in, carry out policy for trash is in effect. All litter, trash or debris generated from the event shall be removed by the event organizer.

Public access to and from the park may not be blocked at any time.

Per Town By-Laws, dogs must be leashed in the Park. Per the Board of Selectmen, animals are not allowed within the fenced in playground/splashpad area.

Organizer is responsible for any damage sustained to buildings, structures and grounds occurring during the event.

Cooking grills and open flames are prohibited. Permits may be revoked for misuse of the property.

For larger events, the organizer is responsible for traffic control and public safety through the Bourne Police Department and/or Bourne Fire Department. Police/Fire details may be required at an additional cost.

No placards of a commercial nature may be displayed on Town property. No tacks, nails or staples may be used on the gazebo or pavilions.

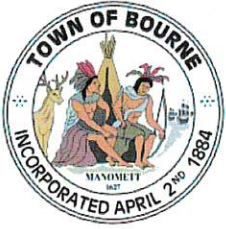
Any person or organization granted use of Town property shall assume liability for any damage to the property, injury to participants, damage to or loss of equipment or property. Please see the attached Indemnification and Release. If the person or organization applying shall not be deemed to be of sufficient responsibility, permission will not be granted.

Alcoholic beverages are not permitted on Town property without a license issued by the Board of Selectmen. Per Town of Bourne By-Laws, smoking and E-Cigarette use is prohibited on Town owned or operated playgrounds and recreational areas.

Unauthorized use of Town facilities for organized activities is not allowed. Permits are issued for the outdoor space only and do not include access to any storage areas, buildings or equipment.

Permission for use of Town facilities shall not be granted for any purpose that will, in any way, interfere with their use by the Town.

Cancellation due to inclement weather/poor park conditions will be at the discretion of the Town Administrator, Assistant Town Administrator, DPW Superintendent or the Recreation Director.



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 _____

Event Information:

Event Date _____ Start Time _____ End Time _____

Set Up Date _____ Set Up Time _____ End Clean Up Time _____

Description of Event _____

of Participants _____ # of Spectators _____

Will your event require street closing? If Yes, see Bourne Police _____

Will there be food? _____ If Yes, see Board of Health _____

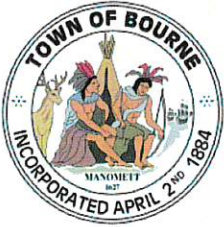
Will there be vendors? _____ If Yes, see Board of Selectmen's Office and the Board of Health _____

Use of electricity/generators? _____ If Yes, see Bourne DPW _____

Will the Event require water? _____ If Yes, for what purpose? _____

Use of Tents? _____ If Yes, please see _____

Wish to block parking spaces? _____ 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

Title

Name of Organization

Town of Bourne

Wedding Ceremony Policy

There are many beautiful places in Bourne to hold a wedding ceremony! In addition to Buzzards Bay Park, we recommend the following locations: 3-Mile Look, Sagamore Beach, Monument Beach, Hen's Cove.

For locations other than Buzzards Bay Park, there is no permit process. Town of Bourne public areas are to remain open and available at all times. Scheduling a wedding ceremony is at the participant's discretion and the Town is not responsible for ensuring a private ceremony.

If holding a wedding ceremony on Town property, all rules and regulations pertaining to the property must be adhered to; including but not limited to:

- Parking permits required for all Town beaches.

- No tents or anything staked into the ground.

- No alcohol.

- No open flames.