

**ARTICLES OF THE WARRANT, MOTIONS,  
VOTER INFORMATION, AND  
RECOMMENDATIONS  
OF THE  
FINANCE COMMITTEE**

**FOR THE  
BOURNE SPECIAL**

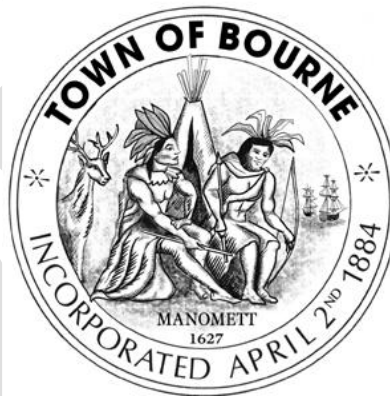
**and**

**ANNUAL TOWN MEETING**

**Monday, June 29, 2020**

**X:xx P.M.**

**Bourne High School Jackson Field**



**A Voter's Handbook**

***PLEASE BRING THIS HANDBOOK TO EACH SESSION OF  
TOWN MEETING***

**ARTICLE INDEX  
2020**

**SPECIAL TOWN MEETING**

1. Open Space Committee – Map 26.0, Parcel 29.00 (Gray Gables)
2. Unpaid Bills

DRAFT

**ARTICLE INDEX**  
**2020**  
**ANNUAL TOWN MEETING**

1. Annual Consent Article
2. Regular Annual Expenses – Fiscal Year 2021 Budget
3. Sewer Department
4. ISWM
5. Capital Budget – Fiscal Year 2021 (Phase One)
6. Committee Reports
7. Close Out and Transfer Balances - Community Preservation Committee – Funding
8. Community Preservation Fund Projects
9. Community Preservation Committee - Administrative & Operating Expenses
10. Stabilization Fund
11. Senior Tax Work Off Program
12. MGL Chapter 44, Section 53F¾ - Public Educational Government (PEG)  
Access and Cable Related Fund
13. Withdraw from Massachusetts Bay Transit Authority

**Special Town Meeting**

**ARTICLE 1:** To see if the Town will vote to authorize the Board of Selectmen to acquire by purchase, eminent domain or otherwise or receive by gift a certain parcel of land situated in **Gray Gables**, Bourne, Barnstable County, Massachusetts, a parcel of land as shown on the Bourne Assessors Map 26.0, Parcel 29.00, a copy of which is on file at the office of the Town Clerk, for purposes of community preservation as set forth in Massachusetts General Law, Chapter 44B (Massachusetts Community Preservation Act) as amended; and to raise and appropriate, borrow or transfer from available funds a sum of money for such acquisition, including costs incidental and related thereto such acquisition; and to further authorize the Board of Selectmen and the Open Space Committee to take all acts necessary to implement this vote; said funds are to be expended under the direction of the Community Preservation Committee, or take any action in relation thereto.

***Sponsor – Open Space Committee***

**MOTION:** *We move that the Town vote, upon the recommendation of the Community Preservation Committee, to appropriate the sum of \$340,000 from the Open Space Reserves of the Community Preservation Fund to acquire, by purchase, gift or eminent domain, a parcel of land, approximately 6.3 acres, being a portion of the parcel identified on Bourne Assessors' Map as Map 26.0, Parcel 29.00, including costs incidental and related thereto; and further the Open Space Committee and the Community Preservation Committee are hereby directed and authorized to take any and all actions necessary to implement this vote.*

**ARTICLE 2:** To see if the Town will vote to appropriate a sum of money for the purpose of the payment of unpaid bills from a previous fiscal year that are legally unenforceable due to the insufficiency of appropriation or take any other action in relation thereto.

***Sponsor – Board of Selectmen***

**MOTION:** *We move that the Town vote to appropriate the sum of \$4,241.27 for the purposes of this article and to meet this appropriation to transfer the sum of \$4,241.27 from Free Cash to satisfy the unpaid bills of the town as listed in the chart below.*

<b>UNPAID BILLS</b>		
<b>Department</b>	<b>Vendor</b>	<b>Amount</b>
DPW	United Site Services Northeast, Inc.	\$ 530.67
Town Administrator	Bracken Engineering, Inc.	3,710.60
<b>Total</b>		<b>\$ 4,241.27</b>

## **ANNUAL TOWN MEETING**

**ARTICLE 1:** To see if the Town will vote the **following Consent Articles**, or pass any vote or take any other action relative thereto.

***Sponsor – Board of Selectmen***

1. **Regular Required Authorizations** - To see if the Town will vote the **following regularly required authorizations:**

- a. Assumption of liability in the manner provided by Section 29 and 29A of **Chapter 91 of the General Laws**, as most recently amended, for all damages that may be incurred by work performed by the Department of Environmental Protection of Massachusetts for the improvement, development, maintenance and protection of tidal and non-tidal rivers and streams, great ponds, harbors, tidewaters, foreshores and shores along a public beach, (including the Merrimack and Connecticut Rivers) in accordance with Section II of Chapter 91 of the General Laws, and authorize the Selectmen to execute and deliver a bond of indemnity therefore to the Commonwealth, and further to assume liability pursuant to Section 1 of Chapter 814 of the Acts of 1972.
- b. Road Contracts - To see if the Town will vote to authorize the Town Administrator to enter into a contract with the Massachusetts Highway Department Commissioner or the Federal Government for the construction and maintenance of public highways in the Town of Bourne for the ensuing year;
- c. Grant Program Authorization - To see if the Town will vote to authorize the Board of Selectmen and/or the Town Administrator to apply for, accept and enter into contracts from time to time for the expenditure of any funds allotted to Bourne by the Commonwealth of Massachusetts or the U. S. Government under any State or Federal grant program;
- d. Contracts in Excess of Three Years - To see if the Town will vote in accordance with the provisions of G.L. c. 30B, § 12(b), to authorize the Town Administrator or the Superintendent of Schools to solicit and award contracts for terms exceeding three years, including any renewal, extension or option, provided in each instance the longer term is determined to be in the best interest of the Town by a vote of the Board of Selectmen or the School Committee, as appropriate;
- e. Authorize the Treasurer and the Town Collector, pursuant to Chapter 44, Section 53F, Massachusetts General Laws, as amended and supplemented, with the approval of the Board of Selectmen, to enter into agreements for periods not to exceed three years with banking institutions to maintain deposits in exchange for banking services.
- f. Authorize the Board of Selectmen, pursuant to Chapter 44, Section 72, Massachusetts General Laws, as amended and supplemented, to allocate any funds received as part of the Medicaid Medical Services Program to the School Committee for use, without further appropriation, for the benefit of educational programs.

2. Elected Officials Salaries - To see if the Town will vote to fix the **salaries and compensation of all elected officials** of the Town as provided by Section 108 of Chapter 41 of the Massachusetts General Laws as amended, and raise and appropriate a sum of money as follows:

- a. Town Moderator: **\$644**
- b. Selectmen 4 @ \$3,570 for total of **\$14,280**
- c. Selectman (Chair) 1 @ \$4,590 for a total of **\$4,590**
- d. Town Clerk: **\$42,833**

**Total to be raised and appropriated: \$62,347**

3. Chapter 90 - To see if the Town will vote to appropriate a sum of money from funds received or to be received from the Commonwealth of Massachusetts for the construction, reconstruction and improvement on all approved public ways which qualify under the **State Aid Highway** (Chapter 90) guidelines adopted by the Public Works' Commission, said funds to be expended under the direction of the D.P.W. Superintendent, with the approval of the Board of Selectmen.

4. Reserve Fund - To see if the Town will vote to raise and appropriate or transfer from available funds the sum of **\$351,900** to establish the **Finance Committee Reserve Fund**.

5. Revolving Funds - To see if the Town will vote under authority of M.G.L., Chapter 44, Section 53E ½ to establish **Revolving Funds** to be known as described below including spending authorization, revenue source, use of said fund and spending limit:

#	Revolving Fund	Authorized to Spend	Revenue Source	Use of Fund	FY 2021 Spending Limit
1	Recreation Programs Fund	Recreation Department with the approval of the Town Administrator	All fees charged for all programs run by the Recreation Department	Purchase & Acquire recreational equipment and materials and part-time seasonal staff to facilitate seasonal recreational programs	\$ 175,000
2	Shellfish Propagation Fund	Department of Natural Resources with the approval of the Town Administrator	Fees for commercial shellfish licenses	Part-time salaries & expenses related to the propagation, cultivation, protection & study of shellfish	\$ 75,000
3	Transportation Revolving Fund	School Department with the approval of the School Committee	Fees for transportation services	To pay for transportation fees	\$ 50,000
4	Public Library Book Fund	Library with the approval of the Town Administrator	Fines & Fees received from overdue, lost, damaged materials	To purchase additional library books and materials	\$ 20,000
5	COA Supportive Day/Bridging the Years	COA with the approval of the Town Administrator	Fees from and for Clients for Program Services	To pay for services and expenses related to providing supportive day programs	\$ 100,000
6	COA Programs	COA with the approval of the Town Administrator	Fees & Charges from COA classes and programs	To pay the instructors and expenses of programs offered.	\$ 100,000

7	Community Building Rental fund	Recreation Director with the approval of the Town Administrator	Fees from renting the building	To pay part time salaries and expenses related to the extra hours used for the rental of the building	\$ 10,000
8	Tax Title Collection Fund	Town Collector/Treasurer with the approval of the Town Administrator	Fees from tax takings, redemptions and foreclosures	To pay expenses related to tax takings, redemptions and foreclosures	\$ 60,000
				Total spending	\$ 590,000

6. ISWM Host Community Fee - To see if the Town will vote to transfer any sums of money received from the **ISWM Host Community Fees** in excess of **\$600,000** in FY2021 to the fund entitled “Capital Expenditure Stabilization Fund.”

7. Accrued Contractual Compensated Absences - To see if the Town will vote to appropriate, borrow or transfer from Free Cash the sum of **\$150,000** to fund the costs related to payments of **accrued contractual compensated absences upon retirement.**

**MOTION: We move that the Town approve Article 1 as set forth in the Warrant and further move that the sum of \$414,247 (\$62,347 for elected officials’ salaries and \$351,900 for the Finance Committee Reserve Fund) be raised and appropriated and \$150,000 be transferred from Free Cash as set forth in the article for Accrued Contractual Compensated Absences.**

**ARTICLE 2:** To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money to defray the **regular annual expenses** of the Town, or take any other action in relation thereto.

***Sponsor – Board of Selectmen***

**MOTION: We move that the sum of Seventy Million Three Hundred Seventy Three Thousand Two Hundred Sixty Six Dollars (\$70,373,266) be hereby appropriated from the funding sources listed below to defray the expenses of the Municipal Town Departments in the chart entitled “These Amounts are to be Voted” as shown below for the fiscal year July 1, 2020 to June 30, 2021:**

**Funding Sources:**

Raise and Appropriate from the FY21 Tax Levy and other General Revenues from the Town	\$ 67,182,069
PL874 Grant Funds	156,750
Ambulance Fund	1,325,000
Conservation Commission Receipts Reserved for Appropriation	30,000
Community Preservation Fund Revenues for Debt Expense	674,259
Community Septic Management Program	29,754
Waterway Improvement Fund	136,970
Free Cash	838,464
<b>Total</b>	<b><u>\$ 70,373,266</u></b>

**These Amounts are to be Voted:**

General Government	\$ 3,687,991
Public Safety	10,916,470
Public Works	2,750,738
Health & Human Services	1,072,688
Culture & Recreation	968,528
Bourne Public Schools	23,944,555
Upper Cape Cod Regional Technical High School	3,337,063
Shared Costs	16,508,908
Debt Service	7,186,325
<b>Total</b>	<u>\$ 70,373,266</u>

**ARTICLE 3:** To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to **operate the Sewer Department**, or take any other action in relation thereto.

*Sponsor – Board of Sewer Commissioners*

**MOTION: We move the sum of \$1,206,411 be authorized to be expended by the Sewer Commissioners for the operation of the Sewer Department for fiscal year July 1, 2020 to June 30, 2021 as follows:**

<u>Salaries &amp; Wages</u>	<u>\$197,680</u>
<u>Expenses</u>	<u>\$908,731</u>
<u>Reserve Fund</u>	<u>\$100,000</u>

**And we further move that the sum of \$140,944 be transferred to the General Fund to offset Sewer Enterprise indirect expenses, and in order to meet this appropriation, we move that the sum of \$1,297,355 be raised from Sewer Enterprise Receipts and \$50,000 be transferred from Sewer Retained Earnings.**

**ARTICLE 4:** To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to operate the **Integrated Solid Waste Management Program**, or take any other action in relation thereto.

*Sponsor – Board of Selectmen*

**MOTION: We move that the sum of \$10,476,805 be authorized to be expended for the operation of the Integrated Solid Waste Management Enterprise Fund for fiscal year July 1, 2020 to June 30, 2021 as follows:**

<u>Salaries &amp; Wages</u>	<u>\$2,287,580</u>
<u>Expenses</u>	<u>\$6,689,225</u>
<u>Reserve Fund</u>	<u>\$ 600,000</u>
<u>Host Community Fee</u>	<u>\$ 900,000</u>

**And we further move that the sum of \$2,261,996 be transferred to the General Fund to offset the ISWM Enterprise Fund indirect expenses and in order to meet this appropriation, we further move the sum of \$11,680,771 be raised from ISWM Enterprise Receipts and \$1,058,030 be transferred from ISWM Retained Earnings.**



**ARTICLE 5:** To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money for the purpose of funding the **Fiscal Year 2021 Capital Budget (Phase One)**, or take any other action in relation thereto.

**Sponsor – Board of Selectmen/Capital Outlay Committee**

**MOTION: We move that the Town vote to appropriate \$481,000 to pay costs of the capital outlay projects listed in the schedule printed with the motion and to meet this appropriation, we move to transfer the sum of \$81,000 from Sewer Retained Earnings; \$200,000 from the Waterways Improvement Fund and \$200,000 from Free Cash to satisfy this article.**

<b>Capital Budget - Fiscal Year 2021 (Phase I)</b>				
<b>Department</b>	<b>Category</b>	<b>Purpose</b>	<b>Amount</b>	<b>Source</b>
Facilities	Infrastructure	Roof Repairs(Fire Sta 1)	\$ 200,000	Free Cash
Dept. Natural Res	Infrastructure	Dredging	200,000	Waterways Improvement Fund
Sewer Department	Infrastructure	Pumps & Alarms	56,000	Sewer Retained Earnings
Sewer Department	Infrastructure	Safety Upgrades	25,000	Sewer Retained Earnings
<b>Total</b>			<b>\$ 481,000</b>	

**ARTICLE 6:** To see if the Town will vote to hear **Reports and Recommendations** of Committees and Town Officers, or take any other action in relation thereto.

**Sponsor – Board of Selectmen**

**MOTION: We move that the Town vote to hear reports and recommendations of Committees and Town Officers.**

**ARTICLE 7:** To see if the Town will vote to close out and transfer available balances in previous Town Meeting Articles whose purposes have been satisfied or take any other action in relation thereto.

**Sponsor - Community Preservation Committee**

<b>Community Preservation Articles</b>				
	<b>Article Description</b>	<b>Voted</b>	<b>Balance</b>	<b>Fund To Return To</b>
<b>1</b>	Saltworks Restoration	Article 26-K of ATM May 2017	\$1,022.25	Historic Preservation Reserves
<b>2</b>	CPA Hoxie School	Article 28 of ATM May 2017	\$244,424.64	Undesignated Fund Balance
<b>Total Historic Preservation</b>				<b>\$245,446.89</b>
<b>3</b>	Clark Field Tennis Court	Article 1-C of STM May 2017	\$4,500.00	Open Space/Recreation Reserves
<b>Total Open Space</b>				<b>\$4,500.00</b>

**MOTION: We move that the Town to vote to close out the articles as printed in the schedule in Article 7 of the Town Meeting Warrant and to transfer the balances as follows: \$1,022.25 to Historic Preservation Reserves, \$244,424.64 to Community Preservation Undesignated Fund Balance and \$4,500.00 to Open Space Reserves.**

**ARTICLE 8:** To see if the Town will vote, upon the recommendation of the Community Preservation Committee, to appropriate a sum of money for the following **Community Preservation Fund purposes**, and to meet said appropriation, to transfer from available funds or reserve from the FY2021 estimated Community Preservation Fund Revenues a sum of money for the purposes of this article, or take any other action relative thereto:

***Sponsor - Community Preservation Committee***

Item	Sponsor	Project Description	CPA Purpose	Community Preservation Committee Recommend	
A	Bourne Housing Partnership	Affordable Housing Services and Support	Community Housing	\$59,200 Community Housing Revenues	
B	Bourne Affordable Housing Trust	Housing Rehabilitation Technical Support Program	Community Housing	\$9,000 Community Housing Revenue	
			<b>SUBTOTAL REQUESTS</b>	<b>\$68,200</b>	
C	Community Preservation Committee	Reserve for Open Space	Open Space	\$779,545	2021 Open Space/Rec Estimated Revenues
D	Community Preservation Committee	Reserve for Community Housing	Community Housing	\$113,525	2021 Housing Estimated Revenues
E	Community Preservation Committee	Reserve for Historic Resources	Historic Resources	\$181,725	2021 Historic Estimated Revenues
			<b>SUBTOTAL RESERVES</b>	<b>\$1,074,795</b>	
			<b>TOTAL REQUESTS &amp; RESERVES</b>	<b>\$1,142,995</b>	

**MOTION: We move that the Town vote, upon the recommendation of the Community Preservation Committee, to raise and appropriate and reserve the sum of \$1,142,995 for the Community Preservation Fund Projects and Special Purpose Reserves listed in the Community Preservation Fund Committee report as printed in Article 8; and to meet this appropriation and reserve, to appropriate the sum of \$1,142,995 from FY2021 Estimated CPA Revenues.**

**ARTICLE 9:** To see if the Town will vote, upon the recommendation of the Community Preservation Committee, to appropriate a sum of money for the purposes of the **administrative and operating expenses of the Community Preservation Committee**, or take any other action in relation thereto.

***Sponsor – Community Preservation Committee***

**MOTION: We move that the Town vote, upon recommendation of the Community Preservation Committee, to appropriate the sum of \$75,000 for the purpose of administrative and operating expenses of the Community Preservation Committee for FY2021 and to meet this appropriation to transfer the sum of \$75,000 from the Community Preservation Undesignated Fund Balance.**

**ARTICLE 10:** To see if the Town will vote to appropriate, borrow or transfer from available funds a sum of money to the **Stabilization Fund**, or take any other action in relation thereto.

*Sponsor – Board of Selectmen*

**MOTION:** *We move that the Town vote to appropriate the sum of \$10,000 for the purposes of this article and to meet this appropriation to transfer the sum of \$10,000 from free cash.*

**ARTICLE 11:** To see if the Town will vote to approve a gross exemption amount limit of **\$650** per fiscal year for each approved volunteer who participates in the **Senior Tax Work Off Program** under Massachusetts General Laws, Chapter 59, Section 5K effective beginning Fiscal Year 2021.

*Sponsor – Board of Assessors*

**MOTION:** *We move that the Town vote to set the Senior Tax Work Off Program gross exemption amount limit of \$650 per fiscal year beginning in Fiscal Year 2021 as called for in the Article.*

**ARTICLE 12:** To see if the Town will accept General Laws Chapter 44, Section 53F 3/4, which establishes a special revenue fund known as the **Public Educational Government (PEG) Access and Cable Related Fund**, to reserve cable franchise fees and other cable-related revenues for appropriation to support Public Educational Government (PEG) access services and oversight and renewal of the cable franchise agreement, the fund to begin operation for Fiscal Year 2021, which begins on July 1, 2020 or take any other action relative thereto.

*Sponsor – Board of Selectmen*

**MOTION:** *We Move that the Town of Bourne accept General Laws Chapter 44, Section 53F<sup>3/4</sup>, which establishes a special revenue fund known as the PEG Access and Cable Related Fund, to reserve cable franchise fees and other cable-related revenues for appropriation to support PEG access services and oversight and renewal of the cable franchise agreement, the fund to begin operation for Fiscal Year 2021, which begins on July 1, 2020.*

**ARTICLE 13:** To see if the Town will vote to place the following question on the ballot for the next annual or special town election: “Shall this **Town withdraw its membership from the Massachusetts Bay Transit Authority?**” Or take any action in relation thereto.

*Sponsor – William C. Stafford and others*

**MOTION:**