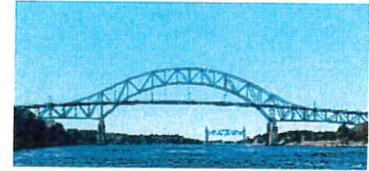


Board of Selectmen Meeting Notice AGENDA



Date
Tuesday
April 10, 2018

Time
7:00 P.M.

Location
Bourne High School Library/
Media Center
75 Waterhouse Road
Bourne

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.

7:00 P.M. Call public session to order in Open Session

Moment of Silence for our Troops and our public safety personnel

1. Salute to our Flag
2. Public Comment on Non-Agenda Items
3. Approval of minutes: 3.20.2018
4. Correspondence
5. **Assembly of Delegates Update** – Linda M. Zuern
6. Bourne Braves season kick-off update
7. **Aquaculture License renewals**
 - Patrick Ross
 - Daniel Maurice
 - John Ross
 - Bruce Silverbrand
 - Jeffrey J. Pimentel
 - Thomas Wolstenholme
8. **Licenses/Appointments**
 - a. Council on Aging – Marilyn A. Jackson
9. **Selectmen's Business**
 - a. Review Annual Town Meeting Warrant Articles
 - b. Rules of Procedure – review continuation
 - c. Town Administrator review time line
 - d. Selectmen to appoint member to the Cannabis Working Group
 - e. Review and Vote Budget Recommendation for FY19

TOWN CLERK BOURNE

2018 APR -6 PM 3:21

RECEIVED

10. **Selectmen's Reports**

- a. Events attended past week
- b. Events anticipated to attend current week

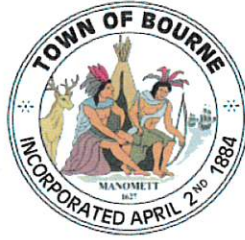
11. **Town Administrator Report**

- a. Cannabis Working Group
- b. Priority Based Budgeting
- c. Buzzards Bay Park Update

12. **Future Agenda 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. Cable TV Contract – opt out and renewal preliminary discussion
- d. Appoint Election Workers
- e. Cape Cod Commission update from Director Kristi Senatori 4/17/18

14. **Adjourn**



Selectmen's Correspondence
April 10, 2018

- A. Letter from Craig Poirier from Homeless for the Holidays thanking supporters for continued support with their annual fundraiser
- B. Buzzards Bay Water District submitted copy of the completed Consumer Confidence Report for calendar year 2017
- C. Dale Wesley submitted a letter of interest to serve on the Open Space Committee

A



RECEIVED
MAR 20 2018
TOWN OF BOURNE
BOARD OF SELECTMEN

Homeless for the Holidays
3 White Cliff Road
Buzzards Bay, MA 02532
03/23/2018

To Our Loyal Supporters,

Homeless for the Holidays would like to thank you for your continued support and contribution with our annual fundraiser. We appreciate all of your time and services in making this such a success.

Because of your continued dedication, in the past 16 years as a community we have raised;

- \$221,992.25 in cash donations
- 34,266 in toys
- 52,930 pounds of food

Hope to see you in 2018!

Sincerely,

Craig Poirier

Homeless for the Holidays

B

RECEIVED

MAR 30 2018

TOWN OF BOURNE
BOARD OF SELECTMEN



Office of The Commissioners
Buzzards Bay Water District
P.O. Box 243 – 15 Wallace Avenue
Buzzards Bay, MA 02532
(508) 759 - 4631

March 26, 2018

Thomas Guerino
Town Administrator
24 Perry Avenue
Buzzards Bay, MA 02532

Re: 2017 CCR


Dear Mr. Guerino ,

As required by MASS.DEF, enclosed is your copy of the completed Buzzards Bay Water District's Consumer Confidence Report for the calendar year 2017.

Copies are available at the District Office, 15 Wallace Avenue. Interested parties can call the office at (508)759-4631 to receive a copy in the mail.

If you have any questions regarding this report, please give me a call.

Sincerely,


Steven Souza
Superintendent

Buzzards Bay Water District

PWS ID# 4036001

CONSUMER CONFIDENCE REPORT 2017

RECEIVED

MAR 30 2018

TOWN OF BOURNE
BOURNE, MASSACHUSETTS

Where does the water come from?

Dear Valued Customer,

It is my pleasure to present to you the 2017 Consumer Confidence Report summarizing the past year in the Buzzards Bay Water District. Consumer Confidence Reports are used to inform the public about the quality and quantity of the water and the effort it takes to maintain it. This report is for the calendar year 2017, however, the water quality data includes the most recent rounds of sampling.

Respectfully Submitted,

Steve Souza
Water Superintendent

The Buzzards Bay Water District receives its water supply from four groundwater sources supplied by the Plymouth / Carver aquifer. Station 2 is located off Kettle Lane and Stations 1,3 and 4 are all located off Bournedale Road. Each well has its own pump station and chemical feed equipment. Groundwater is naturally filtered through soil usually not requiring additional filtration, however, potassium hydroxide (KOH) is used to raise the pH of the water. This reduces corrosion of household plumbing and also reduces your exposure to lead and copper.

Water pumped is used by the residents and what is remaining is stored in two storage tanks. The tanks provide pressure and fire protection for the District. The total capacity of the two tanks is two million gallons. This capacity helps ensure consistent supply to all residences during high peak demand periods.

The District is overseen by the Board of Water Commissioners. All are welcome to attend the Board of Water Commissioners' meetings held at the Buzzards Bay District Office, 15 Wallace Avenue, Buzzards Bay, MA. The Board meetings are posted at the Town Hall or you can call the District office for date and time. The Annual Water District Meeting is scheduled for the second Tuesday in April at 7:00 p.m. Water Quality Data for community water systems throughout the United States is available at www.waterdata.com.

Please practice water conservation.

The Facts on Peak Water Use

- Peak seasonal water use is typically three to five times as much as winter water use. It's a great time to find new ways to save water inside and outside your home.
- The average American home uses about 260 gallons of water per day; however, during peak season the same household can use about 1,000 gallons of water in a day.
- In some instances peak daily use can be as high as 3,000 gallons a day - more than 10 times the average daily use. That's equivalent to a garden hose running open for nearly 8 hours or enough water to supply the same home for sixteen days!
- We can all reduce our peak water use - and utility bills - by watering only as needed, washing full loads of laundry, and using more efficient plumbing fixtures.

More Statistics

The Buzzards Bay Water District pumped 166,584,159 gallons during 2017.

The maximum day for water consumption occurred on July 6, 2017 at 1,063,571 gallons.

The total consumption is approaching our permitted allocations by the regulatory Water Management Act.

WATER CONSERVATION PROTECTS OUR NATURAL RESOURCES

Your special efforts with conservation, especially during the outside water use periods of May through September, are greatly appreciated. Non-essential outside restrictions between 9 am and 5 pm, are encouraged.

SUBSTANCES FOUND IN DRINKING WATER

The sources of drinking water (both tap and bottled water) include rivers, lakes, streams, ponds, reservoirs, springs and wells. As water travels over the surface of the land, or through the ground, it dissolves naturally-occurring minerals and, in some cases, radioactive material and can pick up substances resulting from the presence of animal or human activity.

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that the water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the EPA's Safe Drinking Water Hotline (800-426-4791)

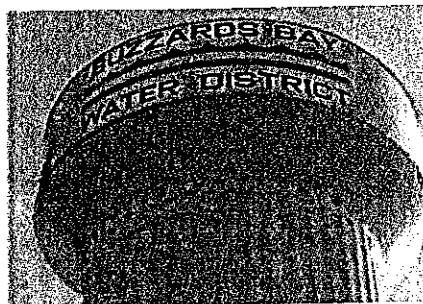
Some people may be more vulnerable to contaminants in drinking water than the general population. Immune-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders and some elderly and infants can be particularly at risk from infections. These people should seek advice from their health care providers. EPA/CDC guidelines on appropriate means to lessen the risk of infection by Cryptosporidium and other microbial contaminants are available from the Safe Drinking Water Hotline (800-426-4791).

Contaminants that may be present in source water before treatment include: **microbial contaminants**, such as viruses and bacteria, which may come from sewage treatment plants, septic systems, agricultural livestock operations and wildlife; **inorganic contaminants**, such as salts and metals, which can be naturally-occurring or result from urban storm water runoff, industrial or domestic wastewater discharges, oil and gas production, mining or farming; **pesticides and herbicides**, which may come from a variety of sources such as agricultural and residential uses; **organic chemical contaminants**, including synthetic and volatile organic chemicals, which are by-products of industrial processes and petroleum production and can also come from gas stations, urban storm water runoff and septic systems; **radioactive contaminants**, which can be naturally-occurring or be the result of oil and gas production and mining activities.

In order to insure that tap water is safe to drink, EPA prescribes regulations that limit the amount of certain contaminants in water provided by public water systems. Buzzards Bay water is treated according to EPA's regulations. FDA and the Massachusetts Department of Public Health regulations establish limits for contaminants in bottled water that must provide the same protection for public health.

All chemicals used for water treatment are approved by the National Sanitation Foundation or Underwriter Laboratories, both accredited by the American National Standards Institute (ANSI). Chemicals must also meet standards established by the American Water Works Association.

If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. The Buzzards Bay Water District is responsible for providing high quality drinking water, but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline or at <http://www.epa.gov/safewater/lead>.



The United States Environmental Protection Agency (EPA) and the Massachusetts Department of Environmental Protection (DEP) have specific requirements for the quality of water delivered by public water suppliers. To assure that this quality is maintained these agencies have testing requirements. The table on the following page, lists all the drinking water contaminants that were detected during 2017. **THE PRESENCE OF THESE CONTAMINANTS IN THE WATER DOES NOT NECESSARILY INDICATE THAT THE WATER POSES A HEALTH RISK.** Some of the test dates are from prior years. That is because we were not required to test for these substances during 2017. We follow a strict schedule regulated by the DEP for water testing.

CONTAMINANTS DETECTED WERE BELOW THE MAXIMUM CONTAMINANT LEVEL DETERMINED BY THE EPA.

MCLG: Maximum Contaminant Level Goal, the level below which there is no known health risk. MCLGs allow for a margin of safety.
MCL: Maximum Contaminant Level; The highest level of a contaminant that is allowed in drinking water. MCL's are set as close to the MCLG's as feasible using the best available treatment technology.
AL: Action Level; The concentration of a contaminant which, when exceeded, triggers a treatment or other requirement which a water system must follow.
TT: Treatment Technique; A required process intended to reduce the level of a contaminant in drinking water.
90th Percentile: Out of every 10 homes, 9 were at or below this level.
NR: Not Regulated
pCi/L: Alpha Emitters
ppm: Parts per Million
ND: Not Detectable at testing limit
ppb: Parts per Billion
mgd: Million gallons per Day
N/A: Not Applicable

2017 Water Quality Information Table

SUBSTANCE (Contaminant) <small>Date Code</small>	Highest Level Detected	Range of Detection	MCL	MCLG	Source of Contaminant	Violation (Y/N)
<u>MICROBIOLOGICAL</u>						
Total Coliform <small>7</small>	8%(2)	ND-Present	See Footnote ***	Zero	Coliforms are bacteria that are naturally present in the environment and are used as an indicator that other, potentially harmful, waterborne pathogens may be present or that a potential pathway exists through which contamination may enter the drinking water distribution system. We found coliforms indicating the need to look for potential problems in water treatment or distribution. When this occurs, we are required to conduct assessments to identify problems and to correct any problems that were found during these assessments. During the past year, we were required to conduct (1) Level I assessments. (1) Level I Assessments were completed. In addition, we were required to take (0) corrective actions and we completed (0) of these actions.	Y
<u>INORGANIC</u>						
Nitrate (ppm) <small>3</small>	1.33	.12 -1.33	10	10	Runoff from fertilizer use; Leaching from septic tanks, sewage; erosion of natural deposits.	N
Sodium (ppm) <small>4</small>	14.1	9.8-14.1	NR	NR	Road salt runoff. Naturally present in the environment.	N
Perchlorate (ppb) <small>5</small>	0.13	.08-0.13	2.0	NA	Rocket propellants, fireworks, munitions, flares, blasting agents.	N
<u>LEAD & COPPER</u>						
Lead (ppb) <small>2</small>	99	ND-99 90th%=2.0	AL=15* See Footnote ****		Corrosion of household plumbing.	N
Copper (ppm) <small>1</small>	0.69	0.18--0.69 90th%=0.55	AL=1.3*		Corrosion of household plumbing.	N
<u>UNREGULATED</u>						
	<u>Range</u>	<u>Average Detect</u>	<u>SMCL</u>	<u>Health Advisory</u>		
Manganese (PPB) <small>6</small>	10-76	41	50**	300	Erosion of natural deposits	N

DATE ANALYZED AND LOCATION:

1. August 23rd, through September 7th 2016 DEP Approved Sample Locations
2. August 23rd through September 7th 2016 DEP Approved Sample Locations
3. May 15, 2017 Pump Stations 1, 2, 3 and 4
4. March 8, 2017 Pump Stations 1, 2, 3, and 4
5. September 12th, 2017 Pump Station 1,2,3, and 4
6. November 13, 2017 December 6, 2017 Pump Stations 1,2,3, and 4
7. October 2,3 2017 Dep Approved Sample Locations

*Samples were below the Action Level due to the treatment of the sources, reducing the acidity of the water.

**Drinking water may naturally have manganese and, when concentrations are greater than 50 µg/L, the water may be discolored and taste bad. Over a lifetime, the EPA recommends that people drink water with manganese levels less than 300 µg/L and over the short term, EPA recommends that people limit their consumption of water with levels over 1000 µg/L, primarily due to concerns about possible neurological effects. Children up to 1 year of age should not be given water with Manganese concentrations over 300 µg/L, nor should formula for infants be made with that water for longer than 10 days.

***For systems analyzing fewer than 40 samples per month, no more than one sample per month may be positive for total Coliforms. Coliforms were found in more samples than allowed and this was a warning of potential problems

**** Infants and children who drink water containing lead in excess of the action level could experience delays in their physical or mental development. Children could show slight deficits in attention span and learning abilities. Adults who drink this water over many years could develop kidney problems or high blood pressure. Nineteen samples were below the action level and

CROSS CONNECTION & BACKFLOW PREVENTION

Help protect your public water supply and safeguard your potable water use from potential contamination due to backflow and back-siphonage. When water flows backwards through the water supply system, backflow and back-siphonage can occur. Numerous well documented cases identify that cross connections have been responsible for contamination of drinking water. A cross connection is defined as any actual or potential connections between a potable and non potable water supply.

How can you help: Never submerge hoses in containers including pools, buckets, tubs and or sinks. Always keep the end of the hose clear of possible contaminants. Do not use spray attachments, such as an unprotected lawn and garden sprayer attached to your garden hose without proper backflow prevention. Inexpensive backflow devices can be purchased and easily installed on all of your older style hose bibs or threaded faucets. You can also ask a local plumber to assist you with this task.

The District needs your support in helping to maintain a safe delivery of our public drinking water system.

Buzzards Bay "SWAP" Report

The Source Water Assessment and Protection (SWAP) program (conducted by the Mass. Dept. of Environmental Protection), established under the Federal Safe Drinking Water Act, requires every state to:

- inventory land uses within the recharge areas of all public water supply sources
- assess the susceptibility of drinking water sources to contamination from these land uses and publicize the results to provide support for improved protection.

Buzzards Bay's susceptibility ranking is high for all four wells because they are located in an aquifer with a high vulnerability to contamination due to the absence of hydro-geologic barriers (i.e.: clay) that can prevent contaminant migration.

Residents can help protect sources by taking hazardous household chemicals to hazardous materials collections days.

The complete SWAP report is available at the Buzzards Bay Water District Office and online at <http://www.mass.gov/dep/water/drinking/swapreps.htm>.



For More Information on the Buzzards Bay Water System contact:

Steve Souza, Superintendent
Buzzards Bay Water District
15 Wallace Avenue
P.O. Box 243
Buzzards Bay, MA 02532
508-759-4631

www.buzzardsbaywaterdistrict.com
Public Water Supply ID#: 4036001

2017 Board of Water Commissioners

Rickie Tellier - Chairman
Joseph Carrara Sr. - Commissioner
Robert M. Ethier - Commissioner

Rebello, Mary



From: Guerino, Thomas
Sent: Wednesday, April 4, 2018 4:36 PM
To: Johnson, Barry
Cc: Sundman, Nancy; Rebello, Mary
Subject: FW: [Bourne MA] open space committee (Sent by Dale Wesley, dalewesley55@hotmail.com)

-----Original Message-----

From: vtsgmailer@vt-s.net [mailto:vtsgmailer@vt-s.net]
Sent: Wednesday, April 4, 2018 4:33 PM
To: Guerino, Thomas <TGuerino@townofbourne.com>
Subject: [Bourne MA] open space committee (Sent by Dale Wesley, dalewesley55@hotmail.com)

Hello tguerino,

Dale Wesley (dalewesley55@hotmail.com) has sent you a message via your contact form (<https://www.townofbourne.com/users/tguerino/contact>) at Bourne MA.

If you don't want to receive such e-mails, you can change your settings at <https://www.townofbourne.com/user/311/edit>.

Message:

I am interested in serving on the open space committee. Over the years I have developed a keen interest in land preservation for the public. I am currently a trail meister with the Bourne Conservation Trust for the Red Brook Harbor Trail. Thank you, Dale Wesley

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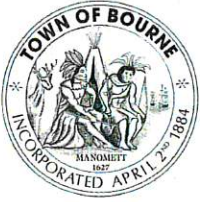
https://gdsprotect.cloud-protect.net/index01.php?mod_id=11&mod_option=logitem&mail_id=1522873978-sQ9M9ots%2BOa2&r_address=tguerino%40townofbourne.com&report=1

Open Space Committee

2) The membership of the Committee shall consist of nine (9) members of the general public. The length of term shall be for three (3) years and appointed on staggered terms. The following persons or their respective designees shall serve as non-voting members of the Committee: Conservation Agent; the Engineering Technician; the Town Planner; and the Facilities Director.

COMM	FIRST	LAST
Open Space Committee	Mardi	Mauney
Open Space Committee	Penny	Myers
Open Space Committee	Leslie	Perry
Open Space Committee	Richard	Rheinhardt
Open Space Committee	Alexander M.	Joyce
Open Space Committee	Patrick	Sweeney
Open Space Committee	Richard	Anderson
Open Space Committee	Andrew W.	Cooney, Chm.
Open Space Committee	Barry H.	Johnson
Open Space Committee - Staff Member	Samuel	Haines
Open Space Committee - Staff Member	Timothy	Lydon
Open Space Committee - Staff Member	Coreen V.	Moore

There are currently no vacancies on this committee.



TOWN OF BOURNE
Department of Natural Resources
24 Perry Avenue - Room 102
Buzzards Bay, MA 02532-3496
www.townofbourne.com



Shellfish Constable, Marinas, Herring Agent, Harbor Master, Fish & Game Enforcement, Conservation Enforcement & More

TIM MULLEN
DIRECTOR

OFFICE: (508) 759-0621
POLICE: (508) 759-4451
MARINAS: (508) 759-3105
FAX: (508) 759-8026

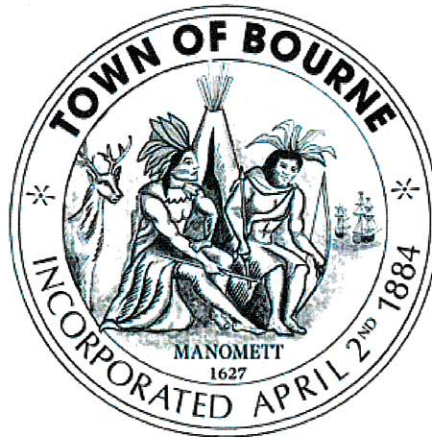
April 5, 2018

Included are applications for renewal of all six aquaculture licenses in the town of Bourne. Four shellfish grants throughout town and two shellfish upweller aquaculture locations at Kingman Yacht Center. All applicants are properly permitted through the Division of Marine Fisheries (DMF) and the 2018 permits are attached. I am recommending the selectmen renew all six applications. To be consistent with aquaculture permits issued by the DMF, all permits should be issued on a calendar basis. Section 8.5 of Bourne's aquaculture regulations state licenses will be issued for two years. The attached licenses are valid January 1, 2018 and expire December 31, 2019. All applicants are conducting their operations within the local and state regulations prescribed and should be allowed to continue without interruption.

Tim Mullen
Director/Shellfish Constable

Articles of the Warrant
For the Bourne
Special Town Meeting
Monday, May 7, 2018
7:30 p.m.

Bourne High School Auditorium



ARTICLE 1: 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 in relation thereto.

Sponsor – Board of Selectmen

UNPAID BILLS		
Department	Vendor	Amount
Facilities	Tecta America	\$ 673.00
Energy	Cape & Vineyard Electric Cooperative	\$ 341.07
Total		\$ 1,014.07

ARTICLE 2: To see if the Town will vote to amend the Bourne Zoning bylaws as follows, or take any other action in relation thereto.

Section 2110 Types of Districts, 2140 District purposes, 4800, 4830-4839. Other Special Districts. Senior Care Overlay District, Zoning Map showing the overlay district.

Sponsor – Greg Wirsén and others

APPROVED: April 17, 2018

BOARD OF SELECTMEN

George G. Slade, Jr.

Donald J. Pickard

Peter J. Meier

Judith MacLeod Froman

Barnstable, ss.

Bourne, Massachusetts

By virtue of the Authority vested in me, I have this day posted a true and attested

copy of this warrant in the Bourne Veterans' Memorial Community Center, Bourne Town Hall and in all the post offices in the Town of Bourne viz: Buzzards Bay Post Office, Bourne Post Office, Monument Beach Post Office, Pocasset Post Office, Cataumet Post Office, Sagamore Post Office, and the Sagamore Beach Post Office.

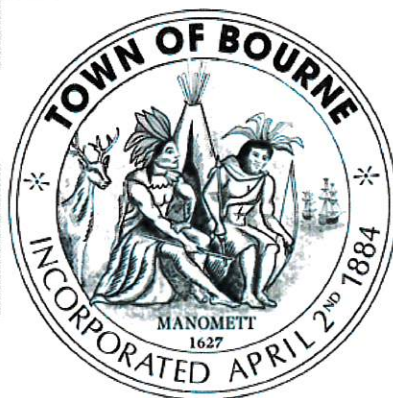
Dated this _____ day of _____, 2018

Constable

Received in the Town Clerk's Office _____

Barry H. Johnson, Town Clerk

**ARTICLES OF THE WARRANT
FOR THE
BOURNE ANNUAL TOWN MEETING
MONDAY, MAY 7, 2018
7:00 P.M.
BOURNE HIGH SCHOOL AUDITORIUM**



ANNUAL TOWN MEETING

ARTICLE 1: To see if the Town will vote the following regularly required authorizations or actions, or take any other action in relation thereto.

Sponsor – Board of Selectmen

- 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. That the Selectmen may contract with the Massachusetts Department of Public Works and the County Commissioners for the construction and maintenance of public highways for the ensuing year.
- c. Authorize the Board of Selectmen from time to time to apply for, receive, and expend assistance funds under the Federal and State Small Cities Program of the Department of Housing and Urban Development as from time to time amended, to be used for such projects as the Selectmen in their discretion shall deem necessary, and proper, and to do such acts and enter into such contracts as may be necessary, proper or desirable to obtain such aid.
- d. Pursuant to the provisions of Section 12 of Chapter 30B of the Massachusetts General Laws, as amended and supplemented, to authorize the Town of Bourne to enter into contracts in excess of three years' duration for school bus transportation and for the lease or lease purchase of equipment, subject to appropriation and all other approvals as may be required by law with respect to any particular such contract.

- 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.

ARTICLE 2: 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 therefore, or take any other action in relation thereto.

Sponsor – Board of Selectmen

ARTICLE 3: 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

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 Sewer Department**, or take any other action in relation thereto.

Sponsor – Board of Sewer Commissioners

ARTICLE 5: 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, or take any other action in relation thereto.

Sponsor - D.P.W. Superintendent

ARTICLE 6: To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to establish a **Reserve Fund**, or take any other action in relation thereto.

Sponsor - Board of Selectmen

ARTICLE 7: 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

ARTICLE 8: 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, or take any other action in relation thereto.

Sponsor - Board of Selectmen

#	Revolving Fund	Authorized to Spend	Revenue Source	Use of Fund	FY 2019 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	\$ 175,000.00
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	\$ 75,000.00
3	Transportation Revolving Fund	School Department with the approval of the School Committee	Fees for transportation services	To pay for transportation fees	\$ 50,000.00
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	\$ 20,000.00

#	Revolving Fund	Authorized to Spend	Revenue Source	Use of Fund	FY 2019 Spending Limit
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	\$ 100,000.00
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.	\$ 100,000.00
7	Community Building Rental Fund	Community Building 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	\$ 10,000.00
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	\$ 60,000.00
Total spending					\$ 590,000.00

ARTICLE 9: 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 **Capital Improvements and Capital Projects**, or take any other action in relation thereto.

Sponsor – Capital Outlay Committee

CAPITAL OUTLAY REPORT FOR FY2019					
	DEPART.	PROJECT/DESCRIPTION	AMOUNT	MGL BORROW STATUTE	FUNDING SOURCE
1	Police Dept	Cruisers	\$ 134,053.00	Ch 44, Sec 7(1)	Borrowing
2	Police Dept	MDT Computers / Tables	\$ 20,600.00		Free Cash
3	Police Dept	Radio System Upgrade	\$ 25,000.00		Free Cash

					Transfer \$47,500.00 from Free Cash & Transfer \$890.49 from Art 9-23 of ATM May 2017 Vehicle Pool, \$10,000.00 from Art 9-20 from Art 9-20 of ATM May 2015 Automark Voter Assist Terminal, \$362.72 from Art 9-3 of ATM May 2016 Police Portable Radios, \$401.68 from Art 9-3 of ATM May 2017 Police Computers, \$5.87 from Art 9-2 of ATM May 2017 Police finger Print Scanner, \$564.00 from Art 9-6 of ATM May 2017 Engine 123, \$11,822.87 from Art 9-13 of ATM May 2016 School soundproof BES & BHS, \$6,098.29 from Art 9-14 of ATM May 2016 School Install BHS Ac Library/Media, \$17,354.08 from Art 9-9 of ATM May 2013 Hens Cove Pier Dinghy Dock
4	Fire Dept	New Assistant Chief vehicle and replacement vehicle	\$ 95,000.00		
5	DNR	Pave Pocasset River Marina	\$ 50,000.00		Waterways
6	Bourne Schools	Wastewater Treatment Plant Upgrades	\$ 50,000.00		Free Cash
7	Bourne Schools	BHS Replace A Wing Roof	\$ 400,000.00	Ch 44, Sec 7(1)	Borrowing
8	Bourne Schools	BHS Masonary Work [C Wing ramp, Brick Repointing]	\$ 40,000.00		Free Cash
9	Bourne Schools	BHS Paving Campus	\$ 90,000.00		Free Cash
10	DPW	DPW M-2	\$ 48,000.00		Transfer \$30,083.29 from Art 9-9 of ATM May 2013 Hens Cove Pier Dinghy Dock & \$17,916.71 from Premium Reserved for Capital Fund
11	DPW	DPW Chipper Morbark	\$ 82,000.00		Transfer \$26,693.34 from Free Cash & Transfer \$43,939.63 from Art 9-7 of ATM May 2015 Repave Taylors Point Marina, \$11,367.03 from Art 9-9 of ATM May 2013 Hens Cove Pier Dinghy Dock
12	DPW	Basin Vac Truck	\$ 390,000.00	Ch 44, Sec 7(1)	Borrow \$370,500.00 & Transfer \$19,500.00 from Sewer Retained Earnings
13	DPW	Plows	\$ 24,000.00		Free Cash
14	DPW	Lawn Mowing	\$ 40,000.00		Free Cash
15	Shore & Harbor	Annual Dredging	\$ 200,000.00		Waterways
16	Facilities	Town Hall Elevator Modernization	\$ 25,000.00		Transfer \$12,576.31 from Free Cash & Transfer \$12,423.69 from Premium Reserved for Capital
17	Facilities	Buzzards Bay Fire Station - add Air Conditioning in Offices and Upgrade Boiler System	\$ 50,000.00		Free Cash

					Transfer \$9,430.95 from Art 9-25 of ATM May 2014 Police Ceiling Mounted HVAC Unit, 6.67 from Art 9-6 of ATM May 2016 DNR Replace Vehicle, 10.15 from Art 9-2 of ATM May 2016 Police Dispatch Console, 605.90 from Art 9-5 of ATM May 2017 Replace Fire Car 141, \$1,123.00 from Art 9-11 of ATM May 2016 School Mini Bus, \$351.66 from Art 9-16 of ATM May 2016 DPW Bucket Truck, \$553.12 from Art 10-25 of ATM May 2012 Clark Field Multi-Use, \$8.00 from Art 10-26 of ATM May 2012 Pocasset Playground \$8,413.26 from Art 9-1 of ATM May 2016 Police Cruisers & Transfer \$39,497.29 from Premium Reserved for Capital.
18	Facilities	Community Building - EMS Installation	\$ 60,000.00		
19	Facilities	Community Building - HVAC Upgrades Meeting and Office areas	\$ 60,000.00		Transfer \$60,000.00 from Premium Reserved for Capital
20	Facilities	Community Building - Improvement	\$ 50,000.00		Free Cash
21	Facilities	Bourne Archives - Flat Roof Replacement	\$ 35,000.00		Free Cash
22	Recreation	Replacement of Poles and Lights at Keith Field	\$ 205,000.00	Ch 44, Sec 7(1)	Borrowing
23	ISWM	3/4 Ton Crew Cab w/Utility Body [L1]	\$ 55,000.00		Transfer 55,000.00 from Premium Reserved for ISWM Capital
24	Sewer	Replace lights, waterline in wet well and replace grates	\$ 40,000.00	Ch 44, Sec 7(1)	Borrow \$34,250.00 & Transfer \$5,741.67 from Premium Reserved for Capital Sewer & \$8.33 from Sewer Retained Earnings.
			\$ 2,268,653.00		

ARTICLE 10: 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

ARTICLE 11: To see if the Town will vote to transfer any sums of money received from the **ISWM Host Community Fees** in excess of \$600,000.00 in FY2019 to fund entitled “Capital Expenditure Stabilization Reserve Fund”, or take any other action in relation thereto.

Sponsor – Board of Selectmen

ARTICLE 12: To see if the Town will vote to appropriate, borrow or transfer from available funds a sum of money for the purpose of funding the Town’s **Other Post-Employment Benefits Liability (OPEB)**, or take any other action in relation thereto.

Sponsor – Board of Selectmen

ARTICLE 13: 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 – Finance Director

	ARTICLE DESCRIPTION	Date of Vote	Balance	Free Cash	Waterway	Ambulance
	General Government					
1	Fire Negotiated Contract	Article 8 of STM Oct 2017	7,384.14	7,384.14		
2	Fire Ambulance	Article 10 of STM FEB 2016	10,328.70			10,328.70
3	Marina Renovations	Article 10-6 ATM May 2011	89,189.81		89,189.81	
4	Repower Carolina Skiff	Article 9-5 of ATM May 2015	6,625.72		6,625.72	
5	Repower Boston Whaler	Article 9-6 of ATM May 2015	203.29		203.29	
		Totals	113,731.66	7,384.14	96,018.82	10,328.70

ARTICLE 14: To see if the Town will vote to appropriate, borrow or transfer from available funds a sum of money to fund the costs related to payments of accrued contractual compensated absences upon retirement, or take any other action in relation thereto.

Sponsor – Board of Selectmen

ARTICLE 15: To see if the Town will vote to accept the provisions of **MGL Chapter 59 Section 21A 1/2**, relative to establishing additional compensation for courses of study assessors, or take any other action in relation thereto.

Sponsor – Finance Director

ARTICLE 16: To see if the Town will vote, upon 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 FY2019 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
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				Committee Recommend	
A	Open Space Committee	Improvements to Canal Crossways Access	Open Space/Recreation	\$50,000	Open Space/Recreation Reserves
B	Open Space Committee	Inclusive Playground Additional Equipment	Open Space/Recreation	\$105,000	Open Space/Recreation Reserves
C	Open Space Committee	Trail map	Open Space/Recreation	\$30,000	Open Space/Recreation Revenues
D	Open Space Committee	Improvements to parcel next to Aptucxet Trading Post	Open Space/Recreation	\$50,000	Open Space/Recreation Reserves
E	Open Space Committee	Improvements to various parcels	Open Space/Recreation	\$75,000	Open Space/Recreation Revenues
F	Recreation Committee	Keith Field Lights	Recreation 205,000	\$47,970.69 from Community Preservation Capital Premium Reserve \$157,029.31 from Open Space/Recreation Reserves	
G	Open Space Com./Commission on Disabilities	ADA improvements to various locations	Open Space/Recreation	\$125,000	Open Space/Recreation Reserves
H	Bourne Archives	Upgrade website	Historic	\$26,350	Historic Revenues
I	Town Clerk	Record Preservation	Historic	\$50,000	Historic Revenues
J	Town Hall	Engineering/Architectural Services for Stairs/Ramp access to Town Hall	Historic	\$50,000	Historic Revenues
K	Bourne Housing Partnership	Affordable housing services and support	Community Housing	\$59,200	From Community Housing Revenues
			TOTAL REQUESTS	\$825,550.00	
	Community Preservation Committee	Reserve for Open Space	Open Space	\$530,770.00	2019 Open Space Estimated Revenues
	Community Preservation Committee	Reserve for Community Housing	Community Housing	\$0	2019 Housing Estimated Revenues
	Community Preservation Committee	Reserve for Historic Resources	Historic Resources	\$38,328.00	2019 Historic Estimated Revenues
			TOTAL	\$1,394,648.00	

			REQUESTS & RESERVES		
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ARTICLE 17: 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

ARTICLE 18: To see if the Town will vote to **rescind the authorization for unissued debt** that has been determined is no longer needed for the completion of various projects, or otherwise act thereon.

Sponsor – Finance Director

DEBT AUTHORIZED & UNISSUED		
TOWN MEETING	AUTHORIZATION DESCRIPTION	Amount
Article 9-26 of 2016 ATM	ISWM 20 Metric Ton Excavator	\$ 47,645.00
Article 9-27 of 2016 ATM	ISWM Phase V Liner Construction	\$ 392,880.00
Total		<u>\$ 440,525.00</u>

ARTICLE 19: To see if the Town will vote to appropriate a sum of money for the purpose of accepting **proceeds from insurance** for a loss at the Bourne Veterans' Memorial Community Building, or take any action in relation thereto.

Sponsor: Board of Selectmen

ARTICLE 20: To see if the Town will vote to accept the provisions of Chapter 40, Section 22G, authoring the allocation of all funds received from fines assessed for violations of **handicap parking** to the commission on disabilities.

Sponsor – Commission of Disabilities

ARTICLE 21: To see if the Town will vote to accept the provisions of M.G.L. Chapter 64N, Section 3 to impose a local sales tax upon the sale or transfer of marijuana or marijuana products by a marijuana retailer operating within the Town to anyone other than a marijuana establishment at a rate of **three percent (3%) of the total sales price received by the marijuana retailer** as consideration for the sale of marijuana or marijuana products. A marijuana retailer shall pay a local sales

tax imposed under this section to the Commissioner of Revenue at the same time and in the same manner as the sales tax due to the Commonwealth, or take any action in relation thereto.

Sponsor – Town Administrator

ARTICLE 22: To see if the Town will vote to accept the provisions of **Massachusetts General Laws, Chapter 59, Section 5, paragraph 54** and establish a minimum fair cash value of \$1,000 for personal property accounts to be taxed beginning in Fiscal Year 2019 or take any action in relation thereto.

Sponsor – Finance Director

ARTICLE 23: To see if the Town will vote, upon the recommendation of the Community Preservation Committee, to raise and appropriate, borrow, or transfer from available funds, a sum of money for the following Community Preservation Fund purpose(s): **to make certain improvements to existing multi-family accessible housing buildings 2 & 3 located at 89 Waterhouse Road that are owned by the Bourne Housing Authority** to assure the buildings integrity by installing new roofs, siding, insulation, windows, doors, trim, downspouts, and gutters including incidental costs related thereto; and, further, the Bourne Housing Authority and the Community Preservation Committee are hereby directed and authorized to take any and all actions necessary to implement this vote, or act anything in relation thereto.

Sponsor- Community Preservation Committee

ARTICLE 24: To see if the Town will vote to authorize the Board of Selectmen (the “Selectmen”) to petition the General Court, under the Home Rule Amendment to the Massachusetts Constitution, for certain **Amendments to Chapter 820 of the Acts of 1970 creating the Bourne Recreation Authority (the “Authority”)** as shown on an Exhibit on file at the Office of the Town Clerk or act anything in relation thereto.

Sponsor - Bourne Recreation Authority

ARTICLE 25: 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

Approved:
BOARD OF SELECTMEN

George G. Slade, Jr.

Donald J. Pickard

Peter J. Meier

Judith MacLeod Froman

DRAFT

Barnstable, ss.

Bourne, Massachusetts

By virtue of the Authority vested in me, I have this day posted a true and attested copy of this warrant in the Bourne Veterans' Memorial Community Center, Bourne Town Hall and in all the post offices in the Town of Bourne viz: Buzzards Bay Post Office, Bourne Post Office, Monument Beach Post Office, Pocasset Post Office, Cataumet Post Office, Sagamore Post Office, and the Sagamore Beach Post Office.

Dated this _____ day of _____, 2017

Constable

Received in the Town Clerk's Office _____

Barry H. Johnson, Town Clerk

**BOARD OF SELECTMEN
Rules of Procedure**

I. PROCEDURAL MATTERS

In procedural matters not covered by the Rules or any provisions of the Charter or Town Bylaws, or statute, the Board of Selectmen shall be guided by Roberts Rules of Order, as most recently revised.

II. NATURE OF POLICIES AND PROCEDURES

These rules of procedure may from time to time be amended or revised by vote of the Board of Selectmen provided the amendment or revision has been placed on the agenda for the meeting wherein it is to be voted upon by the Board of Selectmen provided further that the amendment or revision is approved by at least three (3) members of the Board of Selectmen.

III. PROCEDURE FOR ESTABLISHING POLICIES AND PROCEDURES

Adoption of new policies or changing existing policies regarding general town government is a responsibility of the Board of Selectmen. Policies will be adopted/amended only by the affirmative vote of a majority of members of the Board of Selectmen when such action has been scheduled on the agenda of a regular or special meeting.

To permit time for study of all policies or amendments to policies and to provide an opportunity for interested parties to react to proposed policies and to provide amendments will be presented as an agenda item to the Board in the following sequence:

1. Information item -- distributed with agenda
2. Discussion item -- first reading of proposed policy or policies
3. Response from the Town Administrator; report from any committee with responsibility in the area addressed by the proposed policy; public discussion; Board discussion and directions for any redrafting
4. Action, which may include further discussion, adoption, rejection, may be taken at the discussion at the second ready, or at a subsequent meeting.

Amendments to the policy at the action stage will not require repetition of the sequence, unless the Board so directs.

The Board of Selectmen may dispense with the above sequence to meet emergency conditions.

Policies will be effective upon the date set by the Board of Selectmen. This date will ensure that affected persons have an opportunity to become familiar with the requirements of the new policy prior to its implementation. The Board may divert from policy by a 4/5 vote.

- Represent the Board at meetings, conferences, and other gatherings unless otherwise determined by the Board or delegated by the Chairman;
- Serve as spokesman of the Board at Town Meetings and present the Board's position unless otherwise determined by the Board or delegated by the Chairman;
- Arrange for the orientation of new members, unless otherwise noted;

The Chairman shall have the same rights as other members to offer and second motions and resolutions, to discuss questions, and to vote thereon.

The Vice Chairman shall act in the place of the Chairman during his/her absence at Board meetings. Should the Chairman leave office, the Vice Chairman shall assume the duties of Chairman until the Board elects a new Chairman.

Clerk shall sign all official documents requiring the signature of the Clerk, with the authorization of the Board, and shall be responsible for recording minutes of any portion of meetings held in executive session for which the Town Administrator is not present.

VII. MEETINGS OF THE BOARD

A meeting called for any time other than the regular meetings shall be known as "special meetings". The same rules as those established for regular meetings shall apply, unless an unforeseen emergency requires a special meeting to be scheduled on a legal holiday. Special meetings shall be called by the Chairman, in consultation with the Town Administrator, and with the informal consent of a majority of Board members, or whenever at least three (3) members of the Board make such a request in writing to the Chairman or the Town Administrator, either whom shall give notice of such meeting.

The Board shall conduct working sessions on a monthly basis or as it deems necessary. This requirement does not apply to budget preparation and review. Such meetings will be posted in accordance with Open Meeting Law. A synopsis of transactions of informal meetings shall be made a part of the record of meeting minutes.

VIII. MEETING PROCEDURES

Board meetings shall be conducted in accordance with generally accepted rules of parliamentary procedure and the Open Meeting Law. It is the practice that application of said procedure may be on a relatively informal basis.

A quorum shall consist of three members of the Board. As a practical courtesy, action on critical or environmental matters, the adoption of policy, or appointments shall be taken, whenever practicable, with the full Board in attendance. Actions and decisions shall be by motion, second, and vote. Split votes will be identified by name in the meeting minutes.

The Town Administrator is expected to be in attendance at all meetings of the Board. The Town Administrator shall attend in order to keep the board informed and advised, and to recommend in all matters that fall within the jurisdiction of his/her office. He/she shall carry out the actions of

- Hearings (as required)
- Committee Reports
- Report of the Town Administrator
- Other Selectmen Business (action as required)
- Reports of Members of the Board
- Adjournment

Each agenda item may state the action anticipated of the Board, as appropriate. Any member of the Board of Selectmen may request an item be put on the agenda for a future meeting. Requests are to be presented at a public Board of Selectmen's meeting or be presented in writing with copies to all Board of Selectmen members and the Town Administrator.

Members of the Board, staff, the Town Administrator, or others who prepare background materials for the meeting should have such material available for Board members by Friday evening. If background information is insufficient or complicated or if complex memos or motions are presented at the meeting, which were not included in the Board's meeting packet, any Board member may request that the relevant item be tabled to allow Board members time for careful study of the material.

The agenda shall be available to the public and the press at the Selectmen's Office at the time of posting and shall be posted on the Town bulletin board inside Town Hall that same day. It shall also be posted on the Town-maintained World Wide Web page by close of business on Friday. Copies of the minutes of previous meetings and all-important correspondence, reports and other pertinent background materials shall be held in the Selectmen's Office for collection by or distribution to Board members.

All correspondence read by the Clerk must be submitted to the Town Administrator, and copies of the correspondence are to be distributed to all members of the Board before the meeting. Matters brought before the board by correspondence received at a meeting or during a public comment period shall be treated as information. Any required action of the board shall be taken up no earlier than the next scheduled meeting. It shall be the policy of the board to take no formal policy vote of the Board of Selectmen. Items of correspondence that are exempt from public disclosure pursuant to the Public Records Law (Chapter 4, Section 7 of the Massachusetts General Laws), or relate to subject matters that qualify for an executive session under the Open Meeting Laws (Chapter 39, Section 23B of the Massachusetts General Laws), will be marked as "Confidential Correspondence" and will not be subject to review in public session. Public comment shall be limited to non-agenda items and discussion be no longer than 2-3 minutes. Non-agenda items that require subsidiary discussion should be placed as a regular item at the request of the proponent.

XI. MEETING MINUTES

The Town Administrator shall ensure that open meetings of the Board are recorded. The Town Administrator shall ensure that minutes are drafted and made available to Board members in a timely manner, generally not to exceed 14 days.

XIII VOTING PROCESS FOR MULTI MEMBER BOARDS

All candidates' names are automatically placed in nomination. No formal nomination or second is required.

Each Board member may vote the number of times equal to the number of vacancies on the multi-member board. For example, if there is one vacancy, each member can only vote for one candidate. If there are three vacancies, each member can vote a maximum of three candidates.

When it's time for voting, the Chairman reads each Selectmen's name and Board members declare their vote.

After all Selectmen have voted, a count of votes is made.

Candidates who receive a majority of votes are appointed. If the vacancies are not all filled, the process is repeated with remaining candidates.

XIV. Board of Selectmen New Committee Procedures

The Board of Selectmen will choose one of its members to attend the first meeting of a newly established committee.

At the first meeting the designated Selectman will read the charge by the Board of Selectmen and answer any questions by committee members so that each member is clear what the scope of the committee. Committee Meeting Procedures will also be given to each member and discussed. The members of the committee will establish a regular meeting schedule and determine the date of the next meeting.

The designated Selectman shall conduct the election of officers of the committee. The committee may decide to hold the election of officers at the beginning of their second meeting; however, at no time shall a committee created by the Selectmen be without officers after the conclusion of its third session. No substantive business will be conducted before the election of officers. By majority vote of the members who constitute the make-up of the committee, they shall elect a Chairman, Vice Chairman and Clerk. Officers of the committee shall be chosen at the committee's first meeting after the start of each fiscal year.

In all procedural matters, the committee shall conduct its meeting in accordance with the latest revised edition of Robert's Rules of Order. In the absence of the Chairman, the Vice Chairman shall conduct the meeting.

In accordance with the state Open Meeting Law, the Clerk of the committee or the recording secretary shall keep accurate minutes of the proceedings of the committee including Executive Session minutes. Per the Attorney General's Open Meeting Law Guide dated March 12, 2013. "The minutes must be created and approved in a timely manner, must state the date, time and place of the meeting, a list of members present or absent, and the decisions made and actions taken including a record of all votes. The law requires that existing minutes be made available to the public within 10 days upon request, whether

copy shall be filed with the Town Clerk. All of said copies shall bear the signature of the applicant or his duly authorized agent or attorney.

- C. The applicant shall attach to his application a list of all parties in interest and their addresses as appear on the most recent tax list. "Parties in interest" as defined in General Laws Chapter 40A, Section 11, as amended, shall mean the applicant, owner of land for which the permit is sought (if different than the applicant), abutters, owners of land directly opposite on any public or private street or way and abutters to abutters within 300 feet of the property line, the Bourne Planning Board, and the Planning Boards of Falmouth, Wareham, Sandwich and Plymouth.
- D. Applications shall state the section of the Zoning Bylaw for which the Special Permit is sought.
- E. All applications at the time of filing shall be accompanied by:
 - 1) FOUR (4) prints of the latest recorded plan of the land which will be affected, or in cases where no such plan exists, FIVE (5) prints of a plan of the land endorsed by a registered engineer or land surveyor.
 - 2) FOUR (4) prints of the plot showing the exact location of existing and proposed buildings, signs, and other structures.
 - 3) Such additional information and plans as may be required under the Site Plan Review provisions of the Zoning Bylaw, or any other applicable provisions of the Zoning Bylaw.
 - 4) A filing fee payable to the Town of Bourne in the amount of \$250.00 for advertising and mailing costs.

The Board, in its discretion, may dismiss (without prejudice) an application, which fails to comply with the foregoing requirements.

NOTICE OF HEARING

Notice of hearing will be given by the Board of Selectmen in accordance with General Laws Chapter 40A, Section 11, as amended, by mailing and publication.

HEARINGS

- A. An open public hearing will be held at the time and place specified in the notice of the hearing.
- B. The hearing will proceed as follows:
 - 1) The Chairman of the Board of Selectmen will call the meeting to order and read the notice of hearing as published.
 - 2) The Chairman shall inform those present at the hearing of the time requirements under Chapter 40A, Section 17, as amended, for appealing of the decision of the Board.
 - 3) The applicant or his representative shall present the case to the Board.
 - 4) Parties of Interest at the hearing shall be heard.
 - 5) Town representatives may be heard.

Adopted on August 28, 2001
Amended November 12, 2002 by adding section 2.4.2
Amended July 13, 2004 -Special Permit Rules & Procedure added
Revised: May 16, 2006
Revised: November 21, 2006
Revised: May 1, 2007
Revised: April 29, 2008
Revised: December 17, 2013
Revised: February 24, 2015

9E

Original Budget		70,721,899.00
Budget Amendments		
Selectmens Expense	Employee Appreciation	(1,000.00)
Finance Expense	Assessing Contracted Services	(11,200.00)
Planning Board Salaries	Salaies & Wages	(1,581.00)
Fire Dept Salaries	Salaries Dept Head	(3,324.00)
	Salaries Clerk	(1,569.00)
	Salaries Supervisors	(315,994.00)
	Salaries Firefighters	337,501.00
	Salaries Firefighters	58,185.00
DNR Salaries	Salaries & Wages	9,087.00
Vocational School Exp	Vocational Assessment	(91,731.00)
Snow & Ice Exp	Other Removal	(20,000.00)
	Supplies	(32,000.00)
Debt Service	Temp Debt Interest	(75,000.00)
Town Planner Salaries	Salaries & Wages	(37,631.00)
Debt Service	Temp Debt Interest	(30,442.00)
Debt Service	Permanent Debt Interest(Exempt)	(107,375.00)
		<u>70,397,825.00</u>

ISWM

Original Budget		8,873,992.00
Debt Service Expense	Temp Debt Interest	(50,000.00)
	Debt Service Principal	450,000.00
		<u>9,273,992.00</u>