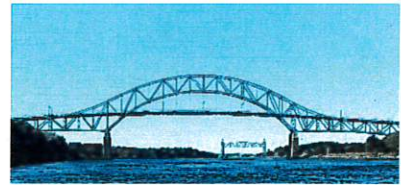


## Board of Selectmen Meeting Notice AGENDA



Date

October 9, 2018

Time

6:00 P.M.

Location

Bourne Veterans' Memorial  
Community Center  
239 Main Street, Buzzards Bay

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:** Motion to enter into Executive Session to conduct to discuss strategy with respect to litigation regarding the Buzzards Bay Park. The Chair has declared that an open meeting may have a detrimental effect on the litigating position of the public body. Fire Department update on litigation related to Civil Service and MCAD matters regarding Gordon 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.

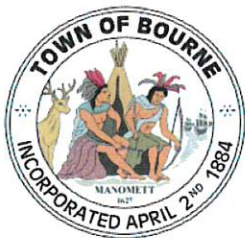
Roll call Vote to convene in Executive Session for the purpose stated. The Board will reconvene in open session following the Executive Session at approximately 7 P.M.  
Roll call Vote to reconvene in Open Session.

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

Moment of Silence for our Troops and our public safety personnel  
Salute to the Flag

1. Public Comment on Non-Agenda Items
2. Approval of minutes: 09.25.18
3. Correspondence
4. Town Administrator Report
  - a. Technology
  - b. Priority based budgeting ( Glenn Cannon)
  - c. County Land
  - d. Organizational Chart – (Distribution only – discussion for a future meeting)
5. Michael & Janet Maxim – Unsafe structure located at 328 Main Street
6. Licenses/Appointments
  - a. Use of Town Roads – Cape Cod Harley
7. Selectmen's Business
  - a. Signing November 6 State Election Warrant
  - b. Special Town Meeting Debrief
  - c. Goals Workshop
8. Adjourn

RECEIVED  
2018 OCT -4 PM 4:04  
TOWN CLERK BOURNE



Selectmen's Correspondence

October 9, 2018

- A. Letter from Sean McArdle, State Director re: Bourne Police Patrolmen's Association, NEPBA Local 60
- B. Cape Light Compact monthly Energy Efficiency Report
- C. DEP announced last month a groundbreaking, statewide recycling education initiative to reduce contamination in recycling by asking residents to "do their part and recycle smart". Inviting the town to become a partner in this effort.
- D. Cape Cod Commission Hearing Notice for Regional Policy Plan Sub-Regional Public Hearings

A

HEADQUARTERS  
7 Technology Drive, Suite 102  
Chelmsford, MA 01863  
Phone: 978-453-2500  
Fax: 978-453-2555



BOSTON REGIONAL OFFICE  
308 Victory Road, 3<sup>rd</sup> Floor  
Quincy, MA 02171  
Phone: 617-770-2929  
Fax: 617-770-9669

RECEIVED

SEP 24 2018

SEAN R. McARDLE **BOARD OF SELECTMEN** *Representing New England's Finest"*  
State Director [www.nepba.org](http://www.nepba.org)

Mailing Address:  
72 Huntress Street  
Quincy, MA 02169

September 17, 2018

Board of Selectmen  
Bourne Town Hall  
24 Perry Avenue  
Buzzards Bay, MA 02532

**RE: Bourne Police Patrolmen's Association, NEPBA Local 60**

Dear Honorable Board,

I am writing you today in accordance to Article 28, Duration of Contract, of the current collective bargaining agreement between the Town of Bourne and the New England Police Benevolent Association local 60.

Article 28, paragraph two, states "On or after September 1, 2018, either party may notify the other of its intention to commence bargaining for a successor agreement relative to all lawful subject for collective bargaining, and the parties shall proceed forthwith to bargain collectively with respect thereto."

Therefore, at this time the New England P.B.A. is requesting to begin collective bargaining for a new agreement between the Town of Bourne and the New England Police Benevolent Association local 60. Please contact me so we can schedule mutual agreeable dates and time to meet.

Sincerely,

Sean R. McArdle  
State Director

CC:  
Matt Wahlers, President NEPBA Local 60 (via email)  
File





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

B

RECEIVED  
SEP 19 2018  
TOWN OF BOURNE  
BOARD OF SELECTMEN

April 18, 2018

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

Dear Mr. Guerino,

Attached for your information and dissemination to your Board of Selectmen/Town Council is the Cape Light Compact's (Compact) monthly Energy Efficiency Report. The Report reflects the program activity for all of Cape Cod & Martha's Vineyard and breaks out the detail on a town-by-town basis.

Below is a summary of the activity in your town for the month of Bourne. To view each of your monthly reports from 2006 forward, please visit our website at [www.capecompact.org/reports](http://www.capecompact.org/reports).

- 3548 residents and/or businesses participated\* in the program.
- \$192025 in incentive dollars were distributed to the 3548 participants.
- 847316 kWh was saved through implementation of these energy efficiency measures.

If you have any questions on the attached report, please contact me at (508) 375-6636.

Sincerely,

Margaret T. Downey

Administrator

Enclosure

cc: Robert Schofield

*\*Please note that the number of participants may not correspond directly to the number of customers in your Town. As required, the Compact reports a customer as a participant for each energy efficiency program in which a customer participates. For example, if a customer has a home energy assessment and submits a dehumidifier rebate, they are counted as "two participants." Additionally, pre-determined lighting assumptions quantify participants dependent upon number of bulbs sold.*

**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

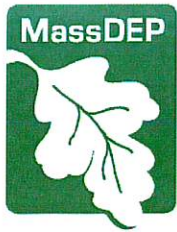


# Energy Efficiency Program Activity by Town

Town Name: BOURNE  
Program Period: 2018  
Current Dates: 7/1/2018 - 7/31/2018  
Cumulative Dates: 1/1/2018 - 7/31/2018

Program Initiative	Current Period			Cumulative Period		
	Annual kWh Savings	Actual Expenditures	Participants	Annual kWh Savings	Actual Expenditures	Participants
Residential New Construction	1,794.16	\$434.12	1	1,794.16	\$1,477.54	7
Residential New Construction (Low-Income)	0.00	\$0.00	0	0.00	\$0.00	0
Residential Multi-Family Retrofit	1,943.80	\$720.71	6	12,872.40	\$8,405.11	15
Residential Home Energy Services - Measures	32,632.00	\$66,158.96	60	268,160.90	\$308,868.20	262
Residential Home Energy Services - RCS	0.00	\$4,835.00	23	0.00	\$41,405.00	163
Residential Behavior/Feedback Program	0.00	\$0.00	0	0.00	\$0.00	0
Residential Heating & Cooling Equipment	9,540.00	\$5,566.00	17	42,325.40	\$28,150.00	63
Residential Consumer Products	22,269.30	\$4,622.00	41	48,459.90	\$8,703.50	97
Residential Lighting	718,517.50	\$64,298.60	3,364	1,334,445.70	\$106,752.80	6,085
Residential HEAT Loan	0.00	\$9,482.98	10	0.00	\$32,681.79	34
<b>Res Subtotal</b>	<b>786,696.76</b>	<b>\$156,118.37</b>	<b>3,522.00</b>	<b>1,708,058.46</b>	<b>\$536,443.94</b>	<b>6,726</b>
<b>Res % of Total</b>	<b>92.85%</b>	<b>81.30%</b>	<b>99.27%</b>	<b>72.65%</b>	<b>56.00%</b>	<b>96.62%</b>
Low-Income Single Family Retrofit	9,000.40	\$5,362.92	11	30,570.26	\$53,289.02	35
Low-Income Multi-Family Retrofit	488.00	\$2,422.20	1	230,458.80	\$207,864.81	127
<b>LI Subtotal</b>	<b>9,488.40</b>	<b>\$7,785.12</b>	<b>12.00</b>	<b>261,029.06</b>	<b>\$261,153.83</b>	<b>162</b>
<b>LI % of Total</b>	<b>1.12%</b>	<b>4.05%</b>	<b>0.34%</b>	<b>11.10%</b>	<b>27.26%</b>	<b>2.33%</b>
C&I New Buildings & Major Renovations	10,385.00	\$3,120.00	2	10,385.00	\$3,120.00	2
C&I New Buildings & Major Renovations - Municipal	0.00	\$0.00	0	0.00	\$0.00	0
C&I Initial Purchase & End of Useful Life	0.00	\$600.00	1	3,830.00	\$6,003.75	3
C&I Upstream Food Services	0.00	\$0.00	0	0.00	\$0.00	0
C&I Upstream HVAC	0.00	\$0.00	0	2,848.59	\$1,969.50	4
C&I Existing Building Retrofit - LARGE	0.00	\$0.00	0	0.00	\$0.00	0
C&I Existing Building Retrofit - MEDIUM	14,941.89	\$5,620.01	1	14,941.89	\$5,895.01	2
C&I Existing Building Retrofit - Municipal	0.00	\$700.00	1	0.00	\$700.00	1
C&I Small Business	25,804.06	\$17,966.00	8	132,683.25	\$106,143.95	24
C&I Multifamily Retrofit	0.00	\$0.00	0	6,443.00	\$7,565.79	1
C&I Multifamily - Municipal	0.00	\$0.00	0	0.00	\$0.00	0
C&I Upstream Lighting	0.00	\$115.78	1	210,905.19	\$28,922.86	36
<b>C&amp;I Subtotal</b>	<b>51,130.95</b>	<b>\$28,121.79</b>	<b>14.00</b>	<b>382,036.92</b>	<b>\$160,320.86</b>	<b>73</b>
<b>C&amp;I % of Total</b>	<b>6.03%</b>	<b>14.64%</b>	<b>0.39%</b>	<b>16.25%</b>	<b>16.74%</b>	<b>1.05%</b>
<b>Total</b>	<b>847,316.12</b>	<b>\$192,025.28</b>	<b>3,548</b>	<b>2,351,124.45</b>	<b>\$957,918.63</b>	<b>6,961</b>

\*Costs include those costs that has been recorded through this period and are not necessarily representative of all activity through this month  
\*\*All information presented is preliminary and subject to change.



Commonwealth of Massachusetts  
Executive Office of Energy & Environmental Affairs

RECEIVED

OCT 01 2018

C

## Department of Environmental Protection

One Winter Street Boston, MA 02108 • 617-292-5500

TOWN OF BOURNE  
BOARD OF SELECTMEN

Charles D. Baker  
Governor

Matthew A. Beaton  
Secretary

Karyn E. Polito  
Lieutenant Governor

Martin Suuberg  
Commissioner

September 27, 2018

Mr. Thomas M. Guerino  
Town Administrator  
Town of Bourne  
24 Perry Avenue  
Buzzards Bay, MA 02532

Dear Mr. Guerino,

Last month, the Massachusetts Department of Environmental Protection (MassDEP) announced a groundbreaking, statewide recycling education initiative to reduce contamination in recycling by asking residents to "do their part and recycle smart." We are inviting you to become our partner in this effort.

The cornerstone of this initiative is our new website called [RecycleSmartMA.org](http://RecycleSmartMA.org) that features the "[Smart Recycling Guide](#)." The Guide identifies the four categories of materials that every materials recovery facility (MRF) across the state accepts:

- Mixed paper and cardboard
- Metal food and beverage cans
- Glass bottles and jars
- Plastic bottles, jars, jugs, and tubs

The guide also identifies the top five contaminants that MRFs do not want in recycling loads and explains that these materials should be managed in other ways. The top five contaminants are:

- Bagged recyclables and bagged garbage
- Loose plastic bags/plastic wrap
- Food and liquids
- Clothing or linens
- "Tanglers" - hoses, wires, chains, strings of lights, etc.

The website includes the "[Recyclopedia](#)" search tool, where residents can search for hundreds of items (from paper bags to pizza boxes) to find out how to properly manage them. There is also a video showing the recycling sorting process inside a MRF and answers to frequently asked questions

This information is available in alternate format. Contact Michelle Waters-Ekanem, Director of Diversity/Civil Rights at 617-292-5751.

TTY# MassRelay Service 1-800-439-2370

MassDEP Website: [www.mass.gov/dep](http://www.mass.gov/dep)

Printed on Recycled Paper



about why and how to recycle smart. *But, the most important element of this initiative is your participation and partnership in helping to get the word out about smart recycling.*

**Sign up to be our Partner!** Community partners will receive resources to help raise awareness of the Recycle Smart initiative. Go to the [Partner page](#) on RecycleSmartMA.org to sign up. As a partner, we will ask that you:

- Follow the RecycleSmartMA social media channels and share content.
- Add a link to RecycleSmartMA.org to your recycling webpage.
- Add the Recyclopedia search tool "widget" to your webpage (access embedding code [here](#)). If you're already using the Recollect app, Recollect will help you sync your list of acceptable materials to the statewide list.

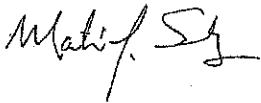
Further, if your community participates in the [Recycling Dividends Program](#), these activities will count toward your education and outreach point!

These suggestions may not work for all communities, but that doesn't mean you cannot become our partner. We'd like to hear from you! Tell us how you are spreading the word to recycle smart.

For more information, click on Become a Partner at the top of the RecycleSmartMA.org website. You may also contact Janice Paré at [RecycleSmartMA@mass.gov](mailto:RecycleSmartMA@mass.gov).

This letter will be sent electronically to your municipal recycling contact, copied below, and will include active hyperlinks.

Sincerely,



Martin Suuberg  
Commissioner

cc via email: Phil Goddard, Environmental Manager

3225 MAIN STREET • P.O. BOX 226  
BARNSTABLE, MASSACHUSETTS 02630

RECEIVED  
SEP 28 2018  
TOWN OF BOURNE  
BOARD OF SELECTMEN



(508) 362-3828 • Fax (508) 362-3136 • [www.capecodcommission.org](http://www.capecodcommission.org)

CAPE COD  
COMMISSION

**HEARING NOTICE  
CAPE COD COMMISSION  
REGIONAL POLICY PLAN SUB-REGIONAL PUBLIC HEARINGS**

Pursuant to Sections 7 and 8 of the *Cape Cod Commission Act*, the Cape Cod Commission has prepared a draft amendment to its Regional Policy Plan (RPP) for Barnstable County ("Draft 2018 RPP"), which Plan is intended to present a coherent set of regional planning policies and objectives to guide development throughout Barnstable County and to protect the region's resources. The Commission Act requires that the RPP be reviewed and amended at regular intervals; the RPP was first adopted in 1991 and previously amended in 1996, 2002 and in 2009. The Commission will hold three sub-regional public hearings on the Draft 2018 RPP by hearing officer at which oral and written public comments will be taken. This notice is being published as required by Section 5 of the *Cape Cod Commission Act*. The three sub-regional public hearings will be held on the following dates:

**Regional Policy Plan Sub-Regional Public Hearings**

- **October 11, 2018, 4:00 p.m.**  
Sandwich Town Hall, 130 Main Street, Sandwich, MA 02563
- **October 17, 2018, 1:00 p.m.**  
Truro Public Library, 7 Standish Way, North Truro, MA 02652
- **October 24, 2018, 6:00 p.m.**  
Cape Cod and Islands Association of Realtors, 22 Mid-Tech Drive, West Yarmouth, MA 02673

A copy of the draft plan is available for review at <http://www.capecodcommission.org/RPPupdate> and is also available at the Cape Cod Commission offices to review by calling the Commission office at (508)362-3828 to schedule an appointment between the hours of 8:30 a.m. and 4:30 p.m.

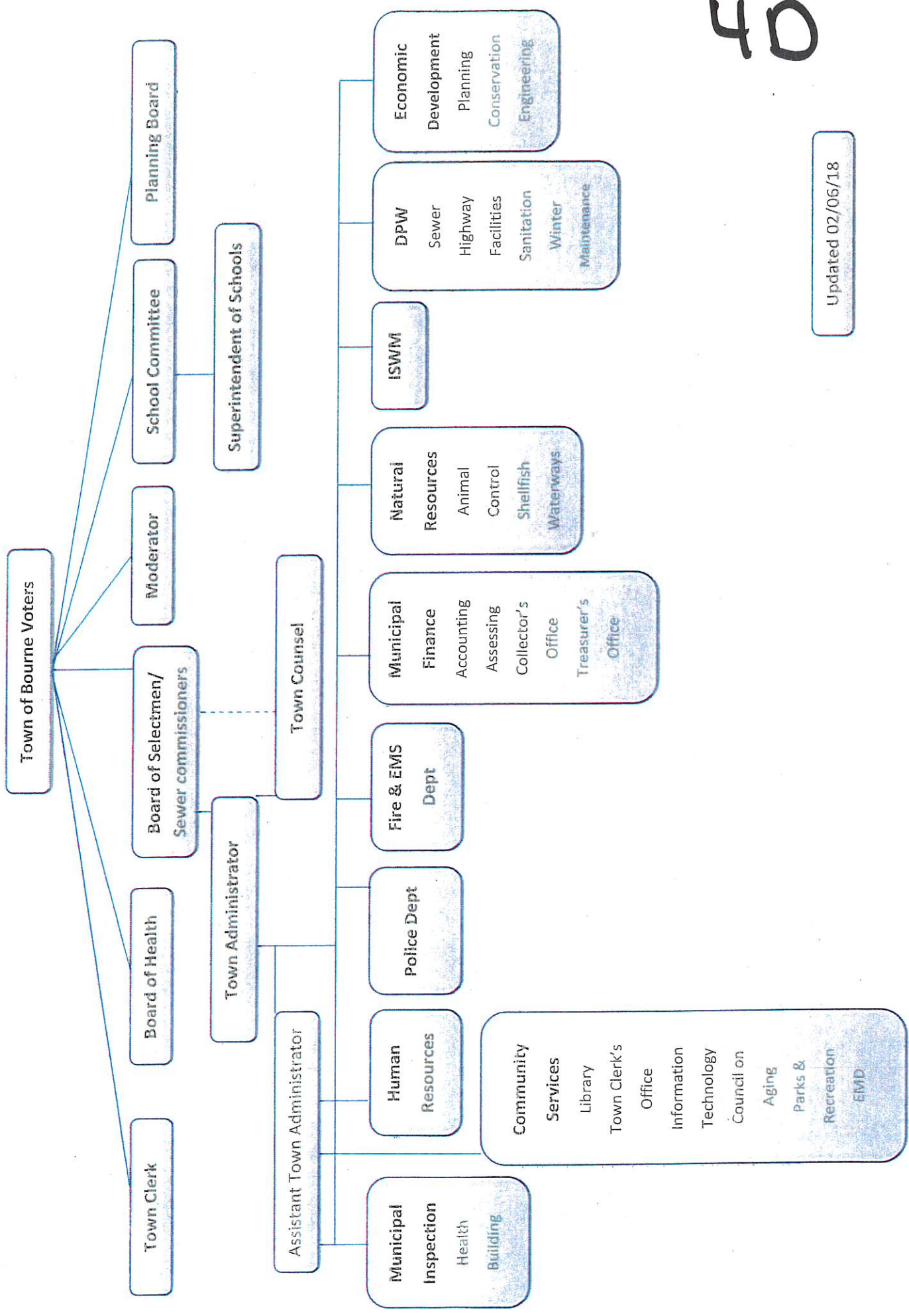
Anyone wishing to testify orally will be welcome to do so. Written comments will be received through **November 19, 2018** and may be submitted at the hearing, or delivered or mailed to the Cape Cod Commission, Attn. Cape Cod Regional Policy Plan, P.O. Box 226, 3225 Main Street, Barnstable, MA 02630 or emailed to [rpp2018@capecodcommission.org](mailto:rpp2018@capecodcommission.org)

**If you are deaf or hard of hearing or are a person with a disability who requires an accommodation, contact the Cape Cod Commission at (508)362-3828; for Telecommunications Relay Services (TRS) dial 711.**

**Caso estas informações sejam necessárias em outro idioma, por favor, contate o Coordenador de Título VI da MPO pelo telefone (508)362-3828 or Para serviços de retransmissão de telecomunicações, disque 711.**



FD



Updated 02/06/18

**Sundman, Nancy**

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5

**From:** Guerino, Thomas  
**Sent:** Monday, September 24, 2018 8:13 AM  
**To:** Meier, Peter; Sundman, Nancy  
**Subject:** Fwd: Request to be on Selectmans agenda Oct. 2

Sent from my iPhone

Begin forwarded message:

**From:** Michael Maxim <[herringwamp@comcast.net](mailto:herringwamp@comcast.net)>  
**Date:** September 24, 2018 at 8:09:47 AM EDT  
**To:** <[tguerino@townofbourne.com](mailto:tguerino@townofbourne.com)>  
**Cc:** janet maxim <[jmm Maxim1@comcast.net](mailto:jmm Maxim1@comcast.net)>  
**Subject:** Request to be on Selectmans agenda Oct. 2  
**Reply-To:** Michael Maxim <[herringwamp@comcast.net](mailto:herringwamp@comcast.net)>

Dear Mr. Thomas M. Guerino,

As per our conversation in your office on Thursday September 20, 2018 we are requesting that we be added to the selectman's agenda on October 2, 2018.

RE: To address certified letters

Certified mail # 91 7199 9991 7038 4342 0829 stating ; building 'unsafe' should be demolished as soon as possible to avoid a potential threat of danger to the public as well as first responders.

Certified mail # 91 7199 9991 7037 4651 5394 calling; for the demolition of a structure that constitutes a public nuisance and must be abated by the demolition and removal of said structure.

Building being noted:

328 Main Street, Bourne, MA 02532

Respectfully,



Town of Bourne  
Interdepartmental Advisory Form



6A

Start Date:	9/6/2018
Owner/Applicant:	Richard LeBlanc [774-406-6885 - rleblanc4550@yahoo.com] [Director of HOGS] Cape Cod Harley-Davidson
Project Location:	750 MacArthur Blvd., Pocasset
Nature of Request:	10.20.18 - 10:00 a.m. to 3:00 p.m. Use of Bourne Town Roads for motorcycle bike ride **will be requesting Police Detail for traffic** Info under separate document
Liability Insurance Naming Town of Bourne as Additional Insured	Has applicant provided insurance? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Map:		Parcel:		District:	
------	--	---------	--	-----------	--

☐ Engineering:

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

Owner:  
Remarks:

9/11/2018 Timothy P Lydon  
Date Department Head

☐ Planning Department: ☒ Concurs ☐ Does Not Concur

Remarks:

9/11/2018 Jennifer Copeland  
Date Town Planner

☐ Planning Board: ☒ Concurs ☐ Does Not Concur

Remarks:

9/7/2018 Elmer C Legg/ag  
Date Board Member

☐ Conservation Commission: ☐ Must File ☐ Determination ☐ Notice of Intent

09/21/18 1:55 PM

P:\Routing Slips\Cape Cod Harley Ride-OK.docx



☒ Need not File

Remarks:

9/11/2018

Date

Samuel Haines

Conservation Agent

☐ Board of Health:

☒ Concur

☐ Does Not Concur

Remarks:

9/7/2018

Date

Terri Guarino/ag

Health Agent

☐ Building Inspector:

☒ Concur

☐ Does Not Concur

Remarks:

9/7/2018

Date

Roger Laporte/ag

Building Inspector

☐ Sewer Commissioners:

☐ Concur

☐ Does Not Concur

Remarks: N/A

9/7/2018

Date

George M. Sala [dj]

Department Head

☐ Town Collector:

☐ Outstanding Taxes

☒ Taxes Paid In Full

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

Remarks:

9/7/2018

Date

Shelly Murphy

Town Collector

☐ Town Clerk:

If not corporation has business certificate been issued? ☐ Yes ☐ No

Remarks:

9/6/2018

Date

mfernandes

Clerk's Office

☐ **Assessors:**

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

Remarks: N/A

9/10/2018

Sandi Paiva

Date

Assessors Office

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

Remarks:

9/14/2018

George M. Sala

Date

Department Head

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

Remarks:

9/7/2018

Tim Mullen

Date

Department Head

☐ **Police Department:** ☒ Concur ☐ Does Not Concur

Remarks:

9/10/2018

Chief Dennis R. Woodside

Date

Department Head

☐ **Fire Department:** ☒ Concur ☐ Does Not Concur

Remarks:

9/10/2018

Chief Sylvester

Date

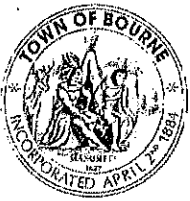
Department Head

☐ **Board of Selectmen:** ☐ Concur ☐ Does Not Concur

Remarks:

Date

Chairman



# TOWN OF BOURNE

## Board of Selectmen

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



Phone: 508-759-0600 x1503  
Fax: 508-759-0620

### APPLICATION FOR THE USE OF TOWN PROPERTY

*Cape Cod Harley - Davidson*

Individual/Organization Richard LeBlanc

Address (mailing) 750 MacArthur Blvd  
Pocasset ma 02559

Home/Business Address SAME

Home Telephone # 774-406-6885

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

Contact Person Rick LeBlanc

Email address: rleblanc4550@yahoo.com

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

Name: \_\_\_\_\_

Location: Road ways

Purpose: \*\*\* motorcycle ~~and~~ Bike Ride

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

Date(s) 10-20-18

Time(s)

From 10:00 am (time first person will arrive)

To 3:00 pm (time last person will leave)

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

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

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



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

Estimated Attendance 50 To 100

Will the affair be policed? Yes ☒ No ☐  
Will admission be charged: Yes ☐ No ☒

Signed Richard L LeBlanc

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

### HOLD HARMLESS AGREEMENT

It is agreed by Cape Cod HALLLEY + Richard L LeBlanc  
Hereinafter called the Organization, that the Town of Bourne be absolved of any and all liability brought about by actions of the participants and/or patrons of the organization while using the facilities of the Town of Bourne for the purpose of

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

Signature of Organization Richard L LeBlanc

Printed Name Richard L LeBlanc

Title DIRECTOR Cape Cod HOGS Dated 7-6-18

\*\*\*\*\*

### FOR TOWN ADMINISTRATOR'S USE ONLY

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

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

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

Town Administrator

Thomas M. Guerino  
Town Administrator

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



GZ Riders, Inc.

d/b/a Cape Cod Harley-Davidson®

750 MacArthur Blvd

Pocasset, MA 02559

Phone: 508-563-7387

Fax: 508-563-6527

*Rick Leblanc 774-406-6885*  
*Email rleblanc 4530 @ Yahoo.com*

## LIVE FREE[ER] RIDE: BEACH & BACKROADS

Hosted by Cape Cod Harley-Davidson

**Date:** October 20, 2018

**Time:** Kickstands up at 11 A.M. (Registration from 10 A.M. to 10:45 A.M.)

**Estimated attendance:** 50-100 motorcycles

**Ride Route:** Ride begins and ends at Cape Cod Harley-Davidson. Route goes through Bourne and Falmouth.

*Estimated time in Bourne:* ~20 minutes there and ~20 minutes back.

~45 minutes total time in Bourne (including there and back).

*Estimated time in Falmouth:* ~45 minutes there and ~45 minutes back.

~1.5 hours total time in Falmouth (including there and back).

**Cost:** Next year, we would like to do this same ride and attach an fee for tickets that will be donated to charity. This year, the ride cost is free to riders (no charity involved).

**Events:** When riders get back to Cape Cod Harley-Davidson, there will be free lunch provided by Foodzilla catering (a food truck).

**Goal 1: To improve the user-ability, organizational structure, and timely posting of the town website by January 2019.**

Action Steps	Person(s) Responsible	Timeline	Communication	Risk Management	Resources Needed	Status Update
1. Identify a working group consisting of staff, BoS, public.	Glenn Cannon	Oct 10				
2. Working group identifies generally what works, what could be improved.						
3. Reach out to website provider for names of towns which use the same provider. Review. Evaluate. Recommend. Meet with website provider for solutions. Create an initial staffing solution.						
4. Update BoS on findings and recommendations. Hold discussion.						
5. Present plan of action to BoS, including staffing recommendation short and long term.						
6. Work with software team on integration with website.						



**Goal 2: To develop a town-wide unified economic growth plan by February 2019 with a five-year strategic implementation plan.**

Action Steps	Person(s) Responsible	Timeline	Communication	Risk Management	Resources Needed	Status Update
1. To hold a symposium for the BoS including the LCP, Cape Cod Commission, Planning Board, BFDC, and Planning Dept, wastewater commission, Zoning Board, MMA, Chamber of Commerce, MSSC, current businesses and developers, to gain insight into what is in place. What's fact, what's optional, what's no longer on the table.	Tom Guerino					
2. BoS discuss the creation of an Economic Development Director including what that person's job would be; how to finance; and who to involve with making the position happen.						
3. BoS appoint a commission comprised of representatives of the Planning Dept, planning Board, wastewater, Buzz Bay Water District, MMA, BoS, TA, to take the lead on an economic development town-wide collaborative plan of action reporting monthly to						

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the Board. Creating opportunities for public involvement.										
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**Goal 3: To implement financial software package for town services by May 2019.**

Action Steps	Person(s) Responsible	Timeline	Communication	Risk Management	Resources Needed	Status Update
1. Hire the Finance Director/Town Accountant.	Tom Guerino					
2. Town financial software study committee to include top financial employee, financial committee rep, IT staff, ATA. Gather potential options.	Tom Guerino					
3. Present findings and 2-3 options to BoS/Fin Com. Discuss.						
4. Financial Software Study Committee to create comprehensive proposal of rationale, cost, and return on investment. Identify potential funding source.						
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Goal 4: To prioritize town policies for need and review by August 1, 2018, mapping out the timeline to address 10 policies by May 31, 2019.

Action Steps	Person(s) Responsible	Timeline	Communication	Risk Management	Resources Needed	Status Update
1. Identify top 10 policies to be reviewed and/or written.	Peter Meier					
2. Determine process for writing drafts. Individuals write drafts to present in workshop or sub-committee (needing to have posted meetings) to write.						
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**Goal 5: To establish a multi-year financial and strategic plan involving Priority Based Budgeting and quarterly reporting with implementation by April 2019.**

Action Steps	Person(s) Responsible	Timeline	Communication	Risk Management	Resources Needed	Status Update
1. Town Administrator establish expectation for use of PBB for FY2019.	Tom Guerino	Dec 2018				
2. Update the BoS/Fin Com in detail regarding the implementation of PBB.	Tom Guerino	Nov 2018				
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