

Board of Selectmen Meeting Notice AGENDA



Date

Tuesday
March 20, 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:
4. Correspondence
5. **7:15 PM - Pole Hearing:** Public right of way between Marconi Street, Cranberry Highway and Adams Street, Sagamore for a grant of location for telecommunication wires and wireless attachments and appurtenances to be attached to existing utility poles owned by Eversource.
6. **Licenses/Appointments**
 - a. Appointment – Amanda Bongiovanni – ISWM Business Model Working Group
 - b. Appointment – 3 applicants to fill 1 vacancy on the Board of Appeals Associate [Chris Farrell, Chris Pine and Lauren Freed]
 - c. Seasonal Liquor-Food-Amusement License Renewals
7. **Selectmen's Business**
 - a. Rules of Procedure – ongoing review
 - b. FY 19 Budget
 - c. Town Meeting Article review
 - d. Vote Certification for Sewer Enterprise Fund (allows for Bond Counsel to approve borrowing for new sewer plant)
8. **Selectmen's Reports**
 - a. Events attended past week
 - b. Events anticipated to attend current week
9. **Town Administrator Report**
 - a. Priority Based Budget schedule and outcomes

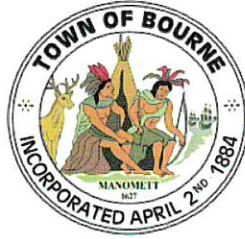
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TOWN SELECTMEN BOURNE

- b. ATA update
- c. Cannabis Forum update
- d. Storm update (3/13 storm)
- e. Community Building update

10. **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. Board of Selectmen discussion on term limits
- d. Cable TV Contract – opt out and renewal preliminary discussion
- e. A member of the legislative delegation to give BOS an update on situation regarding Comcast (this would most likely be Representative Hunt)
- f. Appoint Election Workers

9. **Adjourn**



Selectmen's Correspondence
March 20, 2018

- A. Comcast's annual notice on Policies and Procedures [copy on file in the Town Administrator's Office]
- B. Department of Agricultural Resources: Notice public comment period extension
- C. Board of Health Public Hearing notice for William J & Beth Russell, 165 Jefferson Road, Bourne
- D. Division of Marine Fisheries: Status – Closed to the taking of all shellfish as defined below except for the consumption of the adductor muscle of Bay and Sea Scallops Only
- E. Invitation to attend an Open House & Tour of the Jonathan Bourne Historical Center in celebration of Bourne's 134 Birthday


xfinity™

March 9, 2018

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

RECEIVED
MAR 12 2018
TOWN OF BOURNE
BOARD OF SELECTMEN

Re: Annual Notice

Dear Chairman and Members of the Board:

In accordance with Massachusetts cable regulations (207 CMR 10.01(2) and 10.02(6)), enclosed is a copy of Comcast's policies and procedures, sample subscriber bill, work order and rate & channel line-up information for your community.

Should you have any questions, please do not hesitate to contact me at 508.732.1536.

Sincerely,

Michael Galla

Michael Galla, Sr. Manager
Government & Regulatory Affairs

Enclosures

THE COMMONWEALTH OF MASSACHUSETTS

EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS

B



Department of Agricultural Resources

251 Causeway Street, Suite 500, Boston, MA 02114
617-626-1700 fax: 617-626-1850 www.mass.gov/agr

RECEIVED

MAR 02 2018



CHARLES D. BAKER
Governor

KARYN E. POLITO
Lt. Governor

MATTHEW A. BEAVER
Secretary

TOWN OF BOURNE BOARD OF SELECTMEN
JOHN LEBEAUX
Commissioner

NOTICE: PUBLIC COMMENT PERIOD EXTENSION

Pursuant to the Rights-of-Way Management Regulations (333 CMR 11.00) in order to apply pesticides to control vegetation to maintain Rights-of Ways, the Department of Agricultural Resources must approve a Vegetation Management Plan (VMP) and a Yearly Operational Plan (YOP). The VMP is intended to justify the need to control vegetation, identify target vegetation, describe the intended methods of control, describe methods for identifying sensitive areas, describe operational guidelines for applicators, outline a program of Integrated Pest Management (IPM) designed to reduce the use of herbicides, and describe alternative land use activities.

This Notice serves only to address the public comment period deadline. Public Hearings have been previously noticed and scheduled for the following dates and locations:

Thursday, March 1, 2018: Sandwich Town Hall Auditorium, 136 Main Street, Sandwich, MA from 11:00am – 12:30pm

Tuesday, March 6, 2018: Chatham Town Office Annex, Lower Level, 261 George Ryder Road, Chatham, MA from 11:00am - 12:30pm

The following municipalities are advised that Eversource Energy, proposes to utilize herbicides to treat their Rights-of-Way on Cape Cod and Martha's Vineyard:

MUNICIPALITIES		
BARNSTABLE	EDGARTOWN	SANDWICH
BOURNE	FALMOUTH	TISBURY
BREWSTER	HARWICH	TRURO
CHATHAM	MASHPEE	WELLFLEET
DENNIS	OAK BLUFFS	YARMOUTH
EASTHAM	ORLEANS	

Available for Public Review Prior to Hearings:

Section 11.05 (3)(d) of the Row Management Regulations provide: "At least 21 days prior to the end of the public comment period, the applicant shall send a copy of the proposed VMP to the chief elected official, the Board of Health, and the Conservation Commission in affected communities upon their request." Such request should be made to:

William Hayes, Senior Arborist
Eversource Energy, Eastern MA
Vegetation Management
247 Station Drive, SE-370
Westwood, MA 02090-9230
781-441- 3932 (office)

The proposed VMP is posted at <https://www.mass.gov/service-details/rights-of-way-vegetation-management-vmps-yops-and-notices> and <https://www.eversource.com/content/ema-c/about/about-us/doing-business-with-us/municipal-officials/transmission-vegetation-management> for reviewing. It is also available for review at the Reference Desk of the following public libraries:

Jonathan Bourne Library, 19 Sandwich Road, Bourne, Massachusetts

Written Comments Requested

The public comment period for Eversource Energy, Cape Cod and Martha's Vineyard VMP 2018-2022, will be extended until close of business: 5 P.M., Friday, March 30, 2018. The public hearings listed above will give interested parties the opportunity to present data, views or arguments, orally or in writing concerning the proposed VMP. Persons giving testimony are also requested to provide written comments. Written comments in advance of the hearing dates are welcome. The Department will accept written testimony concerning the Eversource Energy, Cape Cod and Islands VMP until the close of business: 5 P.M., Friday, March 30, 2018

Commentary should be sent to:

Rights-of -Way Program
Massachusetts Department of Agricultural Resources
251 Causeway Street, Suite 500 Boston,
Massachusetts 02114-2151

Comments period closes end of business: 5 P.M., Friday, March 30, 2018

J.E. LANDERS-CAULEY, P.E.
Civil-Environmental Engineering
P.O. Box 364
West Falmouth, MA 02574
(508)-540-7733; 508-540-3344 (fax)
jlandersca@aol.com

RECEIVED
MAR 05 2018
TOWN OF BOURNE
BOARD OF SELECTMEN

March 2, 2018

Re: 165 Jefferson Road, Bourne
Notice of Public Hearing

Dear Abutter:

In accordance with Title 5, 310 CMR 15.411, you are hereby notified that William J & Beth Russell have requested a hearing before the Bourne Board of Health. At said hearing the Board will discuss and possibly vote on:

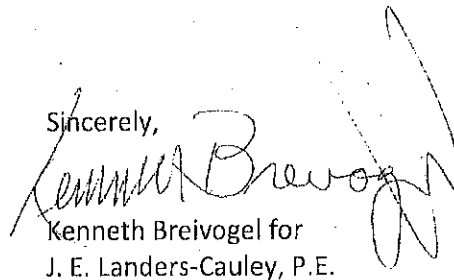
Request For A Waiver to use the existing septic system (with no changes) for a proposed raze and rebuild of the main house and construction of a new swimming pool at 165 Jefferson Road, Bourne, MA

The location of the property for this proposal is 165 Jefferson Road, Bourne, MA 02532. The hearing is scheduled for Tuesday, March 14, 2018 at 7:00 p.m. in the Lower Conference Room at the Town Hall.

Information regarding the hearing may be available for your review one week prior to the meeting at the Bourne Health Department, 24 Perry Avenue, Buzzards Bay, Monday through Friday from 8:30 a.m. until 4:30 p.m. Agendas are posted on the Town of Bourne website, www.townofbourne.com/health no less than 48 hours in advance of the hearing.

Should you have any questions or concerns, please do not hesitate to contact our office, J. E. Landers-Cauley, P.E., (508) 540-7733, or the Bourne Health Department at (508) 759-0600, ext. 1513.

Sincerely,



Kenneth Breivogel for
J. E. Landers-Cauley, P.E.



David E. Pierce, Ph.D.
Director

Commonwealth of Massachusetts

Division of Marine Fisheries

251 Causeway Street, Suite 400

Boston, Massachusetts 02114

(617)626-1520

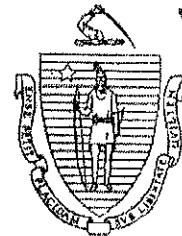
fax (617)626-1509

March 1, 2018

RECEIVED

MAR 05 2018

TOWN OF BOURNE
BOARD OF SELECTMEN



Charles D. Baker
Governor

Karyn E. Polito
Lieutenant Governor

Matthew A. Beaton
Secretary

Ronald Amidon
Commissioner

Mary-Lee King
Deputy Commissioner

Honorable Coastal Mayors and Select Boards of the Commonwealth of Massachusetts.

Ladies and Gentlemen:

In accordance with Chapter 130, section 74A of the Massachusetts General Laws, the Division of Marine Fisheries has closed all shellfish areas of the Commonwealth of Massachusetts as a precaution due to the potential effects of the coastal storm of March 1, 2018.

Therefore, under authority of Massachusetts General Laws, Chapter 130, sections 74A, **effective at sunset on March 1, 2018**, the below-defined areas have been placed in a **"CLOSED TO SHELLFISHING"** status to the taking of all shellfish. Digging, harvesting or collecting and/or attempting to dig, harvest or collect shellfish and the possession of shellfish from the below-defined areas is prohibited.

Under authority of 322 CMR 7.01 (7) all permits issued there under are hereby conditioned to prohibit the taking, selling or possession of shellfish as stated above from the below-defined areas. After the storm, holders of aquaculture licenses under the authority of Chapter 130, Section 57, MGL, may do necessary maintenance/retrieval of their equipment after notifying and with the consent of the local shellfish constable. No shellfish maybe harvested during the closure or removed from the site for culling.

STATUS: CLOSED TO THE TAKING OF ALL SHELLFISH AS DEFINED BELOW
Except for the consumption of the adductor muscle of Bay and Sea Scallops Only

"The waters, flats and all tributaries of the Commonwealth of Massachusetts from the Salisbury-New Hampshire State Line south to the Rhode Island - Massachusetts State Line out to the State Boundary Line. This includes N1-N28, GBH1-GBH6, MB1-MB14, CCB1-CCB51, OC1-OC10, SC1-SC64, NS1-4, NT1-NT14, V1-V36, E1-E14, MHB1- MHB5 and BB1-BB58.

The above-described areas shall remain closed until notification has been received from the Division that the areas have been placed into an open status.

Sincerely,

David E. Pierce,
Director

cc: J. McGinn, B. Perrin, P. Moran, DELE
D. McKiernan, M. Hickey, J. Kennedy, T. Sheilds, DMF
R. Amidon, M. King, DFG
J. Hobill, S. King, DEP
FDA
DPH
Shellfish Constables of the cities and towns listed above

E



You Are Invited

In Celebration of Bourne's 134th Birthday you are invited to attend an Open House & Tour of the Jonathan Bourne Historical Center

The Bourne Historical Society will host a special Open House and Tour of the Jonathan Bourne Historical Center at 30 Keene Street, Bourne, on Monday, April 2, 2018, from 6 to 8:30 p.m. Meet and greet Jonathan Bourne, his daughter Emily, Joseph Jefferson, George I. Briggs, Jolly Jane Toppan and more of the "Cast from the Past" who will guide you around the Center, answer your questions and share with you their Bourne stories.

Tours will be conducted throughout the evening. Bring your family, children and friends for this first of its kind learning and sharing event. Enjoy especially prepared refreshments. Admission is free; donations gratefully accepted.

For more information call the Center at 508.759.8167 or email us at bournhistoricalsociety@comcast.net or check us out at www.Bournhistoricalsociety.org and on Facebook.



Town of Bourne
Board of Selectman
24 Perry Avenue,
Buzzards Bay, MA 02532-3441

January 15, 2018

RE: Petition of New Cingular Wireless PCS, LLC ("AT&T") for Grant of Location for Telecommunication Wires and Wireless Attachments and Appurtenances: **Project: CRAN_CP_09_P20A: Location: 112 Adams St, Sagamore, MA; 41.771145, -70.542497, Utility Pole: # 267/1**

Dear Honorable Members of The Board of Selectman:

Pursuant to Massachusetts General Laws Chapter 166, Sections 21, 22 and 25A, please find enclosed the petition (the "Petition") of New Cingular Wireless PCS, LLC ("AT&T") for a grant of location for telecommunication wires and wireless attachments and appurtenances to be attached to existing utility poles owned by Eversource within the Town of Bourne. Included with the Petition are detailed plans that identify the locations where AT&T's proposed attachments will be placed. This includes an area map of all locations as well as the utility pole profiles depicting the equipment attachment heights and specs.

AT&T requests that the Town schedule a public hearing on this Petition, subject to the requirements of Chapter 166 of the Massachusetts General Laws. Those requirements prescribe that the Town mail "written notice of the time and place of the hearing at least seven days prior to all owners of real estate abutting upon that part of the way upon, along, across or under which the line is to be constructed, as such ownership is determined by the last preceding assessment for taxation". It is my understanding that the Town will be able to produce this list and I will work with the Town Administrator to ensure the letters are sent per these requirements.

Project Description

AT&T proposes to deploy one (1) small cell site in the Town of Bourne in order to deal with the rapidly increasing demand on AT&T's wireless network. The one (1) small cell site will be mounted on a existing Eversource utility pole located within the public right of way. The small cell site will work in conjunction with the existing macro sites installed on rooftops, towers and other structures in and around the Town of Bourne. This Petition specifically addresses the following location:

Project: CRAN_CP_09_P20A: Location: 112 Adams St, Sagamore, MA; 41.771145, -70.542497, Utility Pole: # 267/1

AT&T's radio frequency engineers targeted the proposed location due to the high traffic and data demands on AT&T's network. AT&T's existing macro cell sites are not providing adequate data capacity in this location due to increased population, vehicular and foot traffic, multiple wireless devices used by each person and other contributing factors. This small cell site will work to offload the demand on the macro sites and allow for increased data capacity and speed within the immediate vicinity of the proposed small cell site.

The small cell site will be installed using standard commercially accepted methods in accordance with all applicable federal, state and local laws and regulations. All proposed attachments are to existing poles owned and maintained by Eversource. AT&T has entered into a Pole Attachment Agreement with Eversource.

The small cell installation on each existing utility pole will include: fiber optic cable(s); remote nodes in a small equipment cabinet H32" x W18" x D12" mounted to the pole at least 8' above ground level; an unobtrusive pole top antenna measuring 24.7" long and 10" in diameter ; conduits and cable protectors; and, an electrical meter with shutoff switch. Attached please find design sketches for each site showing the proposed location, pole height, mounting height, equipment specifications and utility plan.

For the convenience of the Board of Selectman, AT&T has provided a proposed Form of Order for your consideration.

Should you have any questions, or would like any additional information prior to the public hearing please do not hesitate to contact me at (774) 261-0043 or jjacoviello@clinellc.com. AT&T will be present at the public hearing to answer any questions you may have as well.

Thank you,

Jeff Iacoviello



Jeff Iacoviello | Site Acquisition Consultant
95 Ryan Drive, Suite 1 | Raynham, MA 02767
Mobile: 774.261.0043 | Fax: 617.249.0819
jjacoviello@clinellc.com | www.centerlinecommunications.com

February 16, 2018

Attention: State and Municipal Permitting Authorities

**RE: Evidence of Pole Attachment Agreement and Consent to File for Permits
Granted to AT&T Wireless**

Site Address: 112 Adams St, Sagamore, MA

To Whom It May Concern:

The undersigned jointly owns and controls certain utility poles in public rights-of-way and on private property throughout the geographic areas where it operates.

Please be advised that the undersigned has entered into a Pole Attachment Agreement ("Agreement") authorizing AT&T Wireless ("Applicant") to install, attach, maintain, repair, upgrade and use wireless communications equipment and appurtenances on certain utility poles pursuant to the terms and conditions of the Agreement. Permission is hereby granted to Applicant, or its agents, to make application for any Land Use, Access, Building, Electrical or Regulatory Permit(s) required to effectuate the initial installation, on-going maintenance and upgrades or replacements of said equipment.

Please contact me at (508) 441-5881 if you have any questions.

Sincerely,



Steven M. Owens
Eversource Energy d/b/a NSTAR Electric
Supervisor – Rights, Permits & Public Works
247 Station Dr, NWBED
Westwood, MA 02090
Ph: (508) 441-5881

Sundman, Nancy

From: Jeff Iacoviello <jiacoviello@clinellc.com>
Sent: Monday, March 5, 2018 4:05 PM
To: Sundman, Nancy
Cc: David Ford
Subject: RE: Small Cell Letter of Authorization

Categories: Red Category

Hello,

I confirmed that we will not be digging up the road. Please pass this along to the DPW and let me know if we are all set for next weeks meeting. Thank you for your attention to this matter and I look forward to hearing back from you.

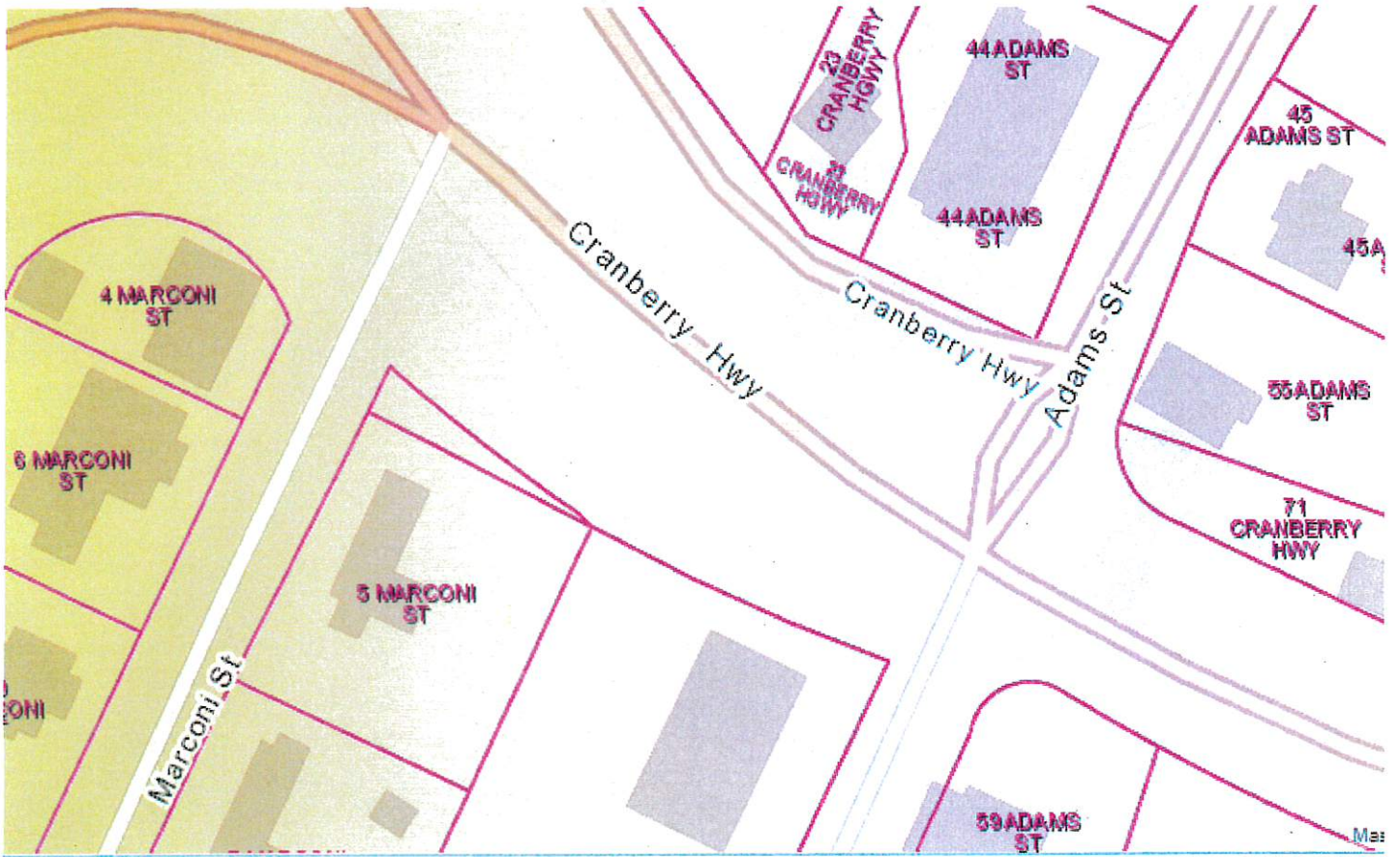
Best,

-Jeff

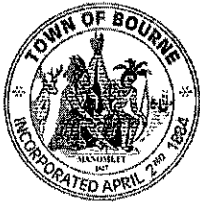
From: Jeff Iacoviello
Sent: Thursday, March 1, 2018 3:38 PM
To: 'Sundman, Nancy' <NSundman@townofbourne.com>
Cc: David Ford <dford@clinellc.com>
Subject: RE: Small Cell Letter of Authorization

Hello,

I spoke with my project manager, David, and he said that according the proposed site drawing located on page 14 labeled A-1, the proposed work that will be done below the surface will be to install a copper grounding wire. Please see below the petition excerpt that I am referencing.







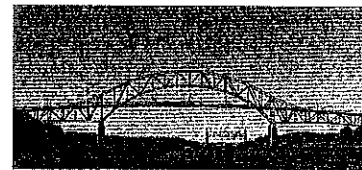
TOWN OF BOURNE

Board of Assessors

24 Perry Avenue

Buzzards Bay, MA 02532

(508) 759-0600 Ext. 1510 ♦ Fax (508) 759-8026



Anne Ekstrom, Chairman
Priscilla A. Koleshis, Clerk
Michael Leitzel, Member

Karen A. Trudeau, MAA,
Director of Assessing

February 28, 2018

Town of Bourne Selectman
24 Perry Ave
Buzzards Bay, MA 02532

Reference: Abutters List for Map 11.4 Parcel 74
112 Adams St, Sagamore

Pursuant to Massachusetts General Laws Chapter 166, Sections 21, 22 and 25A, a petition request by New Cingular Wireless to grant location for telecommunication wires and wireless attachments and appurtenances to an existing utility pole. This is to certify the enclosed is a list of names and addresses constitutes all the abutters on the most recent tax list of the Town of Bourne.

Abutting properties are: Map 11.4 Parcels 69, 74 & 75.

Please be advised that this abutters list is only good for 30 days from the date of this letter. Expired abutters list can be recertified for an additional filing fee.

See enclosed Data Base Inquiry Forms for abutters mailing addresses.

Board of Assessors

Anne Ekstrom
Priscilla Koleshis
Michael Leitzel

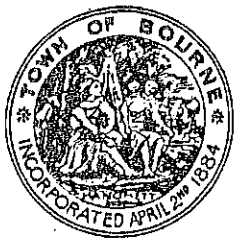
List Enclosed

Extract: 1 Aduthers List
 Database: LIVE
 Filter: Key IN 2024,2025,2019
 Sort:

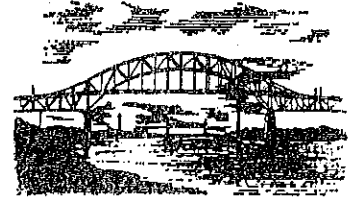
Report #24: Owner Listing Report
 Fiscal Year 2019

Bourne MA

Key	Parcel ID	Owner	Location	LC/CI	Sk-Pct(Cert) /Dt	Mailing Street	Mailing City	ST	Zip Cd/County
2019	11-4-69-0	ANGUS DONALD H & NANCY C ANGUS TR NANCY C ANGUS TRUST 11/1997	4 MARCONI ST 0130	N	27890/244				
2024	11-4-74-0	HORRIGAN ELD D	0 CRANBERRY HWY 1320	N	29857/285				
2025	11-4-75-0	HORRIGAN ELD D	5 MARCONI ST 1010	N	29857/285				
Total Records		3							



TOWN OF BOURNE
Town Administrator
24 Perry Avenue
Buzzards Bay, MA 02532
Phone 508-759-0600 x1503 – Fax 508-759-0620



THOMAS M. GUERINO
email: tguerino@townofbourne.com

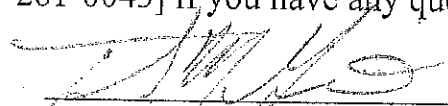
NOTICE

To: New Cingular Wireless PCS, LLC [AT&T]
ATTN: Jeff Iacoviello

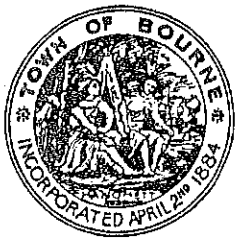
You are hereby notified that a public hearing will be held at the Bourne High School Library/Media Center, 75 Waterhouse Road, Bourne at 7:15 P.M. on Tuesday, March 20, 2018 upon the petition dated January 15, 2018 from New Cingular Wireless PCS, LLC [AT&T] for a grant of location for telecommunication wires and wireless attachments and appurtenances to be attached to existing utility pole #267/1 owned by Eversource. The location is within the public right of way between Marconi Street, Cranberry Highway and Adams Street.

The one [1] small cell site will be mounted on an existing Eversource utility pole which designated route of line you are an owner of real estate, as determined by the preceding assessment for taxation.

Please contact Jeff Lacabiello at Centerline [774-261-0043] if you have any questions.


Thomas M. Guerino
Town Administrator

Dated: March 6, 2018



TOWN OF BOURNE
Town Administrator
24 Perry Avenue
Buzzards Bay, MA 02532
Phone 508-759-0600 x1503 – Fax 508-759-0620



THOMAS M. GUERINO
email: tguerino@townofbourne.com

NOTICE

To: Eversource Energy d/b/a Nstar Electric
Steven M. Owens
Supervisor – Rights, Permits & Public Works

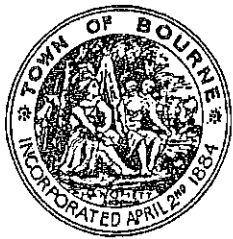
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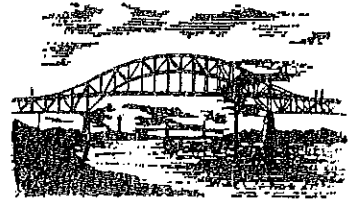
Thomas M. Guerino
Town Administrator

Dated: March 6, 2018



TOWN OF BOURNE
Town Administrator

24 Perry Avenue
Buzzards Bay, MA 02532
Phone 508-759-0600 x1503 – Fax 508-759-0620



THOMAS M. GUERINO
email: tguerino@townofbourne.com

NOTICE

To: Donald H Angus
Nancy C. Angus

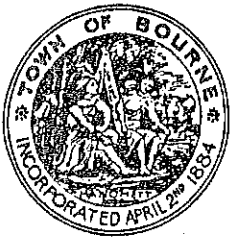
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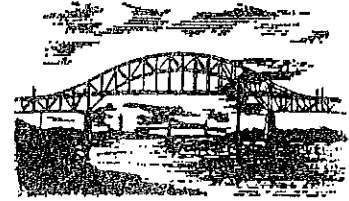
Thomas M. Guerino
Town Administrator

Dated: March 6, 2018



TOWN OF BOURNE
Town Administrator

24 Perry Avenue
Buzzards Bay, MA 02532
Phone 508-759-0600 x1503 - Fax 508-759-0620



THOMAS M. GUERINO
email: tguerino@townofbourne.com

NOTICE

To: Eli D. Horrigan

Parcel ID 11.4 - 74-0

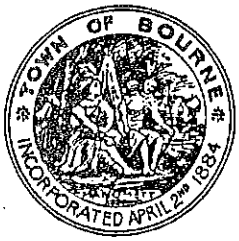
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Thomas M. Guerino
Town Administrator

Dated: March 6, 2018



TOWN OF BOURNE
Town Administrator

24 Perry Avenue
Buzzards Bay, MA 02532
Phone 508-759-0600 x1503 -- Fax 508-759-0620



THOMAS M. GUERINO
email: tguerino@townofbourne.com

NOTICE

To: Eli D. Horrigan

Parcel ID 11.4 - 75-0

You are hereby notified that a public hearing will be held at the Bourne High School Library/Media Center, 75 Waterhouse Road, Bourne at 7:15 P.M. on Tuesday, March 20, 2018 upon the petition dated January 15, 2018 from New Cingular Wireless PCS, LLC [AT&T] for a grant of location for telecommunication wires and wireless attachments and appurtenances to be attached to existing utility pole #267/1 owned by Eversource. The location is within the public right of way between Marconi Street, Cranberry Highway and Adams Street.

The one [1] small cell site will be mounted on an existing Eversource utility pole which designated route of line you are an owner of real estate, as determined by the preceding assessment for taxation.

Please contact Jeff Lacabiello at Centerline [774-261-0043] if you have any questions.

Thomas M. Guerino
Town Administrator

Dated: March 6, 2018

We hereby certify that on _____, 2018, at _____, o'clock at _____, a public hearing was held on the Petition of NEW CINGULAR WIRELESS PCS, LLC ("AT&T") for permission to construct and maintain telecommunications wires and wireless attachments and appurtenances, including fiber optic cable(s), remote nodes and pole top antennas, to be attached to existing utility poles, located upon, along and under the public ways within the Town of Bourne and to install conduit or direct bury fiber cable(s) as indicated in the plans described in the order herewith recorded, that we mailed at least seven days before said hearing a written notice of the time and place of said hearing to each of the owners of real estate (as determined by the last preceding assessment for taxation) along the ways or parts of ways upon which the Company is permitted to construct the telecommunications wires and appurtenances of AT&T under said order, and that thereupon said order was duly adopted.

Board of Selectman of the Town of Bourne

CERTIFICATE

I hereby certify that the forgoing is a true copy of a grant of location order and certificate of hearing with notice adopted by the Board of Selectman of the Town of Bourne, Massachusetts, on the _____ day of _____, 2017, and recorded with records of location orders of said City, Book _____, Page _____. This certified copy is made under the provisions of Chapter 166 of the Massachusetts General Laws, as amended.

Attest:

Town Administrator

ORDER FOR LOCATION FOR TELECOMMUNICATIONS WIRES AND WIRELESS ATTACHMENTS AND APPURTENANCES

By the Board of Selectman

Of the Town of Bourne, Massachusetts, _____, 2018

ORDERED:

That pursuant to Massachusetts General Laws, Chapter 166, NEW CINGULAR WIRELESS PCS, LLC ("AT&T") is hereby granted locations for and permission to construct and maintain telecommunications wires and wireless attachments and appurtenances, including fiber optic cable(s), remote nodes and pole top antennas, to be attached to existing Eversource utility poles, located upon, along and under the public ways within the Town of Bourne, as substantially shown on the plans filed with said Petition. In addition, AT&T is hereby granted permission to install conduit or direct bury fiber cable(s) as depicted on the plans submitted.

The forgoing permission is subject to the following conditions:

1. The telecommunications wires and wireless attachments and appurtenances shall installed and operated in compliance with all applicable federal and state laws and regulations.
2. AT&T shall indemnify and save the Town harmless against all damages, costs and expense whatsoever to which the Town may be subjected in consequence of the acts or neglect of AT&T or its agents or servants, or in any manner arising from the rights and privileges granted by the Town.
3. AT&T shall comply with the requirements of existing Town Ordinances, as may be applicable and such as may hereafter be adopted governing the construction and maintenance of said telecommunications wires and wireless attachments and appurtenances, so far as the same are not inconsistent with the laws of the United States or of the Commonwealth of Massachusetts.

I hereby certify that the foregoing was adopted at a meeting of the Board of Selectman of the Town of Bourne, Massachusetts, held on the _____ day of _____, 2017.

Town Administrator

APPROVED

6A

**BOURNE LANDFILL BUSINESS
MODEL WORKING GROUP**

APPOINTED BY THE BOARD OF SELECTMEN

Created January 19, 2010 Selectmen's Meeting

WORKING GROUP MEMBERSHIP

The Board of Selectmen shall appoint a Working Group to be known as the Landfill Business Model advisory Working Group, hereinafter referred to as the Working Group. Said Working Group shall be composed of four (4) individuals, appointed on an annual basis, if required. Membership of the Working Group shall consist of one member each from the Board of Selectmen, Board of Health and Finance Committee, or each respective Board of Committees designee. There shall be one member of the working group who is a resident of the Town of Bourne appointed at large by the Board of Selectmen. The Director of ISWM, ISWM staff, and other municipal staff shall provide reasonable information as required to the Working Group. The working group shall serve as an advisory group and shall have no budgetary, expenditure or contractual authority.

Term	Exp	COMM	Last	First
1 YR	June 30, 2018	Bourne Landfill Business Model Working Group	Redman	John E.
1 YR		Bourne Landfill Business Model Working Group	Schofield	Robert E.
1 YR	June 30, 2018	Bourne Landfill Business Model Working Group	Bongiovanni	Amanda
1 YR	June 30, 2018	Bourne Landfill Business Model Working Group	Pickard	Donald J.
1 YR	June 30, 2018	Bourne Landfill Business Model Working Group	Andrews	Stanley

****Finance Committee Meeting Minutes – 2.5.18**

2. **FinCom Representative to the ISWM Business Model Working Group** – Ms. Mastrangelo entertained a motion to appoint Ms. Bongiovanni to the ISWM Business Model Working Group. **Dr. Towne moved, Ms. Legacy seconded to appoint Ms. Bongiovanni to the ISWM Business Model Working Group.** With no discussion, the motion carried. 8-0-0.

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Board of Appeals

Established At Annual Town Meeting 1949, Article 39

See Chapter 40a M.G.L.

Town of Bourne Zoning Bylaws 1300

Ch.41, G.L.

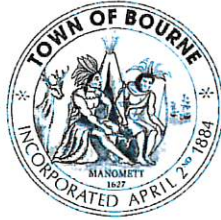
1987 Town Meeting, Art. 33, Voted To Increase Associate Membership from Two to Three Members

Term	COMM	Exp	Last	First
5 YR	Board of Appeals	June 30, 2018	Kallick	Harold
5 YR	Board of Appeals	June 30, 2019	Sawyer	Timothy M.
5 YR	Board of Appeals	June 30, 2020	O'Brien	John E.
5 YR	Board of Appeals	June 30, 2021	Keene	Wade M.
5 YR	Board of Appeals	June 30, 2022	Kullar	Amy B.
1 YR	Board of Appeals - Associate	June 30, 2018	Bryant	Debbie
1 YR	Board of Appeals - Associate	June 30, 2018	Brennan	Kat
1 YR	Board of Appeals - Associate	June 30, 2018	Vacancy	

Associate Member – Term expires 6/30/17 **Term**
Vacancy [1] – formerly Berger [rescinded 6/27/17] June 30, 2018

Applicants:

- Chris Farrell
- Chris Pine
- Lauren Freed



Selectmen's Correspondence
August 8, 2017

- A. Petition has been received for "Courts for Jason" to have basketball courts behind the Bourne Community Center named after Jason Comoletti [Petition on file in the Town Administrator's Office]
- B. Planning Board submitted letter on committee appointments that requires a Planning Board representative
- C. Board of Health submitted letter on committee appointments that requires a Board of Health representative
- D. Letters of interest from Lauren Freed, Chris Pine and Chris Farrell to serve as an Associate members on the Zoning Board of Appeals
- E. Letters of interest from Marian Fitzpatrick, Christine Shock, Brennan Keesling, Melissa Healy, Elizabeth Dussan, & Sharon "Sherry" Tucker Brown to serve as members on the Bourne Cultural Council.
- F. Letter on interest from Kathleen Regan to serve as a member on the Bourne Recycling Committee
- G. Letter of resignation from Edward Alldredge of the Bourne Police Department
- H. Letter from Richard Conron to encourage the Selectmen to add "Conducting a Community Survey" to their 2017 list of goals
- I. Letter from Attorney General's Office regarding Open Meeting Law Complaint
- J. Boy Scout James Cerelli, member of Troop 44, will be honored for achieving the Eagle Scout Award, Boy Scouting's highest honor. Would like a letter of congratulations from the Board of Selectmen and any other items that the Board may want to have presented to him
- K. Upper Cape Cod Regional Technical School District Committee minutes from June 8, 2017
- L. Conservation Commission abutter notification for work being done at 105 Phillips Road, Sagamore Beach
- M. MassDOT Highway Division is proposing improvements to Belmont Circle
- N. Letter from Robert Schwandt, President of Wenaumet Bluffs Improvement and Wharf Association is looking for advise with growing problems at Wenaumet Bluffs

Judge, Debbie

From: Lauren FREED
Sent: Monday, July 17, 2017 11:43 AM
To: Judge, Debbie
Subject: Board of appeals committee applicant

To whom it may concern,

My name is Lauren Freed. I am a member in good standing on the Bourne Scholarship Committee and the Bourne Cultural Council.

I am interested in serving on our town's Board of Appeals Committee. As a PhD candidate in educational leadership and policy studies, I believe my leadership skills and policy studies will prove to be an asset to this committee.

Respectfully, I submit this application. I look forward to your response.

Sincerely,

Lauren Freed

Judge, Debbie

From: Guerino, Thomas
Sent: Monday, June 26, 2017 12:38 PM
To: All Selectmen; Judge, Debbie
Subject: FW: Alternate member of ZBA

For the July 11, 2017 meeting

From: Christopher Farrell
Sent: Monday, June 26, 2017 12:19 PM
To: Guerino, Thomas <TGuerino@townofbourne.com>
Subject: Alternate member of ZBA

Tom please accept this request to be considered as an Alternate Member of the Zoning Board of Appeals. I feel that my years of service to the Town of Bourne as a member of the Planning Board provides me with an understanding and knowledge of Zoning and Bourne Zoning By-Laws

Thank you for your time.

Chris Farrell

Rebello, Mary

From: Guerino, Thomas
Sent: Monday, July 10, 2017 1:24 PM
To: Rebello, Mary
Subject: FW: Interest in Alternate Member Zoning Board of Appeals

Importance: High

From: Christopher Pine
Sent: Monday, July 10, 2017 11:36 AM
To: Guerino, Thomas <TGuerino@townofbourne.com>
Cc: Blanton, Michael
Subject: Interest in Alternate Member Zoning Board of Appeals
Importance: High

Hi Tom:

I would like to submit my interest to the Bourne Selectman in filling the vacant spot as an alternate on the Zoning Board of Appeals. I believe my education, professional and volunteer experience would allow me to meet the qualifications and contribute to this position:

- Bachelor of Management Science with a Concentration in Economics.
- Local business owner.
- Professional involvement with many large scale municipal and community projects in my industry.
- Main Street Steering Committee member.
- Service as board member, officer, committee chair in many trade and non-profit organizations.

As a lifetime resident of Cape Cod and a 20 year resident of Bourne, I feel my input as a volunteer will add to the current members.

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**2018
Seasonal Liquor, Food and Entertainment License Renewals**

TYPE LICENSE	NAME	D/B/A	MANAGER	STREET	CITY	LIQUOR LICENSE AMT	FOOD AMT	WEEKDAY AMUSEMENT AMT	SUNDAY AMUSEMENT AMT
Seasonal Common Victualer All Alcoholic	Jarvis, Inc.	d/b/a Chart Room	David C. Jarvis, Manager	Shipyards Lane - 997 Shore Road	Cataumet	\$1,250.00	\$50.00	\$50.00	\$100.00
Seasonal Common Victualer All Alcoholic	KKP, LLC	d/b/a The Sagamore Inn	Suzanne L. Bilodeau, Manager	1131 Route 6A	Sagamore	\$1,250.00	\$50.00		

2018 Seasonal Food
and General Amusement C.O.A.D. License Renewals

Common Victualer [food]				
NAME	D/B/A	MANAGER	STREET	CITY
American Lobster Mart LLC		Todd Reeves, Manager	2 MacArthur Blvd.	Bourne
Betty Ann's Dairy Freeze		Alexis White, Manager	225 Main Street	Buzzards Bay
Lazy Sundaes Ice Cream		Judy Ariagno, Manager	1370 Route 28A	Cataumet
Seafood Shanty, Inc.		Tish Economides, Manager	803 Scenic Highway	Bournedale
Somerset Creamery, Inc.	d/b/a Somerset Creamery	Jason Berube, Manager	1268 Route 28A	Cataumet
Whistle Stop Ice Cream Co., Inc.		Linda L. Perry, Manager	430 Shore Road	Monument Beach
Semaan Hajnasr	d/b/a Yummy Yo		269 Main Street	Buzzards Bay
General License - Mini Golf				
NAME	D/B/A	MANAGER	STREET	CITY
Cataumet Light Mini Golf		David Ariagno	1370 County Rd. Route 28A	Cataumet

7A

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 reading, 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.

IV. AUTHORITY AND ROLE OF THE BOARD OF SELECTMEN

The Board is responsible for executive Town policy development and review. The Board works with the Town Administrator on policy development, and oversees the Town Administrator in his role as supervisor of town departments, as stipulated in the Charter.

No actions representing the Board shall be taken by a member or members of the Board without the prior consent of a majority of the Board made at an open meeting. This shall be modified in the event of an emergency should immediate action be required in which case, the Chairman, Vice Chairman, or any Board members shall call an emergency session of the Board prior to the emergency action.

A Board member wishing an in-depth inquiry into a department's policies, procedures, or operations must make such a request during a regular Board meeting in open session and receive approval by Board vote.

Requests by Board members for written legal opinions must be channeled through the Town Administrator or the Chairman, in the Town Administrator's absence.

V. ORGANIZATION OF THE BOARD AND ELECTION OF OFFICERS

Officers of the Board (Chairman, Vice Chairman, and Clerk) shall be elected annually at a meeting of the board to be scheduled for the first regular meeting following the Annual Town Elections. The election of officers is by majority vote. If a vacancy occurs among any of the officers of the Board, the Board shall elect successor at its next regular meeting. Nominations of officers shall require both a nomination and a second. The Chairman shall preside at all meetings and shall have the same privileges as other board members to offer and second motions, to debate motions and vote on them.

The Board may at any time by majority vote remove the Chairman or any of the officers. The Chairman may not serve in the capacity for more than two consecutive years in a given term. In the event that the Chairman is not re-elected, the Vice Chairman shall serve as Chairman Pro Tem until the new officers of the Board are elected. In the Absence of both Chairman and Vice Chairman, the Clerk shall act as Chairman Pro-Tem.

VI. RESPONSIBILITIES OF THE OFFICERS OF THE BOARD

The Chairman shall:

- Preside at all meetings of the Board at which he/she is present. In doing so, he/she shall maintain order in the meeting room, recognize speakers, call for votes, and preside over the discussion of agenda items;
- Sign official documents that require the signature of the Chairman, following a vote of the board;
- Call special meetings of the Board in accordance with the Open Meeting Law;
- Prepare meetings agendas with the Town Administrator;

- 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

the Board as they relate to the conduct and administration of Town affairs under his/her jurisdiction.

VIII. BOARD MEETINGS: EXECUTIVE SESSIONS

Where practicable, executive sessions shall be scheduled at the beginning of the open meeting of the Board. Should an executive session be required, it may commence prior to the regularly scheduled meeting time of 7:00 P.M. as previously described. Only items clearly allowed under the Open Meeting Law shall be included in executive session. Prior to calling for a motion to adjourn into executive sessions, the Chairman shall state the reasons for which an executive session is sought.

The Chairman shall also state whether or not the Board will reconvene in open session. A majority of the members present and voting must vote to enter executive session by roll call vote.

Minutes of Executive Sessions shall be available to the board in written form within 7 days of the session. Unlike the case with open session, there is no right to tape record or videotape executive sessions. These minutes will then be voted on to approve their content at the next Board of Selectmen Open meeting. The Board will then vote to release or encumber the minutes depending on whether or not the reason for them being kept secret still exists. If they are released they will be filed in the Town Clerk's office. If the minutes are encumbered they will be kept in a confidential file in the Selectmen's Office entitled "Encumbered Board of Selectmen Executive Minutes." The Clerk of the Board of Selectmen is responsible for this file and to bring all encumbered minutes before the Board of Selectmen for review once in every six months to determine if any of the encumbered minutes should be released. This policy will help insure that closed session minutes are kept secret only as long as needed.

X. AGENDA PROCEDURES

The Town Administrator bears primary responsibility for coordinating and planning the agenda for regular meetings of the Board. The Town Administrator, in consultation with the Chairman, shall approve the agenda and schedule a realistic time period for each appointment, interview, conference, or other scheduled item of business. In order for items to be considered for the agenda, they must be submitted to the Town Administrator by 12:00 noon on the Thursday preceding the meeting. Items added to the agenda after this time will be considered out of necessity or due to being routing in nature and exceptions may be made due to emergencies or other cause satisfactory to the Town Administrators and Chairman of the Board of Selectmen.

Agenda items may include:

- Call to Order
- Moment of Silence for Our Troops and Pledge of Allegiance
- Public Comment
- Acceptance of Meeting Minutes (as required)
- Correspondence
- Scheduled Appointments (as required)

- 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.

XII. BOARD APPOINTMENTS

As part of the annual appointment process, the Town Administrator will ask incumbents whose terms will expire on June 30 about their availability for reappointment. The Town Administrator will ensure that the Selectmen receive by June 15 a list of appointment vacancies to be filled by the Board.

The Board of Selectmen shall request each appointed Committee Chairperson to submit a report and written record of attendance for each member of his or her Committee for the period of May 1 to April 30 of each year. Any absences excused by the Committee for good cause shall be noted in said record and report, along with any other information that might be helpful to the Board of Selectmen in making decisions concerning the appointment or reappointment of members to said Committee. The Board of Selectmen shall enforce Section 2.4.4 of the Town Bylaws concerning termination of membership due to absence at meetings.

When the bylaw states or when the Selectmen/Sewer Commissioners or Administrator requests a designee of another Board or Committee, the Board or Committee making the designation will vote the appointment of their representative and notify the Town Administrator of the vote including the name of their representative and the date of the vote. One or more names may be submitted. The Town Administrator will bring the names(s) of the representative(s) to the next available Board of Selectmen/Sewer Commissioner meeting for the appointment to be authorized by the Board of Selectmen/Sewer Commissioners or Administrator. The Selectmen/Sewer Commissioners or Administrator may appoint from the designated Committee any other Committee member, who submits a written request to the Board of Selectmen/Sewer Commissioners.

Upon an appointment to a board or committee, et.al, authorized by a vote of the Board of Selectmen/Sewer Commissioners or by the Town Administrator, as authorized by the Town of Bourne Charter, as amended, the appointee shall receive a Certificate of Appointment signed by a majority of the members of the Board of Selectmen or Town Administrator (for those committees authorized by the Town Administrator or Charter). Each appointee must present the signed appointment slip to the Town Clerk or his/her authorized designee to be sworn in. The appointee shall have the Town Clerk sign and date the appointment slip. The appointee shall then deliver a copy of said slip to the office of the Selectmen for filing. Further, this protocol must be completed before the appointee is authorized to cast a vote at a meeting of the board or committee **to which she/he is appointed.**

All appointments shall be staggered as provided by Section 2.4.3 of the Town Bylaws. Said appointments shall run from July 1 to June 30 of each year.

Committees in which members of the Board of Selectmen are seated either as Ex-Officio, committee as required by statute or as requested by outside governmental and non-governmental agencies shall not be greater than one (1) year and shall not extend beyond an individual's term of office unless otherwise specified.

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

they have been approved or remain in draft form. Materials or other exhibits used by the committee in an open meeting must also be made available to the public within 10 days upon request." Minutes should be approved at the next meeting of the committee and must be submitted to the Clerk's office no more than two (2) weeks after they have been approved. The minutes may also be included in the Selectmen's meeting packets so they may be apprised of the actions of the committee.

Any board, committee or commission appointed by the board of selectmen shall be responsible to the board of selectmen.

Upon request, the Committee shall send a written update of its actions/recommendations that were taken by a majority vote of the committee members to the Selectmen. The Selectmen also reserve the right to request that the committee present this report in person at a Selectmen's meeting. NOTE: per the Attorney General's Open Meeting Guide dated March 12, 2013: "Members of a public body may attend a meeting of another public body provided that they communicate only by open participation; however, they cannot deliberate at such gatherings."

Individual members of the committee may also ask that a member of the Board be present at a particular meeting as a member of the audience. A formal request for a selectman to attend a meeting must be made by a vote of the majority of the committee.

The Chairman shall prepare the agenda on behalf of the committee. Any committee member may insert an agenda item for any meeting. The Chairman or designee will post the agenda at Town Hall according to the state Open Meeting law.

SPECIAL PERMIT RULES AND PROCEDURES

These rules and procedures have been prepared and adopted by the Bourne Board of Selectmen in compliance with General Laws Chapter 40A, Section 9 as amended by Chapter 808 of the Acts of 1975. They may be amended or rescinded from time to time by majority vote of the Board. Said rules and procedures to become effective at such times as may be specified therein and upon filing a copy thereof with the Town Clerk.

Applications:

- A. All applications for special permits authorized by the Zoning Bylaw to be issued by the Board of Selectmen shall be made in writing on such form or forms adopted by the Board of Selectmen and available at the offices of the Building Inspector, Board of Selectmen, Town Clerk or Engineering.
- B. Said form shall be filed in quadruplicate with the Board of Selectmen and a

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.

- 6) The hearing shall be closed and no further evidence shall be heard.

DECISIONS

- A. All decisions of the Board of Selectmen shall be made in writing and shall contain, but not limited to, the following:
 - 1) Date decision rendered.
 - 2) Number of Special Permit
 - 3) Name and address of applicant.
 - 4) The place, time and date of the public hearing.
 - 5) Findings of facts.
 - 6) Statement of applicable law.
 - 7) Decision of the Board of Selectmen
 - 8) Roll-call vote setting forth the vote of each member of the Board of Selectmen
 - 9) A statement of right of appeal pursuant to General Laws, Chapter 40A, Section 17, as amended.
- B. A copy of the decision shall be filed with the Town Clerk.
- C. A decision granting a special permit shall be effective after the appeal period has expired and an appropriate notice has been filed by the Town Clerk with the Registry of Deeds. A fee for the Registry of Deeds filing shall be paid to the Town Clerk by the applicant.
- D. Duplicate copies of the decision shall be mailed or delivered to the applicant or his agent or attorney, the owner of the property, the Building Inspector, Planning Board, Board of Health, and all parties in interest who at the time of the hearing request a copy.

RECORDS OR PROCEEDINGS

- A. The Board shall cause to be made a detailed record of its proceedings, indicating the vote of each member upon each question, or if absent or failing to vote, indicating such fact.
- B. Original summary account shall be kept with the case record in the office of the Board of Selectmen, a copy to be filed with the Town Clerk.
- C. All summary accounts shall be signed by the Clerk of the Board of Selectmen who shall be the keeper of the records of said Board.

BOARD OF SELECTMEN

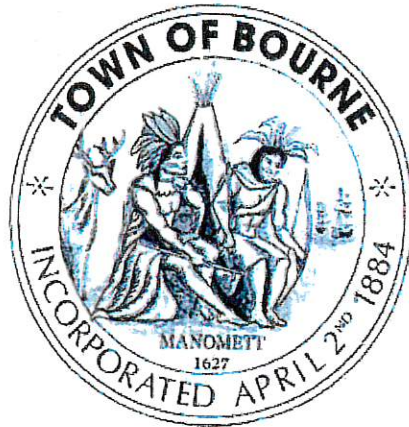
Peter J. Meier
Donald J. Pickard
Linda M. Zuern
Donald E. Ellis
Stephen F. Mealy

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

7C

Articles of the Warrant
For the Bourne
Special Town Meeting
Monday, March 26, 2018
7:00 p.m.

Bourne High School Auditorium



ARTICLE INDEX

Special Town Meeting

- Article 3. Proceeds for Insurance
- Article 4. Lease town-owned land

Town Bylaws

- Article 2. Section 3.1, Public Safety and Good Order – Marijuana

Zoning Bylaws

- Article 1. Amend Section 2220 Use Regulation Schedule – Marijuana Establishment

SOME ABC'S ABOUT TOWN MEETING

THE PLAYERS

As you face the front of the auditorium, you see on the stage various officials and resource people in the following approximate positions: In the middle is the Moderator, an elected town official who conducts the meeting. Beside to your left and behind him is the Town Clerk and staff who record the proceedings. Seated from left to right: Finance Committee; School Committee; Planning Board; Town Administrator and Board of Selectmen; and, Town Counsel, to the right of the Moderator.

WHO MAY VOTE?

All registered voters of the Town of Bourne who have been checked in at the registration desks, and who display their identification tag.

THE QUORUM

One hundred twenty five (125) voters present constitute a quorum required for commencing the business of Town Meeting. Once the meeting opens, the quorum drops to one hundred (100) voters.

THE WARRANT

The official listing of articles compiled, publicly posted and distributed to voters at Town Meeting.

ARTICLES

Articles are the individual subjects to be acted on by Town Meeting. They have been submitted by Town Boards and Departments, by the Selectmen, and by private petition endorsed by ten or more registered voters (for an annual town meeting) or one hundred or more registered voters (for a special town meeting).

ORDER OF BUSINESS

The Moderator determines when a quorum is present and calls the meeting to order. Following the pledge of allegiance and invocation, the Moderator reviews the basic rules under which the meeting will be conducted. Special Resolutions, if

any, are presented and acted upon. With some exceptions, articles are called by lottery, discussed, and voted upon. This procedure is followed for each article until the warrant has been completed. If necessary, due to time constraints, additional meetings will be scheduled.

MOTIONS

When an article reaches the floor, the Moderator will usually ask if the Finance Committee has a recommendation and a motion to offer. This is because Town Bylaw requires the Finance Committee to review and make recommendations on all articles in the warrant. On articles presented by the Planning Board, the Moderator will ask them to present a motion and their official report. The Finance Committee will then make its recommendation. Motions not related to subjects in the warrant or to the conduct of the meeting are not permitted.

INDEFINITE POSTPONEMENT

A motion to indefinitely postpone action on an article is a motion not to take positive action at this town meeting.

NEGATIVE RECOMMENDATIONS

If the action recommended by the Finance Committee on an article other than zoning bylaw articles is negative, the Moderator will ask if any voter present wishes to make a positive motion. If so, the person making the motion must also be prepared to submit the motion in writing to the Moderator.

AMENDMENTS

Any voter present may request to be recognized by the Moderator for purposes of offering an amendment to any motion under discussion. The motion to amend must be in writing and include the specific words to be deleted in the original motion as well as those to be substituted.

PARTICIPATION

If you have a question of clarification concerning an article or motion under discussion, or wish to participate in such discussion, please do so. To be recognized by the Moderator, raise your hand or if necessary, stand in place. When recognized, step to the nearest microphone as quickly as possible and state

your name. Speak slowly and clearly into the microphone. Be as concise and brief as possible, and by all means stick to the point at hand.

VOTING

Generally, after appropriate motion and discussion, if any, the Moderator will call for a voice vote. If he is not clear as to which response constitutes a majority, he will call for a standing vote, which will be counted by designated checkers. On votes requiring other than a majority, if the result is not unanimous, a standing vote is required. On certain occasions, a secret ballot may be taken if requested by at least 15 registered voters.

DEFINITIONS

For the benefit of those who may not be familiar with some of the financial terms appearing in or used in the course of considering various articles, the following much simplified definitions maybe helpful:

GENERAL FUND

The account in which general and/or undesignated revenues are deposited for use in paying the general expenses of the Town.

STABILIZATION FUND

Monies appropriated by the Town to fund capital expenditures for equipment, land, or large-scale projects or for any other lawful purposes. An appropriation both into and from the Stabilization Fund requires a 2/3 vote.

RESERVE FUND

Monies appropriated by the Town to cover extraordinary or unforeseen expenses during the fiscal year as approved by the Finance Committee.

FREE CASH

The amount of the Town's surplus revenue over and above uncollected taxes of prior years.

RAISE AND APPROPRIATE

The authority voted by the Town to raise by taxation and spend Town Funds for purposes stated in various articles in the warrant. The dollar amount, which can be raised by taxation, is limited by the state law known as "Proposition 2-1/2". After the setting of the tax rate, no funds may be raised and appropriated by taxation at a special town meeting.

TAX LEVY

The maximum amount of money that by State law may be raised through property taxes in any given year. The Tax Levy is by far the largest of a number of revenue sources for the Town, accounting for over half of the total. The maximum tax levy is limited by Proposition 2 1/2.

TAX RATE

The dollar amount per \$1000 of property valuation required to collect the Tax Levy through property tax bills.

THE BOURNE RULE

The "Bourne Rule" controls unlimited spending by town meeting in violation of Proposition 2-1/2. The rule, adopted at the beginning of town meeting by resolution, requires any amendment seeking funding in excess of the amount recommended by the Finance Committee to state an equal dollar reduction in another appropriation or appropriations in order to maintain all spending in balance so that the tax levy will not exceed the maximum levy limit imposed by Proposition 2-1/2.

ARTICLE 1: To see if the Town will vote to amend the **Bourne Zoning Bylaw** as follows or take any other action in relation thereto:

Sponsor: Board of Selectmen

Amend Section 2220 Use Regulation Schedule by adding a new row "Non-medical Marijuana Establishment" to the end of the Commercial Uses section.

DISTRICT	R-40	V-B	B-2	B-3	GD
	R-80	B-1	B-4		
COMMERCIAL USES					
Non-medical Marijuana Establishment	No	No	No	No	No

Add a new section 2250 Non-medical Marijuana Establishment after Section 2240 Accessory Scientific Uses.

2250. Non-medical Marijuana Establishment. Consistent with G.L. c.94G, §3(a)(2), all types of non-medical "marijuana establishments" as defined in G.L. c.94G, §1, to include marijuana cultivators, independent testing laboratory, marijuana product manufacturers, marijuana retailers or any other types of licensed marijuana-related businesses, shall be prohibited within the Town of Bourne.

THE FINANCE COMMITTEE RECOMMENDATION WILL BE MADE AT TOWN MEETING

ARTICLE 2: To see if the Town will vote to amend Section 3.1, **Public Safety and Good Order**, of the Town of Bourne General Bylaws by adding the following new Section 3.1.45, or take any action in relation thereto.

"Section 3.1.45. Consistent with Massachusetts General Laws Chapter 94G, Section 39(a)(2), all types of marijuana establishments as defined in Massachusetts General Law Chapter 94G, Section 1(j), to include all marijuana cultivators, marijuana testing facilities, marijuana product manufacturing, retailers or any other type of licensed marijuana related businesses, shall be prohibited within the Town of Bourne. This prohibition shall not apply to the sale, distribution, manufacture or

cultivation of marijuana for medical purposes if licensed in accordance with applicable law.

Sponsor: Board of Selectmen

THE FINANCE COMMITTEE RECOMMENDATION WILL BE MADE AT TOWN MEETING

ARTICLE 3: 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

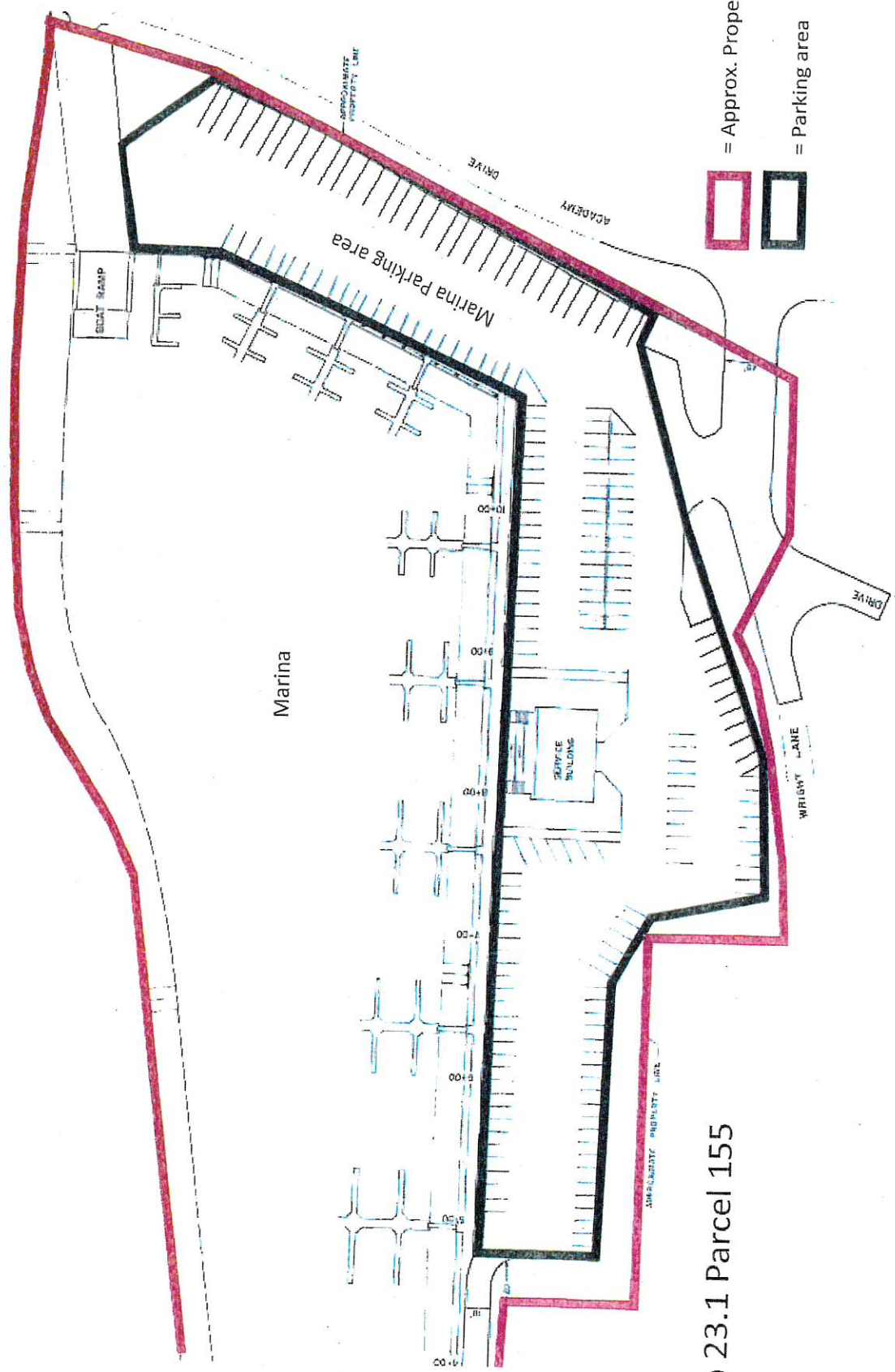
THE FINANCE COMMITTEE RECOMMENDATION WILL BE MADE AT TOWN MEETING

ARTICLE 4: To see if the Town will vote to authorize the Board of Selectmen, on terms and conditions deemed by the Board of Selectmen to be in the best interest of the Town, to lease a certain portion of Town owned land in Buzzards Bay, as shown on a Plan on file at the Office of the Town Clerk, or take any other action in relation thereto.

Sponsor: Board of Selectmen

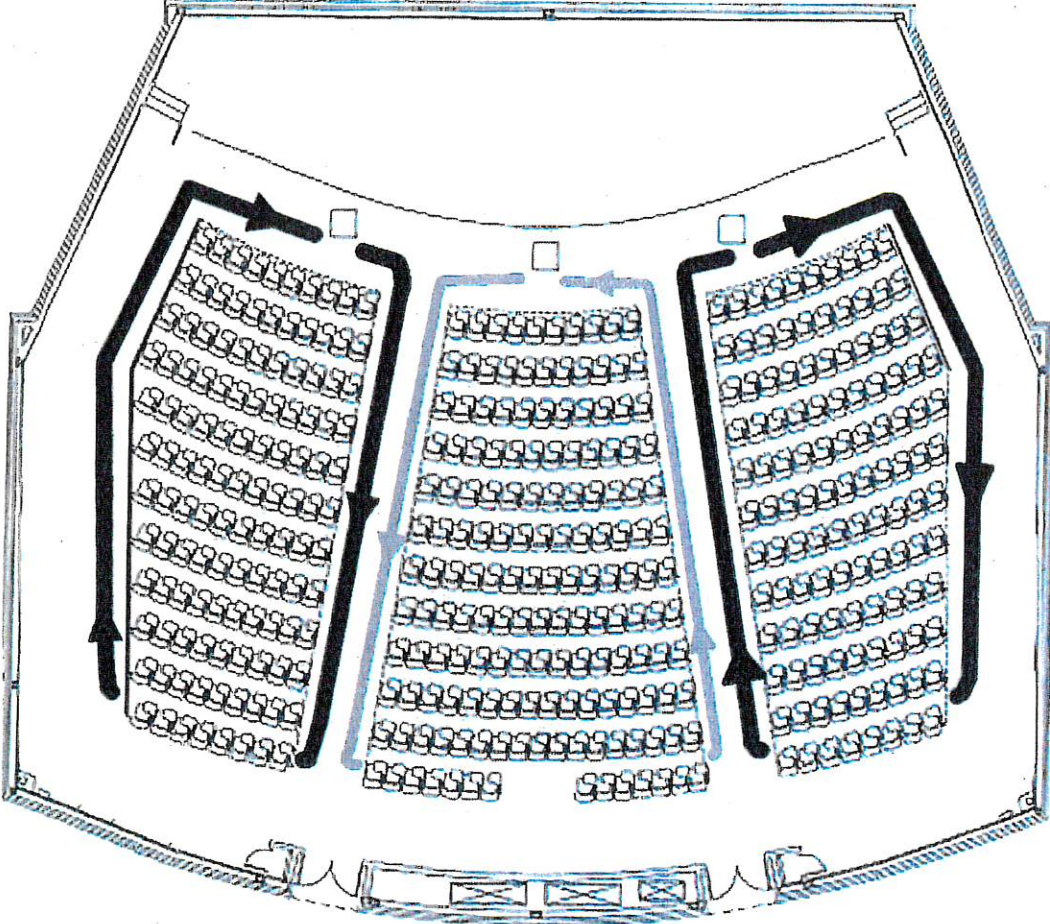
THE FINANCE COMMITTEE RECOMMENDATION WILL BE MADE AT TOWN MEETING

ARTICLE 4



Map 23.1 Parcel 155

Secret Ballot Voting



TD

Selectmen Certification for Sewer Enterprise Fund

I, the Clerk of the Board of Selectmen of the Town of Bourne, Massachusetts, certify that at a meeting of the board held _____, 2018, of which meeting all members of the board were duly notified and at which a quorum was present, the following vote was unanimously passed, all of which appears upon the official record of the board in my custody:

Voted: That sewer rates and charges have been established to pay all costs of operating and maintaining the Town's sewer enterprise, including the cost of any existing debt service currently payable from the sewer enterprise fund, and that sewer rates have been so established as to provide for the full payment in each year of debt service on a \$2,400,000 portion of the \$6,558,000 Wastewater Treatment Bonds authorized by a vote of the Town passed October 30, 2017 (Article 2).

I further certify that the vote was taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above vote) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located, or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the subject matter of this vote were taken in executive session, all in accordance with G.L. c.30A, §§18-25 as amended.

Dated: _____, 2018

Clerk of the Board of Selectmen

9A

TO: Board of Selectmen
FROM: Thomas M. Guerino
RE: Priority Based Budget Schedule –

RECEIVED
MAR 15 2018
TOWN OF BOURNE
BOARD OF SELECTMEN

Below, please find the proposed schedule for PBB.

From: Christopher Fabian
Date: Monday, March 12, 2018 at 3:29 PM
To: "Ellis, Michael" <MEllis@townofbourne.com>, "Guerino, Thomas" <TGuerino@townofbourne.com>, "Marzelli, Linda" <LMarzelli@townofbourne.com>
Cc: Philip McEwen
Subject: Re: Schedule

Hi all – I also wanted to provide you with a recommendation for your next steps, which are your last steps to complete your PBB implementation.

You basically have 2 steps which remain:

1. **Program Costing** – departments will go through the step of allocating their budget line-items (personnel and non-personnel) to their program inventory.
 - o **Timeline:** typically, we see departments complete this work in the course of 2-3 weeks. The fastest we've seen an organization complete this work is one-week (City of South Jordan, Utah). And Highlands Ranch, Colorado completed it within 2 weeks. If you have the time to allow for this step, we'd recommend 2-3 weeks to give the departments plenty of time to complete their work.
2. **Program Scoring** – a two-part scoring exercise includes the departments first going through a self-assessment whereby they get the opportunity to score their own programs first. The self-assessment is typically followed by a Peer Review step, in which cross-departmental teams are organized around your Result areas, and given the opportunity to review the departmental scores, ask questions, and make final score recommendations.
 - o **Timeline:** typically, we see departments taking 2-3 weeks to complete the "self-assessment" of scoring their own programs. And the Peer Review step typically takes an additional 2-3 weeks to complete. We have seen each step completed within 2 weeks time (2 weeks for the departmental self-assessment, followed by 2 weeks for Peer Review). The self-assessment must be completed prior to Peer Review (as the Peer Review step involves the review of department scores).

Our recommended timeline would be as follows:

- **Week of March 26th:**
 - o Program Costing Web-training: 1 hour. We will provide a refresher training to your departments via webinar, and record the training for any department who can't make it. We'll set a deadline of 2 weeks, to allow the departments to complete their work.

- **March 26th-April 9th**
 - Give departments 2 weeks to complete their Program Costing exercise
 - We will support Michael Ellis along the way as departments have questions, and we work to support them while simultaneously training your super user (Michael).
- **Week of April 9th:**
 - Program Scoring Web-training: 1 hour. We will provide a training to departments on how to complete their Program Scoring work, evaluating the programs they offer relative to the Results identified and defined by Council.
- **April 9th – April 23rd**
 - Give departments 2 weeks to complete their Program Scoring exercise
 - We will support Michael Ellis along the way as departments have questions, and we work to support them while simultaneously training your super user (Michael).
- **Week of April 23rd**
 - Peer Review Web-training: 1 hour. We will train the Peer Review teams as to how to complete the review of the department self-assessment scores.
- **April 23rd – May 7th**
 - Give departments 2 weeks to complete Peer Review
- **Week of May 7th**
 - Chris comes on-site to review Bourne's final model

***Option:** you can save 2 weeks in this schedule, if you have the departments take on Program Costing and Program Scoring at the same time. That may be too much to ask of the departments – totally your call. We've seen it done before, and it's definitely achievable and produces quality data if the departments are committed to the timeline. This would allow Costing and Scoring (the department "self-assessment" portion of scoring) to be complete by approximately the week of April 2nd, and you can launch Peer Review at that step.

See what you think of this game-plan, and let us know if you have any adjustments you'd like to see in the schedule. We'd be happy to talk you through the timeline as well, if you want to try and schedule a meeting later this week to review together and settle on a plan ahead.

Thanks very much! You're totally close to the finish line here!

Chris