

Board of Selectmen Meeting Notice AGENDA



Date
Tuesday
May 1, 2018

Time
7:15 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.

7:15 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. **Licenses/Appointments**
 - a. Execution of the Assistant Town Administrator's Contract
 - b. Discuss and possible vote on Rules and Regulations for the use of Park and Recreation Areas.
 - c. Discuss and possible vote on update fee schedules for Community Building, et.al
6. **Barry Johnson**, Open Space Committee, request approval of naming town-owned recreational parcel next to the Aptuxet Trading Post parcel.
7. **Dan Barrett**, ISWM General Manager - Intermunicipal Agreement to extend the Upper Cape Regional Transfer Station
8. **Selectmen's Business**
 - a. Rules of Procedure Workshop – 10 minute discussion
 - b. Composite review reporting of TA annual evaluation
 - c. Signing of the 2018 Annual Town Election
9. **Selectmen's Reports**
 - a. Events attended past week
 - b. Events anticipated to attend current week
10. **Town Administrator Report**
 - a. Cape Cod Regional Transit Authority
 - b. Update of Crab Rock Way
 - c. Update on Buzzards Bay Park
 - d. Update on Community Center
 - e. Report Meeting MassDOT Re: Bypass/St. Margaret's Street/Armory Road

TOWN CLERK BOURNE

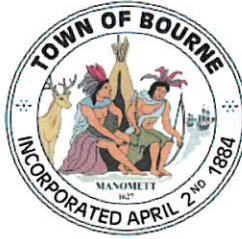
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11. Future Agenda

- a. Massachusetts Maritime Academy to give formal update to the Board of Selectmen meeting and to answer questions
- b. Stop and Shop Rotary and Clay Pond Road update
- c. Cable TV Contract – opt out and renewal preliminary discussion
- d. Cape Cod Commission update from Director Kristi Senatori – TBD June 2018

12. Adjourn



Selectmen's Correspondence
May 1, 2018

- A. Letter from General Manager Daniel Barrett re: Bourne ISWM Facility Quarterly Groundwater and Landfill Gas Monitoring Results
- B. Letter from SITEC Environmental re: Bourne Landfill / Review of January 2018 Environmental Monitoring Event
- C. Letter from USDA regarding FY17 funding for the Cape Cod Water Resources Restoration Project
- D. Weights & Measures quarterly report from January 1, 2018 – March 31, 2018
- E. Cape Light Compact activity for month of February 2018
- F. Letter from FEMA re: Preliminary Flood Insurance Rate Map [FIRM] and Preliminary Flood Insurance Study [FIS] Report for Barnstable County
- G. Letter from Richard Conron requesting feedback from Selectmen on three [3] different topics
- H. Letter from DEP re: Draft J-1 Range Northern 2018 Annual Environmental Monitoring Report and Draft J-1 Range Southern 2018 Annual Environmental Monitoring Report



TOWN OF BOURNE
Department of
Integrated Solid Waste Management



Mailing:
24 Perry Avenue
Buzzards Bay, MA 02532
(508) 759-0600 Ext. 4

Location:
201 MacArthur Blvd.
Bourne, MA 02532

April 18, 2018

Mr. Mark Dakers, Solid Waste Section Chief
Department of Environmental Protection
20 Riverside Drive
Lakeville, MA 02347

Re: Bourne ISWM Facility Quarterly Groundwater and Landfill Gas Monitoring Results.

Dear Mr. Dakers:

Please find attached the results of the January 2018 groundwater, surface water, leachate and landfill gas monitoring conducted at the Bourne Integrated Solid Waste Management (ISWM) Facility. Also included is a memorandum written by ISWM facility engineer of record Mr. A. Raymond Quinn, PE, of SITEC Environmental, Inc. Mr. Quinn's correspondence contains an analysis of each well sampled this quarter and a comparison of historic data to identify potentially emerging trends in groundwater quality.

The arsenic MMCL and the groundwater MCL of 0.01 mg/l was exceeded at the following wells; MW11D which had a detectable level of 0.019 mg/l, MW18D had a detectable level of 0.013 mg/l, MW8D had a detectable level of 0.01 mg/l, MW14DD had a detectable level of 0.014 mg/l and MW5D had a detectable level of 0.016 mg/l.

MW 5S exceeded the MCL of 2.0 mg/l for barium with a detectable level of 2.1 mg/l.

In recent monitoring rounds MW's 11S and 18S have consistently shown slow recharge/insufficient water to purge and sample. MW10S was recently reactivated in accordance with conditions contained in the Final Comprehensive Site Assessment issued on June 5, 2017, it to has demonstrated slow recharge/insufficient water to purge and sample. In a letter dated June 5, 2018 Mr. Quinn proposed replacement of these three wells. In an email dated April 5, 2018 you approved with conditions, Mr. Quinn's proposed well replacement. ISWM is currently moving forward with this project in accordance with all applicable regulatory requirements including those contained in your April 5, email. We will keep you apprised of our progress.

The gas monitoring data results for the fourth quarter 2017 show all captured and recorded methane levels detected in the gas monitoring probes were well below the regulatory requirement for methane at the facility property line.

The attached graphs depict concentrations over time for contaminants tracked for the Board of Health. These include nitrate, arsenic, cadmium, benzene, chlorobenzene, sodium, vinyl chloride and 1, 4 – dichlorobenzene.

Very truly yours,

A handwritten signature in black ink, appearing to read "Daniel T. Barrett", with a long horizontal flourish extending to the right.

Daniel T. Barrett
General Manager

Cc: Board of Health; including laboratory report
Thomas Guerino, Town Administrator
Attachments

SITEC

ENVIRONMENTAL

Civil and Environmental Engineering, Land Use
Planning, Hazardous and Solid Waste Consulting

SITEC ENVIRONMENTAL, Inc.

769 Plain Street, Unit C

Marshfield, MA 02050

Tel. (781) 319-0100 FAX (781) 834-4783

449 Faunce Corner Road

Dartmouth, MA 02747

Tel. (508) 998-2125 FAX (508) 998-7554

April 11, 2018

Town of Bourne

Integrated Solid Waste Management

201 MacArthur Boulevard

Bourne, MA 02532

Attention: Mr. Daniel Barrett

Reference: Bourne Landfill

Review of January 2018 Environmental Monitoring Event

Dear Mr. Barrett:

Per your request, SITEC Environmental has reviewed groundwater monitoring results of samples collected in the vicinity of the Bourne Landfill during January 2018. The sample results were provided to us by ISWM, in tabulated format. The attached table lists each well that was sampled and the parameters that exceeded their regulatory standard or guideline, as described below. In addition, wells that are included in the semi-annual sampling frequency, in accordance with MassDEP's June 5, 2017 Comprehensive Site Assessment (CSA) Approval, but which were not sampled this round are identified. The table also provides a comment on the trends or characteristics of parameters that either exceeded their standards or indicated some other notable trend.

The applicable groundwater standards that apply under the Solid Waste Management Regulations (310 CMR 19.132(2)(j)) are the state or federal drinking water standards, or the Massachusetts Maximum Contaminant Levels (MMCLs), as contained in *Standards and Guidelines for Contaminants in Massachusetts Drinking Water*. These standards are analogous to the *Massachusetts Contingency Plan* (MCP) GW-1 groundwater category (310 CMR 40.0974(2)). While the Landfill and the downgradient area are within the medium yield, sole source Cape Cod aquifer, areas downgradient have been designated as Non Potential Drinking Water Source Areas on MassDEP resource maps and the Bourne Water District has stated in a letter that it does not have, nor will it seek to locate future drinking water sources downgradient of the Landfill. Additionally, the Bourne Board of Health has issued a regulation that prohibits the installation of any public or private water supply wells downgradient of the Landfill. All previously identified water supply wells have been replaced with connections to the public water supply system. Consequently, there are no *Current Drinking Water Source Areas* or *Potential Drinking Water Source Areas* in the vicinity of the Landfill, precluding the groundwater in the vicinity of the Landfill from being a GW-1 category. Given that groundwater is not less than fifteen feet below grade (GW-2) in the vicinity of the Landfill, the applicable MCP Groundwater Standards in the vicinity and downgradient of the Landfill is GW-3. As a result, any detected concentrations of contaminants at the Bourne Landfill that do not exceed the applicable GW-3 groundwater standard do not pose a threat to public health, safety or the environment, in accordance with the MCP.

April 11, 2018

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In general, there were some notable changes to groundwater quality this sampling event, but overall groundwater quality was consistent with historical values, with increases and decreases in groundwater quality. Historically groundwater in the vicinity of the Bourne Landfill generally has a low pH, with recent tendencies of increased pH values, into the neutral range. Iron and manganese are typically above their secondary standards at many sampling locations and are most likely naturally occurring. Sodium, chloride and total dissolved solids (TDS) concentrations exceeded their secondary standards or guideline values at several locations, possibly as a result of on site salt storage. MW-5S results indicated several historically high values and significant increases from the previous sampling event. The impact at MW-5S may be the result of a leachate release to the sedimentation basin that is just upgradient of MW-5S. The release, which was the result of a broken leachate pipe, was first observed on February 9th, while the sampling occurred on January 29th. While it would seem that the sample was taken before the release occurred, the release may have occurred at an earlier time than it initially was observed and may have been the cause of the increase in contaminant concentrations, given the proximity of MW-5S to the sedimentation basin where the leachate ended up and was removed by pumping and disposal. Sediments were removed from the sedimentation basin and soil samples were then taken to confirm that all of the contaminated soils were removed.

Consistent with historical results, arsenic is typically detected in the vicinity of the Landfill at concentrations that are slightly above its GW-1 standard of 0.01 mg/l, but well below its applicable GW-3 standard of 900 mg/l. The presence of arsenic appears to be naturally occurring.


The volatile organic compound (VOC) 1,4 Dioxane was reported for the fifth time at detection limits below its drinking water (GW-1) standard of 0.3 µg/l or 0.0003 mg/l. 1,4 Dioxane was reported above its GW-1 standard in groundwater at monitoring wells MW-5S, MW-5D, MW-8S, MW-8D and MW-11D, MW-14S and MW-14DD. It was also detected at concentrations below the GW-1 standard at MW-19D. As discussed above, the applicable site-specific groundwater standard for the Landfill is GW-3, which for 1,4 Dioxane is 50,000 µg/l or 50 mg/l. Consequently, the detected concentrations of 1,4 Dioxane at the Bourne Landfill do not exceed the applicable groundwater standard and do not pose a threat to public health, safety or the environment.

Three existing monitoring wells, MW-10(S), MW-11(S) and MW-18S, have not been able to be sample for a few years. ISWM has proposed, and MassDEP approved, to replace these three wells with new wells, in their immediate vicinity, and in accordance with MassDEP's *Standard References for Monitoring Wells*.

If you have any questions, please do not hesitate to contact me.

Yours truly,

SITEC Environmental, Inc.



Raymond Quinn, PE
Senior Project Manager

January 2018 Sampling Event

Comparison of Reported Water Quality to the Applicable Solid Waste Drinking Water Standards and the Applicable Site Characterization GW-3 Standards

Monitoring Well	Compliance with Regulatory Standards	Trends/Comments
MW-1S Upgradient (Quarterly)	pH (5.8)	pH remains low and is about the same as the last sampling event.
MW-5S Downgradient (Quarterly)	pH (6.4), TDS (3,900 mg/l), Sodium (130 mg/l), Manganese (1.8 mg/l), Iron (2.8 mg/l), Chloride (1,900 mg/l), Barium (2.1 mg/l), 1,4 Dioxane (0.0017 mg/l), Selenium (0.053 mg/l), 2-Butanone (MEK) (0.0072 mg/l)	pH value remains in the neutral zone. TDS, Chloride and Sodium were at their historical high values. Manganese was at its highest concentration in 15 years. 1,4 Dioxane increased from the last round, above its Drinking Water standard of .0003 mg/l but well below the applicable GW-3 standard of 50 mg/l. Iron, Barium, Selenium and MEK exceeded their GW-1 or Secondary standards for the first time ever or for the first time in many years, but they did not exceed applicable GW-3 standards.
MW-5D Downgradient (Quarterly)	pH (6.7), Iron (16 mg/l), Arsenic (0.016 mg/l), Manganese (0.84 mg/l), 1,4 Dioxane (0.00042 mg/l)	pH remains in the neutral range. Iron, and Manganese are exceeding their secondary standard values. Sodium decreased from the last event to being within its secondary standard. Arsenic is slightly above its drinking water standard of 0.01 mg/l but well below its GW-3 Standard of 900 mg/l, and seems to be naturally occurring. 1,4 Dioxane was above its Drinking Water standard of 0.0003 mg/l but well below the applicable GW-3 standard of 50 mg/l.
MW-5DD Downgradient (Semi-Annual)	MW-5DD is on a semi-annual schedule and was not sampled this event.	
MW-8S Downgradient (Quarterly)	pH (6.6), Iron (18 mg/l), Manganese (0.62 mg/l), 1,4 Dioxane (0.00043 mg/l)	pH value remains within the neutral range. Iron remains high. Manganese remains relatively stable with the last event. 1,4 Dioxane was above its Drinking Water standard of 0.0003 mg/l but well below the applicable GW-3 standard of 50 mg/l, and increased slightly from the previous sampling event.
MW-8D Downgradient (Quarterly)	Iron (27 mg/l), Manganese (0.45 mg/l), Arsenic (0.010 mg/l), 1,4 Dioxane (0.00041 mg/l)	pH value remains in the neutral range. Iron and Manganese values remain high, with each increasing 30% to 40% since the last round. Arsenic increased slightly to equal its drinking water standard, and seems to be naturally occurring. 1,4 Dioxane increased to being above its drinking water standard of 0.0003 mg/l, but well below the applicable GW-3 standard of 50 mg/l.
MW-8DD Downgradient (Semi-Annual)	MW-8DD is on a semi-annual schedule and was not sampled this event.	
MW-10S Downgradient (Semi-Annual)	MW-10S is on a semi-annual schedule and was not sampled this event.	
MW-10D Downgradient (Semi-Annual)	MW-10D is on a semi-annual schedule and was not sampled this event.	

January 2018 Sampling Event

Comparison of Reported Water Quality to the Applicable Solid Waste Drinking Water Standards and the Applicable Site Characterization GW-3 Standards

Monitoring Well	Compliance with Regulatory Standards	Trends/Comments
MW-11(S) Downgradient (Quarterly)	Not Sampled.	Well is damaged or blocked. Described as "full of muck".
MW-11D Downgradient (Quarterly)	Iron (18 mg/l), Manganese (1.8 mg/l), Sodium (66 mg/l), Arsenic (0.019 mg/l), 1,4 Dioxane (0.00064 mg/l)	Iron and Manganese remain significantly above their Secondary Standards, but each showed a decrease for the second time in a row. Sodium increased from the previous round by about 70%, and remains well above its guideline value of 20 mg/l. The Sodium concentration is possibly due to past road salting. Arsenic is above its drinking water standard of 0.01 mg/l but well below its GW-3 Standard of 900 mg/l, and seems to be naturally occurring. 1,4 Dioxane was above its Drinking Water standard of 0.0003 mg/l but well below the applicable GW-3 standard of 50 mg/l.
MW-12S Downgradient (Semi-Annual)	MW-12S is on a semi-annual schedule and was not sampled this event.	
MW-12D Downgradient (Semi-Annual)	MW-12D is on a semi-annual schedule and was not sampled this event.	
MW-14S Downgradient (Quarterly)	TDS (690 mg/l), Iron (0.34 mg/l), Sodium (205 mg/l), Chloride (280 mg/l), Manganese (0.058 mg/l), 1,4 Dioxane (0.00031 mg/l)	pH is in the neutral range. TDS increased to remain above its secondary standard. Sodium moderately increased to remain well above its secondary standard. Chloride increased to again be above its secondary standard. Manganese and Iron decreased to be slightly above their standards. 1,4 Dioxane increased to be just slightly above its Drinking Water standard of 0.0003 mg/l but well below the applicable GW-3 standard of 50 mg/l.
MW-14D Downgradient (Quarterly)	Iron (2.3 mg/l), Manganese (0.27 mg/l), Sodium (88 mg/l)	pH remains in the neutral range. Iron and Manganese increased fairly significantly from the previous round to be above their secondary standards. Sodium remains well above its standard but again decreased from the previous round by nearly 50%.
MW-14DD Downgradient (Quarterly)	TDS (370 mg/l), Sodium (51 mg/l), Chloride (150 mg/l), Iron (22 mg/l), Manganese (1.9 mg/l), Arsenic (0.014 mg/l), 1,4-Dioxane (0.00031 mg/l)	pH remains in the neutral range. TDS, Sodium, Chloride, Iron, Manganese and Arsenic all increased significantly from the previous round. Sodium, Iron, Manganese and Arsenic were above their standards. 1,4 Dioxane was slightly above its Drinking Water standard of 0.0003 mg/l but well below the applicable GW-3 standard of 50 mg/l.
MW-18S Downgradient (Quarterly)	Not Sampled	MW-18S was not able to be purged or to recharge.
MW-18D Downgradient (Quarterly)		pH remains in the neutral range. All parameters that previously exceeded their GW-1 standards, were within their standards this round.
MW-19S Downgradient (Quarterly)	pH (5.30), Manganese (0.098 mg/l), Sodium (34 mg/l)	pH value is low but has been stable for the last several rounds. Manganese and Sodium showed slight decreases from the previous round, with both parameters remaining above their guidelines.

January 2018 Sampling Event

Comparison of Reported Water Quality to the Applicable Solid Waste Drinking Water Standards and the Applicable Site Characterization GW-3 Standards

Monitoring Well	Compliance with Regulatory Standards	Trends/Comments
MW-19D Downgradient (Quarterly)	pH (6.1), TDS (490 mg/l), Iron (0.59 mg/l), Manganese (0.88 mg/l), Sodium (60 mg/l), Chloride (130 mg/l), 1,4 Dioxane (0.000099 mg/l)	pH remains low. TDS increased and is just slightly below its secondary standard. Manganese decreased this round, but remains above its secondary standard. Iron has increased the past four rounds and is above its secondary standard. Sodium decreased but remains well above its standard. Chloride decreased to be below its secondary standard. 1,4 Dioxane was detected but remains below its drinking water standard of 0.0003 mg/l.
Leachate	pH (7.5), Alkalinity (2,900 mg/l), Chloride (8,100 mg/l), TDS (13,000 mg/l), Sulfate (22 mg/l), Sodium (4,800 mg/l), Arsenic (0.10 mg/l), Barium (2.9 mg/l), Chromium (0.111 mg/l), Iron (6.6 mg/l), Manganese (0.20 mg/l), Selenium (0.33 mg/l), MEK (1,300 ug/l), Acetone (1,400 ug/l), Benzene (10.0 ug/l), MIBK (75 ug/l), Chloroform (8.5 mg/l), Naphthalene (49 ug/l), Ethylbenzene (19 ug/l), Toluene (39 ug/l), Xylene (32 ug/l), Phenol (0.52 mg/l), 2-Methylphenol (0.011 mg/l), 1,4 Dioxane (0.052 mg/l)	Standards do not apply to leachate.



United States Department of Agriculture

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TOWN OF BOURNE
BOARD OF SELECTMEN

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Natural Resources Conservation Service
Massachusetts State Office, 451 West Street, Amherst, MA 01002
413-253-4350 | fax 855-596-7666 | www.ma.nrcs.usda.gov

April 16, 2018

Thomas M. Guerino
Town Administrator
Bourne Town Hall
24 Perry Avenue – Room 101
Buzzards Bay, MA 02532-3441

Mr. Guerino:

This letter is regarding the Fiscal Year 2017 (FY17) USDA-NRCS funding for the Cape Cod Water Resources Restoration Project (CCWRRP) that was originally set aside for the Monument River Fish Passage project in the Town of Bourne. The NRCS has specified at the National level that this funding is to be targeted for projects that would be implemented within two years (by 12/30/2019). For the Monument River Fish Passage project at the Herring River Motel to make significant progress in meeting the CCWRRP goal of restoring fish runs to their original capacity, the project would need to be fully implemented to provide fish passage to the spawning area. After multiple site visits and discussions with Town representatives it is clear that the Town is aware of the importance of this fish passage site and supports moving the project forward. However, many questions remain on how to best move forward including weather to remove the dam or bring it up to current state and federal requirements and who will operate and maintain the fish passage system that is installed. Due to the complexity of the resource issues relative to securing fish passage NRCS does not believe the planning, design, regulatory permitting and implementation of the measures can be made within the timeframe to justify funding the project at this time.

NRCS understands the Herring River Motel site is one of the largest herring runs in the region and having an optimized and maintainable fish passage at this location is critical to the local ecosystem. This project ranks high based on the criteria in the CCWRRP Watershed Plan because of the size and importance of the herring run. NRCS would like to continue to coordinate with the Town and other project partners so that we will be in a position to utilize NRCS Watershed Operations funds to assist the Town when the Monument River project is further along in planning and analysis.

If you have any questions please contact Steve Spear, NRCS CCWRRP Local Project Manager, at 508-771-6476x102 or Deron Davis, NRCS MA Watershed Operations Program Manager/State Conservation Engineer, at 413-253-4362.

**CHRISTINE
CLARKE**

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CLARKE
Date: 2018.04.19 17:25:05
-04'00'

Christine S. Clarke
State Conservationist
USDA-NRCS
Amherst, MA

Cc: Mark Forrest, Chair, Cape Cod Conservation District
Stephen Spear, NRCS Soil Conservationist. West Yarmouth Field Office
Deron Davis, NRCS State Conservation Engineer, Amherst State Office



Town of Barnstable
Regulatory Services Department
Elizabeth Hartsgrove-Consumer Affairs Supervisor
Jane Zulkiewicz-Town Sealer
Weights and Measures Program
200 Main Street
Hyannis, MA 02601

RECEIVED
APR 23 2018
TOWN OF BOURNE
BOARD OF SELECTMEN

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Office: 508-862-4671

Fax: 508-778-2412

4/19/2018

Mr. Thomas Guerino
Town Administrator
Bourne Town Hall
24 Perry Ave.
Buzzards Bay, MA 02532

Dear Mr. Guerino,

Enclosed is the quarterly report from January 1, 2018 to March 31, 2018, detailing all Weights & Measures activity within the Town of Bourne.

Three complaints were fielded and completed to the satisfaction of the complainant. Thirty items were weighed for a packaging audit for compliance. Seven stores were inspected for pricing compliance with no issues and \$2,500 were issued for fines in other pricing inspections. All scales and gas meters that were timely were inspected and certified for 2018.

Please feel free to contact me directly at (508) 862-4773, or e-mail, jane.zulkiewicz@town.barnstable.ma.us with any questions.

Sincerely,

Jane Zulkiewicz

Town of Barnstable

Weights and Measures Program Manager/Town Sealer

200 Main Street

Hyannis, MA 02601

Enclosure

Categories for Barnstable Quarterly Reports top row	
Adj	Any adjustments/ calibrations to bring device in tolerance
Seal	Device has been sealed for that calendar year
Not Sealed	Device has not met compliance at time of insp; may need repair
Cond	Condemned device-does not meet standards for compliance
Sealing Fees	Dollars brought in for specific category of devices
Reinp Fees	Charges if device once sealed; needed repair and re-sealing
Device Fines	Charges if device has been found to be in use unsealed & not tested
PV Fines	Price Verification (Scanners) Violations
IP Fines	Item Price Violations mainly pricing at grocery/food stores
PK. CH Fines	Package Checking (Net Weight inspections) Violations
VFH Safety	Vehicle For Hire Safety inspections fees
C.C. Fines	Customer Complaint violations –this option has been disabled
Side Column categories	
Complaints	How many complaint weights and measures has investigated
Pkg. Check	How many individual packages were inspected for net weight
UPC	Unit Price Code inspections per item
IP not fine	Pricing inspection conducted resulting in compliance

Weights and Measures
From 1/1/2018 to 3/31/2018

4/18/2018 3:10:48 PM

Bourne

			Adj	Seal	Not Sealed	Cond	Sealing Fees	Reinp Fees	Device Fines	PV Fines	IP Fines	PK.CH. Fines	VFH Safety	C.C. Fines
Scales	A	Cap Over 10,000 lbs		3			825							
	B	5,000 - 10,000 lbs	1	1			145							
	C	100 - 5,000 lbs	1	5			440							
	D	Under 100 lbs	1	9	2		515							
	E	Under 10 lbs												
		Balances												
Weights		Avordupois		3	1		24							
		Metric												
		Troy												
		Apothecary												
Automatic Liquid Measuring		Meters, Inlet 1" or less												
		Gasoline		16			880							
		Oil, Grease												
		Vehicle Tank Meters		3			360							
		Bulk Storage												
		Meters												
Other Automatic Measuring		Taximeters												
		Leather Measuring												
		Wire/Cordage												
		Cloth Measuring												
		Reverse Vending		9			135							
Linear Measures		Yardsticks												
		Tapes												
Scan		Scan - Above 98%		3			285				2500			
		Scan - Below 98%												
Complaints		3												
Pkg. Check		30												
UPC														
IP not Fined		7												
Totals			3	52	3		3609				2500			

Fees: \$3,609.00

Fines: \$2,500.00

Total: \$6,109.00



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

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April 18, 2018

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

RECEIVED
APR 23 2018
TOWN OF BOURNE
BOARD OF SELECTMEN

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 February, 2018. To view each of your monthly reports from 2006 forward, please visit our website at www.capelightcompact.org/reports.

- 74 residents and/or businesses participated* in the program.
- \$43513 in incentive dollars were distributed to the 74 participants.
- 31784 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: 2/1/2018 - 2/28/2018
 Cumulative Dates: 1/1/2018 - 2/28/2018

Program Initiative	Current Period			Cumulative Period				Actual % of Budget
	Annual kWh Savings	Actual Expenditures	Participants	Annual kWh Savings	Actual Expenditures	Participants	Budget	
Residential New Construction	0.00	\$1,043.42	6	0.00	\$1,043.42	6	\$0.00	0.00%
Residential New Construction (Low-Income)	0.00	\$0.00	0	0.00	\$0.00	0	\$0.00	0.00%
Residential Multi-Family Retrofit	2,399.10	\$1,591.38	2	3,727.10	\$2,354.62	2	\$0.00	0.00%
Residential Home Energy Services - Measures	20,927.40	\$22,393.44	25	63,213.80	\$77,816.58	66	\$1,295,573.91	6.01%
Residential Home Energy Services - RCS	0.00	\$5,180.00	23	0.00	\$10,870.00	52	\$166,424.73	6.53%
Residential Behavior/Feedback Program	0.00	\$0.00	0	0.00	\$0.00	0	\$0.00	0.00%
Residential Heating & Cooling Equipment	640.00	\$404.50	2	15,188.80	\$10,542.50	17	\$0.00	0.00%
Residential Consumer Products	2,258.00	\$750.00	3	8,657.60	\$1,606.50	18	\$0.00	0.00%
Residential Lighting	0.00	\$0.00	0	0.00	\$0.00	0	\$0.00	0.00%
Residential HEAT Loan	0.00	\$1,328.36	2	0.00	\$7,316.11	10	\$0.00	0.00%
Res Subtotal	26,224.50	\$32,691.10	63.00	90,787.30	\$111,549.73	171	\$1,461,998.64	
Res % of Total	82.51%	75.13%	85.14%	30.34%	41.56%	62.18%	61.08%	
Low-Income Single Family Retrofit	3,874.20	\$8,084.97	6	3,987.20	\$8,540.97	8	\$256,714.28	3.33%
Low-Income Multi-Family Retrofit	0.00	\$0.00	0	166,532.30	\$138,043.10	85	\$0.00	0.00%
LI Subtotal	3,874.20	\$8,084.97	6.00	170,519.50	\$146,584.07	93	\$256,714.28	
LI % of Total	12.19%	18.58%	8.11%	56.98%	54.62%	33.82%	10.72%	
C&I New Buildings & Major Renovations	0.00	\$0.00	0	0.00	\$0.00	0	\$0.00	0.00%
C&I New Buildings & Major Renovations - Municipal	0.00	\$0.00	0	0.00	\$0.00	0	\$0.00	0.00%
C&I Initial Purchase & End of Useful Life	0.00	\$0.00	0	0.00	\$0.00	0	\$0.00	0.00%
C&I Upstream Food Services	0.00	\$0.00	0	0.00	\$0.00	0	\$0.00	0.00%
C&I Upstream HVAC	0.00	\$0.00	0	0.00	\$0.00	0	\$0.00	0.00%
C&I Existing Building Retrofit - LARGE	0.00	\$0.00	0	0.00	\$0.00	0	\$0.00	0.00%
C&I Existing Building Retrofit - MEDIUM	0.00	\$0.00	0	0.00	\$0.00	0	\$176,276.06	0.00%
C&I Existing Building Retrofit - Municipal	0.00	\$0.00	0	0.00	\$0.00	0	\$0.00	0.00%
C&I Small Business	1,685.32	\$2,736.80	5	6,906.02	\$4,585.88	6	\$498,714.98	0.92%
C&I Multifamily Retrofit	0.00	\$0.00	0	0.00	\$0.00	0	\$0.00	0.00%
C&I Multifamily - Municipal	0.00	\$0.00	0	0.00	\$0.00	0	\$0.00	0.00%
C&I Upstream Lighting	0.00	\$0.00	0	31,036.46	\$5,660.00	5	\$0.00	0.00%
C&I Subtotal	1,685.32	\$2,736.80	5.00	37,942.48	\$10,245.88	11	\$674,991.04	
C&I % of Total	5.30%	6.29%	6.76%	12.68%	3.82%	4.00%	28.20%	
Total	31,784.02	\$43,512.87	74	299,249.28	\$268,379.68	275	\$2,393,703.96	

*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.



FEMA

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APR 23 2018

TOWN OF BOURNE
BOARD OF SELECTMEN

April 18, 2018

George G. Slade, Chairperson
Board of Selectmen
Town of Bourne
Town Hall
24 Perry Avenue
Buzzards Bay, Massachusetts 02532

Prelim-EAP

Subject: Town of Bourne, Barnstable County, Massachusetts
Community No.: 255210
Panels Affected: 25001C0312K, 0313K, 0314K, 0316K, 0318K

Re: Preliminary Flood Insurance Rate Map (FIRM) and Preliminary Flood Insurance Study (FIS) Report for
Barnstable County, Massachusetts

Dear Mr. Slade:

We are pleased to present your community with copies of the Preliminary Flood Insurance Rate Map (FIRM) and Flood Insurance Study (FIS) report for Barnstable County, Massachusetts for your review and comment. This preliminary version of the FIRM and FIS report incorporates updated flood hazard information for portions of your community within the Cape Cod Watershed. We have revised only those FIRM panels with updated flood hazard information. The purpose of this effort is to provide your community with updated flood hazard risk information that can be utilized for mitigation actions and planning in order for your community to become more resilient to flood hazards.

You will find enclosed a DVD with the flood hazard information for Barnstable County as updated by this Preliminary issuance. By providing the flood hazard information in Geographic Information System (GIS) format, we are making it easier for your community to incorporate the data into your local GIS. In addition to the DVD, a hard copy of your community's Preliminary FIRM panels and FIS report were forwarded to your community's Floodplain Administrator. We have also provided a hard copy of the Preliminary FIRM panels to Joy Duperault, your National Flood Insurance Program (NFIP) State Coordinator, whose contact information is provided at the end of this letter.

The flood hazard information presented on the FIRM includes Special Flood Hazard Areas (SFHAs), which are the areas that would be inundated by the flood having a 1-percent chance of being equaled or exceeded in any given year, known as the base flood, as well as the Base Flood Elevations (BFEs). On many flooding sources throughout the Cape Cod Watershed, the SFHAs and BFEs were produced using new hydrologic and hydraulic analyses and the SFHAs were delineated using 2-foot topographic data obtained through Light Detection and Ranging (LiDAR).

Additionally, there may be areas where new hydrologic and hydraulic analyses were not completed, but the SFHA has changed due to the use of the more precise topographic data to delineate the flood hazard boundaries.

George G. Slade

April 18, 2018

Page 2

In areas where there were no new studies or information was available, the current effective digital SFHA was incorporated onto the new base map. This work was conducted by FEMA's mapping contractor, the U.S. Geological Survey.

We are sending the Preliminary copies at this time to give your community an opportunity to review them. Additionally, in an effort to assist you in circulating the information, FEMA has posted digital copies of the FIRM and FIS report materials to the following website: www.fema.gov/preliminaryfloodhazarddata.

We are working with your NFIP State Coordinator to schedule a community coordination meeting. The purpose of this meeting will be to present the results of the study, discuss the information presented on the Preliminary FIRM and FIS report, discuss their impact on your community's participation in the NFIP, and give your community a chance to comment or ask questions. In the meantime, we strongly encourage you to thoroughly review the enclosed copy, and circulate it as widely as possible among elected officials, staff, and other individuals or organizations in the community that would have an interest in the FIRM and FIS report, so that they will also have the opportunity to review them thoroughly before the formal community coordination meeting. We will contact you once this meeting has been scheduled. The meeting will be at least 30 days after the issuance of this letter.

The review period provides your community with an opportunity to identify changes and corrections to non-technical information. These may include corporate limits, road names, bridges, stream names, etc. on the FIRM or in the FIS report. Please send comments (digital format such as shapefiles preferred) no later than 30 days from the date of this letter to Gardner Bent, Project Manager, U.S. Geological Survey, 10 Bearfoot Road, Northboro, Massachusetts 01532. We will consider all comments and changes received during this period and will incorporate them, as appropriate, before the FIRM and FIS report become effective.

To assist your community in maintaining the FIRM, we have enclosed a Summary of Map Actions (SOMA) to document previous Letters of Map Change (LOMCs) (i.e., Letters of Map Amendment [LOMAs], Letters of Map Revision [LOMRs]). We reviewed our records for any previous LOMCs (i.e., LOMAs and LOMRs) for your community. The SOMA reflects the LOMCs found in our records for your community. Please compare your records with this SOMA list, to ensure that we have included all LOMCs that you have in your files.

Information on LOMCs is presented in the following four categories: (1) LOMCs for which results are shown on the FIRM; (2) LOMCs for which results could not be shown on the FIRM because of scale limitations. However, these LOMCs are still valid. LOMCs in Category 2 will be revalidated through a single letter that reaffirms the validity of previously issued LOMCs; the letter will be sent to your community shortly before the effective date of the FIRM and will become effective one day after the FIRM becomes effective. (3) LOMCs for which results are being superseded by new or revised flood hazard information. These LOMCs will not be revalidated and the community floodplain manager should notify the property owners. Finally, (4) LOMCs listed in Category 4 are not revalidated. FEMA will, however, review existing and/or new data to make a determination for the affected properties after the FIRM becomes effective. The community floodplain manager should notify property owners that they must reapply for the LOMC determination after the FIRM becomes effective. FEMA will then respond to their application with a determination, which will be sent to both the applicant and the community.

After the community coordination meeting, we will initiate a statutory 90-day appeal period for certain communities within Barnstable County. A statutory 90-day appeal period is required when FEMA adds or modifies Base (1-percent-annual-chance) Flood Elevations (BFEs), base flood depths, SFHAs, flood zone designations, or regulatory floodways within a community, as shown on the Preliminary FIRM. If your community is identified as requiring an appeal period, we will send you a letter approximately 2 weeks before

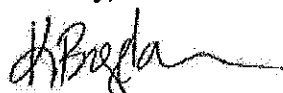
the start of the 90-day appeal period to detail the appeal process. The letter will forward information regarding notifications to be published in the FEDERAL REGISTER and local newspaper(s) and will provide the first and second publication dates. The appeal period will start on the second publication date. Additional information concerning the 90-day appeal period will be provided during the community meeting.

All comments and appeals received through the end of the 90-day appeal period will be considered and incorporated as appropriate. Following the resolution of all comments and appeals, FEMA will issue a Letter of Final Determination (LFD). When FEMA issues the LFD, the community must adopt the new FIRM panels and FIS within 6 months in order to remain in good standing with the NFIP.

After the 30-day review and 90-day appeal periods have ended and we have addressed all comments/appeals, we will initiate final preparation of the FIRM and FIS report. The new FIRM and FIS report for your community will become effective approximately 7 to 10 months later. Before the effective date, you will be notified in writing of the official FIRM and FIS report effective date and asked to adopt floodplain ordinances or modify existing ordinances as necessary that correspond with the new FIRM or FIS report. If you or other community officials have any questions regarding floodplain ordinances, you may raise them with our FEMA Regional Office or you may discuss those issues with your NFIP State Coordinator. Several months before the effective date, we will mail one set of printed copies of the finalized FIRM and FIS report and digital copies of the map and report products.

Your community's comments on the Preliminary FIRM panels and FIS report are an important part of our mapping process, and we will consider them carefully before we publish the FIRM and FIS report in their final form. If you have any questions regarding the Preliminary copies of the FIRM and FIS report, please contact Richard Verville, the FEMA Consultation Coordination Officer designated for your community, at (617) 956-7524 or by email at richard.verville@fema.dhs.gov. If you have any questions regarding the necessary floodplain management measures for your community or the NFIP in general, we urge you to contact Joy Duperault at (617) 626-1406 or by email at joy.duperault@state.ma.us.

Sincerely,



Kerry Bogdan
Risk Analysis Branch Chief
Mitigation Division
FEMA Region 1

NFIP State Coordinator's Contact Information:
Joy Duperault, NFIP State Coordinator
Massachusetts Department of Conservation and Recreation
Suite 600
251 Causeway Street
Boston, Massachusetts 02114

Phone Number: (617) 626-1406
Email: joy.duperault@state.ma.us

George G. Slade
April 18, 2018
Page 4

Enclosures:

DVD of Preliminary FIRM, FIS report, and SOMA

cc: Charles Noyes, Emergency Management Director, Town of Bourne (w/o enclosures)
Coreen Moore, Town Planner, Town of Bourne (w/o enclosures)
George Sala, Public Works Director, Town of Bourne (w/o enclosures)
Timothy Lydon, Engineering Technician II, Town of Bourne (w/o enclosures)
Roger Laporte, Inspector of Buildings, Town of Bourne (hard copy and DVD)
Samuel Haines, Conservation Agent, Town of Bourne (w/o enclosures)
Thomas Guerino, Town Administrator, Town of Bourne (w/o enclosures)
Tim Mullen, Natural Resources Director, Town of Bourne (w/o enclosures)
Joy Duperault, State NFIP Coordinator, Massachusetts Department of Conservation and Recreation
(hard copy and DVD)
Richard Verville, Consultation Coordination Officer, FEMA Region I (hard copy and DVD)
Gardner Bent, Project Manager, U.S. Geological Survey (w/o enclosures)



FEMA

April 18, 2018

George G. Slade, Chairperson
Board of Selectmen
Town of Bourne
Town Hall
24 Perry Avenue
Buzzards Bay, Massachusetts 02532

Subject: Town of Bourne, Barnstable County, Massachusetts
Community No.: 255210

Dear Mr. Slade:

The effective Digital Flood Insurance Rate Maps (DFIRMs) for Barnstable County were issued on July 16, 2014, under the Map Modernization program. Your community received communication in November 2015 informing you that the flood hazard mapping for Barnstable County will continue under the Federal Emergency Management Agency's (FEMA's) Risk Mapping, Assessment, and Planning (RiskMAP) program. You were also given the workmaps for your community at the Flood Risk Review meeting (also known as the workmap meeting) on July 11, 2017. The U.S. Geological Survey (USGS), who is serving as FEMA's mapping partner, has now updated the Flood Insurance Study (FIS) report and prepared the preliminary DFIRMs, preliminary Summary of Map Action (SOMA), engineering analysis data, and the suite of Flood Risk products for Barnstable County. These materials were sent to you with the preliminary letter on April 18, 2018. The USGS would like to invite your community to review these products and discuss the preliminary process in the Community Coordination Officer (CCO) meeting.

For your convenience, we have scheduled a CCO meeting for your community to review your preliminary materials at **Dartmouth Town Hall (Room 304), 400 Slocum Road, Dartmouth, MA 02747**, on **Wednesday, May 23, 2018**. The meeting will begin at **9:00 AM** with a presentation, after which we will give you a chance to discuss the preliminary materials with project team members.

If you are not able to make it to this meeting, you are invited to attend the afternoon session instead, which will be held at **1:00 PM** on **Wednesday, May 23, 2018** at **Kingston Town Hall (Room 200), 26 Evergreen Street, Kingston, MA 02364**.

Please RSVP to the Project Manager, Gardner Bent, at gbent@usgs.gov or by telephone at (508) 490-5041.

Sincerely,

A handwritten signature in black ink, appearing to read "K. Bogdan", is written over a horizontal line.

Kerry Bogdan
Risk Analysis Branch Chief
Mitigation Division
FEMA Region I

Richard W. Conron

RECEIVED

APR 25 2018

TOWN OF BOURNE
BOARD OF SELECTMEN

6

Monday, April 23, 2018

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

Dear Members of the Board,

As the town moves toward the end of its fiscal year (June 30, 2018), the purpose of this letter is to request feedback from the Board of Selectmen on three different topics:

1. What ever happened to the "SWOT" analysis data that was collected last fall? It appears that for whatever reason, the second part of this data collection effort (ranking the items for importance/action) was never done. What is the town's greatest "strength"? What is the town's biggest weakness and threat? What is Bourne's biggest opportunity? I have no idea why the town's leadership team appears to have abandoned this important community development activity and never presented results to us, your constituents.
2. Each year at our annual town meeting, there is an article for "Committee Reports" that allows town committees to report progress on their mission. According to the town charter, Selectmen must publish a set of annual goals. Voters never receive any information about the progress or completion of the Board's annual goals. This article at town meeting would be an excellent opportunity to report on the status of the Board's goals to the largest annual audience of residents. Goals are important because goals are a measure of adding value to the town.
3. What is the Board's position on the expansion of the Maritime Academy in the village of Buzzards Bay? Would expansion on Main Street be a "threat" or "opportunity"? Residents need feedback in order to know what the opinion of the town's leader team is on this important issue.



Richard W. Conron



Department of Environmental Protection

Southeast Regional Office • 20 Riverside Drive, Lakeville MA 02347 • 508-946-2700

Charles D. Baker
Governor

Karyn E. Polito
Lieutenant Governor

Matthew A. Beaton
Secretary

Martin Suuberg
Commissioner

April 25, 2018

Mr. Shawn Cody
Impact Area Groundwater Study Program
PB 0516 West Outer Road
Camp Edwards, MA 02542

RE: **BOURNE- BWSC**
Release Tracking Number: 4-0015031
Joint Base Cape Cod, **Draft J-1 Range**
Northern 2018 Annual Environmental
Monitoring Report and Draft J-1 Range
Southern 2018 Annual Environmental
Monitoring Report, Comments

Dear Mr. Cody:

The Massachusetts Department of Environmental Protection ("MassDEP") has reviewed the document entitled **"Draft J-1 Range Northern 2018 Annual Environmental Monitoring Report and Draft J-1 Range Southern 2018 Annual Environmental Monitoring Report"** dated April, 2018 (the "Report"). The Report was prepared by the U.S. Army Corps of Engineers (USACE) on behalf of the Army National Guard Impact Area Groundwater Study Program (IAGWSP) on Camp Edwards at the Joint Base Cape Cod (JBCC). The Report presents the results of the monitoring conducted for the extraction, treatment, and infiltration system (ETI) installed to remediate the J-1 Range Northern (J-1 North) groundwater plume, and the J-1 North groundwater monitoring activities performed during the period of January 2017 through December 2017. The Report also presents the results of the monitoring conducted for the ETI system installed to remediate the J-1 Southern (J-1 South) groundwater plume, and the J-1 South groundwater monitoring activities performed for the period of January 2017 through December 2017. MassDEP offers the following comments on the Report.

J-1 North Plume, Page-specific Comments:

1. Page 5-3, Section 5.2., RDX Trends:

The text states, "None of the eight wells sampled in the source area proper had an RDX concentration above the 0.6 µg/L RBC during the reporting period, with a maximum of 0.42 µg/L at MW-166M3 in December 2017." MassDEP notes that Figure 1-2 of the Report indicates that three of the eight wells sampled for RDX in the source area in 2017 are located at the MW-303 well cluster. The IAGWSP indicates in the same paragraph of the Report, "Only one of the eight near-source wells sampled for explosives analysis in the most upgradient portion of the J-1 Range Northern RDX plume had a concentration above the RBC. Concentrations of 8.1 µg/L/8.3 µg/L (April/December 2017, respectively) were detected at MW-303M2, which is on Chadwick Road just downgradient of the source area." There appears to be a contradiction between the two highlighted sentences. Please indicate which eight wells are in the source area proper and

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

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which eight wells are near-source wells. Please revise the text accordingly if there is no distinction between wells in the source area proper and near-source wells.

2. Pages 6-1 and 6-2, Section 6.1, Model predicted plume versus observed plume, influent concentrations and mass removal:

The text states, "Figure 6-1 shows the model-predicted perchlorate plume (Figure 6-1 left pane) compared to observed plume conditions through December 2017 (Figure 6-1 right pane). The figure demonstrates that the perchlorate contaminant plume shapes are similar, with variations in the internal high concentration core and onset of beginning of plume pinching/segmentation in the predicted plume (Figure 6-1 left pane). The predicted perchlorate plume indicates higher concentrations in Zone I upgradient of Wood Road ($>15 \mu\text{g/L}$) compared to the 2012 plume shell and observed conditions. The overall plume trajectories are similar and trending toward MW-401 on Wood Road. Observed perchlorate concentrations at each chemical monitoring well for the 2017 reporting period vs. those predicted by the groundwater transport model are presented in Table 6-1." MassDEP notes that Figure 6-1 of the Report indicates that the MW-346 well cluster is located in an area with model-predicted 2017 perchlorate concentrations greater than $15 \mu\text{g/L}$. However, the maximum model-predicted perchlorate concentration presented in Table 6-1 for the MW-346 well cluster is $7.13 \mu\text{g/L}$ in MW-346M1 for December 2017. Please make any necessary revisions to Figure 6-1.

MassDEP also notes that while the 2017 J-1 North perchlorate plume shell is significantly improved from the 2012 J-1 North perchlorate plume shell in matching observed perchlorate concentrations within the J-1 North plume, the maximum 2017 perchlorate concentration of $21.83 \mu\text{g/L}$ predicted by the groundwater model using the 2017 J-1 North perchlorate plume shell is lower than the maximum perchlorate concentration (i.e. $49.8 \mu\text{g/L}$ at MW-245M2 in April 2017) observed in the J-1 North plume in 2017. The maximum 2017 perchlorate concentration of $21.83 \mu\text{g/L}$ predicted by the groundwater model was also exceeded in two other monitoring wells in the J-1 North plume in 2017.

The text states on page 6-2, "Figure 6-2 shows the model-predicted RDX plume (Figure 6-2 left pane) compared to observed conditions through December 2017 (Figure 6-2 right pane). The figure demonstrates that the RDX contaminant plume shapes are very similar, however, the size and position of the plume core differs slightly." MassDEP notes that the 2017 J-1 North RDX plume shell is significantly improved from the 2012 J-1 North RDX plume shell in matching observed RDX concentrations within the J-1 North plume. However, the maximum 2017 RDX concentration of $17.4 \mu\text{g/L}$ predicted by the groundwater model using the 2017 J-1 North RDX plume shell is lower than the maximum RDX concentration (i.e. $69.2 \mu\text{g/L}$ at MW-245M2 in April 2017) observed in the J-1 North plume in 2017. The maximum 2017 RDX concentration of $17.4 \mu\text{g/L}$ predicted by the groundwater model was also exceeded in MW-326M2 where a RDX concentration of $46.9 \mu\text{g/L}$ was detected in December 2017.

J-1 South Plume, Page-specific Comments:

1. Page 2-1, Section 2.0, J-2 Range Northern Plume ETR Systems:

The text indicates, "During this reporting period, the treatment system was down for 248.83 hours out of 8,760 elapsed "pump hours." This downtime includes 107.53 hours due to power supply interruptions and 141.3 hours due to tropical storm Jose (9/19-25/17). A summary of the downtime for the J-1 Range Southern system for this reporting period is presented in Table 2-1. Figure 2-3 provides a graphical presentation of system downtime for this reporting period, as well as a graph of downtime since system startup." Please revise the reporting period downtime charts on Figure 2-3 with the reporting period downtime hours provided in Table 2-1.

2. Page 3-1, Section 3.4, Mass Removal:

The text states, "Figure 3-1 is a plot of the influent concentration (C) on a monthly basis, Figure 3-2 is a

plot of the influent volume treated ($Q \cdot T$), and Figure 3-3 is a resulting plot of calculated mass removed on a monthly basis ($C \cdot Q \cdot T$)." MassDEP notes that y-axis on Figure 3-3 is mislabeled "Concentration ($\mu\text{g/L}$)". Please revise the label to "Contaminant mass removed (lbs.)".

3. Pages 5-2 and 5-3, Section 5.2, Contaminant Monitoring Trends:

The text indicates, "Two drive point profiles proposed upgradient, along the base boundary, should help clarify whether the detections in these wells reflect an eastward displacement of the trailing edge of the Zone 2 plume (possibly induced by the asymmetric infiltration of treated water at the base boundary) or are contiguous with contamination recently observed at several Zone 1 drivepoint locations." MassDEP notes that the groundwater contours and flow vectors provided on Figure 4-2 of the Report indicate that a northerly to easterly flow component is present where RDX contamination is currently located in Zone 1. This flow pattern, which is counter to the regional northwest to southeast trending groundwater flow, is presumably from the operation of the J-1 South infiltration trench and may complicate a determination on the cause of the eastward displacement of the trailing edge of the Zone 2 plume.

4. Page 6-4, Section 6.3, Comparison to Decision Document Cleanup Progress:

The text states, "The concentration of RDX detected at $6.44 \mu\text{g/L}$ in MW-360M2 in October 2017 ($0.52 \mu\text{g/L}$) represents a decline from $6.44 \mu\text{g/L}$ in October 2016 and is similar to previous trends observed in this well in 2009 and 2011 and should continue to be monitored to evaluate trends." MassDEP suggests revising this sentence since the referenced RDX value of $6.44 \mu\text{g/L}$ in MW-360M2 in October 2017 does not represent a decline from $6.44 \mu\text{g/L}$ in October 2016.

Please incorporate this letter into the Administrative Record for the J-1 Range groundwater. If you have any questions regarding this letter, please contact me at (508) 946-2871 or Elliott Jacobs at (508) 946-2786.

Sincerely,



Leonard J. Pinaud, Chief
Federal Site Management
Bureau of Waste Site Cleanup

P/EJ

Ec: Upper Cape Boards of Selectmen
Upper Cape Boards of Health
JBCC Cleanup Team
MassDEP Southeast Regional Office



Town of Bourne

SB

Special Event Policy for Buzzards Bay Park

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

Fees:

Application Fee:

Commercial Events (All businesses and not-for-profit groups): \$75 non-refundable

Non-Commercial (Small weddings, family functions, etc.): No application fee

Utility Fees (All groups):

Water: Rate to be determined by the Buzzards Bay Water District

*Electrical: \$40/hour**

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

Security Deposits:

Commercial Events:

Up to 100 people: \$100

101 to 500 people: \$250

More than 500 people: \$500

Non-Commercial Events:

Up to 50 people: \$50

51 to 100 people: \$100

**Security deposits will be returned at the discretion of the DPW Superintendent.*

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

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

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

Town of Bourne

Special Event Policy

Rules & Regulations:

All posted rules and regulations shall be followed.

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

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

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

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

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

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

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

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

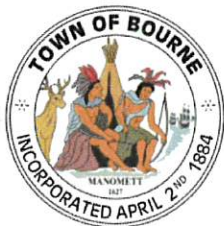
Any person or organization granted use of Town property shall assume liability for any damage to the property, injury to participants, damage to or loss of equipment or property. Please see the attached Indemnification and Release. If the person or organization applying shall not be deemed to be of sufficient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

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

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

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

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



Town of Bourne
Special Event Permit Application for Buzzards Bay Park

Date of Application

Name of Organization

Organization's Mailing Address

Contact Person

Cell Phone #

Contact Person's Mailing Address

Event Information:

Event Date

Start Time

End Time

Set Up Date

Set Up Time

End Clean Up Time

Description of Event

of Participants

of Spectators

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

Will there be food?

If Yes, see Board of Health

Will there be vendors?

If Yes, see Board of Selectmen's Office and the Board of Health

Use of electricity/generators?

If Yes, see Bourne DPW

Will the Event require water?

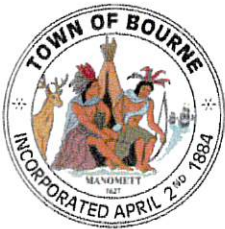
If Yes, for what purpose?

Use of Tents?

If Yes, please see

Wish to block parking spaces?

If Yes, see DPW



INDEMNIFICATION AND RELEASE

Town of Bourne Facility Rentals

THIS IS A LEGALLY BINDING DOCUMENT. DO NOT SIGN IT UNTIL YOU HAVE READ THE CONTENTS HEREOF AND UNDERSTAND THE SAME. IF YOU ARE IN DOUBT, CONSULT AN ATTORNEY PRIOR TO SIGNING THIS DOCUMENT.

In consideration of the permission granted to it by the Town of Bourne for the purpose of using playing fields and recreational properties owned by the Town of Bourne, the undersigned, in recognition of the fact that Bourne has no lawful obligation to permit said usage by any person, group or other entity not sponsored by the Recreation Department, does hereby release the Town of Bourne, its agents, servants, employees and volunteers from any liability whatsoever in the event of injury to any persons or any actual or perceived infringement of the personal security of any person using the said playing fields and/or recreation areas while engaged in usage authorized by the Town or to any person attending such activity and the undersigned intends this release to be effective and binding on himself/herself and all members, guests, invitees or observers of the group activity which she/he herein represents. This release is provided in addition to, and without limitation on, any and all defenses available to the Town of Bourne pursuant to the Massachusetts General Law and common law.

The undersigned, on behalf of him/herself and the members of the group or entity he/she represents, does hereby agree to indemnify the Town and its agents, servants, employees and volunteers against any and all claims, suits, actions, debts, damages, costs, charges and expenses including court costs and attorney's fees, and against all liability, losses and damages of any nature whatsoever, that the Town shall or may at any time sustain or be put to by reason of the usage of the Town owned property, as contemplated herein.

Signature

Date

Title

Name of Organization

Town of Bourne

Wedding Ceremony Policy

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

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

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

- Parking permits required for all Town beaches.

- No tents or anything staked into the ground.

- No alcohol.

- No open flames.

SB

Bourne Recreation Outdoor Facility Reservation Policies

How to request a field/outdoor recreation facility:

Availability for all locations can be found on www.bournerec.com. Click on "Facilities" then select calendar. From the drop down menu you can select a specific location.

1. The requesting group must have an account on www.bournerec.com. Accounts should be set up for the organization, not an individual household.
2. Field requests are pending and will not be approved without receipt of the following:
 - a. Indemnification and Release (Acknowledged during online request process)
 - b. Copy of Certificate of Insurance. Coverage will be required in the minimum amounts of **\$2,000,000 per person, \$3,000,000** per occurrence for all private groups/organizations. The Town of Bourne must be named as an Additional Insured. Proof of insurance must be uploaded to your bournerec.com account prior to your request.
3. Any non-profit group must submit the following:
 - a. Copy of current Non-Profit Certification (Upload to your account prior to request)
4. Once the above listed documents are received, the request will be reviewed by the Recreation Department. Notification of the status will be sent to the email listed on the account.
5. Once approved, full payment must be made prior to the permit start date. There are no refunds for dates reserved and not used.

Application Deadlines:

May 1st: Summer Season Activities (End of school until the beginning of school)

August 1st: Fall Season Activities (Beginning of school until November 1st)

February 1st: Spring Season Activities (April 1st until the last day of school)

*Any group requesting use of the fields prior to April 1st must obtain permission from both the Department of Public Works and the Recreation Department.

All applications need to be submitted at least 7 days prior to requested day.

Groups wishing to use Town Property for fundraising purposes must submit an online facility request.

Bourne Recreation Outdoor Facility Reservation Policies

Scheduling Priorities:

Town of Bourne Recreation Department sanctioned or sponsored functions, activities, or events will take precedent over all other events or activities. The Bourne Public Schools or school sponsored organizations will have priority in scheduling after the Town of Bourne Recreation Department. After that, priority will be as follows: in-town non-profit youth groups, in-town non-profit adult groups, out of town non-profit youth groups, out of town non-profit adult groups, for profit youth groups (private), for profit adult groups (private). Availability of fields is not a guarantee of approval for use.

In order for an organization to receive the appropriate priority in scheduling, all requests must be received by the above deadlines. After the deadline, the Town reserves the right to permit facilities to groups with lower priority.

Rules and Regulations:

Unauthorized use of Town facilities for organized activities is not permitted, and may be cause to have any current permit revoked. Permits are issued for the outdoor space only and do not include access to storage areas or equipment unless specified by the Town. Permission for the use of Town facilities shall not be granted for any purpose that will, in any way, interfere with their use by the Town.

Subletting your scheduled field time to another group or organization is strictly prohibited and will result in permit revocation.

For profit use will be restricted to league play. No private instruction, clinics or workshops are allowed on Town property (ballfields, courts, beaches etc.).

All leagues must show compliance with the Commonwealth of Massachusetts CORI policies and procedures.

All coaches, parents and spectators must adhere to the individual league's Code of Conduct. The Town of Bourne reserves the right to deny access to permitted events to individuals who have violated the Code of Conduct.

Routine maintenance will be scheduled at the discretion of the Town, and may affect any previously approved permit schedule. The Town will do it's best to provide 24 hours notice of any cancellations. Only Town issued locks may be used on any facility.

Cancellation because of inclement weather will be at the discretion of the Town of Bourne. Organizations should make sensible decisions regarding play during inclement weather. If there are puddles, standing water, or water forming when someone steps on the field, practices or games must be cancelled.

Bourne Recreation Outdoor Facility Reservation Policies

Rules and Regulations (cont.):

At the end of the season, all organizations are required to leave the property in the condition that it was in at the beginning of the season. The Town will determine what, if any action needs to be taken by an organization in regards to maintenance or repairs. The Town of Bourne reserves the right to cancel any activity at any time for any reason. The Town of Bourne will make every attempt to provide 24 hour notice in the event of cancellation.

All Town recreational facilities are to remain open and available for use by the general public when not permitted for specific group use.

No placards of a commercial nature may be displayed on Town property without prior permission from the Board of Selectman.

Any person or organization granted the use of Town property shall assume full liability for any damage to the property, injury to participants, damage to or loss of equipment. If the person or organization applying shall not be deemed to be of sufficient responsibility, no permission will be granted.

A permit may be canceled if its provisions or intent are violated in any manner.

The use of Town property must not violate any local, state, or federal law or regulation, and any such violation shall be deemed sufficient cause for the refusal of any subsequent application by the person or organization involved.

There is a carry-in, carry-out policy for trash. All trash must be removed by the permitted group at the end of the event.

Alcoholic beverages are not permitted on Town property. Vehicles are not allowed on the fields.

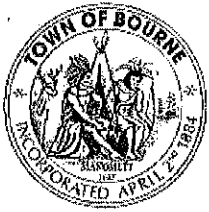
Maintenance Request Forms must be completed and approved by the Town prior to work on Town property. Exclusions are routine mowing and field lining by the permitted league. Outside contractors are not permitted to perform work on Town property without prior written approval from the Town.

Bourne Recreation Department Outdoor Facility Fee Schedule

Location	Facility	1-Time Use (2 Hours)	10 or More Uses/Season	1-Time Use (2 Hours)
		Non Profit Groups	Non Profit Groups	For Profit Leagues
Bourne Community Building	Adult Softball Field	\$35 \$40	\$350 \$400	\$50 \$80
	Youth Baseball Field	\$30 \$40	\$300 \$400	\$45 \$60
Queen Sewell Park	Youth Softball Field	\$30 \$40	\$300 \$400	\$50
Clarke Field Recreation Area	Multi-Use Field	\$40 \$50	\$400 \$500	\$75 \$125
	Youth Baseball Field	\$30 \$40	\$300 \$400	\$50 \$60
	Tennis Court	\$25		\$25 \$40
	Basketball Court	\$25		\$25 \$40
Hoxie Field	Youth Baseball Field	\$30 \$40	\$300 \$400	\$50
Keith Field	Regulation Baseball Field	\$30 \$40	\$300 \$400	\$50 \$60
Pocasset Recreation Area	Youth Baseball Field	\$30 \$40	\$300 \$400	NA
	Tennis Court	\$25		\$25 \$40
	Basketball Court	\$25		\$25 \$40
Monument Beach Ballfield	Youth Baseball Field	\$30 \$40	\$300 \$400	NA
Chester Park	Basketball Court	\$25		\$25 \$40
	Tennis Court	\$25		\$25 \$40

Non-Profit groups can request a reduction in fees for special events or in exchange for field upkeep. For-profit groups and private businesses will not be granted any fee reductions. Fees are per facility and per season.

For profit use will be restricted to league play. No private instruction, clinics or workshops are allowed on Town property (ballfields, courts, beaches etc.).



Bourne Recreation Department
Bourne Veteran's Memorial Community Center
239 Main Street
Buzzards Bay, MA 02532
Phone: (508) 759-0600 ext. 5302
www.bournerec.com

TOWN OF BOURNE FACILITY RENTALS

Hold Harmless Agreement

(Acknowledged during online reservation process)

It is agreed by _____ 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. I have read and understand the policies as outlined above for use of Town property. I further understand that violation of the above stated policies will result in all organizational privileges being revoked.

Indemnification and Release

(Acknowledged during online reservation process)

This is a legally binding document. Do not sign it until you have read the contents hereof and understand the same. If you are in doubt, consult an attorney prior to signing this document.

In consideration of the permission granted to it by the Town of Bourne for the purpose of using playing fields and recreational properties owned by the Town of Bourne, the undersigned, in recognition of the fact that Bourne has no lawful obligation to permit said usage by any person, group or other entity not sponsored by the Recreation Department, does hereby release the Town of Bourne, its agents, servants, employees and volunteers from any liability whatsoever in the event of injury to any persons or any actual or perceived infringement of the personal security of any person using the said playing fields and/or recreation areas while engaged in usage authorized by the Town or to any person attending such activity and the undersigned intends this release to be effective and binding on himself/herself and all members, guests, invitees or observers of the group activity which she/he herein represents. This release is provided in addition to, and without limitation on, any and all defenses available to the Town of Bourne pursuant to the Massachusetts General Law and common law.

The undersigned, on behalf of him/herself and the members of the group or entity he/she represents, does hereby agree to indemnify the Town and its agents, servants, employees and volunteers against any and all claims, suits, actions, debts, damages, costs, charges and expenses including court costs and attorney's fees, and against all liability, losses and damages of any nature whatsoever, that the Town shall or may at any time sustain or be put to by reason of the usage of the Town owned property, as contemplated herein.

Signature

Date

Title

Name of Organization

Bourne Veteran's Memorial Community Building Reservation Policies

5C

How to request a room/gym at the Community Building:

Availability for all locations can be found on www.bournerec.com. Click on "Facilities" then select calendar. From the drop down menu you can select a specific location.

1. The requesting group must have an account on www.bournerec.com. Accounts should be set up for the organization, not an individual household.
 - a. Once an account is created, the request is to be made online. Login to your account and click on the "Reserve" icon then follow the prompts to complete your request.
2. Gym requests are pending and will not be approved without receipt of the following:
 - a. Indemnification and Release (Acknowledged during online request process)
 - b. Copy of Certificate of Insurance. Coverage will be required in the minimum amounts of \$2,000,000 per person, \$3,000,000 per occurrence for all private groups/organizations. Proof of insurance must be uploaded to your bournerec.com account prior to your request.
3. Any non-profit group must submit the following:
 - a. Copy of current Non-Profit Certification (Upload to your account prior to request)
4. Once the above listed documents are received, the request will be reviewed by the Recreation Department. Notification of the status will be sent to the email listed on the account.
5. Once approved, full payment must be made prior to the permit start date. There are no refunds for dates reserved and not used.

Rental Information:

Availability of space is not a guarantee of approval for use.

Meeting space can be reserved in 3 hour blocks. Rooms will be available at the requested time. The 3 hour block includes set-up/breakdown time needed by the group.

Town of Bourne sanctioned or sponsored committees, functions, activities, or events will take precedent over all other events or activities.

Town of Bourne Departments, Committees and local support groups can reserve rooms up to 12 months in advance. All others may reserve up to 3 months in advance.

Reservations may be cancelled based on the needs of Town Departments and/or Committees. We will do our best to provide a minimum of 24 hours' notice for all cancellations. Fees will be credited for future use for all cancellations made by the Town of Bourne. If no future reservations are needed, a refund will be issued if cancelled by the Town of Bourne. Groups requesting a cancellation will be issued a credit/refund if cancelled 7 or more days prior to the date.

Any person or organization granted the use of Town property shall assume full liability for any damage to the property, injury to participants, damage to or loss of equipment. If the person or organization applying shall not be deemed to be of sufficient responsibility, no permission will be granted.

Bourne Veteran's Memorial Community Building Reservation Policies

The use of Town property must not violate any local, state, or federal law or regulation, and any such violation shall be deemed sufficient cause for the refusal of any subsequent application by the person or organization involved.

Scheduling Information:

In inclement weather, the Town of Bourne reserves the right to close the Community Building and cancel all scheduled activities. Any decision to close is made by the Town Administrator. Fees will be credited for future use.

Meeting rooms are often scheduled back to back. Rooms will be available at the requested time.

We reserve the right to change room assignments.

Building Policies:

Alcoholic beverages are not permitted on Town property.

Smoking is not allowed on Community Building Property.

Exterior doors in Rooms 1 and 2 are emergency exits only. These doors are not accessible from the outside and need to remain closed except in case of emergency.

All visitors to the Community Building must enter and exit through either the main lobby doors or the rear door located in the back of the building.

After 4:30pm, all visitors must enter through the main lobby doors.

All exterior gym doors are to remain closed at all times.

All groups are responsible for the set-up and break-down of the room. Rooms need to be returned to the original set-up after all meetings. If extra time is needed, please build that into your reservation request, but please note fees are based on a 3 hour block.

Due to limited space, supplies needed for group meetings and gym rentals cannot be left in the building. The Town of Bourne is not responsible for items left behind.

All participants must adhere to any other policy/rules set by the Town of Bourne.

Restrictions:

We do not allow clinics or private instruction rentals in the gym.

We do not allow rentals for individual profit in the Community Building. For profit use will be restricted to in-house trainings, etc., no fee based trainings or seminars are allowed.

Bourne Veteran's Memorial Community Building Reservation Policies

Fee Information:

In-town boards, committees and State/Federal agencies can reserve meeting rooms at no charge. Fees listed below are for events scheduled during regular operating hours, Monday – Friday 9:00am – 8:45pm and Saturdays 9:00am – 5:00pm (September – June). The building reduces evening/weekend hours in July and August. The 3-hour time block includes set-up/breakdown time.

Room Fees and Set-Up:

- Room 1:* Small groups (under 15 people): \$40/up to 3 hours
All other groups: \$60/Up to 3 hours
Corporate Meetings/Trainings: \$75/Up to 3 hours
Capacity: 32 people. Tables set in 2 rectangle sets of 16
Sunday Rental: \$270 for up to 3 hours. Includes room and custodial fees
- Room 2:* Small groups (under 15 people): \$50/up to 3 hours
All other groups: \$70/Up to 3 hours
Corporate Meetings/Trainings: \$100/Up to 3 hours
Capacity: 40 people. Permanent U-Shaped conference table at one end. Appropriate for boards and committees. 5 rows with 8 chairs each. This room comes equipped with a screen and projector.
Sunday Rental: \$300 for up to 3 hours. Includes room and custodial fees
- Room 3:* Small groups (under 18 people): \$40/up to 3 hours
Corporate Meetings/Trainings: \$75/Up to 3 hours
Capacity: 18 people. Tables set in 1 large rectangle.
Sunday Rental: \$270 for up to 3 hours. Includes room and custodial fees
- Cafeteria:* Small groups (under 15 people): \$50/up to 3 hours
All other groups: \$70/Up to 3 hours
Capacity: 56 people. Round tables of 8. Kitchen use not included.
Sunday Rental: \$300 for up to 3 hours. Includes room and custodial fees
- Gym:* Registered non-profit: \$40/Up to 2 hours 1/2 gym; \$80 whole gym
All others: \$80/Up to 2 hours 1/2 gym; \$160 whole gym
Game Rental: \$50/Up to 3 hours: Includes use of our scoring equipment
Capacity: Up to 4 teams for practice (full gym).
Sunday Rental: \$630/whole gym, up to 3 hours. Includes rental and custodial fees

After hours/Sunday scheduling may be available but is not guaranteed. There are no half-gym rentals on Sundays. Per the Board of Selectmen, two special event waivers per non-profit group may be requested in a calendar year. Any waiver would not include the custodial fee of \$150 (Up to 4 hours) or \$300 (Up to 8 hours).

Sundman, Nancy

From: Johnson, Barry
Sent: Thursday, April 26, 2018 9:30 AM
To: Sundman, Nancy
Subject: FW: REQUEST FOR AN OPEN SPACE COMMITTEE ITEM TO BE ON THE MAY 1, 2018 BOS MEETING

HERE YOU GO. BJ

From: Johnson, Barry
Sent: Tuesday, April 24, 2018 10:15 AM
To: Slade, George <gslade@townofbourne.com>
Cc: Guerino, Thomas <TGuerino@townofbourne.com>; 'Andrew Cooney' <awcooney@yahoo.com>; 'Dick Anderson' <dick.anderson@comcast.net>; 'Penny & Don Myers' <dpmyers3@comcast.net>; Mardi Mauney <rosamar@capecod.net>; 'Rick Rheinhardt' <rheinhardt@gmail.com>; les perry <perryles1943@gmail.com>; P Sweeney <sweeneyps@yahoo.com>; Alexander Joyce <alec@capelawyer.net>
Subject: REQUEST FOR AN OPEN SPACE COMMITTEE ITEM TO BE ON THE MAY 1, 2018 BOS MEETING

Chm Slade & Adm. Guerino:

On behalf of the members of the Open Space Committee (OSC)...I am respectfully requesting that I/we be placed on the BOS May 1, 2018 meeting for the following purpose as this is a time sensitive matter and is in accordance with the BOS policy of naming town-owned recreational areas:

At last night's OSC meeting...we voted to respectfully request I/we be allowed to appear at this particular meeting to ask that the BOS approve the OSC recommendation to name the town-owned recreational parcel located **NEXT** to the Aptuxcet Trading Post parcel "**CANAL OVERLOOK**".

BACKGROUND: the town acquired this parcel a few years ago from the Lyons family for open space/passive recreation purposes and up to now it was commonly referred to as the "Lyons Property". The OSC has worked very closely with the Corps of Engineers—who have been very helpful—in allowing us to create a large scenic vista of the Canal. The OSC will also be purchasing some benches and a table that will be installed there for people's enjoyment....again with the Corps approval. Further, the walkway between the Post and this parcel is almost complete and this be a great addition to the overall area.

The reason this is time sensitive is that we want to order signs that depict the name of the parcel as well as directing folks to the area. It is my understanding that the BOS will **NOT** be meeting on Tuesday, May 8 (please correct me on that) and by at least introducing this on

May 1...the BOS can vote on this at their next regularly scheduled meeting. It takes time to order & build the signs and we are hoping to have them installed for Memorial Day weekend.

We would appreciate it if you could do this...it will be a VERY SHORT PRESENTATION...and could be "up front". I think this the first request of this nature under the NEW policy...THANKS & PLEASE LET ME KNOW.

Encourage you to visit the site anytime. BJ

BoS Rules of Procedure 5/1/18

Current Document/Rules of Procedures

- I. **Procedural Matters**
- II. Nature of Policies and Procedures
- III. Procedure for Establishing Policies and Procedures
- IV. Authority and Role of the Board of Selectmen
- V. Organization of the Board and Election of Officers
- VI. Responsibilities of the Officers of the Board
- VII. Meetings of the Board
- VIII. **Meeting Procedures**
 - a. **Quorum**
 - b. **Town Administrator's Role**
- IX. Board Meetings: Executive Sessions
- X. **Agenda Procedures**
 - a. **Agendas**
 - b. **Timing of availability of supporting materials**
 - c. **Public posting of agendas**
 - d. **Correspondences**
- XI. Meeting Minutes
- XII. Board Appointments
- XIII. Voting Process for Multi Member Boards
- XIV. Board of Selectmen New Committee Procedures
- XV. Special Permit Rules and Procedures

Topic	Date assigned	Action	Assigned to	Due	Completed date
Meeting Procedures	4/10/18	Review current Section of Rules of Procedure, Procedural Matters , Meeting Procedures, Quorum and Town Administrator's Role . Bring to next meeting any feedback, edits, questions, topics for discussion.	All select board members, town administrator	4/17/18	4/17/18
	4/24/18	Draft	Judy Froman	5/1/18	
	5/1/18	Review current Section of Rules of Procedure, Meeting Procedures, Timing and Availability of supporting Materials for BoS meetings . Bring to next meeting any feedback, edits, questions, topics for discussion.		5/8/18	
	5/1/18	Draft	Judy Froman	5/8/18	
	5/8/18	Review current Section of Rules of Procedure, Meeting		5/15/18	

			Procedures, agendas and their public postings . Bring to next meeting any feedback, edits, questions, topics for discussion.			
		5/8/18	Draft	Judy Froman	5/15/18	
		5/15/18	Review current Section of Rules of Procedure, Meeting Procedures, correspondences . Bring to next meeting any feedback, edits, questions, topics for discussion.		5/22/18	
		5/15/18	Draft	Judy From	5/22/18	
		5/22/18	Review process. Consider additional areas of the current procedures to see if they belong in this document.			

Action: No public discussion. Feedback due to Judith Froman by May 2, 2018 for the May 8 draft and discussion. We are only reviewing and discussing the highlighted areas with the focus on “timing and availability of supporting materials for the Board meetings.”

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.

Passed 4/25 10A
Unans
By Those
IN Attendance



CAPE COD REGIONAL TRANSIT AUTHORITY

Advisory Board Budget Committee CCRTA Fiscal Year 2019 Budget

Last Updated: 4/9/2018

ADVISORY BOARD BUDGET COMMITTEE REVIEW

March 19, 2018 (1st Draft Budget Presentation)

April 9, 2018 (2nd Draft Budget Review)

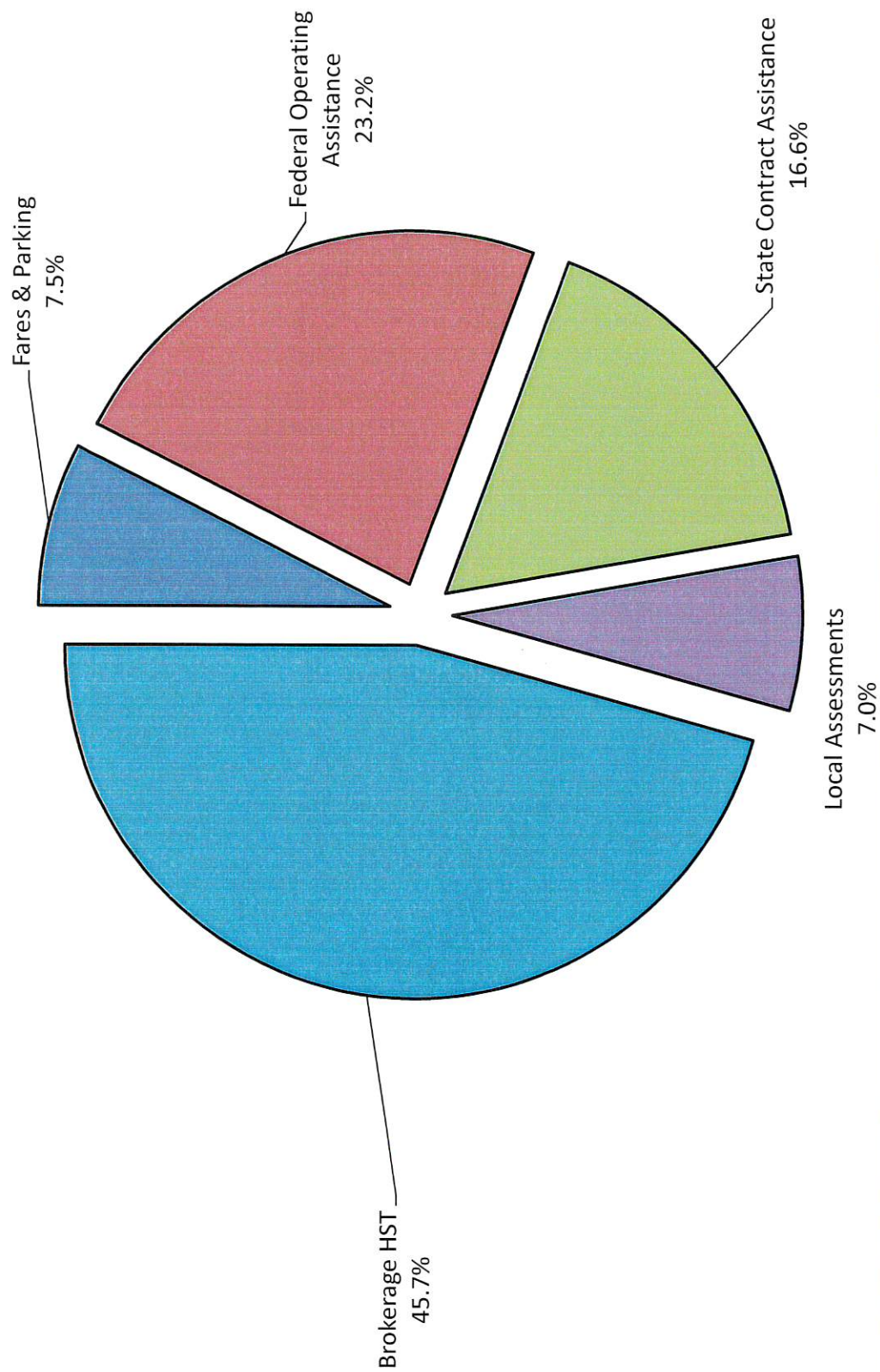
ADVISORY BOARD VOTE ON CCRTA FY2019 BUDGET

April 25, 2018 - Advisory Board Vote

CAPE COD REGIONAL TRANSIT AUTHORITY
WHERE DOES EACH DOLLAR THE CCRTA RECEIVES COME FROM?
FY2018 Actual/Projected Revenue and FY2019 Projected Revenue
Last Updated: 4/9/2018

	FY2018 Actual/Projected Revenue \$\$	FY2018 Actual/Projected Revenue % of Total	FY2019 Projected Revenue \$\$	FY2019 Projected Revenue % of Total
Fares, Parking & Other:				
Fares: Fixed Route & Demand Respo	1,479,682		1,511,989	
Cape Flyer	53,400		59,400	
HTC Parking & Other Revenue	418,246		408,916	
Sub-Total	1,951,329	7.5%	1,980,305	7.5%
Federal Operating Assistance:				
Section 5307 & 5339 Operating Assis	5,435,786		5,713,994	
CMAQ Funding (Hyannis Loop)	411,854		424,639	
Sub-Total	5,847,641	22.6%	6,138,633	23.2%
State Contract Assistance:				
State Net Cost of Service Funding	4,407,638		4,407,638	
Sub-Total	4,407,638	17.0%	4,407,638	16.6%
Local Assessments:				
Local Assessments	1,823,151		1,868,730	
Sub-Total	1,823,151	7.0%	1,868,730	7.0%
Brokerage (Human Service Transportation - HST):				
Brokerage Revenues	11,364,233		11,591,518	
Brokerage Management Fee & Incent	525,000		525,000	
Sub-Total	11,889,233	45.9%	12,116,518	45.7%
GRAND TOTAL	25,918,992	100%	26,511,824	100%

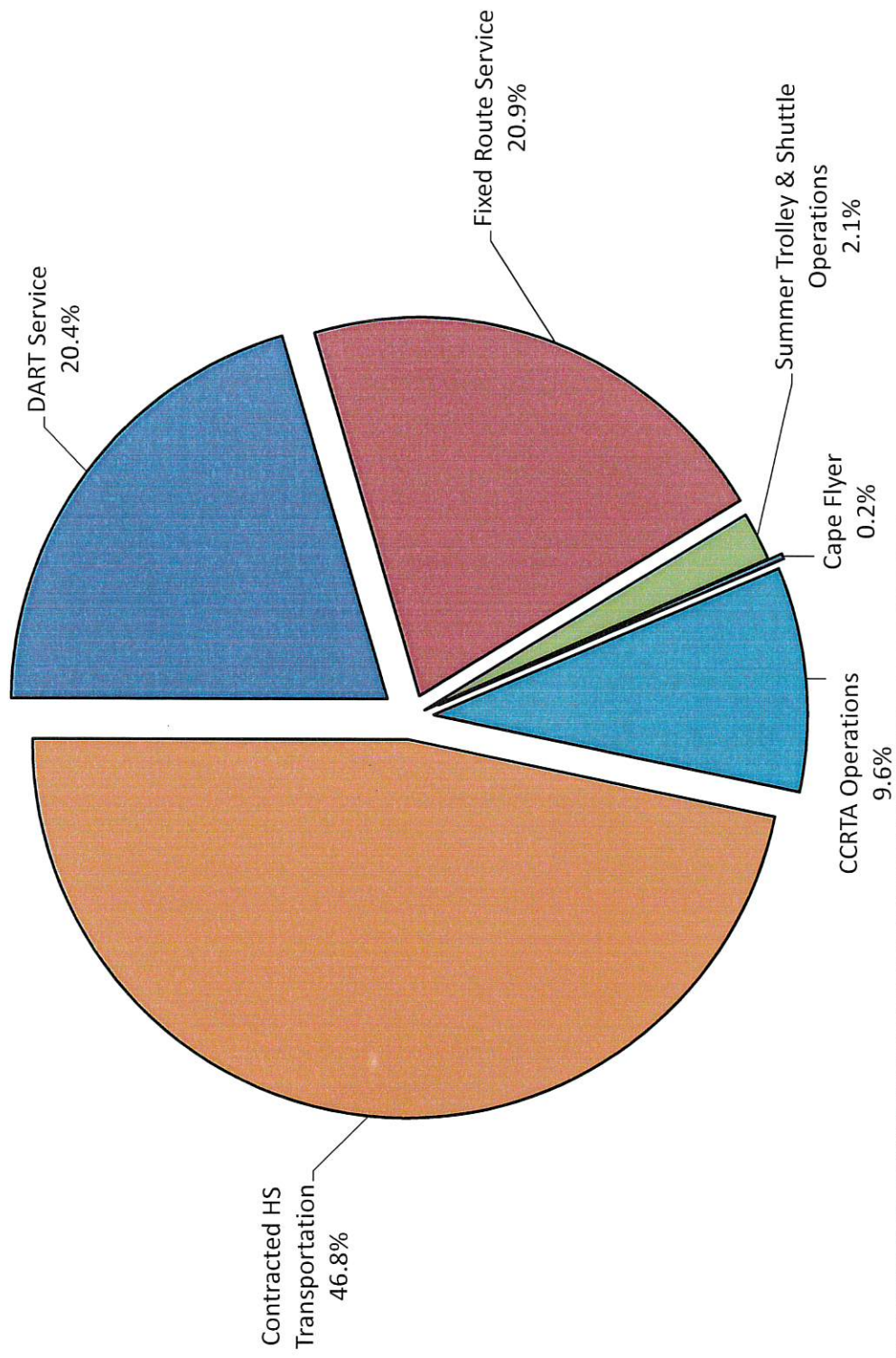
FY2019 - WHERE DOES EACH DOLLAR THE CCRTA RECEIVES COME FROM?



CAPE COD REGIONAL TRANSIT AUTHORITY
WHERE DOES EACH DOLLAR THE CCRTA SPENDS GO?
FY2018 Actual/Projected Expenses and FY2019 Projected Expenses
Last Updated: 4/9/2018

	FY2018 Actual/Projected Expenses \$\$	FY2018 Actual/Projected Expenses % of Total	FY2019 Projected Expenses \$\$	FY2019 Projected Expenses % of Total
DART Service:				
Dial-A-Ride Transit Service	5,292,822	20.4%	5,407,802	20.4%
Fixed Route Services:				
Fixed Route Services	5,379,078	20.8%	5,540,450	20.9%
Summer Trolleys:				
Summer Trolley & Shuttle Operations	561,685	2.2%	553,555	2.1%
Cape Flyer:				
Cape Flyer	53,400	0.2%	59,400	0.2%
CCRTA Operations:				
CCRTA Operations	2,471,058	9.5%	2,546,449	9.6%
Contracted Human Service Transportation:				
Human Service Transportation DART	1,654,776		1,687,872	
Human Service Transportation Vendor	10,506,173		10,716,296	
Sub-Total	12,160,949	46.9%	12,404,168	46.8%
GRAND TOTAL	25,918,992	100%	26,511,824	100%

FY2019 - WHERE DOES EACH DOLLAR THE CCRTA SPENDS GO?



Cape Cod Regional Transit Authority
FY 2019 Budget Worksheet

Operating Revenues

Revenues from Transportation Operations

Year-Round Operations

DART - Dial a Ride Transportation
Fixed Route; Flex; BHT; Special Serv.

Summer Operations

Trolleys and Shuttles

Revenues from Cape Flyer Operations (Fares & Advertising)

Revenues from CCRTA Administrative Operations

Parking
Leasing & Other

Revenues from Federal Operating Assistance

5307 & 5339 Operating Assistance
CMAQ Funding (Hyannis Loop)

Revenues from State Contract Assistance & Local Assessments

State Contract Assistance
Local Assessments

Sub-Total Revenues (Excluding HST Brokerage)

Revenues from Human Service Transportation Operations

Brokerage (Includg. Incentive Fee)
Brokerage Mgt Fee

Revenues - HST Brokerage

Grand Total Revenues (Including HST Brokerage)

Footnotes

- None

	<u>FY17 Budget</u>	<u>FY17 Actual</u>	<u>FY18 Budget</u>	<u>FY18 8-Mth Act.</u>	<u>FY18 Projection</u>	<u>FY19 Budget</u>	<u>FY19 Bdg</u> <u>compared to:</u> <u>FY18 Bdg</u> <u>\$, variance</u>	<u>FY19 Bdg</u> <u>compared to:</u> <u>FY18 Proj.</u> <u>\$, variance</u>	<u>FY19 Bdg</u> <u>compared to:</u> <u>FY18 Proj.</u> <u>% variance</u>
Revenues from Transportation Operations									
Year-Round Operations									
DART - Dial a Ride Transportation	\$433,484	\$404,915	\$375,220	\$290,658	\$463,858	\$473,135	\$97,915	\$9,277	2.0%
Fixed Route; Flex; BHT; Special Serv.	\$987,605	\$728,615	\$862,038	\$460,982	\$744,500	\$759,390	-\$102,648	\$14,890	2.0%
Summer Operations									
Trolleys and Shuttles	\$270,868	\$305,663	\$306,414	\$235,935	\$271,325	\$279,465	-\$26,949	\$8,140	3.0%
	\$1,691,958	\$1,439,193	\$1,543,672	\$987,575	\$1,479,682	\$1,511,989	-\$31,683	\$32,307	2.2%
Revenues from Cape Flyer Operations (Fares & Advertising)	\$100,000	\$12,962	\$100,000	\$10,494	\$53,400	\$59,400	-\$40,600	\$6,000	11.2%
Revenues from CCRTA Administrative Operations									
Parking	\$300,000	\$232,308	\$280,662	\$213,262	\$334,326	\$334,326	\$53,664	\$0	0.0%
Leasing & Other	\$32,800	\$64,567	\$52,980	\$67,182	\$83,920	\$74,590	\$21,611	-\$9,330	-11.1%
	\$332,800	\$296,875	\$333,641	\$280,444	\$418,246	\$408,916	\$75,275	-\$9,330	-2.2%
Revenues from Federal Operating Assistance									
5307 & 5339 Operating Assistance	\$5,225,648	\$5,469,162	\$5,052,782	\$3,055,445	\$5,435,786	\$5,713,994	\$661,212	\$278,208	5.1%
CMAQ Funding (Hyannis Loop)	\$485,085	\$373,522	\$370,389	\$281,304	\$411,854	\$424,639	\$54,249	\$12,784	3.1%
	\$5,710,733	\$5,842,683	\$5,423,171	\$3,336,748	\$5,847,641	\$6,138,633	\$715,462	\$290,992	5.0%
Revenues from State Contract Assistance & Local Assessments									
State Contract Assistance	\$4,495,352	\$4,495,352	\$4,495,352	\$3,289,282	\$4,407,638	\$4,407,638	-\$87,714	\$0	0.0%
Local Assessments	\$1,778,684	\$1,774,479	\$1,823,151	\$1,418,437	\$1,823,151	\$1,868,730	\$45,579	\$45,579	2.5%
	\$6,274,036	\$6,269,831	\$6,318,503	\$4,707,719	\$6,230,789	\$6,276,368	-\$42,135	\$45,579	0.7%
Sub-Total Revenues (Excluding HST Brokerage)	\$14,109,527	\$13,861,544	\$13,718,988	\$9,322,980	\$14,029,758	\$14,395,306	\$676,318	\$365,547	2.6%
Revenues from Human Service Transportation Operations									
Brokerage (Includg. Incentive Fee)	\$10,242,374	\$10,745,402	\$10,979,920	\$7,422,817	\$11,364,233	\$11,591,518	\$611,598	\$227,285	2.0%
Brokerage Mgt Fee	\$436,036	\$433,092	\$436,036	\$394,975	\$525,000	\$525,000	\$88,964	\$0	0.0%
	\$10,678,410	\$11,178,494	\$11,415,956	\$7,817,792	\$11,889,233	\$12,116,518	\$700,562	\$227,285	1.9%
Grand Total Revenues (Including HST Brokerage)	\$24,787,937	\$25,040,038	\$25,134,944	\$17,140,772	\$25,918,992	\$26,511,824	\$1,376,880	\$592,832	2.3%
Footnotes									
- None									

Cape Cod Regional Transit Authority
FY 2019 Budget Worksheet

Operating Expenses & Reserves

Operating Expenses & Reserves
Year-Round Operations

	<u>FY17 Budget</u>	<u>FY17 Actual</u>	<u>FY18 Budget</u>	<u>FY18 8-Mth Act.</u>	<u>FY18 Projection</u>	<u>FY19 Budget</u>	FY19 Bdgt compared to: FY18 Bdgt \$\$ variance	FY19 Bdgt compared to: FY18 Proj. \$\$ variance	FY19 Bdgt compared to: FY18 Proj. % variance
DART - Dial a Ride Transportation	\$5,610,843	\$5,239,496	\$5,380,590	\$3,518,096	\$5,292,822	\$5,407,802	\$27,212	\$114,980	0.5%
Fixed Route; Flex; BHT; Special Serv.									
Villager	\$439,159	\$412,509	\$431,196	\$295,429	\$445,024	\$458,375	\$27,179	\$13,351	6.3%
Loop (CMAQ Grant)	\$509,170	\$398,338	\$398,026	\$306,867	\$454,704	\$468,345	\$70,319	\$13,641	17.7%
H2O	\$1,270,078	\$1,192,468	\$1,263,595	\$809,755	\$1,245,985	\$1,283,365	\$19,769	\$37,380	1.6%
Sealine	\$1,240,987	\$1,238,193	\$1,246,704	\$823,790	\$1,264,900	\$1,302,847	\$56,143	\$37,947	4.5%
Sandwich Line	\$347,425	\$336,837	\$311,908	\$251,445	\$341,875	\$352,131	\$40,223	\$10,256	12.9%
Bourne Run	\$555,447	\$426,537	\$435,024	\$297,043	\$452,105	\$465,668	\$30,644	\$13,563	7.0%
Flex Route	\$924,897	\$859,601	\$996,317	\$627,648	\$1,048,283	\$1,079,731	\$83,414	\$31,448	8.4%
Boston Hospital Trips (BHT)	\$132,384	\$120,266	\$125,535	\$81,899	\$122,421	\$126,094	\$559	\$3,673	0.4%
Special Services	\$3,780	\$0	\$3,780	\$0	\$3,780	\$3,893	\$113	\$113	3.0%
	\$5,423,328	\$4,984,749	\$5,212,087	\$3,493,877	\$5,379,078	\$5,540,450	\$328,364	\$161,372	6.3%
Summer Operations									
Provincetown-Turol	\$258,752	\$285,737	\$273,644	\$255,387	\$280,925	\$288,282	\$14,638	\$7,357	5.3%
Falmouth WHOOSH Trolley	\$192,002	\$178,008	\$191,678	\$179,530	\$198,571	\$190,573	-\$1,105	-\$7,998	-0.6%
Hyannis Trolley	\$61,654	\$92,205	\$82,483	\$62,350	\$82,189	\$74,700	-\$7,783	-\$7,489	-9.4%
	\$512,408	\$555,950	\$547,804	\$497,267	\$561,685	\$553,555	\$5,750	-\$8,130	1.0%
CAPE Flyer	\$100,000	\$61,049	\$100,000	\$27,487	\$53,400	\$59,400	-\$40,600	\$6,000	-40.6%
Transit Authority Operations & Reserves									
Operations	\$2,206,984	\$2,453,262	\$2,297,989	\$1,499,145	\$2,371,058	\$2,446,449	\$148,460	\$75,391	6.5%
CCRTA Cash Reserve	\$90,000	\$0	\$90,000	\$0	\$90,000	\$90,000	\$0	\$0	0.0%
OPEB Reserve Contribution	\$10,000	\$60,000	\$10,000	\$0	\$10,000	\$10,000	\$0	\$0	0.0%
	\$2,306,984	\$2,513,262	\$2,397,989	\$1,499,145	\$2,471,058	\$2,546,449	\$148,460	\$75,391	6.2%
Sub-Total Expenses (Excluding HST Brokerage)	\$13,953,563	\$13,354,506	\$13,638,470	\$9,035,871	\$13,758,043	\$14,107,656	\$469,186	\$349,613	3.4%
Brokerage HST Purchased Transportation	\$10,834,374	\$11,685,533	\$11,496,474	\$8,104,901	\$12,160,949	\$12,404,168	\$907,694	\$243,219	7.9%
Grand Total Expenses (Including HST Brokerage)	\$24,787,937	\$25,040,038	\$25,134,944	\$17,140,772	\$25,918,992	\$26,511,824	\$1,376,880	\$592,832	5.5%

Footnotes
- None

Cape Cod Regional Transit Authority

Briefing Book for Cape Cod Healthcare



Cape Cod Regional Transit Authority

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capecodrta.org



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Mission Statement

Our mission is to provide excellent customer service through efficient, reliable, safe and affordable transportation options to all our customers and communities. Our focus is to continually partner with organizations, agencies, municipalities and the stakeholders of our region to create leading-edge solutions to transportation challenges. To achieve this, we employ a customer-focused approach to service delivery that has optimized the way we provide transportation to our many customers, while making the agency more efficient, innovative, and cost effective.

Enabling Legislation

The Cape Cod Regional Transit Authority was established on October 13, 1976, pursuant to the provisions of Chapter 161B of the General Laws of the Commonwealth of Massachusetts. The Authority is a body politic, corporate and a political subdivision of the Commonwealth. The territorial area of the Authority consists of 15 member towns including Barnstable, Bourne, Brewster, Chatham, Dennis, Eastham, Falmouth, Harwich, Mashpee, Orleans, Provincetown, Sandwich, Truro, Wellfleet and Yarmouth.



The Authority is given general responsibility to develop, finance and contract for the operation of mass transportation facilities within its territory. It is authorized to improve, modify or extend existing facilities, acquire or construct new facilities and enter into agreements with other parties, including government agencies, municipalities, authorities, private transportation companies, railroads, corporations and other concerns, providing for construction, operation and use by such other party of any mass transportation facility or equipment. The affairs of the Authority are managed by an Administrator, who is appointed by and serves at the pleasure of the Advisory Board. By law, the Advisory Board consists of the Chairman of the Board of Selectmen of each Town having such board, or the Town Manager or Town Administrator of each town.

Key CCRTA and Operations Staff

ADMINISTRATOR	Thomas S. Cahir
DEPUTY ADMINISTRATOR/TRAVEL TRAINER	Paula George
CHIEF FINANCIAL OFFICER	Henry Swiniarski
MOBILITY MANAGER	Kristen Boyd
DEPUTY ADMINISTRATOR/GRANTS MANAGER	Noah Berger
FACILITIES MANAGER	Scott Swiniarski
CONSUMER AFFAIRS MANAGER	Kathy Jensen
ACCOUNTING MANAGER	Lisa McKay
DATA ANALYST	Aparna Sachidanand
HUMAN SERVICES TRANSPORTATION MANAGER	Linda Landry
GENERAL MANAGER - MV TRANSPORTATION, INC.	John Kennedy

Transportation Coordination and Logistics

CCRTA employs nearly 200 employees throughout its operations, all with the dedicated mission of creating value, safety, efficiency and convenience for its transportation partners and customers. In order to efficiently provide transportation to over 1.6 million passengers each year within existing funding resources, we have developed expert and innovative strategies to transport individuals in the most cost effective and customer focused manner possible, whether on very short trips or very long ones. CCRTA utilizes state-of-the-art distribution and scheduling software and equipment to keep all vehicle types moving efficiently. The Operations team focuses on continuous training and retraining of all updated techniques for providing innovative movement of people at all levels. Each customer is supremely important and the transportation teams constantly monitor every single vehicle in operation and ensures all preventative maintenance is performed to keep that equipment in a state of high repair and condition.

The CCRTA also provides contracted transportation services to the Massachusetts Executive Office of Health and Human Services as the Transportation Broker for Cape Cod and the Islands. CCRTA operates a dedicated

state-of-the-art call center whose staff arrange for the provision of over 360,000 trips each year to MassHealth medicaid eligible consumers (PT1 medical, Day Habilitation, and Early Intervention), Department of Developmental Services, Department of Public Health, the Mass Rehabilitation Commission, Mass Commission for the Blind, and the Department of Mental Health. The CCRTA Brokerage Operations utilize the CCRTA Dial-A-Ride Transportation (DART) service and its network of contracted transportation providers to deliver the authorized transportation services.

Additionally, the CCRTA contracts with a number of social service organizations on Cape Cod, which in FY17 provided over 8,000 trips using our DART service. The largest of our partner organizations are Cape Cod Visiting Nurse Association, and Elder Services of Cape Cod and the Islands, which connect our consumers to medical appointments, Adult Day Health, and home care services.

Facilities

- Hyannis Transportation Center - The Authority operates the Hyannis Transportation Center, which includes a public waiting area for local, regional and intercity bus service, local shuttles and the CapeFLYER. The Center includes the Administrative offices of the CCRTA, a public meeting room and long and short-term parking.
- Operations & Maintenance Center - This state-of-the-art facility located in South Dennis houses nearly all fixed route buses and much of the paratransit fleet, providing enhanced operational and preventive maintenance control of the fleet. The facility is divided between two distinct functions: administrative/dispatch operations and vehicle maintenance with a modern, fully automatic bus wash lane separating the two areas.

Communication and Collaboration

CCRTA provides our passengers with travel information through a variety of means, including: CCRTA Riders Guide (large print available); 1-800-352-7155 telephone system; 24 hour answering service; TTY for deaf and hearing impaired customers; and a language line which supports non-English speaking customers. The CCRTA has also embraced electronic media, utilized a robust website which features trip planning capabilities as well as travel information such as rider alerts and real-time vehicle information. The agency also uses social media outlets such as Facebook, Twitter, and Instagram. These outlets help the agency to build a communication pipeline to the community including a feedback mechanism. In addition, the CCRTA actively surveys customers throughout the year through the mail and on-board surveys. These surveys provide us with valuable feedback and recommendations for service improvements. A common response we find from our valued customers is gratitude for the services provided. It is important for this agency to recognize the many ways our customers use the system to get to jobs, educational opportunities, social engagements and other purposes.

CCRTA also works with the staff of human service organizations to identify and address issues and barriers to transportation services for the consumers they serve, and provides them with transportation information and resources. Numerous travel training presentations each year are given to groups and individuals regarding the transportation services that CCRTA provides.



Community Involvement

The Cape Cod RTA sits on many advisory boards and committees, as a part of its commitment to be a community member that is working to address the transportation needs of the residents and visitors of Cape Cod:

- Elder Services of Cape Cod and the Islands Board of Directors
- Cape Organization for the Rights of the Disabled Board of Directors
- Department of Transitional Assistance Advisory Board for Cape Cod and the Islands
- Barnstable County Regional Emergency Planning Committee
- Housing Assistance Family Self Sufficiency Advisory Committee
- Cape Cod & Islands Regional Coordinating Council
- Cape Cod Chamber of Commerce Board of Directors
- Cape Cod Health Care Board of Directors
- Cape Cod Cooperative Bank Board of Directors
- Cape Cod Baseball League Board of Directors
- Cape Cod Youth and Families Council
- Statewide Coordinating Council on Community Transportation
- Cape Cod Regional Coordinating Council
- Healthy Aging Cape Cod Steering Committee

Fixed Route Services

As mandated by Massachusetts State law, the Cape Cod Regional Transit Authority provides its public transportation services through contracted services with one or more private or non-profit public operators. The CCRTA currently contracts with MV Transportation, Inc. (i.e. Eastern MA Transit Company) for the operations of its fixed route and DART services, which includes seven year-round fixed routes that cover all 15 Cape Cod Towns.

- Sealine Service travels from downtown Hyannis at the Hyannis Transportation Center to the Woods Hole docks in Falmouth.
- H2O Hyannis-Orleans travels from downtown Hyannis at Hyannis Transportation Center to the Stop & Shop complex in Orleans.
- Barnstable Villager Service travels from downtown Hyannis at the Hyannis Transportation Center to the Court House Complex in Barnstable Village.
- Hyannis Loop travels from the Hyannis Transportation Center to the shopping plazas at the Cape Cod Mall, Capetown Plaza, Southwind Plaza, Festival Mall, and downtown locations including the Barnstable Senior Center and State offices.
- Flex Route Service provides a flexible bus service, from Star Market in Harwich to Stop & Shop in Provincetown.
- Bourne Route travels from Sagamore Park & Ride to Mashpee Commons in Mashpee via Bourne.
- Sandwich Route travels from Sagamore Park & Ride in Sagamore to Hyannis via Sandwich.

The Cape Cod RTA operates seasonal services to accommodate the many visitors and summer residents of Cape Cod.



- Provincetown/North Truro Shuttle provides a shuttle service from MacMillan Pier, to the First Pilgrim Park, Herring Cove Beach, the Province Lands Visitors Center, and the Race Point Beach. The Shuttle also provides service from MacMillan Pier, to Route 6A North Truro.
- WHOOSH Trolley provides a trolley service that operates from the Falmouth Mall, down to the Steamship Authority in Woods Hole.
- Hyannis Area Trolley provides Trolley service from the Hyannis Transportation Center to Main Street, the Ocean Street Docks and the Steamship Authority Ferry Docks.

DART (Dial-A-Ride Transportation) System

The Dial-A-Ride Transportation (DART) demand-response paratransit service is provided in all member towns of the Authority to all Cape Cod residents and visitors. This service is by appointment only and trips must be scheduled 24 hours in advance. Trips are available to the general public, with elderly and handicapped receiving priority.

Scheduling and dispatching of such services are performed at our Operations Center located at 40 American Way in South Dennis. Telephone reservations from passengers are received in advance and are processed for scheduling. An appropriate vehicle is dispatched to pick up and later to return the passenger. A two-way radio system is utilized for vehicle voice communication and a mobile data terminal for manifests and schedules.

The vehicles used in providing these services are owned by the Authority and all are equipped with wheelchair lifts. The vehicles are provided to the Operator as part of the operating contract, which contain strict guidelines for the maintenance and care of the vehicles. The vehicles range from 10-12 passenger vans to 15-18 passenger mini-buses.

Boston Hospital Transportation

CCRTA provides Boston Hospital(s) medical transportation, from Wellfleet to Sagamore, Monday through Friday by reservation that connects Cape Cod residents and visitors to 16 Boston Hospitals. This important transportation service provides approximately 3,000 passenger trips per year.

ADA Paratransit Service

The Cape Cod RTA ADA paratransit service is provided by the CCRTA Dial-A-Ride transportation and contracted human service transportation providers that is a door-to-door, shared-ride service for those eligible individuals who are unable to use the CCRTA fixed route services. It is a comparable service to the Authority's fixed route service schedule in that it operates during the same hours and travels within the $\frac{3}{4}$ of a mile of the fixed route service areas.

Human Service Transportation

The Cape Cod RTA is the Human Service Transportation Broker for Cape Cod and the Islands, and provides over 360,000 contracted human service transportation trips each year, connecting agency consumers to medical appointments, adult day health, home care services, workshops, day habilitation and early intervention programs. Costs are fully reimbursed by the funding agencies and CCRTA is paid a management fee to manage these services. No fares are charged to the rider. Contracts include:



- Department of Mental Health - The Authority provides transportation for eligible DMH clients to workshops and special day care centers five days per week.
- Department of Public Health - The Authority provides transportation to qualified preschool children, parent or guardians to the Early Intervention preschool day programs. This service is part of the Human Service Brokerage Program.
- Cape Cod Child Development Program - The Authority provides rides to elementary school children from school to after school day care programs.
- Visiting Nurse Association Adult Day Health Program - The Authority provides rides to qualified clients to special day health programs.
- MassHealth (Medicaid) - Service is provided for members to medical appointments. This service is part of the Human Service Brokerage Program.
- MassHealth Day Habilitation Services - Service is provided to eligible members to seven Day Habilitation Programs across the Cape. This service is part of the Human Service Brokerage Program.
- Department of Developmental Services - Service is provided to eligible DDS consumers to Day Workshop programs on Cape Cod. This service is part of the Human Service Brokerage Program.
- Massachusetts Rehabilitation Commission - Service is provided to eligible consumers to work and training programs across the Cape. This service is part of the Human Service Brokerage Program.
- Elder Services of Cape Cod - Transportation Service is provided to eligible seniors in the Home Care program.
- Healthy Living of Cape Cod - Transportation services to programs offered by Healthy Living of Cape Cod. All consumers of Elder Services' Home Care and Protective Services Programs are eligible.

Passenger Trips Provided in 2017

- The CCRTA provided approximately 1.6 million trips in 2017
- Fixed Route Service provided over 700,000 rides
- DART Services provided over 250,000 rides between the general public and Social & Human Services passengers
- ADA Services provided over 6,000 rides
- Boston Hospital Services provided over 3,000 rides
- The Accessible Transportation Program provided over 8,000 rides
- MAP COA Program provided over 45,000 rides
- Human Services Transportation Program provided over 360,000 rides
- Social Services Transportation Program provided over 8,000 rides

Continued Transportation Innovation and Improvement Focus

CCRTA continues to place great emphasis on advancing its efforts to design innovative and efficient transportation services to assist its customers, neighbor organizations, and municipalities for myriad possible mobility needs. CCRTA has purchased multiple vehicle types for use in varied applications. Besides the traditional large transit and cutaway style mini-buses, CCRTA has either purchased, or is purchasing, the following:

- Trolleys (ADA compliant)
- Smaller, non-CDL mini-buses (ADA compliant)
- Mini-vans (ADA compliant)
- Sedans (under consideration)

CCRTA expects to augment its traditional transit product lines with additional shuttle services, possible valet operations, and human service transportation currently provided by outside vendors, in order to be adaptive to the needs of organizations and communities that may arise. Intimately understanding the region's demands, characteristics, and unique requirements to provide flexible services, as well as anticipating transit trends far in advance, permits CCRTA to set many of the trends as a true transit leader and partner of other organizations.

CCRTA is continuously training and retraining its work force to be the safest and most cutting-edge possible. Advanced training techniques and facilities allow CCRTA to keep its drivers and operations team at peak performance and ready for the unexpected. CCRTA's safety record is among the top 5% of transit providers nationwide.

Major Initiatives & Specialized Programs

- Transit Oriented Development - CCRTA's comprehensive approach to Transit Oriented Development at the Hyannis Transportation Center (HTC) includes the proposed strategically related development of senior housing, college housing and medical services, all co-located with a full service Registry of Motor Vehicles, currently under discussion with key stakeholders from the State, the Town of Barnstable, and the Cape Cod Commission. As envisioned, this development would provide a self-contained community-like enclave with on-site or close proximity access to essential goods and services, all supported by a centrally located comprehensive and affordable public bus transportation system with access to and from all 15 Cape Cod Towns.
 - **RMV Full Service Registry:** The development of a full service Registry of Motor Vehicles building addition to the Hyannis Transportation Center (HTC), provides an extraordinary economic and customer service opportunity for the region and for the residents and visitors of the Cape.
 - The Town of Barnstable is the hub of Cape Cod and the central location of a full service registry at the HTC is supported by fixed route bus service to and from all 15 Cape Cod Towns.
 - This change would represent a significant improvement over the RMV's current location on Route 28 in Yarmouth, which experiences significant traffic congestion and is served directly by only one fixed route bus line (i.e. H2O bus line).
 - There is substantial economic benefit derived from placing a full service registry within close proximity to the vibrant year-round Hyannis downtown district and waterfront, with many restaurants, gift shops, clothing stores, hardware stores, tourist attractions, and other activities, all of which can be easily accessed by walking, bicycling, or using the comprehensive fixed route bus service or summertime shuttle service from the proposed Registry site.
 - This plan produces numerous cost reductions and efficiencies gained by co-locating the CCRTA with an RMV full service center due to eliminated leasing costs of approximately

\$130,000 annually and further “building and grounds sharing” cost reductions for electricity, heating, cleaning, maintenance, snow removal, security, and other building related costs.

- The co-location of a full service registry, connected to the Hyannis Transportation Center, is a critical component of the more long-range Transit Oriented Development (TOD) plan, which includes senior and college housing and medical services. All of these development efforts will transform a singular use transportation hub into a diverse multimodal center with significant economic benefits to the Cape and to the Commonwealth overall.
- **Solar Project:** CCRTA is in the process of moving and expanding its bus bays and adding solar at no cost to the Authority. Under this arrangement, the solar vendor pays for all related cost, including: engineering, materials, and installation, with additional energy savings cost expected.
 - This project includes an increase in the total number of bus bays from 12 to 18, which represent a 50% increase.
 - The addition of solar panels is also expected to reduce CCRTA and RMV electricity costs over time.
- **Senior Initiative** - In close coordination and collaboration with key providers of senior services, CCRTA has undertaken a major effort to assess and determined what transportation related strategies can be employed to support the multi-faceted needs of the Cape’s ever growing senior population. The median age in Barnstable County is considerably higher than all other counties in the Commonwealth and indeed, greater than all counties on the east coast, with the exception of a few in the state of Florida. In recognition of these daunting senior transportation challenges, the CCRTA enhanced its already close relationship with the Cape’s Councils on Aging to strategize, formulate and implement solutions that improve senior access to transportation. CCRTA staff completed one-on-one meetings with 13 of the 15 COA Directors on the Cape, in which valuable information was garnered relative to the great services the COAs in each town provide for their seniors, and what type of obstacles they may be facing in regard to transportation. Out of this collaboration, 8 key actions to improve senior mobility were identified and officially announced at a Senior Transportation meeting on June 20, 2017, all of which are in the process of being implemented.
 - **ADDITIONAL TRANSPORTATION SUPPORTS FOR SENIORS**
 - ✓ SENIOR “FREE FARE WEDNESDAYS”
 - ✓ \$40,000 In New COA Funding To Increase Transportation for Seniors
 - ✓ Senior Friendly Accessible Vans Provided to COAs at No Cost
 - ✓ Additional Loaner Vehicles Provided to COAs For Added Senior Needs
 - **IMPROVED SENIOR TRAVEL SAFETY**
 - ✓ Travel Training Geared Towards Unique Senior Transportation Needs
 - ✓ No-Cost COA Driver Safety and Senior Transportation Support Classes
 - **BETTER COMMUNICATION AND COLLABORATION**
 - ✓ Ongoing Efforts To Continually Improve Senior Transportation Options
 - ✓ CapeCODRTA.org: Direct Access to Senior Transportation Information
- **Additional Federal Funding through Ferry Service Transportation Reporting** - In August of 2015, the CCRTA undertook a major initiative to identify new and/or enhanced categories of transportation reporting to the Federal Transit Administration (FTA) National Transit Database (NTD) that would result in increased federal funding. It was at this time that the CCRTA identified, through its research and

fact finding efforts, that there was potential to increase federal funding through the reporting of ferry service transportation data to NTD. This particular effort was extremely challenging at the outset and throughout as we worked hard to convince our transportation partners that the endeavor would ultimately be worthwhile. Several meetings, phone calls and email communications took place with FTA and NTD in order to secure approval to report ferry service and related shuttle service data to NTD. Based on this acceptance, the CCRTA entered into a collaborative effort with the Steamship Authority to capture and report their ferry and shuttle service miles and passenger numbers to NTD. The CCRTA was officially informed in July of 2017 that the collaborative initiative between the CCRTA and the Steamship Authority to report ferry service and related shuttle service transportation data resulted in a significant increase in federal funding. This is a particularly exciting development as RTA's across the state are cutting service and raising fares while we continue to think outside the box, aggressively work to create efficiencies throughout our system and improve public transportation across our region. The CCRTA identified and prioritized targeted areas of increased spending that enhance the overall delivery of transportation services that was approved by the CCRTA Advisory Board.

- **Revamped Procurement Method for Vehicle Bulk Fuel Purchase** - In the past, the standard CCRTA procurement method for the purchase of bulk fuel for vehicles was based on vendors bidding on a 12 month future fuel price contract. Built into the fuel bids received was an added cost by the vendor for any unanticipated risks associated with increases in fuel costs. In a market of lower trending fuel prices coupled with the vendor fixed price contract that included a price risk add-on, the CCRTA found itself in a position of overpaying for its fuel. After a thorough evaluation of various types of fuel bid contracts, the CCRTA opted to purchase its fuel through an Indexed Priced Contract, which is based on the market pricing for the tanker cost of fuel delivered to the port of Boston, plus a small delivery charge. In comparison to the previous fuel purchase arrangement, CCRTA is saving well over one dollar per gallon and annual fuel consumption exceeding 420,000 gallons each fiscal year equates to a substantial overall cost reduction.
- **Bus Overhaul & Refurbishment Program Saves \$4.05 Million Over 4-Years** - The CCRTA developed and instituted a bus overhaul and refurbishment program that doubles the life expectancy of their large passenger fleet buses (better known as "Gillig" buses) at less than half the cost of a new bus purchase, saving an estimated \$4.05 million over 4-years. This bus overhaul program was developed after a thorough cost-benefit analysis clearly demonstrated that it was far more cost effective and beneficial to overhaul and refurbish its Gillig bus fleet than to purchase new buses. Under current operations, the CCRTA utilizes 26 Gillig buses in the provision of its transportation services. A fully equipped, new Gillig bus costs approximately \$500,000 and is expected to provide 500,000 miles of relatively trouble-free service. The mid-life overhaul and refurbishment of each Gillig bus is performed at approximately the 500,000 mile mark at a cost of roughly \$230,000, which effectively doubles the lifespan and expected mileage for each bus. This equates to a savings of approximately \$270,000 for each bus that is overhauled and refurbished as compared to the purchase of a new Gillig bus.
- **12 Passenger Buses Added to the CCRTA Fleet** - A number of CCRTA's 16 to 20 passenger buses (mostly used for DART) are reaching the end of their useful life. Under the Mobility Assistance Program, the State will be replacing up to eighteen of these vehicles before the end of FY17 at no cost to the CCRTA. For a large share of the demand response transportation services provided by the CCRTA, a 12 passenger bus is the "right-sized" vehicle to provide these services given the number of customers being transported at any given time. The 12 passenger bus consumes less fuel, has reduced maintenance and insurance cost, and can more easily navigate the smaller streets and roadways on the Cape. Operation of the present fleet of CCRTA 16 to 20 passenger buses requires that the bus drivers possess a Massachusetts Commercial Driver's License (CDL). Even with in-house CDL training and outreach programs, CCRTA's Operator has found it impossible to consistently maintain adequate CDL

bus driver staffing levels. As a result of this staffing shortage, existing bus drivers must work longer hours in order to ensure that the required level of CCRTA transportation service is provided. Additionally, the shortage of bus driver staffing leads to overtime payroll costs, which is particularly acute in the peak transportation summer months. Although the CCRTA and its Operator will continue to adhere to the same rigorous background checks and testing to hire all bus drivers, the removal of the CDL requirement will create a much greater pool of qualified bus drivers and will effectively eliminate the bus driver staffing shortage.

- **Travel Training Program** - The Cape Cod Regional Transit Authority implemented a Travel Training Program that concentrates on educating individuals in all age groups and walks of life on the wide array of public transportation options available throughout the 15 Towns and 400 square mile expanse making up Cape Cod. The major thrust of the Travel Training Program focuses on meeting with various constituency groups to provide an overview of the entire Cape Cod public transportation system; handout transportation materials; demonstrate the use of public transportation with actual vehicles and drivers; and follow-up with interested customers to address any questions or concerns. A particular emphasis is placed on the use of the CCRTA Fixed Route bus system, with expected environmental benefits and budget savings in those cases where customers shift away from a less environmentally friendly and more expensive form of transportation, to the use of the Fixed Route bus system. In addition, the CCRTA developed a pilot travel training program specifically directed to the education of high school age students in the use of the CCRTA's fixed route public transportation system. On April 13, 2018, the CCRTA participated in an "In-School Field Trip" that was hosted at the Barnstable High School. At this highly successful event, team members from the Hyannis Transportation Center and from Operations prepared an interactive on-site educational program for over 200 students currently enrolled in the 8th, 9th and 10th grades to learn more about the fixed route services the CCRTA offers. Students were provided with an opportunity to board an actual CCRTA bus, use the Riders Guide to locate routes, determine fares, and to ask questions about general public transportation services offered on the Cape.
- **Mobility Assistance Program** - The Cape Cod RTA leverages federal and state funding sources to acquire paratransit vehicles at no cost for Cape Cod Councils on Aging through the Mobility Assistance Program. Currently, CCRTA has 17 vehicles which are in service in 14 of the 15 local COAs. COAs may select from a variety of vehicles which best meet their usage needs including larger capacity passenger vehicles, which require a commercial driver's license to operate, to smaller, more nimble passenger vans to small sedans which provide economic advantages for low volume transport needs. As a group, these vehicles provide over 45,000 transportation trips per year. The Mobility Assistance program is also the funding source through which the CCRTA acquires vehicles for our paratransit system. As ridership on the Cape increases, CCRTA has been able to both refresh and expand the equipment we use in providing paratransit services ensuring we have the tools we need to meet the needs of our riding public safely, efficiently and comfortably.
- **Vehicle Donation Program** - The Cape Cod RTA has a long-standing vehicle donation program that allows the CCRTA to donate used paratransit vehicles that have reached the end of their federally defined useful life. These vehicles have been well maintained and can continue to be used for limited service applications. CCRTA will work with COAs, Cape towns and non-profits to assist with vehicle requests on an as available basis.
- **CapeFLYER Summer Passenger Train Service to Cape Cod** - In an effort to further enhance our multi-modal collaboration, reduce traffic congestion, and improve air quality, the CCRTA has partnered with MassDOT and the MBTA to provide a Summer Passenger Train Service to Cape Cod. The service called

the CapeFLYER runs from Memorial Day weekend through Labor Day on Fridays, Saturdays, and Sundays from South Station in Boston to the Hyannis Transportation Center with several stops in between and includes a café car and bike coach. The CapeFLYER has reduced traffic congestion to the Cape on weekends and has boosted tourism. The CapeFLYER is well supported by the local Chambers of Commerce, businesses and residents. It has been a huge success and has won awards; the Trail Blazer Award that was presented at the Harvard Club to Administrator Tom Cahir and the Harding Award that was presented by the Bourne Businessman Association. It has received a lot of attention in the press with numerous articles, editorials and TV coverage including the London Times, Channel 5 Chronicle, Boston Globe, Cape Cod Times and many others.

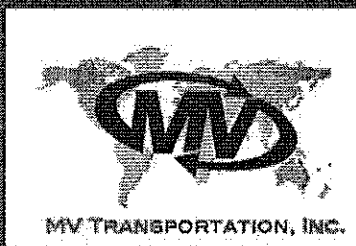
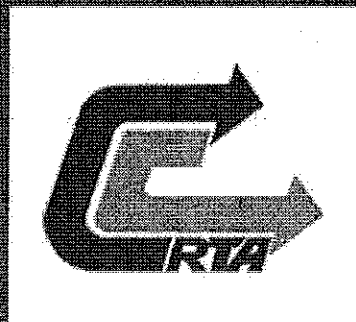
Opportunities for Collaboration with Cape Cod Healthcare

There are numerous opportunities for collaboration between the Cape Cod Regional Transit Authority and Cape Cod Healthcare for the delivery of transportation services and related supports. The following provides a partial list of potential transportation collaborations, which could be further explored and considered for implementation.

- Cape Cod Healthcare (CCH) Employee Discount Transportation Program - CCRTA and CCH could explore the option of developing a program that would offer CCH employees transportation discounts for the use of the CCRTA fixed route transportation system.
- Fixed Route Service Additions - CCRTA and CCH could explore the option of adding limited fixed route bus service for extended hours and on weekends and holidays to better accommodate the identified transportation needs of CCH patients and employees.
- Travel Training - CCRTA and CCH “HelpingHands” could explore the option of working together to better coordinate the transportation needs of the CCH patients, with a particular focus on low income/Medicaid eligible clients.
 - The coordination of transportation scheduling for CCH patients could be supported through the CCRTA’s state-of-the-art call centers operating at both the Hyannis Transportation Center and at the Dennis Operations facility.
 - Transportation options would include the use of the CCRTA transportation system, including fixed route and DART operated service.
- Shuttle Service - CCRTA and CCH could explore the option of working together to implement a CCRTA shuttle service that would transport CCH employees and nursing students from remote parking lots to the hospital.
 - This would include the identification of other options for CCH parking, supported by a shuttle service (e.g. parking availability at Barnstable Airport).
- Development - CCRTA is in the process of identifying the optimal Transit Oriented Development options for the undeveloped land at the Hyannis Transportation Center, which could include a public/private partnership development effort between the CCRTA and CCH that would benefit both parties (e.g. housing; medical; parking garage, etc.).

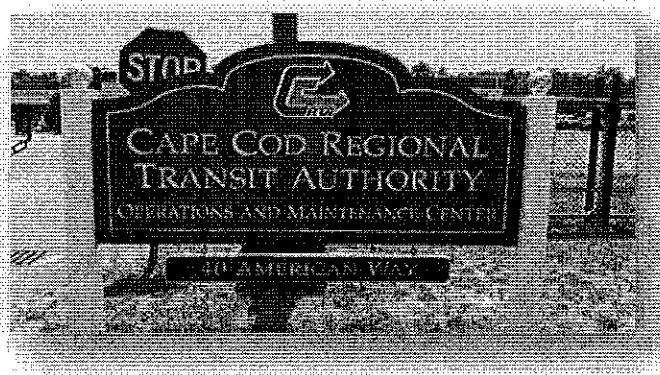
Questions about any aspect of RTA operations and services should be directed to:

Thomas S. Cahir, Administrator
(508) 775-8504 ext. 224
tcahir@capecodrta.org



REPORT ON CURRENT OPERATIONS

April 25, 2018



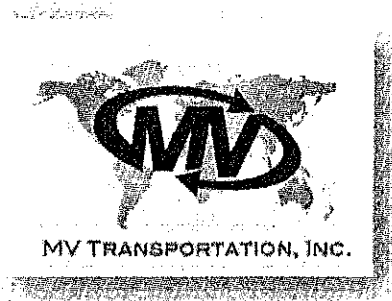
Eastern MA Transit Company

A Division of MV Transportation, Inc.

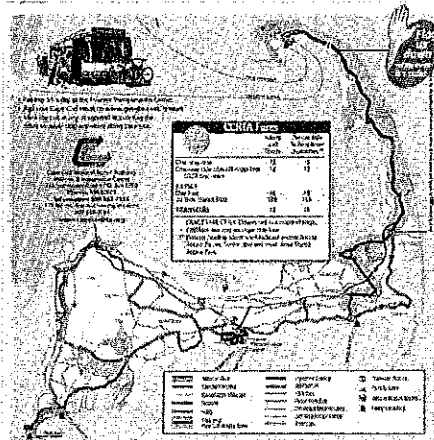
Partnership In Motion

EASTERN MA TRANSIT / MV TRANSPORTATION

As the operations partner to the Cape Cod Regional Transit Authority, Eastern MA Transit, a division of MV Transportation, Inc., has adopted the mission and ideals of the Authority to provide the safest, most efficient and customer-focused service possible. Eastern MA Transit receives unambiguous and straightforward direction from the Administrator, Thomas Cahir, and his team, and executes that direction in every area of the operations. Eastern MA Transit Company continually strives to be the safest, most efficient, and customer-driven steward of the Cape Cod Regional Transit Authority's assets and customers every single day.



Cape Cod Regional Transit Authority provides essential transit services within all 15 towns on Cape Cod and also provides Cape Cod to Boston area hospital travel. Eastern MA Transit Company/MV Transportation, Inc. is pleased to report on its progress in creating successes throughout the organization and at all levels. It is poised to enthusiastically fulfill, and exceed, the Authority's expectations for innovative and world-class regional transit service on Cape Cod. Eastern MA Transit Company is a wholly owned subsidiary of MV Transportation, Inc., and has been the Cape Cod Regional Transit Authority's operations partner since October 1, 2011.



Cape Cod Regional Transit Authority Fixed Route Map

It has been the unwavering charge of Eastern MA Transit Company/MV Transportation to fulfill several core responsibilities. While there are numerous subcategories, each mission item generally falls into one of these five main categories. These responsibilities continue to be:

- **SAFETY** – the single most important job is to operate with the strictest adherence and commitment to the policies that provide for the safety and welfare of every client, employee, and member of the public in the Authority's operating region.
- **CUSTOMER SERVICE** – to ensure that the level of customer attention is the highest it can be so that expectation levels are exceeded at every opportunity.
- **EFFICIENCY** – a devoted stewardship of the Authority's assets, while providing the safest, most reliable transit services in an economical manner.
- **PARTNERSHIP** – in order to facilitate the mission of the Cape Cod Regional Authority, the partnership between the Authority, Eastern MA Transit Company/MV Transportation, and the communities, must be built upon tenets of transparency, communication, and continuing partnership.
- **INNOVATION** – it is the mission of Eastern MA Transit/MV Transportation to consistently partner with Cape Cod Regional Transit Authority to remain ahead of industry trends and devise new and unique ways to provide the aforementioned bulleted list of responsibilities in ways that have not been not yet been contemplated.

ENHANCED CORPORATE SUPPORT:

A contributing factor to Eastern MA Transit Company's success at implementing growth strategies and improvement at all levels for the CCRTA is the uncompromising commitment from its corporate parent, MV Transportation, Inc. There have been several enhancements to the corporate team to ensure that Eastern MA Transit Company continues to exceed the expectations of the Cape Cod Regional Transit Authority. Our Chief Executive Officer Kevin Jones, President & Chief Operating Officer Kevin Klika, Regional Vice President Joseph Smith, Area Safety Director Tyrone James, and Accounting Manager Brant Lowrey, all have regular support contact throughout each week with the Eastern MA Transit Company leadership team, as well as with the Authority's Administrator. The ongoing corporate presence is to ensure that the Authority's objectives are all being met and that both organizations continue to forge a robust partnership for the future.

CONTINUED SAFETY IMPROVEMENTS:

One of the hallmarks of Eastern MA Transit Company/MV Transportation has been the continued and steady improvements in training and safety. The training department for Cape Cod Regional Transit Authority was recently recognized for being the safest division and for the quality of the training provided at the South Dennis Operations Center and over the road. There have been steady and continued increases in safety awareness and training programs for all employees each year. The safety culture is non-stop, updated, and adaptive to current conditions and events. Because of the consistent emphasis being placed on safety throughout the

operations, Cape Cod Regional Transit Authority continues to enjoy extremely favorable rates in preventable accidents and incidents, across the board. The hallmark initiative of the safety program is the mandatory monthly safety meeting for all employees. There are now up to

2018 MV Safety Calendar

	Fleet Safety Topic	Injury Prevention Topic	Maintenance Safety Topic	Monthly Task	Companywide Stand Downs
January	Defensive Driving	Slips, Trips, and Falls	Slips / Falls	Facility Inspection Complete OSHA Log 2017	
February	Intersections and Pedestrians	Strains & Sprains Back Safety	Bloodborne Pathogen	Facility Inspection Post 2017 OSHA 300A Summary on 2/1	Safety Stand Down Feb 8th
March	Right Turns and Pedestrians	Ergonomics	HazCom	Facility Inspection OSHA Log Review	
April	Left Turns and Pedestrians	Emergency Vehicle Evacuation	Emergency Action Plan	Facility Inspection, Remove OSHA 300A Summary on 4/30	Safety Stand Down April 26th
May	Following Distance	Heat Stress	Heat Stress	Facility Inspection	
June	Fixed Objects	Bloodborne Pathogen (Driver edition)	LO/TO (Lock Out Tag Out)	Facility Inspection National Safety Month	Safety Stand Down June 21st
July	Mobility Device Securement	HazCom / LO/TO	Machine Guarding	Facility Inspection Wheelchair Recertification's Due	
August	Customer Service & ADA Sensitivity Announcements	Fatigue Management / Wellness	PPE (Personal Protective Equipment)	Facility Inspection OSHA Log Review	Safety Stand Down August 23rd
September	Pedestrians and Cyclists	Injury and Illness Prevention	BPP (Injury and Illness Prevention Program)	Facility Inspection/ Review and Update Facility Emergency Action Plan (Safety Policy #21)	
October	Disoriented Driving	Fire Safety / Fire Extinguisher Training	Extinguisher Training	Facility Inspection	Safety Stand Down October 26th
November	Adverse Weather	Emergency Action Plan / Fire Drill	Electrical	Facility Inspection	
December	Defensive Driving and Recap	11 Month Review	Housekeeping	Facility Inspection OSHA Log Review	Safety Stand Down December 6th

2018 Monthly Mandatory Safety Meeting Topic Calendar

eighteen (18) safety meetings scheduled each month. There are main topics for each month that are accompanied by videos, handouts and quizzes from MV Transportation. In addition to these corporate resources, Eastern MA Transit Company provides specific instructions and hands-on practice on topics that are germane to this region, as well as the specific season and road conditions. There is always ample time allotted for general discussion and questions from the employees, making for a robust and healthy system to improve all areas of safety and operational efficiency.



Cape Cod RTA/MV Transportation's Award-Winning Safety Team Display Sign at the South Dennis Operations Center, Reminding the Team to Strive for Perfection in Safety Every Day

Since its launch of the operations management for the Cape Cod Regional Transit Authority, Eastern MA Transit Company/MV Transportation, Inc. has been making marked and steady improvements to the culture of safety. There are continual increases in safety awareness and training programs for all employees of Eastern MA Transit Company/MV Transportation each year. Because of the consistent emphasis being placed on safety throughout the operations, Cape Cod Regional Transit Authority has seen a dramatic reduction in preventable accidents and incidents, across the board. These safety improvements have continued to remain at extremely high levels and are evident in the recurring safety indicators depicted in the tables and charts below.

LEADERSHIP & SAFETY TEAM:

In addition to the Labor - Management Committee meetings, Eastern MA Transit Company continues to conduct weekly Leadership & Safety Team meetings that include participants from the management team, CCRTA, the union, and MV Transportation's corporate officials, whenever available.

These comprehensive meetings are designed to keep all principals of the operations squarely focused on the CCRTA mission, safety, efficiency and the customer experience. The partnership meeting also provides robust discussions on how to constantly improve, enhance and optimize all service, systems, safety and customer service related efforts.

CUSTOMER SERVICE EMPHASIS:

Eastern MA Transit Company's parent, MV Transportation, continues to provide regular training support and formal programs on enhancing the customer service skills for all employees. This takes the form of personalized, on-site training, as well as online training courses.

As part of the ongoing mission to exceed customer expectations and provide a safe, convenient and enjoyable experience, Eastern MA Transit/MV Transit regularly monitors customer comments and complaints. Our management team immediately, and personally, responds to every complaint or customer inquiry. The Call Center supervisor keeps track of the number and types of complaints received. The ratio of complaints to the number of passenger trips is consistently below 0.5 complaints per thousand trips.

DIAL-A-RIDE TRANSPORTATION (DART)

Ridership on the Dial-A-Ride system for the past six years has consistently seen steady ridership growth, as depicted in the graphics below. Bookings for DART trips were capped at approximately 700 trips per day by the prior operating company. Eastern MA Transit does NOT cap the requests for trips. Daily trip bookings now regularly exceed 1,200 per weekday, providing necessary transit services for the region.

ON-TIME PERFORMANCE – “DROP-OFF” APPOINTMENT TIME:

There are always portions of the calendar that are particularly challenging for On-Time Performance because of the vast number of days where snow storms and excessive snow accumulations made traversing the Cape's roadways treacherous and slow. Despite the historic amounts of snow and ice accumulations some winter months, Eastern MA Transit Company continued to provide high On-Time Performance measures. Adjustments to schedules and bus manifests were constantly occurring to ensure the best possible transit options for the customer.

While the pick-up and overall on-time performance (OTP) has been outstanding for the past several years of operation, the performance measure that has been the emphasis of the operations team is the “Drop-off” or “Appointment” time. The Drop-off time is actual scheduled time that the client has to be dropped off in order to be on time. That time is especially important since it may be the time a customer needs to be at work, arrive at an appointment, or other important event. Even if the bus picked the client up late by a few minutes, it is usually not as consequential as being dropped off late. On time appointments is the key focus.

Eastern MA Transit Company has worked closely with Cape Cod Regional Transit Authority to wring all of the efficiencies it possibly can out of the Trapeze scheduling and dispatching software

products used throughout the organizations. Continual, regular assessments and analysis are undertaken to ensure that the systems are optimized and providing an efficient platform to operate its buses and book those trips correctly.

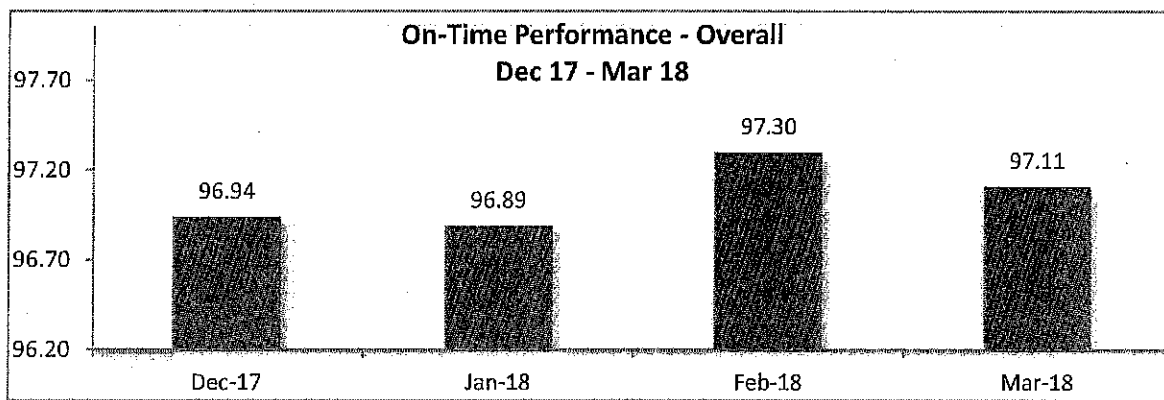
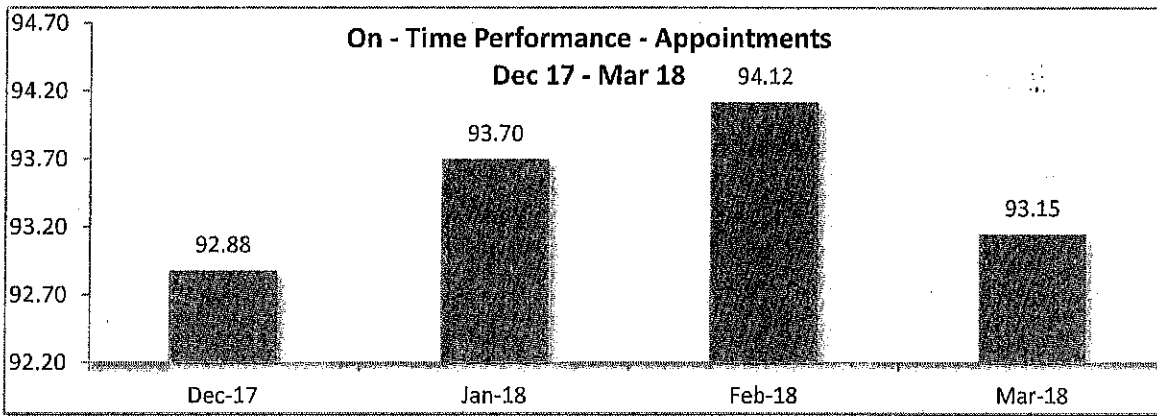
ON-TIME PERFORMANCE:

Eastern MA Transit Company recently instituted a weekly working group to wring even more efficiencies out of the system without adversely impacting required transit trips for the customers. This new Efficiency Team consists of key managers, staffers, and supervisors from both Eastern MA Transit Company and the Cape Cod Regional Transit Authority.

**ON-TIME PERFORMANCE (OTP)
APPOINTMENT DROP-OFF & OVERALL**

January 2017 to Date Look-Back

On-Time Performance Jan 17-Mar 18		
	Appointment	Overall
Jan-17	91.55	97.31
Feb-17	92.99	96.78
Mar-17	93.60	97.16
Apr-17	91.63	96.53
May-17	91.94	96.99
Jun-17	91.44	96.43
Jul-17	87.21	93.40
Aug-17	86.86	94.43
Sep-17	88.90	95.09
Oct-17	93.02	96.02
Nov-17	93.82	96.68
Dec-17	92.88	96.94
Jan-18	93.70	96.89
Feb-18	94.12	97.30
Mar-18	93.15	97.11



The above tables and charts illustrates the On-Time Performance measurements for both Overall and Appointment OTP – December 2017 to Date

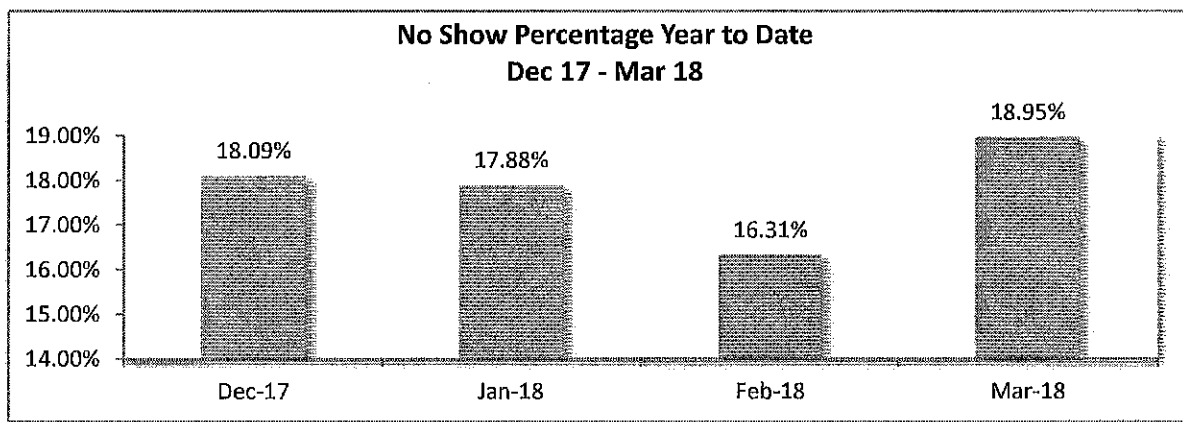
NO-SHOW REDUCTIONS:

One of the most important undertakings that Eastern MA Transit initiated to improve efficiencies was to reduce the high percentage of customers that would not show up for scheduled Dial-A-Ride (DART) trips. These “No-Shows” can be very costly. Eastern MA Transit Company strategized with the Cape Cod Regional Transit Authority team to create procedures to discourage customers from not showing up for their schedule trip (no-show). Eastern MA Transit Company has helped Cape Cod Regional Transit Authority reduce the usual percentage of no-shows from a high of 35% to about half of those rates with regularity.

2017/2018 DART NO-SHOW REPORT LOOK-BACK

From an initial rate of nearly 35% in 2011, the rate has been cut in half since Eastern MA Transit/MV Transportation began as the operating partner for CCRTA

No-Shows Jan 17 - Mar 18	Total No-Shows	Total Bookings	%
Jan-17	3,976	23,106	17.21%
Feb-17	3,944	21,676	18.20%
Mar-17	4,472	26,000	17.20%
Apr-17	4,045	24,123	16.77%
May-17	4,370	26,546	16.46%
Jun-17	3,943	24,736	15.94%
Jul-17	3,620	22,296	16.24%
Aug-17	3,577	23,927	14.95%
Sep-17	3,926	23,697	16.57%
Oct-17	4,223	25,037	16.87%
Nov-17	4,194	23,440	17.89%
Dec-17	3,996	22,087	18.09%
Jan-18	3,960	22,143	17.88%
Feb-18	3,532	21,654	16.31%
Mar-18	4,260	22,485	18.95%
TOTALS	44,290	264,584	16.74%



The above table and chart illustrates monthly No-Show rates – December 2017 to Date

PRODUCTIVITY:

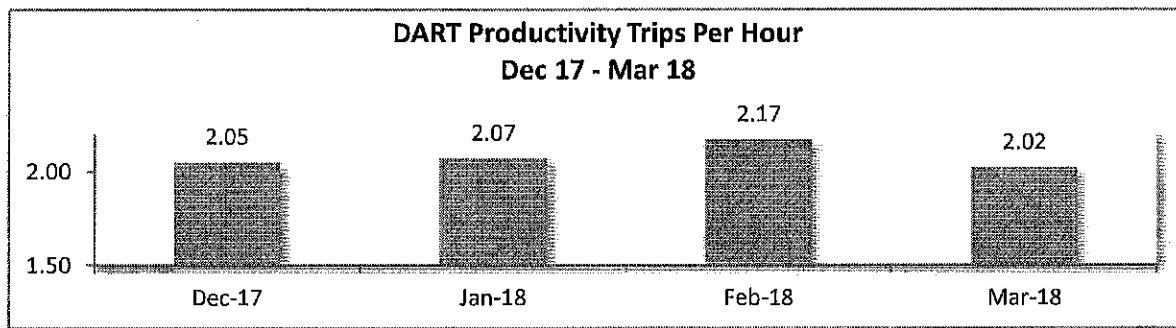
Another equally important performance measure is the "Trips Per Hour" or "Productivity" rate. This rate takes into account all revenue and non-revenue hours for each bus. Non-revenue hours include start-up inspection time, "dead-head" transit times, and all other times when the bus is not transporting a revenue customer. The rates are illustrated in the table and graph below. These rates are computed as the combined rate of revenue and non-revenue hours operated, divided by the number of passengers transported by that bus. While the rates are quite respectable, the important characteristic to this performance standard is that the rate continues to remain low. It continues to be our mission to continue to reduce these rates even further.

Several modest adjustments were made to the DART runs and fixed route schedules to provide a more efficient service to take advantage of ridership patterns. The adjustments were designed to provide additional travel options for some, without negatively impacting too many existing customers. The Operations team had reached out to all potentially affected customers before any adjustments were made so that trips could be planned conveniently. These adjustments have been successful by providing convenient trip planning in a more efficient manner.

TRIPS PER HOUR / PRODUCTIVITY - 2017/2018 LOOK-BACK

TRIPS PER HOUR	Total Hours	Total Trips	Trips Per Hour
Jan-17	8,630	18,786	2.18
Feb-17	7,889	17,383	2.20
Mar-17	9,885	21,269	2.15
Apr-17	8,621	19,701	2.29
May-17	9,724	21,853	2.25
Jun-17	9,202	20,195	2.19
Jul-17	8,201	18,224	2.22
Aug-17	9,038	19,466	2.15
Sep-17	8,608	19,183	2.23
Oct-17	9,152	20,029	2.19
Nov-17	8,842	18,647	2.11
Dec-17	8,579	17,571	2.05
Jan-18	8,148	16,865	2.07
Feb-18	6,418	13,954	2.17
Mar-18	7,038	14,183	2.02
TOTALS	97,792	214,736	2.20

Cape Cod Regional Transit Authority meets with the Leadership Team of Eastern MA Transit Company each week to review performance indicators and efforts to continually improve on those indicators and grow the efficiency efforts. The efforts continue to show improvements, as indicated by the charts and graphs in this report. Trips-Per-Hour and No-Show factors have a direct correlation to efficiency. Over the past five years, each of those indicators have shown marked improvement, and continue to do so, even though overall ridership trends are increasing across the board.



The above charts and tables illustrate the monthly Productivity/Trips-per-Hour rates

ANNUAL RIDERSHIP ANALYSIS

Fiscal Years 2016 & 2017

<u>FIXED ROUTE</u>	FY17	FY16	% +/-
SeaLine	161,095	159,910	0.74%
WHOOSH	17,753	17,744	0.05%
Villager	48,077	55,476	-13.34%
Hyannis Loop	16,677	10,526	58.44%
H20 Line	162,416	173,948	-6.63%
Provincetown/Truro Shuttle	87,726	104,606	-16.14%
Flex	89,255	86,391	3.32%
Hyannis Shuttle	3,367	2,829	19.02%
Bourne Line	13,457	13,785	-2.38%
Sandwich Line	24,944	29,699	-16.01%
TOTAL FIXED ROUTE	624,767	655,890	-4.75%
 <u>DART TRIPS</u>			
TOTAL DART	229,449	232,079	-1.13%
 TOTAL RIDERSHIP			
	854,216	887,969	-3.80%

SYSTEM RIDERSHIP COMPARISON

Monthly Year over Year, December 2017 to Date

DECEMBER 2017

ROUTE	2016	2017	% CHANGE
DART	18,861	17,146	-9.09%
SEALINE	12,057	12,427	3.07%
VILLAGER	3,555	3,124	-12.12%
H2O LINE	9,626	9,235	-4.06%
FLEX ROUTE	3,609	3,335	-7.59%
BOURNE ROUTE	766	713	-6.92%
SANDWICH ROUTE	2,114	2,134	0.95%
HYANNIS LOOP	1,176	1,740	47.96%
TOTALS	51,764	49,854	-3.69%

JANUARY 2018

ROUTE	2017	2018	% CHANGE
DART	18,304	17,332	-5.31%
SEALINE	11,092	10,598	-4.45%
VILLAGER	2,707	2,859	5.62%
H2O LINE	8,332	7,963	-4.43%
FLEX ROUTE	3,008	2,954	-1.80%
BOURNE ROUTE	853	761	-10.79%
SANDWICH ROUTE	2,451	2,300	-6.16%
HYANNIS LOOP	1,228	1,550	26.22%
TOTALS	47,975	46,317	-3.46%

FEBRUARY 2018

ROUTE	2017	2018	% CHANGE
DART	16,889	17,527	3.78%
SEALINE	9,906	11,305	14.12%
VILLAGER	2,748	2,981	8.48%
H2O LINE	7,986	8,779	9.93%
FLEX ROUTE	2,871	3,030	5.54%
BOURNE ROUTE	989	854	-13.65%
SANDWICH ROUTE	1,914	1,964	2.61%
HYANNIS LOOP	964	1,509	56.54%
TOTALS	44,267	47,949	8.32%

MARCH 2018**

ROUTE	2017	2018	% CHANGE
DART	20,245	17,529	-13.42%
SEALINE	12,539	11,785	-6.01%
VILLAGER	3,207	3,112	-2.96%
H2O LINE	9,993	9,012	-9.82%
FLEX ROUTE	2,218	3,150	42.02%
BOURNE ROUTE	1,397	923	-33.93%
SANDWICH ROUTE	2,502	2,345	-6.27%
HYANNIS LOOP	1,062	1,530	44.07%
TOTALS	53,163	**49,386	** -7.10%

**Closed to regular service for 2 full days due to multiple blizzards

BOSTON HOSPITAL BUS RIDERSHIP

The Boston Hospital Bus is a fixed, weekday service that provides transportation to, and from, the Boston area hospitals. The cost for the service is \$15.00 one way, and \$30.00 round trip.

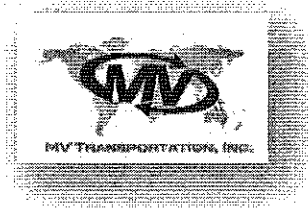
BOSTON HOSPITAL	2013	2014	2015	2016	2017	2018
JANUARY	169	191	191	210	213	212
FEBRUARY	170	234	159	160	162	169
MARCH	220	251	290	270	219	**142
APRIL	205	261	266	210	191	
MAY	239	245	267	270	263	
JUNE	219	240	283	299	275	
JULY	256	285	231	223	198	
AUGUST	208	202	257	290	215	
SEPTEMBER	281	298	328	249	221	
OCTOBER	317	354	257	237	263	
NOVEMBER	226	232	245	296	199	
DECEMBER	192	220	174	186	184	
TOTALS	2,702	3,013	2,948	2,900	2,603	523

**** Missed 4 days of Boston Hospital trips due to multiple blizzards**

The aforementioned Report on Current Operations underscores the commitment that the Cape Cod Regional Transit Authority has towards the services it entrusts Eastern MA Transit Company to provide. Eastern MA Transit Company/MV Transportation takes this responsibility seriously and strives each day to maintain the high standards that have become synonymous with this Authority. Eastern MA Transit Company/MV Transportation team is highly enthusiastic about continuing to provide these services at a level that exceeds the expectations of the Authority and its passengers for the foreseeable future.

Respectfully submitted,

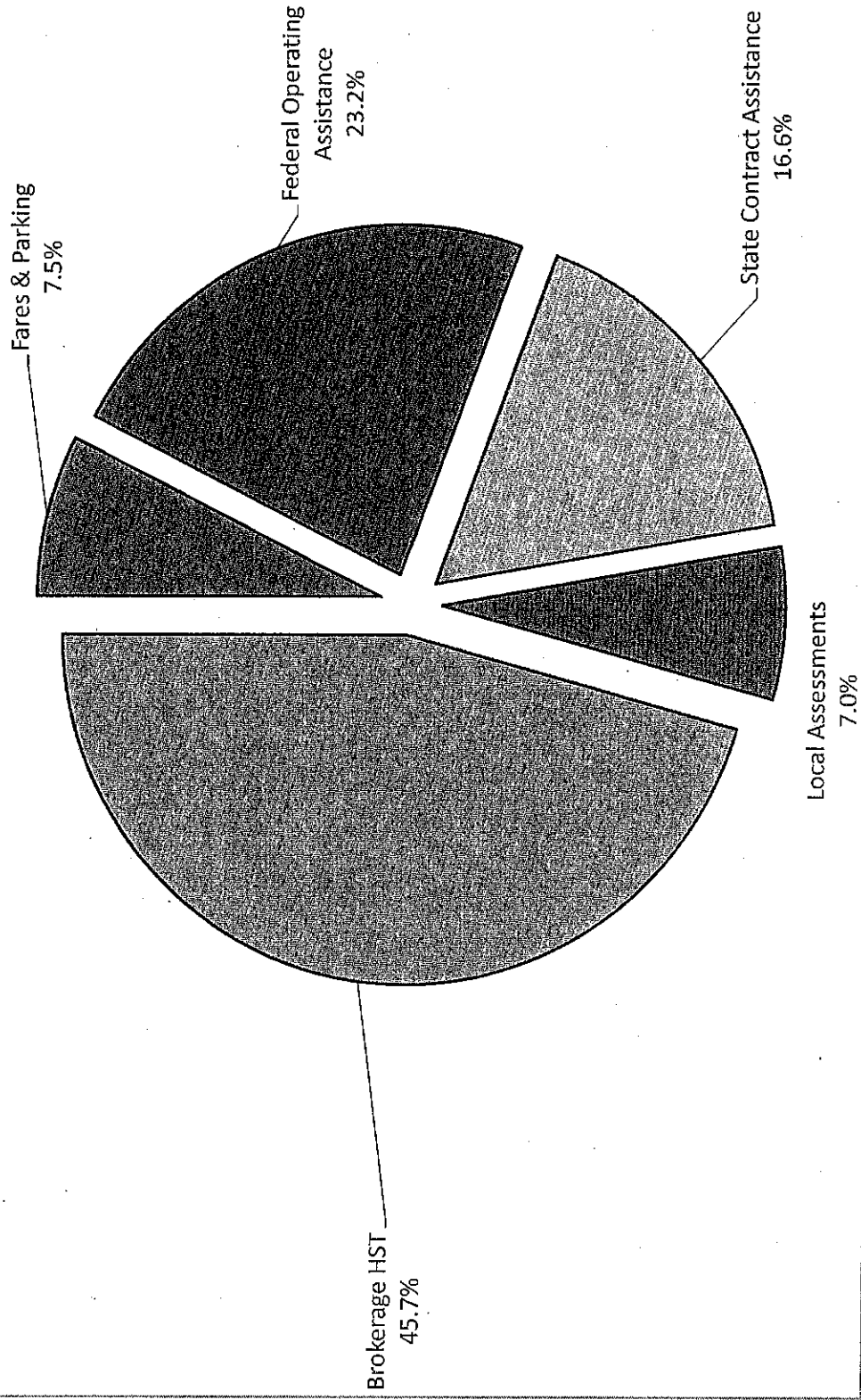
John F. Kennedy
General Manager



CAPE COD REGIONAL TRANSIT AUTHORITY
WHERE DOES EACH DOLLAR THE CCRTA RECEIVES COME FROM?
FY2018 Actual/Projected Revenue and FY2019 Projected Revenue
Last Updated: 4/9/2018

	FY2018 Actual/Projected Revenue \$\$	FY2018 Actual/Projected Revenue % of Total	FY2019 Projected Revenue \$\$	FY2019 Projected Revenue % of Total
Fares, Parking & Other:				
Fares: Fixed Route & Demand Respo	1,479,682		1,511,989	
Cape Flyer	53,400		59,400	
HTC Parking & Other Revenue	418,246		408,916	
Sub-Total	1,951,329	7.5%	1,980,305	7.5%
Federal Operating Assistance:				
Section 5307 & 5339 Operating Assis	5,435,786		5,713,994	
CMAQ Funding (Hyannis Loop)	411,854		424,639	
Sub-Total	5,847,641	22.6%	6,138,633	23.2%
State Contract Assistance:				
State Net Cost of Service Funding	4,407,638		4,407,638	
Sub-Total	4,407,638	17.0%	4,407,638	16.6%
Local Assessments:				
Local Assessments	1,823,151		1,868,730	
Sub-Total	1,823,151	7.0%	1,868,730	7.0%
Brokerage (Human Service Transportation - HST):				
Brokerage Revenues	11,364,233		11,591,518	
Brokerage Management Fee & Incent	525,000		525,000	
Sub-Total	11,889,233	45.9%	12,116,518	45.7%
GRAND TOTAL	25,918,992	100%	26,511,824	100%

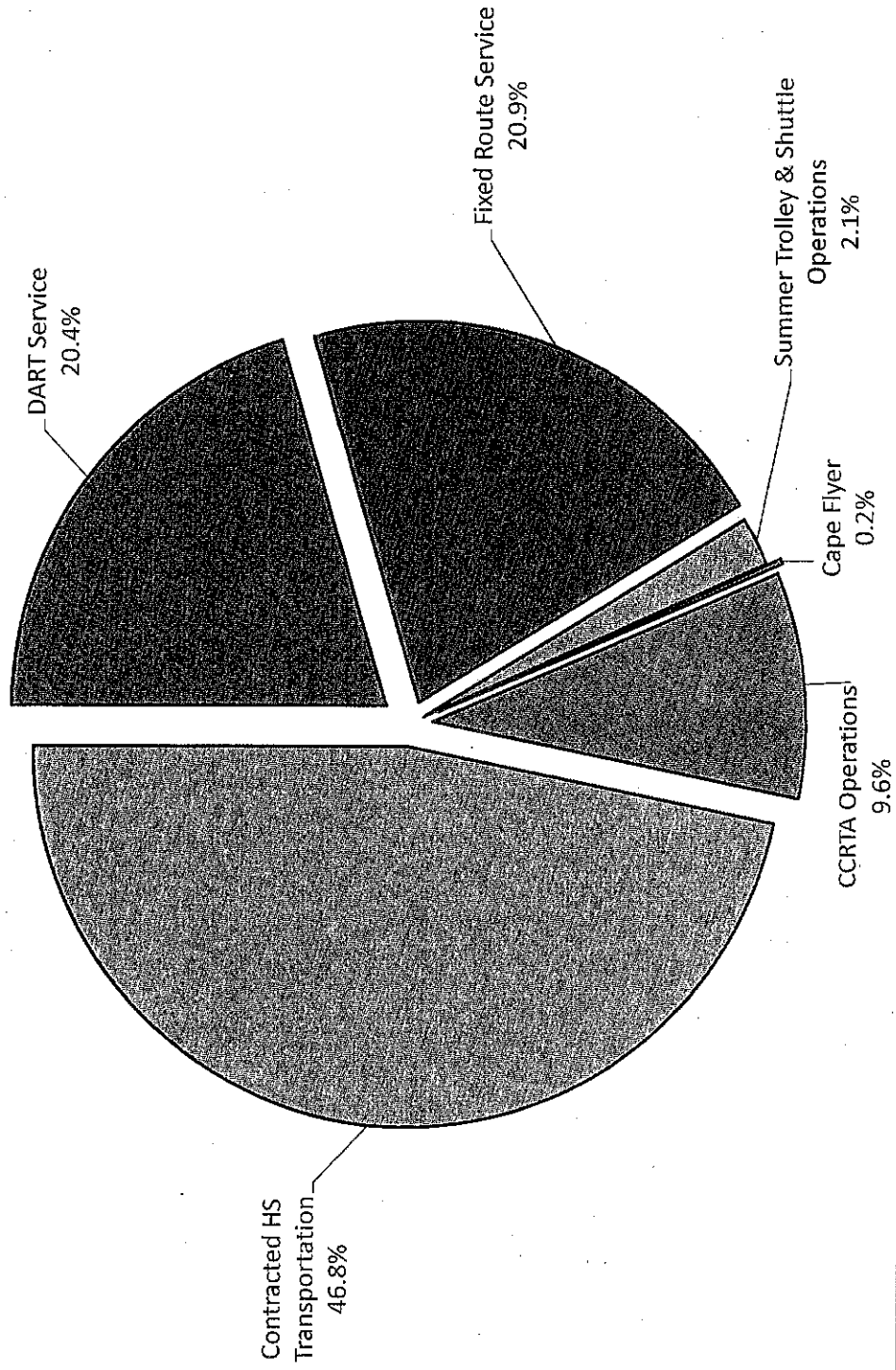
FY2019 - WHERE DOES EACH DOLLAR THE CCRTA RECEIVES COME FROM?



CAPE COD REGIONAL TRANSIT AUTHORITY
WHERE DOES EACH DOLLAR THE CCRTA SPENDS GO?
FY2018 Actual/Projected Expenses and FY2019 Projected Expenses
Last Updated: 4/9/2018

	FY2018 Actual/Projected Expenses \$\$	FY2018 Actual/Projected Expenses % of Total	FY2019 Projected Expenses \$\$	FY2019 Projected Expenses % of Total
DART Service:				
Dial-A-Ride Transit Service	5,292,822	20.4%	5,407,802	20.4%
Fixed Route Services:				
Fixed Route Services	5,379,078	20.8%	5,540,450	20.9%
Summer Trolleys:				
Summer Trolley & Shuttle Operations	561,685	2.2%	553,555	2.1%
Cape Flyer:				
Cape Flyer	53,400	0.2%	59,400	0.2%
CCRTA Operations:				
CCRTA Operations	2,471,058	9.5%	2,546,449	9.6%
Contracted Human Service Transportation:				
Human Service Transportation DART	1,654,776		1,687,872	
Human Service Transportation Vendor	10,506,173		10,716,296	
Sub-Total	12,160,949	46.9%	12,404,168	46.8%
GRAND TOTAL	25,918,992	100%	26,511,824	100%

FY2019 - WHERE DOES EACH DOLLAR THE CCRTA SPENDS GO?



Operating Revenues

Footnotes
- None

Cape Cod Regional Transit Authority
FY 2019 Budget Worksheet
Operating Expenses & Reserves

Operating Expenses & Reserves
Year-Round Operations

	FY17 Budget	FY17 Actual	FY18 Budget	FY18 3-Mth Act.	FY18 Projection	FY19 Budget	FY19 Bdggt compared to: FY18 Proj. \$ variance	FY19 Bdggt compared to: FY18 Proj. % variance	FY19 Bdggt compared to: FY18 Proj. \$ variance	FY19 Bdggt compared to: FY18 Proj. % variance
DART - Dial a Ride Transportation	\$5,610,843	\$5,239,496	\$5,380,590	\$3,618,098	\$5,292,822	\$5,407,802	\$27,212	0.5%	\$114,980	2.2%
Fixed Route; Flex; BHT; Special Serv.										
Villager	\$439,159	\$412,509	\$431,196	\$295,429	\$445,024	\$458,375	\$27,179	6.3%	\$13,351	3.0%
Loop (CMAQ Grant)	\$509,170	\$398,338	\$398,026	\$306,867	\$454,704	\$468,345	\$70,319	17.7%	\$13,641	3.0%
H2O	\$1,270,078	\$1,192,468	\$1,263,595	\$809,755	\$1,245,985	\$1,283,365	\$19,769	1.6%	\$37,380	3.0%
Sealine	\$1,240,987	\$1,238,193	\$1,246,704	\$823,790	\$1,264,900	\$1,302,847	\$56,143	4.5%	\$37,947	3.0%
Sandwich Line	\$347,425	\$336,837	\$311,908	\$251,445	\$341,875	\$352,131	\$40,223	12.9%	\$10,256	3.0%
Bourne Run	\$555,447	\$426,537	\$435,024	\$297,043	\$452,105	\$465,668	\$30,644	7.0%	\$13,563	3.0%
Flex Route	\$924,897	\$859,601	\$996,317	\$627,648	\$1,048,283	\$1,079,731	\$83,414	8.4%	\$31,448	3.0%
Boston Hospital Trips (BHT)	\$132,384	\$120,266	\$125,535	\$81,899	\$122,421	\$126,094	\$559	0.4%	\$3,673	3.0%
Special Services	\$3,780	\$0	\$3,780	\$0	\$3,780	\$3,893	\$113	3.0%	\$113	3.0%
	\$5,423,328	\$4,984,749	\$5,212,087	\$3,493,877	\$5,379,078	\$5,540,450	\$328,364	6.3%	\$161,372	3.0%
Summer Operations										
Provincetown-Truro	\$258,752	\$285,737	\$273,644	\$255,387	\$280,925	\$288,282	\$14,638	5.3%	\$7,357	2.6%
Falmouth WHOOSH Trolley	\$192,002	\$178,008	\$191,676	\$179,530	\$198,571	\$190,573	-\$1,105	-0.6%	-\$7,998	-4.0%
Hyannis Trolley	\$61,654	\$92,205	\$82,483	\$62,350	\$82,189	\$74,700	-\$7,783	-9.4%	-\$7,489	-9.1%
	\$512,408	\$555,950	\$547,804	\$497,267	\$561,685	\$553,555	\$5,750	1.0%	-\$8,130	-1.4%
CAPE Flyer	\$100,000	\$61,049	\$100,000	\$27,487	\$53,400	\$59,400	-\$40,600	-40.6%	\$6,000	11.2%
Transit Authority Operations & Reserves										
Operations	\$2,206,984	\$2,453,262	\$2,297,989	\$1,489,145	\$2,371,058	\$2,446,449	\$148,460	6.5%	\$75,391	3.2%
CCRTA Cash Reserve	\$90,000	\$0	\$90,000	\$0	\$90,000	\$90,000	\$0	0.0%	\$0	0.0%
OPEB Reserve Contribution	\$10,000	\$60,000	\$10,000	\$0	\$10,000	\$10,000	\$0	0.0%	\$0	0.0%
	\$2,306,984	\$2,513,262	\$2,397,989	\$1,499,145	\$2,471,058	\$2,546,449	\$148,460	6.2%	\$75,391	3.1%
Sub-Total Expenses (Excluding HST Brokerage)	\$13,953,563	\$13,354,506	\$13,638,470	\$9,035,871	\$13,758,043	\$14,107,656	\$469,186	3.4%	\$349,613	2.5%
Brokerage HST Purchased Transportation	\$10,834,374	\$11,685,533	\$11,496,474	\$8,104,901	\$12,160,949	\$12,404,168	\$907,694	7.9%	\$243,219	2.0%
Grand Total Expenses (Including HST Brokerage)	\$24,787,937	\$25,040,038	\$25,134,944	\$17,140,772	\$25,918,992	\$26,511,824	\$1,376,880	5.5%	\$592,832	2.3%

Footnotes
- None

Deputy Administrator/Grants Manager Report:

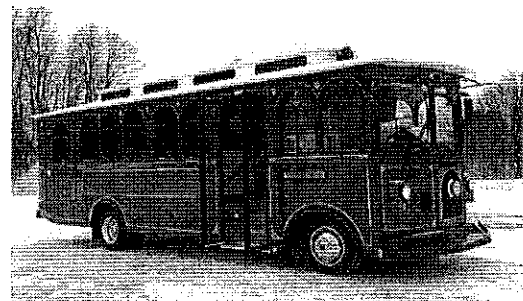
January – March 2018

MPO

CCRTA participated in meetings of the Cape Cod Metropolitan Planning Organization (CCMPO) Joint Transportation Committee (JTC), in support of CCRTA MPO Representative Tom Guerino. At the March meeting, the MPO voted to amend the TIP to add \$2.9M in federal funding for CCRTA to the FY18 element. CCRTA is currently working with the Cape Cod Commission to develop the 2019-2023 TIP. At the February meeting of the MPO, CCRTA delivered a presentation on the role of CCRTA and our relationship to the MPO.

Trolleys

CCRTA awarded a contract to Hometown Trolley & Coach for the procurement of two trolleys at a cost of \$166k per unit, with an option for three more next year. The first two will be delivered in June of this year and be available for revenue service shortly thereafter. This procurement will allow CCRTA to fulfill its vision of providing summer shuttle service more cost-effectively and in a fashion that is more responsive to our riders.



Hometown Trolley & Coach Villager Trolley Bus

New Gilligs

CCRTA anticipates receipt of three new Gillig buses in late May, which will relieve a shortage of spare vehicles. As part of a mandatory on-site inspection at the plant, CCRTA Fleet Maintenance Manager will tour Gillig's newest line of modern buses for potential future.



Gillig Low Floor BRT Bus

Route	FY 18 3rd Qrt.	FY 17 3rd Qrt.	Change
SeaLine	33,688	33,537	0.50%
Villager	8,952	8,662	3.30%
Hyannis Loop	4,589	3,254	41.00%
H20 Line	25,754	26,311	-2.10%
Flex	9,134	8,097	12.80%
Bourne Line	2,538	3,239	-21.60%
Sandwich Line	6,609	6,867	-3.80%
DART	52,388	55,438	-5.50%
Total:	143,652	145,405	-1.21%

3rd Quarter Ridership

FY18 third Quarter ridership was down slightly compared with FY17, although this difference can be explained by the two days we did not operate due to snow this year. Factoring in the weather, ridership has remained constant compared to last year, bucking a trend of substantial transit ridership decreases across the country. Of particular note, the Hyannis Loop has grown by 41% since FY17.

FTA Triennial Review

FTA will conduct the on-site portion of its Triennial Review on June 27 & 28 of this year, both in Hyannis and South Dennis. In an effort to make the review as painless as possible, CCRTA provided the reviewer with all requested documentation this past January. In advance of the site review, CCRTA will receive a list of items that will be supplied to us by FTA in advance of questions and what they anticipate during the on-site inspection. It will be all-hands on deck at CCRTA leading up to the triennial, ensuring that we are fully prepared for the review.

Federal Apportionments

As of this writing, due to the delay in approving a full federal budget for FY18, FTA has only made 6/12th (federal-speak for ½) of a full year of funding available, although now that the full annual budget has been signed, we are anticipating the full apportionment being made available shortly. Once the final figures are published, CCRTA will evaluate and build our capital program accordingly.

Grant Status

Active Grants

Federal Grant	Program	Activities	Fed Balance
MA-34-0005-00*	\$5339	FY15 Capital HTC Renov.	\$0.00
MA-90-X700-03*	\$5307	Capital & Operating Program	\$0.00
MA-90-X738-01	\$5307	Capital & Operating Program	\$137,546.09
MA-34-0011-00	\$5339	TOD, Facilities & Equipment	\$225,948.13
MA-2016-001-00	CMAQ	Hyannis Loop Demonstration	\$524,504.41
MA-2017-009-01	\$5307\$5339	Capital & Operating Program	\$2,641,967.77
Total:			\$3,529,966.40
*Grants MA-34-0005-00 and MA-90-X700-03 have been spent down and will be removed from future active grant tables.			

Pending Grants

Pending Grant	Program	Activities	Fed Balance
1368-2018-01	\$5307	Steamship Authority PM	\$1,571,420.00
1368-2018-02	\$5307\$5340	Capital & Operating Program	\$10,443,495.00
Total:			\$12,014,915.00

Closed two grants in the last quarter, with plans to draw down funds on two additional grants by the end of the federal fiscal year.

Holiday Service

Responding to requests from our riders, many of whom work or need to access services on holidays, CCRTA instituted holiday service this past Presidents' Day & Patriots' Day. CCRTA has received positive press for this initiative and ridership has justified the service.

Congress for the New Urbanism

Invited to serve on a panel discussion on the *Future of Transportation* at the March 30, 2018 annual conference of the New England Chapter of the Congress for the New Urbanism in Boston's Seaport District. Represented CCRTA, gained visibility for our TOD plan and other visionary initiatives, and learned best practices from leading developers, designers and practitioners.

8C

Barnstable, ss.

To either of the Constables in the Town of Bourne:

Greetings

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of the Town of Bourne qualified to vote in elections to meet in

BOURNE VETERANS MEMORIAL COMMUNITY CENTER - PRECINCT 1
SAGAMORE BEACH FIRE STATION - PRECINCT 2
BOURNE VETERANS MEMORIAL COMMUNITY CENTER - PRECINCT 3
BOURNE MIDDLE SCHOOL - PRECINCT 4
ST. JOHN'S PARISH CENTER - PRECINCT 5
ST. JOHN'S PARISH CENTER - PRECINCT 6
BOURNE MIDDLE SCHOOL - PRECINCT 7

Tuesday, the 15th day of May, 2018 at 7:00 o'clock a.m. until 8:00 p.m., then and there for the following purpose.

To cast their votes in the Election of Officers in the Town of Bourne for the following offices:

- 1 Moderator for one year
- 2 Selectmen/Sewer Commissioner for three years
- 1 Town Clerk for three years
- 2 Members, Board of Health for three years
- 3 Members, Planning Board for three years
- 1 Trustee, (Veteran) Bourne Memorial Community Building for three years
- 1 Trustee, (Non-Veteran) Bourne Memorial Community Building for three years
- 2 Trustees, Jonathan Bourne Public Library for three years
- 2 Members, School Committee for three years
- 2 Members, Bourne Recreation Authority for three years
- 1 Member, Housing Authority for five years
- 1 Member, Housing Authority for four years

and all other candidates that may appear on the official ballot.

George G. Slade, Jr.

Peter J. Meier

Judith M. Froman

Donald J. Pickard

Barnstable, ss.

Bourne, Massachusetts

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

Dated this _____ day of _____, 2018

Constable

Received in the Town Clerk's Office _____

Barry H. Johnson, Town Clerk

Time