

Board of Selectmen Meeting Notice

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TOWN OF BOURNE



Date

Tuesday
December 19, 2017

Time

7:00 P.M.

Location

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

Note this meeting is being televised and recorded. If anyone in the audience is recording or video-taping, they need to acknowledge such at this time.

All items within the meeting agenda are subject to deliberation and vote(s) by the Board of Selectmen.

7:00 p.m. Call public session to order in Open Session

1. Moment of Silence for our Troops and our public safety personnel
2. Salute to our Flag
3. Thank you and recognition of service to Judy Conron
4. Public Comment on Non-Agenda Items
5. [Minutes](#): 11.7.2017; 11.28.2017; 12.05.2017
6. [Correspondence](#)
7. [Licenses and Appointments](#):
 - a. 7:15 p.m. Hearing on request from PWB Enterprises, Inc., d/b/a Tuk Tuk Thai Food, Peter W. Blake, Mgr., for a Year Round Common Victualer License for the sale of Wine & Malt Beverages License to be drunk on the premise.
8. [Selectmen's business](#)
 - a. Naming Town Owned Property and Placement of Memorial Objects Policy – continuation of 2nd reading
 - b. Selectmen approval of ISWM invoice for payment – per recommendation of Auditor
 - c. Future Agenda Items
9. [Selectmen's Reports](#)
 - a. Events attended during past week
 - b. Events planned to attend during current week
10. [Town Administrator Report](#)
11. [Adjourn](#)

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**Board of Selectmen
Minutes of Tuesday, November 7, 2017
Bourne Community Building
Bourne, MA 02532**

TA Tom Guerino

Selectmen

George Slade, Chairman
Peter Meier, Vice-Chairman
Judith Froman, Clerk
Don Pickard
Michael Blanton

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All items within the meeting agenda are subject to deliberation and vote(s) by the Board of Selectmen.

Documents

6:45 p.m. Call public session to order in Open Session

Motion to enter into Executive Session

Roll call Vote to convene in Executive Session for the purpose stated. The Board will reconvene in open session following Executive Session at approximately 7:30 PM
Roll call Vote to convene in open session.

- 1) **Discussion of Strategy with respect to litigation between the Town and Nouria Energy.**
- 2) **Discussion of strategy with respect to litigation between the Town and Cumberland Farms**

An open meeting may have a detrimental effect on the litigation position of the Town and the Chair so declares.

The Board of Selectmen will return to Open Session following the conclusion of Executive Session

Meeting Called to Order

Chairman Slade reconvened in open session at 7:32 pm.

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

1) Property Classification Public Hearing - 7:30 Karen Trudeau - Director of Assessing

George Slade stated this is a public hearing to consider classification of property types and associated tax rates.

Voted Peter Meier moved and seconded by Michael Blanton to open the public hearing.
Roll Call Vote: Mr. Pickard - Yes; Mr. Meier - Yes; Ms. Froman - Yes; Mr. Blanton - Yes, Mr. Slade - Yes. **Vote:** 5-0.

Mr. Slade read the Public Hearing Notice.
Public Hearing Notice
Attention Taxpayers
Town of Bourne Property Classification Hearing

A PUBLIC HEARING, AS REQUIRED UNDER MGL CHAPTER 40, SECTION 56, REGARDING THE PERCENTAGE OF LOCAL TAX LEVY TO BE BORNE BY EACH CLASS OF PROPERTY FOR THE FISCAL YEAR 2018 WILL BE HELD NOVEMBER 7 AT 7:30 P.M. AT THE BOURNE VETERANS MEMORIAL COMMUNITY BUILDING, 239 MAIN STREET, BUZZARDS BAY. INTERESTED TAXPAYERS ARE ENCOURAGED TO ATTEND AND PRESENT ORAL OR WRITTEN COMMENTS.

BOURNE BOARD OF SELECTMEN
DONALD J PICKARD
PETER J MEIER
GEORGE G SLADE
MICHAEL A BLANTON
JUDITH MACLEOD-FROMAN

Karen Trudeau, Director of Assessing, said the Board of Assessors recommends the Board of Selectmen vote to retain one tax rate for all classes of property for fiscal year 2018. The Board feels that the relatively small benefit to the residential taxpayer that could be achieved through the use of two tax rates does not warrant the significant increase in taxes that would be shifted to the commercial, industrial, personal property taxpayer. Bourne is primarily a residential community that does not have a commercial industrial base to make a split rate classification worthwhile.

**TOWN OF BOURNE
FY 2018
CLASSIFICATION HEARING
November 7, 2017**

**PROPERTY CLASSIFICATION
FIVE (5) MAJOR CLASSES**

1. RESIDENTIAL
2. OPEN SPACE
3. COMMERCIAL
4. INDUSTRIAL
5. PERSONAL PROPERTY

PERCENTAGE OF LEVY BY CLASS

▪ Residential	87.892%
▪ Open Space	0%
▪ Commercial	8.033%
▪ Industrial	.885%
▪ Personal Property	3.190%
	<hr/> 100.000%

TOTAL VALUE BY CLASS

▪ Residential	\$3,928,574,951
▪ Open Space	0
▪ Commercial	\$359,054,119
▪ Industrial	\$39,539,360
▪ Personal Property	\$142,594,790
	<hr/>

Total Taxable Value **\$4,469,769,220**

TOP 5 TAXPAYERS

1. **(C/I) DSM MBII LLC - DEMOULA BROTHERS**
\$22,763,400
2. **(RES) KEYSTONE PLACE**
\$16,972,300
3. **(RES) BISSON, STEPHEN & MARYBETH**
\$9,722,480
4. **(C/I) THE PJ MEDEIROS FAMILY**
\$8,192,500
5. **(C/I) POCASSET GOLF CLUB**
\$7,632,710

1 Family Dwelling	Average Value FY 2017 \$322,100	Average Value FY 2018 \$328,600
Tax Rate	\$10.30	\$10.54
Annual Taxes	\$3,317.63	\$3,463.44
Comm /Ind/Pers Prop	Average Value FY 2017 \$339,050	Average Value FY 2018 \$347,400
Tax Rate	\$10.54	\$10.54
Annual Taxes	\$3,492.22	\$3,661.60

SINGLE RATE TAX BILL SAMPLE

TOWN OF BOURNE

FY18 Classification Hearing

Class	Actual Levy %	Uniform Rate	5% Shift	10% Shift	25% Shift	50% Shift
Residential	87.892%	\$10.54	\$10.01	\$9.49	\$7.91	\$5.27
Open Space		N/A	N/A	N/A	N/A	N/A
Commercial	8.033%	\$10.54	\$11.07	\$11.59	\$13.18	\$15.81
Industrial	.885%	\$10.54	\$11.07	\$11.59	\$13.18	\$15.81
Personal Property	3.190%	\$10.54	\$11.07	\$11.59	\$13.18	\$15.81

FY 2018 PROPOSED FIGURES

UNIFORM TAX RATE	RESIDENTIAL \$10.54 PER \$1,000 COMM/IND/PP \$10.54 PER \$1,000	TAX	
Average Single Family	\$328,600	\$3,463.44	
Average Comm/Ind/PP	\$347,400	\$3,661.60	
5% SHIFT TO COMM/IND/PP	RESIDENTIAL \$10.01 PER \$1,000 COMM/IND/PP \$11.07 PER \$1,000	TAX	DIFFERENCE
Average Single Family	\$328,600	\$3,289.27	- \$174.17
Average Comm/Ind/PP	\$347,400	\$3,845.72	+ \$184.12
10% SHIFT TO COMM/IND/PP	RESIDENTIAL \$9.49 PER \$1,000 COMM/IND/PP \$11.57 PER \$1,000	TAX	DIFFERENCE
Average Single Family	\$328,600	\$3,118.41	-\$345.03

Average Comm/Ind/PP	\$347,400	\$4,027.37	+365.77
25% SHIFT TO COMM/IND/PP	RESIDENTIAL \$7.91 PER \$1,000 COMM/IND/PP \$13.18 PER \$1,000	TAX	DIFFERENCE
Average Single Family	\$328,600	\$2,599.23	-\$864.21
Average Comm/Ind/PP	\$347,400	\$4,578.73	+917.13
50% SHIFT TO COMM/IND/PP	RESIDENTIAL \$5.27 PER \$1,000 COMM/IND/PP \$15.81 PER \$1,000	TAX	DIFFERENCE
Average Single Family	\$328,600	\$1,731.72	\$1,731.72
Average Comm/Ind/PP	\$347,400	\$5,492.39	+1,830.79

Voted Peter Meier moved and seconded by Michael Blanton to close the public hearing.
Roll Call Vote: Mr. Pickard - Yes; Mr. Meier - Yes; Ms. Froman - Yes; Mr. Blanton - Yes,
 Mr. Slade - Yes. **Vote:** 5-0.

Voted Peter Meier moved and seconded by Don Pickard to leave the classification tax
 allocation at one rate for the year being Residential at 87.8922%, Commercial at
 8.0330%, Industrial at .8846%, Personal Property at 3.1902% which equals 100% and
 to leave the tax rate as one. **Vote:** 5-0.

Voted Peter Meier moved and seconded by Michael Blanton to set the tax rate at \$10.54 per thousand. **Vote:** 5-0.

4) Approving Bond Anticipation Note (BAN)

Tom Guerino said this is a roll over of a note we did last year. The two Bonds equal \$3,236,92.

Ms. Froman read the Bond Vote: I the Clerk of the Board of Selectmen of the town of Bourne, Massachusetts certify that at a meeting of the Board held November 7, 2017 of which meeting all members of the Board were duly notified and a quorum was present. The following votes were unanimously passed. All of which appear on the official record of the Board in my custody.

VOTE OF THE BOARD OF SELECTMEN

I, the Clerk of the Board of Selectmen of the Town of Bourne, Massachusetts, certify that at a meeting of the board held November 7, 2017, of which meeting all members of the board were duly notified and at which a quorum was present, the following votes were unanimously passed, all of which appear upon the official record of the board in my custody: Voted: to approve the sale of a \$3,236,092 2.25 percent General Obligation Bond Anticipation Note (the "Note") of the Town dated November 15, 2017, and payable November 15, 2018, to Eastern Bank at par and accrued interest, if any, plus a premium of \$33,202.31.

Further Voted: that in connection with the marketing and sale of the Note, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated October 25, 2017, and a final Official Statement dated November 1, 2017, each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Voted: that the Town Treasurer and the Board of Selectmen be, and hereby are, authorized to execute and deliver a significant events disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Note for the benefit of the holders of the Note from time to time.

Further Voted: that we authorize and direct the Treasurer to establish post issuance federal tax compliance procedures in such form as the Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Notes.

Further Voted: that each member of the Board of Selectmen, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any

of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located or, if applicable, in accordance 2

with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2) (b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the sale of the Note were taken in executive session, all in accordance with G.L. c.30A, §§18-25 as amended.

Dated: November 7, 2017

Clerk of the Board of Selectmen

Voted Judy Froman moved and seconded by Michael Blanton to approve the above vote.
Vote: 5-0.

Tom Guerino asked if anyone is here for 11. A, B, or C.

Voted Peter Meier moved and seconded by Michael Blanton to take 11B out of order
Vote 5-0.

11) License and Appointments

B. Road Name - Kendal Rae Place - 25 Perry Avenue

Ryan Correia is asking to name the subdivision Kendal Rae Place.

Peter Meier went over the application. The name for the road would be Kendal Rae Place.

Mr. Meier read the comment from the Fire Department: Need to submit vehicle path analysis to Fire Department for fire truck swings. Mr. Correia said he submitted the analysis.

Voted Peter Meier moved and seconded by Michael Blanton to approve the application for the name of Kendal Rea Place. **Vote:** 5-0.

5) Recess Board of Selectmen and Convene joint session with Finance Committee

Voted Michael Blanton moved and seconded by Peter Meier to recess the Board of Selectmen and convene in joint session with the Finance Committee. **Vote:** 5-0.

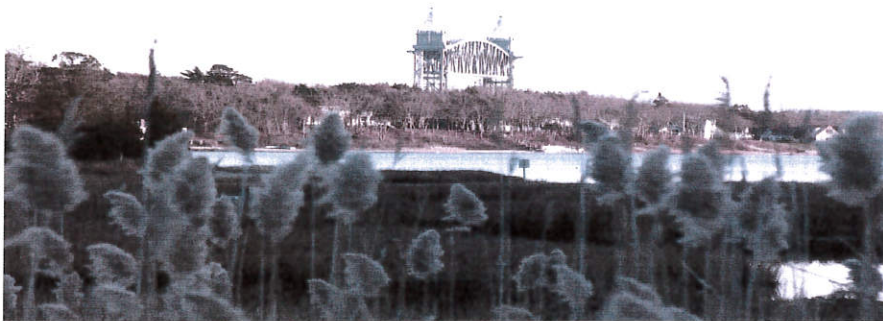
Present for the Finance Committee:

Mary Jane Mastrangelo, Chair, Renee Gratis, Brian Lemee, Amanda Bongiovanni, Bill Towne, Karen Meehan, George Smith, Kathleen LeGacy, and Robert Wheeler.

6) FY Closeout Review - Finance Director Linda Marzelli

Mary Jane Mastrangelo called the meeting of the Finance Committee to order at 7:56

Linda Marzelli updated the Board of Selectmen and the Finance Committee on the Financial Review FY2017.



Town of Bourne

FINANCIAL REVIEW FY2017

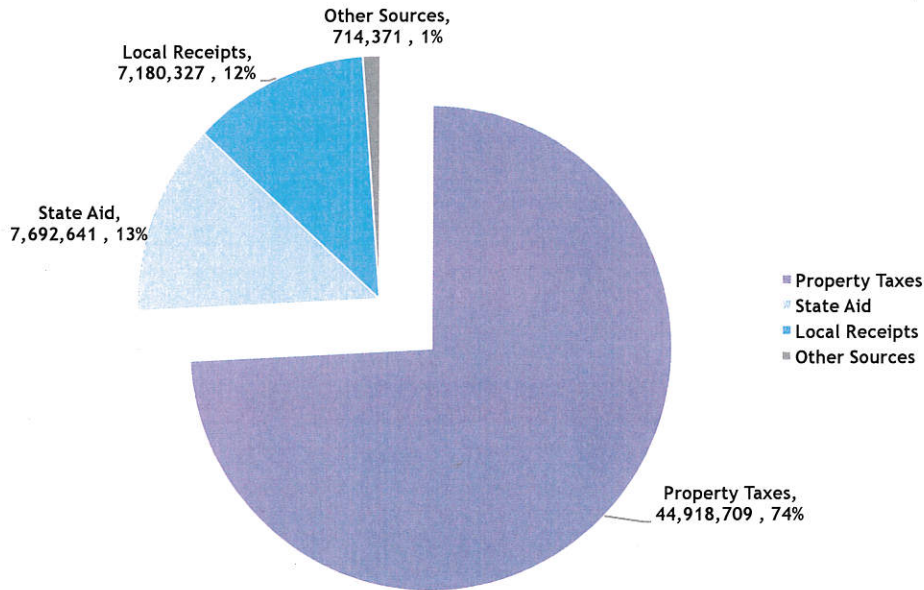
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REVENUES

- ▶ Revenues are collected from various sources with the largest percent coming from Property Tax Revenues at 74%. State Aid is second at 13% with Local Receipts at 12% followed by other sources at 1%.
- ▶ Tax Revenues are calculated yearly on the Tax Rate Recap. Property taxes are limited by 2.5 % of the previous years levy limit plus any new growth, debt exclusions and other adjustments(CCC tax).
- ▶ Local Receipts are an estimate of several different departmental taxes, licenses, permits, fees, fines and other charges for services. Estimates are made based on past and anticipated collections.
- ▶ State Aid is reported to the Town on the annual Cherry Sheet for the state programs that the Town participates in. Cherry Sheet revenues are generally estimated on prior year receipts.

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Revenues by Source FY2017



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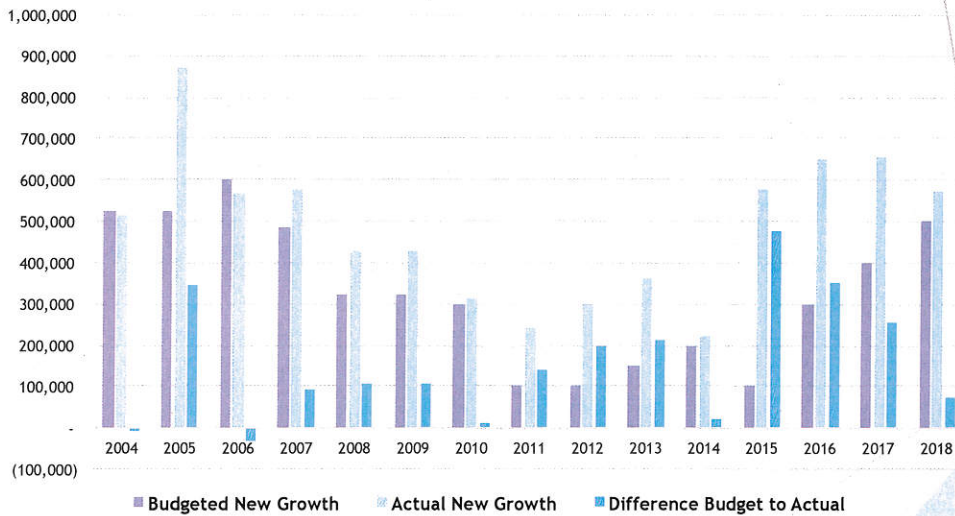
History of New Growth Budget to Actual

Fiscal Year	Budget New Growth	Actual New Growth	Difference Budget vs Actual
2004	\$ 525,000.00	\$ 514,797.00	\$ (10,203.00)
2005	\$ 525,000.00	\$ 871,021.00	\$ 346,021.00
2006	\$ 600,000.00	\$ 567,123.00	\$ (32,877.00)
2007	\$ 487,500.00	\$ 578,608.00	\$ 91,108.00
2008	\$ 321,000.00	\$ 429,623.00	\$ 108,623.00
2009	\$ 321,000.00	\$ 430,051.00	\$ 109,051.00
2010	\$ 300,000.00	\$ 312,541.00	\$ 12,541.00
2011	\$ 100,000.00	\$ 241,638.00	\$ 141,638.00
2012	\$ 100,000.00	\$ 299,625.00	\$ 199,625.00
2013	\$ 150,000.00	\$ 361,352.00	\$ 211,352.00
2014	\$ 200,000.00	\$ 222,805.00	\$ 22,805.00
2015	\$ 100,000.00	\$ 576,154.00	\$ 476,154.00
2016	\$ 300,000.00	\$ 651,484.00	\$ 351,484.00
2017	\$ 400,000.00	\$ 655,699.00	\$ 255,699.00
2018	\$ 500,000.00	\$ 571,102.00	\$ 71,102.00

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New Growth Budget to Actual

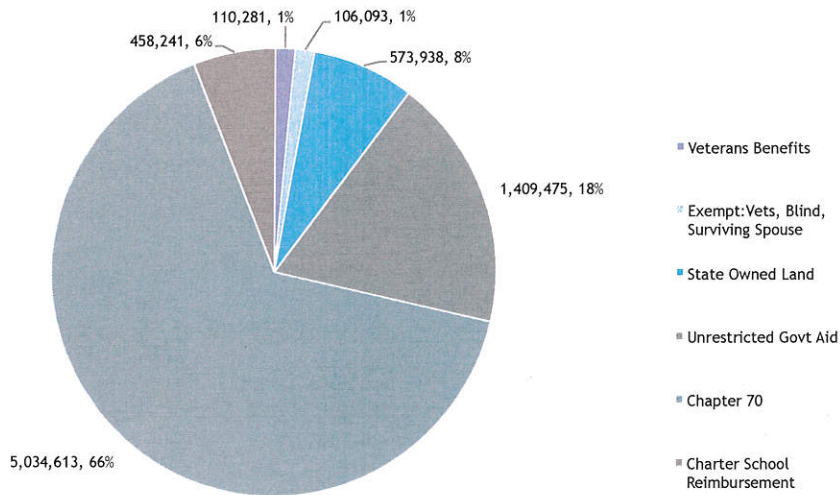
History FY2004-FY2018



6 **Budget VS. Actual - State Revenue FY2017**

FROM THE COMMONWEALTH	Budget	Actual	Difference	% of Budget
Veteran's Benefits	114,911.00	110,280.80	(4,630.20)	95.97%
Exemptions: Veterans, Blind, Surviving Spouse	104,076.00	106,093.00	2,017.00	101.94%
State Owned Land	573,938.00	573,938.00	-	100.00%
Unrestricted Govt Aide	1,409,475.00	1,409,475.00	-	100.00%
Chapter 70	5,034,613.00	5,034,613.00	-	100.00%
Charter School Reimbursement	<u>521,835.00</u>	<u>458,241.00</u>	<u>(63,594.00)</u>	87.81%
Total to the General Fund	\$ 7,758,848.00	\$ 7,692,640.80	\$ (66,207.20)	99.15%
Public Library	21,628.00	21,628.00		100.00%
School Choice Receiving Tuition	<u>800,520.00</u>	<u>816,628.00</u>	<u>16,108.00</u>	102.01%
Total State Revenue with offsets	\$ 8,580,996.00	\$ 8,530,896.80	\$ (50,099.20)	99.42%

7 **FY2017 State Revenue Cherry Sheets**



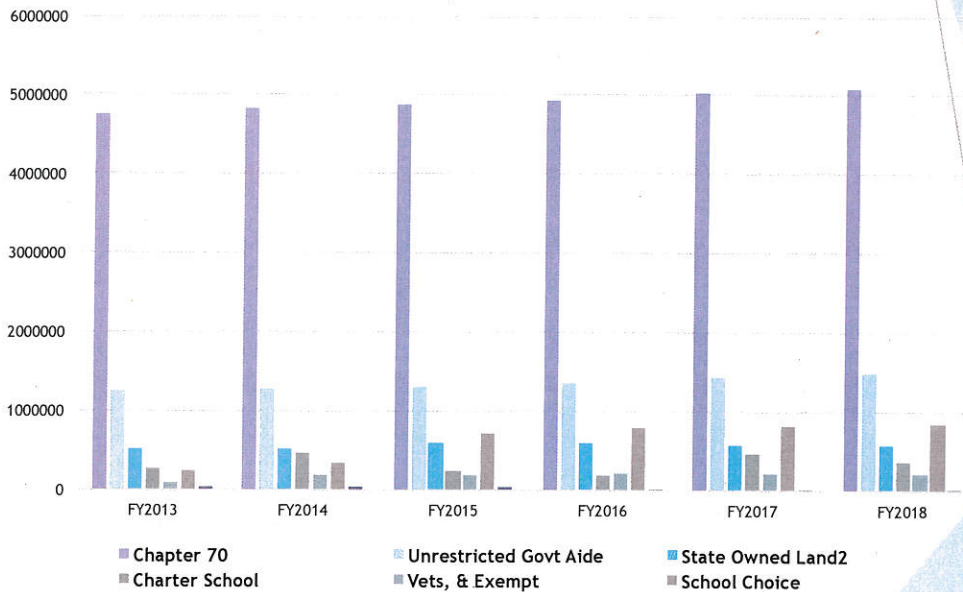
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History of Cherry Sheet Revenue

	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018 est
Vet Benefits	\$73,367	\$93,101	\$91,457	\$103,702	\$110,281	\$109,148
Exempt-Vet, Blind, Surv Sp	\$21,160	\$109,023	\$106,199	\$104,076	\$106,093	\$106,093
State Owned Land	\$511,133	\$521,715	\$580,849	\$580,849	\$573,938	\$573,392
Un-restrict Gov't Aide	\$1,239,900	\$1,269,209	\$1,304,407	\$1,351,366	\$1,409,475	\$1,464,445
Chapter 70	\$4,771,738	\$4,825,238	\$4,877,340	\$4,927,363	\$5,034,613	\$5,094,043
Charter School	\$255,324	\$462,350	\$228,329	\$198,367	\$458,241	\$353,644
School Choice Rec Tuition	\$231,541	\$335,248	\$723,869	\$800,520	\$816,628	\$831,190
School Lunch	\$11,446	\$11,617	\$10,783			
Public Libraries	\$16,634	\$16,371	\$21,815	\$21,912	\$21,628	\$21,453
Total	\$7,132,243	\$7,643,872	\$7,945,048	\$8,088,155	\$8,530,897	\$8,553,408

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State Aid - Cherry Sheet Revenues



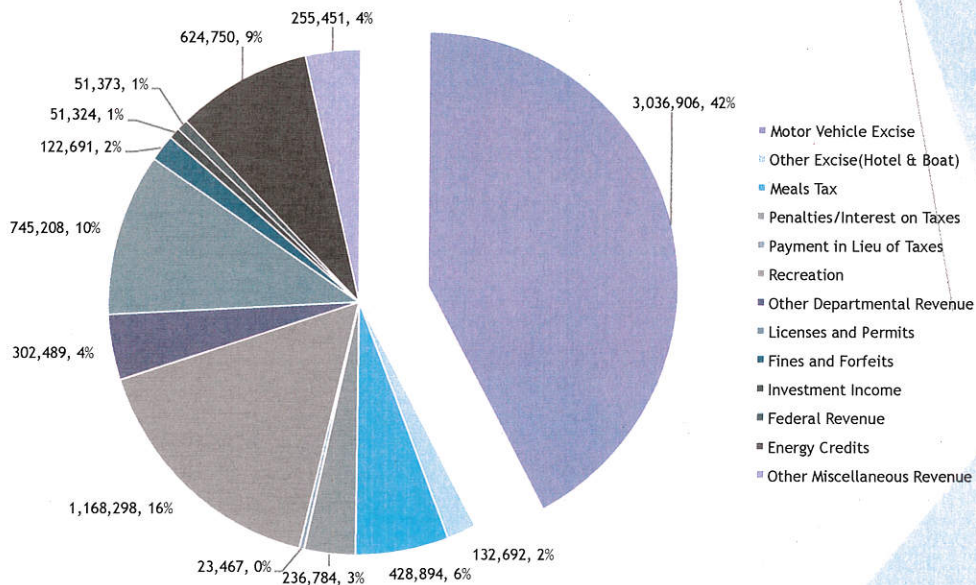
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Budget VS Actual Local Receipts FY2017

FROM LOCAL RECEIPTS	Budget	Actual	Difference	% over budget
Motor Vehicle Excise	\$ 2,221,657.00	\$ 3,036,905.93	\$ 815,248.93	136.70%
Other Excise (Hotel & Boat)	\$ 130,000.00	\$ 132,691.79	\$ 2,691.79	102.07%
Meals Tax	\$ 300,000.00	\$ 428,894.18	\$ 128,894.18	142.96%
Penalties/Interest on Taxes	\$ 225,000.00	\$ 236,783.64	\$ 11,783.64	105.24%
Payment In Lieu of Taxes	\$ 20,000.00	\$ 23,467.25	\$ 3,467.25	117.34%
Recreation	\$ 1,160,000.00	\$ 1,168,298.41	\$ 8,298.41	100.72%
Other Departmental Revenue	\$ 300,000.00	\$ 302,488.95	\$ 2,488.95	100.83%
Licenses and Permits	\$ 585,000.00	\$ 745,208.08	\$ 160,208.08	127.39%
Fines and Forfeits	\$ 130,000.00	\$ 122,691.47	\$ (7,308.53)	94.38%
Investment Income	\$ 25,000.00	\$ 51,324.09	\$ 26,324.09	205.30%
Other Federal Revenue	\$ 20,000.00	\$ 51,372.67	\$ 31,372.67	256.86%
Energy Credits	\$ 600,000.00	\$ 624,749.60	\$ 24,749.60	104.12%
Other Miscellaneous Income	\$ 49,427.00	\$ 255,451.02	\$ 206,024.02	516.82%
Total Local Receipts	\$ 5,766,084.00	\$ 7,180,327.08	\$ 1,414,243.08	124.53%

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Local Receipts FY2017



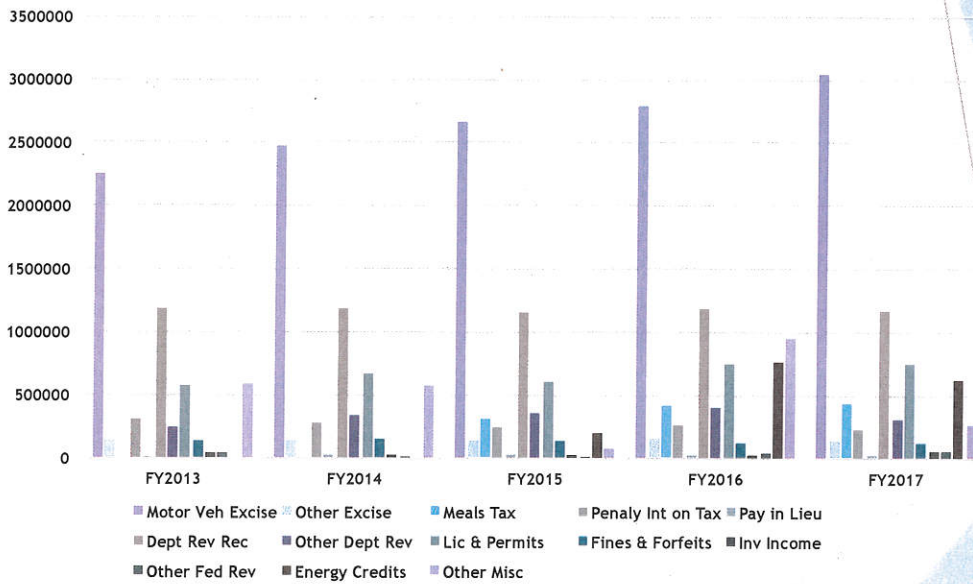
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History of Local Receipts

LOCAL RECEIPTS	FY2013	FY2014	FY2015	FY2016	FY2017
Motor Vehicle Excise	2,247,789.87	2,475,978.61	2,665,296.02	2,784,966.42	3,036,905.93
Other Excise (Hotel & Boat)	133,120.33	142,949.66	130,933.28	147,893.89	132,691.79
Meals Tax			303,341.27	416,244.09	428,894.18
Penalties/Interest on Taxes	315,301.16	282,175.80	239,278.71	263,322.42	236,783.64
Payment In Lieu of Taxes	25,488.10	23,381.92	19,636.43	33,042.25	23,467.25
Departmental Revenue - Marinas & Other Marina Revenue	1,185,865.90	1,186,279.69	1,160,259.02	1,188,648.29	1,168,298.41
Other Departmental Revenue	251,449.19	342,438.63	349,486.31	398,806.65	302,488.95
Licenses and Permits	576,707.96	665,561.71	612,378.57	754,345.42	745,208.08
Fines and Forfeits	135,355.15	158,614.26	134,820.55	115,206.28	122,691.47
Investment Income	43,392.17	31,449.10	27,757.82	27,857.87	51,324.09
Other Federal Revenue	36,542.94	16,487.00	18,798.46	44,044.36	51,372.67
Misc Energy Credits			193,423.18	762,868.82	624,749.60
Other Miscellaneous Income	<u>587,633.16</u>	<u>573,937.01</u>	<u>79,224.17</u>	<u>945,493.43</u>	<u>255,451.02</u>
Total	5,538,645.93	5,899,253.39	5,934,633.79	7,882,740.19	7,180,327.08

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Local Receipts



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Appropriation & Expenditures

- ▶ The FY2017 budget of 59,409,133 increased 3.86% over the FY2016 budget of 57,200,660 after all amendments had been made.
- ▶ In FY2017 the turn backs totaled \$1,677,121. This was an increase over FY2016 of \$764,400. This increase was due in part to the budget reductions that were made in FY2016.
- ▶ In FY2017 Shared Costs turned back the highest percent of the budget at 818,447 or 49% of the turn back. Group Insurance was the highest at 537,723 followed by Unemployment at 124,380 and County Retirement at \$100,824 and the remaining at \$55,520.
- ▶ Other functions turn backs were General Government 12%, Public Safety 12%, Public Works 8.4%, Human Services 2.6%, Culture & Recreation 1.18% and Debt Service .99%. (these were adjusted for transfers in from the Reserve Fund)

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Budget FY2017

Annual Town Meeting	May 2, 2016	Original Budget Vote	59,343,453.00
Special Town Meeting	October 17, 2016	Budget Increase	<u>65,680.00</u>
Final General Fund Budget			59,409,133.00

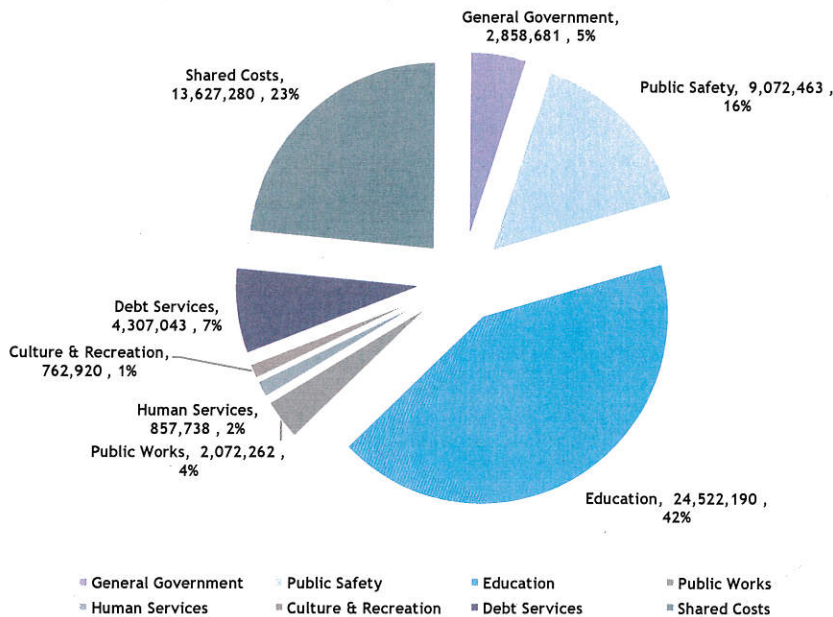
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Appropriation & Expenditures FY2017

	Encumbered Balance 7/1/2016	Appropriation	Expended	Transfers & Budget Amend	Closed to Fund Balance	Encumbered 6/30/2017
General Government	7,048.79	2,975,064.00	2,858,681.11	129,129.37	220,239.98	32,321.07
Public Safety	1,935.21	9,286,114.00	9,072,462.99	131,090.00	332,513.33	14,162.89
Education	161,663.45	24,392,470.00	24,522,190.10		194.40	31,748.95
Public Works	2,306.06	2,215,768.00	2,072,262.30	85,000.00	225,715.76	5,096.00
Human Services	990.46	938,373.00	857,738.42	(35,537.76)	43,654.28	2,433.00
Culture & Recreation		755,812.00	762,919.81	28,147.23	19,789.67	1,249.75
Debt Services		4,323,609.00	4,307,042.72		16,566.28	
Shared Costs	6,983.17	14,456,243.00	13,627,280.08	17,851.16	818,447.26	35,349.99
Total General Fund Budget	180,927.14	59,343,453.00	58,080,577.53	355,680.00	1,677,120.96	122,361.65

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Expenditure by Function FY2017



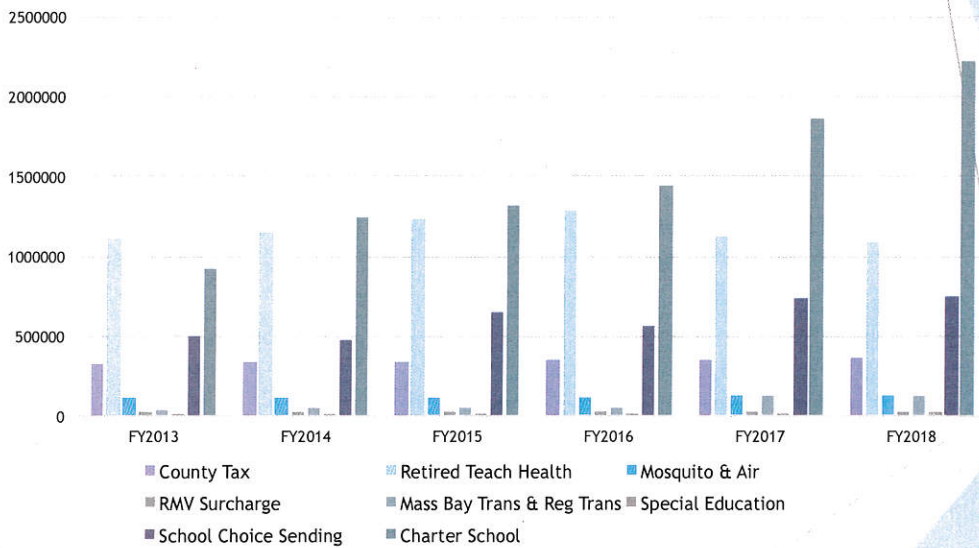
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History of Cherry Sheet Assessments

	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018 est
County Tax	\$328,888	\$337,257	\$341,567	\$342,773	\$351,341	\$358,085
Retired Teachers Health Ins	\$1,101,605	\$1,143,222	\$1,232,244	\$1,283,282	\$1,115,455	\$1,085,039
Mosquito Control Project	99,228	103,877	108,485	110,321	113,645	121,618
Air Pollution Districts	\$7,781	\$7,860	\$7,170	\$7,754	\$7,948	\$7,730
RMV Non Ren Surcharge	\$25,180	\$25,180	\$31,541	\$31,540	\$29,600	\$29,600
Mass Bay Transportation					\$41,707	\$39,418
Regional Transit	\$44,573	\$45,687	\$46,829	\$48,000	\$88,429	\$90,640
Special Education	\$13,822	\$14,099	\$15,639	\$18,711	\$19,383	\$20,159
School Choice Send Tuition	\$492,200	\$472,325	\$643,215	\$564,917	\$732,879	\$742,308
Charter School Send Tuition	\$921,875	\$1,237,383	\$1,313,036	\$1,440,239	\$1,857,477	\$2,216,625
Total	\$3,035,152	\$3,386,890	\$3,739,726	\$3,847,537	\$4,357,864	\$4,711,222

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Cherry Sheet Assessments



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Debt FY2017

- ▶ The Towns Long Term Debt increased 11,674,724 from FY2016 to FY2017. The largest increase came from the permanent issue of part of the DPW building in the amount of 8,385,399.
- ▶ Two new debt excluded projects were voted at the October 17, 2016 Special Town Meeting. The first project was to build a new Peebles Elementary School and the amount approved was \$39,919,042. The second project was to build a new Police Station and the amount approved was \$17,607,545. Bond Anticipation notes were issued in the amount of 2.5 million for each project during FY2017.
- ▶ The tax levy debt exclusion increased 450,093 in FY2017 over FY2016. This increase was due to the addition of the new DPW building. The tax levy debt exclusion will increase in FY2018 by 432,205 from FY2017 due to the addition of the new school and police station.

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Revenue Over/Under Budget & Expenditure Turn Back History

Fiscal Year	State Revenue Over/Under Budget	Local Receipts Over/Under Budget	Expenditure Turn backs
2010	(9,526)	525,361	612,968
2011	(25,592)	453,640	1,406,482
2012	8,146	882,013	1,635,873
2013	(217,165)	1,353,923	831,020
2014	38,893	1,076,627	608,379
2015	(14,540)	741,468	1,192,707
2016	(51,148)	1,906,148	764,400
2017	(66,207)	1,414,243	1,677,121

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Upper Cape Tech Vocational School Assessments

	Assessment	Increase from Prior Year	% Increase from Prior Year
FY2010	1,439,666	61,301	-4.08%
FY2011	1,620,907	181,241	12.59%
FY2012	1,690,553	69,646	4.30%
FY2013	1,789,111	98,558	5.83%
FY2014	2,162,131	373,020	20.85%
FY2015	2,911,817	749,686	34.67%
FY2016	3,294,382	382,565	13.14%
FY2017	3,306,806	12,424	.38%

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Financial Policies

- ▶ **Free Cash:** The Town should strive to appropriate no more than 50% of the Free Cash Balance that is in excess of the 5% policy as an operating revenue with a majority vote of Town Meeting. The Free Cash balance of \$7,847,739 at July 1 was 12.7% of the GFOB.
- ▶ **Stabilization Fund:** To maintain a long term Stabilization fund for unforeseen emergency expenses and capital projects in accordance with MGL Ch 40 S 5B. To maintain a Stabilization Fund balance of at least 6% of the GFOB. The town may appropriate funds from the Stabilization fund for any lawful purpose with a 2/3 vote of Town Meeting. The stabilization fund balance of \$3,756,385 at July 1 was 6.06% of the GFOB.
- ▶ **OPEB Trust Fund:** To maintain an OPEB Trust fund to accumulate funds for Other Post Employment Benefits. The long term goal for the Trust Fund is to fully fund the OPEB Liability. The balance in the OPEB trust fund was \$1,064,336.34 at July 1, 2017.

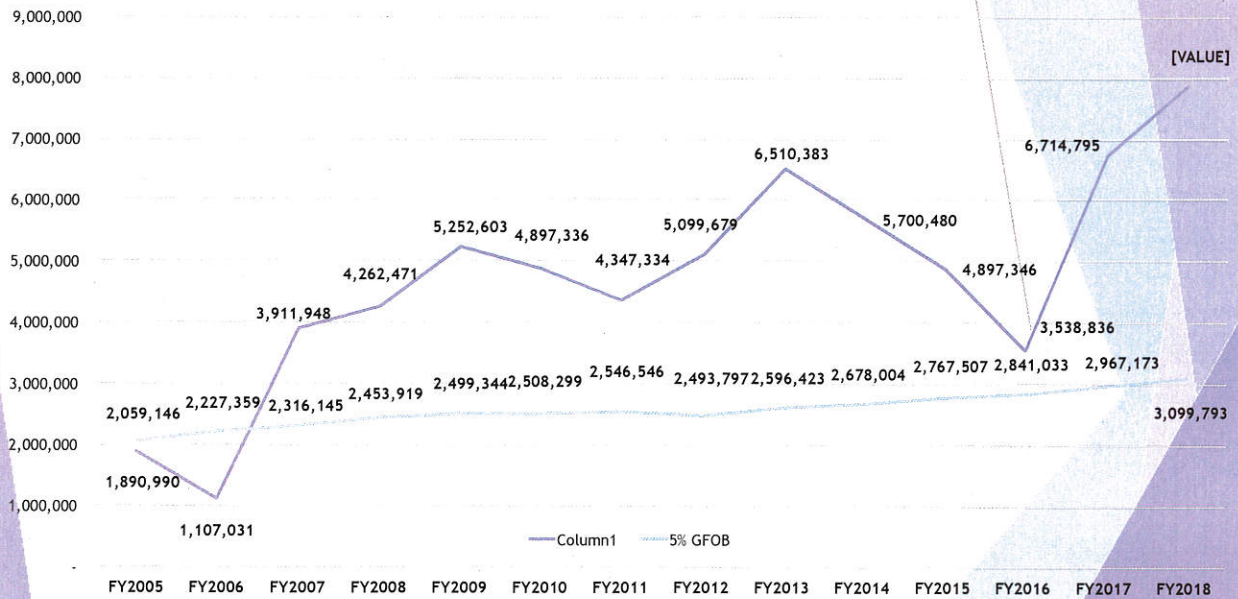
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Free Cash History

Fiscal Year	Certified Free Cash	As of	Total Voted During Fiscal Year	Used for Following Fiscal Years Budget	Used for Current Fiscal Years Budget	Used for Capital	Transfer to Stabilization	Used for Articles
2004	\$ 1,613,903.00	7/1/2003	\$ 1,439,111.00	\$ 562,736.00	\$ 201,900.00	\$ 674,475.00		
2005	\$ 1,890,990.00	7/1/2004	\$ 1,890,990.00	\$ 700,929.00		\$ 248,853.00		\$ 941,208.00
2006	\$ 1,107,031.00	7/1/2005	\$ (668,167.36)	\$ -	\$ (700,929.00)			\$ 32,761.64
2007	\$ 3,911,948.00	7/1/2006	\$ 1,459,656.57	\$ 553,850.00	\$ 30,749.72	\$ 205,270.00	\$ 587,684.85	\$ 82,102.00
2008	\$ 4,262,471.00	7/1/2007	\$ 1,662,337.40	\$ 650,478.00		\$ 181,980.53	\$ 700,000.00	\$ 129,878.87
2009	\$ 5,252,603.00	7/1/2008	\$ 2,034,697.39	\$ 859,245.00	\$ 22,500.00	\$ 244,000.00	\$ 887,462.00	\$ 21,490.39
2010	\$ 4,897,336.00	7/1/2009	\$ 1,854,907.32	\$ 1,780,737.00				\$ 74,170.32
2011	\$ 4,347,334.00	7/1/2010	\$ 1,340,687.00	\$ 800,000.00	\$ 429,375.00	\$ 8,000.00	\$ 88,312.00	\$ 15,000.00
2012	\$ 5,099,679.00	7/1/2011	\$ 1,908,921.73	\$ 1,400,000.00	\$ 144,395.00	\$ 169,526.73		\$ 195,000.00
2013	\$ 6,510,383.00	7/1/2012	\$ 3,216,255.99	\$ 1,400,000.00	\$ 464,500.00	\$ 594,391.37		\$ 757,364.62
2014	\$ 5,700,480.00	7/1/2013	\$ 2,422,060.00	\$ 2,004,000.00	\$ 107,800.00			\$ 310,260.00
2015	\$ 4,897,346.00	7/1/2014	\$ 3,429,046.00	\$ 1,792,345.00	\$ 865,000.00	\$ 397,800.00		\$ 373,901.00
2016	\$ 3,538,836.00	7/1/2015	\$ 846,676.25	\$ 892,405.00	\$ (648,682.00)	\$ 249,758.37		\$ 353,194.88
2017	\$ 6,714,795.00	7/1/2016	\$ 2,154,899.65	\$ 795,300.00	\$ 65,680.00	\$ 349,836.27	\$ 580,000.00	\$ 364,083.38
2018	\$ 7,847,739.00	7/1/2017	\$ 565,850.00		\$ 204,500.00			\$ 361,350.00

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Free Cash to Financial Policy Reserves



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Health Insurance Trusts, OPEB Trust & Stabilization Funds

Trust fund Accounts	Balance July 1, 2016	Interest Earned	Deposits/Transfers	Amounts Expended	June 30, 2017 Balance
Self Insurance Claims Trust	3,011,841.14	68,025.04	7,447,884.21	7,144,635.19	3,383,115.20
Employees Insurance Withholding Trust	998,787.78	22,623.31	2,482,656.52	2,381,767.41	1,122,300.20
OPEB Trust Fund	790,538.12	23,798.22	250,000.00		1,064,336.34
Stabilization Fund	3,545,542.21	30,842.86	180,000.00		3,756,385.07
Stabilization Fund-Capital Projects	329,461.15	157.91	590,699.95		920,319.01
Future Solid Stabilization	501,508.37	501.05			502,009.42

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General Stabilization Fund History

Fiscal Year	General Stabilization fund Beginning of FY Year	Used for Budgets during fiscal year	Voted to Stabilization fund during fiscal year	Interest earned in fiscal year
2004	\$ 1,906,905	\$ (400,000)	\$ 50,000	\$ 26,295
2005	\$ 1,583,200	\$ (200,000)	\$ 183,603	\$ 36,024
2006	\$ 1,602,827	\$ (400,000)	\$ 400,000	\$ 62,736
2007	\$ 1,665,563	\$ (769,898)	\$ 282,213	\$ 70,348
2008	\$ 1,248,226		\$ 1,287,684	\$ 76,628
2009	\$ 2,612,538		\$ 887,462	\$ 51,848
2010	\$ 3,551,848	\$ (88,312)		\$ 39,670
2011	\$ 3,503,206		\$ 88,312	\$ 13,320
2012	\$ 3,604,838	\$ (152,013)		\$ 22,652
2013	\$ 3,475,477	\$ (950,000)		\$ 21,524
2014	\$ 2,547,001		\$ 950,000	\$ 20,264
2015	\$ 3,517,265			\$ 13,616
2016	\$ 3,530,881			\$ 14,661
2017	\$ 3,545,542		\$ 180,000.00	\$ 30,843
2018	\$ 3,756,385			

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Waterway & Ambulance Funds

Special Revenue - Town	Balance 7/1/2016	Revenues	Transfers In	(Transfers Out)	Expended	6/30/2017
Municipal Waterways Fund Receipts Reserved	434,363.68	4,722.40	411,904.60	(402,452.00)		448,538.68
Ambulance Maintenance Fund Receipts Reserved	1,617,262.57	1,399,353.17	-	(1,225,000.00)	53,581.24	1,738,034.50

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Enterprise Funds

- ▶ ISWM ended FY2017 with a Retained Earnings balance of \$8,808,939 an increase of \$690,457 over FY2016 Retained Earnings of \$8,118,482. ISWM's Retained Earnings is up from the prior three years balances of \$7,954,733 on 7/1/2015, \$5,326,025 on 7/1/2014 and \$5,446,742 on 7/1/2013.
- ▶ The Sewer department's Retained Earnings decreased \$43,029 from FY2016 to FY2017 from \$634,068 to \$591,039. The Retained Earnings has remained relatively stable within the 600,000 range each of the last five years.
- ▶ During FY2017 the Sewer department increased the annual sewer user fee by \$24 from \$752 to \$776 per user.

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ISWM Enterprise Fund Revenues Budget vs Actual FY2017

	Fiscal 2017 Budget	Fiscal 2017 Actual	Budget Savings (Deficiency)	%
User Charges	10,486,905.00	12,934,682.20	2,447,777.20	123.34%
Other Departmental revenue	150,000.00	119,999.60	(30,000.40)	80.00%
Insurance Recovery & Premium from Bond Sale		422,569.71	422,569.71	
Investment Income	30,000.00	45,591.08	15,591.08	151.97%
Post Closure Funds	150,000.00	150,000.00	0	
Retained Earnings	400,000.00	400,000.00	0	
Total Revenues	<u>\$ 11,216,905.00</u>	<u>\$ 14,072,842.59</u>	<u>\$ 2,855,937.59</u>	<u>125.46%</u>

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ISWM Enterprise Appropriation & Expenditures

	Encumbered Balance 7/1/2016	Appropriation/ Borrowing	Expenditures	Transfers In (Transfer Out)	Closed to Fund Balance	Encumbered Balance 6/30/2017
Operating Budget:						
Salaries		2,030,312.00	1,849,617.93		180,694.07	-
Expenses	197,266.94	3,808,600.00	4,319,787.54	953,591.04	435,482.88	204,187.56
Debt Service		1,905,249.00	1,905,086.38		162.62	(0.00)
Reserve Fund		200,000.00		(200,000.00)	-	0.00
Host Community Fee		<u>800,000.00</u>	<u>790,699.95</u>		<u>9,300.05</u>	<u>(0.00)</u>
Sub-Total	\$197,266.94	\$8,744,161.00	\$8,865,191.80	\$753,591.04	\$625,639.62	\$204,187.56
Indirect Costs Total		<u>\$1,922,744.00</u>		<u>\$1,922,744.00</u>		
Total Expenses	<u>\$197,266.94</u>	<u>\$10,666,905.00</u>	<u>\$8,865,191.80</u>	<u>\$2,676,335.04</u>	<u>\$625,639.62</u>	<u>\$204,187.56</u>

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Sewer Enterprise Fund Revenues Budget vs Actual

	Fiscal 2017 Budget	Fiscal 2017 Actual	Over/Under Budget	%
User Charges:				
Sewer User Fees		929,777.03		
Sewer User Charges Added to Taxes		<u>38,289.01</u>		
Total User Charges	981,701.00	968,066.04	(13,634.96)	98.61%
Sewer Betterment Receipts:				
Committed Interest:		<u>(.01)</u>		
Total Betterment Receipts	0	(.01)	(.01)	
Other Departmental Revenue:	16,000.00	32,773.41	16,773.41	204.83%
Investment Income:	2,400.00	2,784.98	384.98	116.04%
Retained Earnings	<u>75,000.00</u>	<u>75,000.00</u>	-	
Total Sewer Revenues	<u>1,075,101.00</u>	<u>1,078,624.42</u>	<u>3,523.42</u>	100.33%

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Sewer Enterprise Appropriation & Expenditures

	Encumbered Balance 7/1/2016	Appropriation	Expenditures	Transfers In (Transfer Out)	Closed to Fund Balance	Encumbered Balance 6/30/2017
Operating Budget:						
Salaries		\$ 184,187.00	\$ 173,637.97		\$ 10,549.03	\$ -
Expenses	\$ 4,738.32	146,161.00	99,791.30	25,000.00	65,080.46	\$ 11,027.56
Wareham - Operation Expense	\$ 66,552.20	350,000.00	250,000.00	-	66,552.20	\$ 100,000.00
Wareham - Capital Assessment		188,478.00	188,477.53		0.47	\$ 0.00
Debt Service		19,570.00	19,563.03		6.97	\$ 0.00
Reserve Fund	-	<u>35,000.00</u>	-	-	<u>35,000.00</u>	\$ -
Sub-Total	\$ 71,290.52	\$ 923,396.00	\$ 731,469.83	\$ 25,000.00	\$ 177,189.13	\$ 111,027.56
Indirect Costs Total		<u>126,705.00</u>		<u>(\$ 126,705.00)</u>		-
Total Expenses	<u>71,290.52</u>	<u>1,050,101.00</u>	<u>731,469.83</u>	<u>(\$ 101,705.00)</u>	<u>177,189.13</u>	<u>111,027.56</u>

Peter Meier suggested to go up on the hotel tax to bring additional revenue in. The Committee and the Board discussed a hotel tax. Peter Meier also brought up the fact that Mass Maritime is acquiring more property.

Voted Peter Meier moved and seconded by Michael Blanton to take 12A out of order.
Vote: 5-0.

12) Project Updates

a. Center for Priority Based Budgeting - Update

Tom Guerino updated the Board and the Finance Committees on the Priority Based Budgeting (schedule).

Mr. Guerino said he had a discussion with Mr. Chris Fabian at the ICMA meeting relative to what our expectations were and how they are not being met. We were suppose to get information in May and we didn't get it. Told Chris Fabian this need to get moving or the contract will get suspended. I asked him for a defined schedule that we can work with. The original appropriation was for \$50,000 or \$55,000 that we put out at Town Meeting the contract will now be for \$42,000 with payment schedules based on performance base as opposed to a percentage from time to time. We would add an additional \$1,100 for one additional trip that we may need. Mr. Guerino urged the Board of Selectmen and the Finance Committee members to go to surveymonkey and fill out the survey.

1. *Updated Project Timeline overview,*
2. *Elected Official exercise and plan ahead for setting priorities (what we call "Results") and defining them,*
3. *Updated agreement document*

Here in this first email, I want to layout a simple timeline that will get us through the completion of your PBB implementation, per our discussion last week.

Results and Result Definitions

- **Status:** there are 2 surveys ready to roll out to your elected officials (I'll send these in the next email). The first survey will help us understand the priorities of your elected officials, and will give us the basis to create Bourne's "Results of Government." The second survey will be issued after the first survey is complete, we'll summarized the data and make a recommendation on the Town's Results, and then issue Survey #2 to focus on clarifying and specifically defining the Town's Results.
- **Timeline Expectation:** Launch in November, Complete in December. The surveys need to be complete before Program Scoring can begin (which is slated for January)
 - **November:** we can roll out Survey #1 this week, and set a due date of Thanksgiving.
 - **December:** we can roll out Survey #2 after Survey #1 is complete - best to aim for after Thanksgiving and allow through December to complete.

Program Inventory

- **Status:** complete
- **Timeline Expectation:** complete

Program Cost Allocation

- **Status:** Phil is working with Michael Ellis on gathering the Town's financial data. This is anticipated to last for the next 1-2 weeks, at which time the Town can begin the Program Cost Allocation exercise, which was the basis of the training conducted in May on-site in Bourne. We anticipate the likely need to provide a "refresher" training via webinar as the Program Costing templates are distributed to the departments for completion.
- **Timeline Expectation:** program costing typically takes an organization 2-3 weeks to complete. A practical deadline for departments to complete this step will be set for December 18th.

Program Scoring and Peer Review

- **Status:** will launch in January. Upon the elected officials completion of the Results setting and Results Definition surveys, Program Scoring can begin. CF will travel on-site to Bourne to lead this training in January.
- **Timeline Expectation:** program scoring and Peer Review typically require 4-6 weeks in total to complete. The program scoring training will launch in January, giving departments through the month of January to complete, followed by the Peer Review step which will be completed by early-mid February.

Final Model Completion and PBB Roll-out

- **Status:** aiming to complete in February for a March 1st roll out to the organization.
- **Timeline Expectation:** Due March 1

Phase II

Below is the first of two surveys we'll want the Board and Finance Committee to participate in.

Here's the survey link:

<https://www.surveymonkey.com/r/D3ZLBLX>

Please feel free to distribute this out to your elected officials. Here is some additional content that may be helpful to add to your email:

Concept and Instruction: participants in this survey provide their perspective and opinion on the role of local government in your community. What is the purpose of local government? Towards what end results are your programs and services provided? This survey allows each participant to offer their point of view on what the role of local government should be in your community, by thinking about the purpose of the programs you offer.

Time Commitment: survey should take participants 15-30 minutes to complete.

Don Pickard said we have been talking about priority based budgeting since 2015.

The Board, the committee members and the Town Administrator discussed it and how this program will provide valuable input moving forward, and what to do with Project X.

Don Pickard suggested if this Board wants to continue with this priority based budgeting have the Board take a vote to instruct the Town Administrator to tell Resource X they have until January 15, 2018 to have this in place or we are not going to continue with it.

George Slade said he would like more information before we vote on this.

Judy Froman spoke about how the priority based budgeting was used with the schools. Appreciate holding back some of the money until we reach the goals and deadlines. Would encourage we stick with this time line to have that process buy-in.

Peter Meier suggested they keep communication with us on how things are progressing. If things don't progress then we need to hold them accountable.

Tom Guerino if they aren't progressing then we should cut our losses and move on.

Michael Blanton suggested to continue with the conversations with the organization.

Mary Jane Mastrangelo said we can complete the surveys and that will help us get the priorities. Suggest survey number 1 get completed by the Finance Committee members and the Board of Selectmen no later than Nov 20th.

Linda Marzelli suggested we get a little more guidance/clarity from them on what they want.

7) Adjourn Joint Session with Finance Committee and reconvene regular Board of Selectmen meeting.

Finance Committee adjourned their meeting.

Voted Peter Meier moved and seconded by Don Pickard to adjourn the Joint session
Vote: 5-0.

Voted Peter Meier moved and seconded by Michael Blanton to reconvene the open session of the Board of Selectmen Meeting. **Vote:** 5-0.

8) Public Comment – Non-Agenda Items

None requested.

9) Minutes: 10-24-17, 10-25-17

Table until the next meeting.

10) Correspondence

George Slade said we can delay correspondence.

11) License and Appointments

- a. **Appointment - James J Donoghue - Bourne Housing Partnership/The Affordable Housing Action Plan Committee - Affordable Housing Trust**
- b. **Roan Name - Kendal Rae Place - 25 Perry Avenue**
- c. **Change in Manager - Weary Traveler's Club, Inc. from David Robinson to Richard E Keegan**

Peter Meier went over the appointment of James Donoghue for the Bourne Housing Trust/Affordable Housing Action Plan Committee.

Voted Peter Meier moved and seconded by Michael Blanton to approve James Donoghue as a member to the Bourne Housing Partnership/The Affordable Housing Action Plan Committee and the Affordable Housing Trust term to expire June 30 2018. **Vote:** 5-0.

Peter Meier went over the change in manager for the Weary Traveler's Club, from David Robinson to Richard E. Keegan. The condition from the Fire Department is they will need annual inspection for liquor license and new crowd manager certificate.

Voted Peter Meier moved and seconded by Michael Blanton to approve the request for change in manager for the Weary Traveler's Club. **Vote:** 5-0.

12) Project Updates

- b. **Center for Priority Based Budgeting - Update**
- c. **Buzzards Bay Park**

Tom Guerino passed out the Buzzards Bay Park Numbers Payments and Commitments sheet. We are on budget and on time. Mr. Guerino briefly went over the numbers.

Buzzards Bay Park
Payments and Commitments

CPA funds voted May 2015	\$350,000.00
CPA funds voted May 2016	\$425,000.00
Total	\$775,000.00

Brown Richardson: paid	\$71,376.34
Bracken: paid	\$11,806.00
site prep expenses: paid	\$44,127.31
Weston & Sampson: contract	\$96,000.00
Marini: contract	\$539,000.00
plants: paid	\$10,502.10
	<hr/>
	\$772,811.75
<i>amount "remaining"</i>	\$2,188.25

CPA funds voted May 2017	\$1,315,000.00
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irrigation - west section	\$38,900.00	paid
asphalt - west section	\$26,932.75	paid
water hook-up	\$54,219.78	paid
wi-fi in gazebo	\$4,291.00	paid
Clerk of the works	\$48,500.00	committed
East section contractor	\$685,673.00	committed
approved alternates	\$72,850.00	committed
pavilion	\$85,120.00	committed
Town contingency 15%	\$73,033.65	15% minus oodle swing
Weston & Sampson	\$92,000.00	committed
	<hr/>	
	\$1,181,520.18	
for Town expenses*	\$133,479.82	

**site prep work, pavilion lighting, plantings, etc. ~25,000 used to date*

as of 11/6/2017

13) Selectmen's Business

It was suggested to skip the Selectmen's Business because of the late hour.

14) Town Administrator's Report

- a. **ICMA Conference recap**
- b. **Assistant Town Administrators - Search**
- c. **Sagamore Highland Beach Access Stairs**
- d. **SWOT - Upcoming town wide session for Economic Development SWOT**
- e. **Town Administrator to formally submit Organizational Chart - Per Charter (previously unanimously agreed to by consensus by the Board of Selectmen).**

Tom Guerino spoke briefly about the ICMA Conference. The Assistant Town Administrator position has been advertised. Resumes have been coming in. We need to have a search committee meeting soon. The Sagamore Highlands Stairs should be out to bid within the next few days; we are just waiting on prevailing wage rates to come in. Mr. Guerino went over the Economic Develop SWOT (Strengths, Weaknesses, Opportunities, Threats). We are having two SWOTS as it relates to economic development, they will be held on the 16th of November. One in the morning 9:00 a.m. to 12:00 p.m. at this building, Bourne Community Building, and one in the evening 6:00 p.m. to 9:00 p.m. at the High School library. Mr. Guerino said he is going to hold on the Organizational Chart because he asked counsel his opinion relative to the Chart.

15) Selectmen's Reports

- a. **Discussion related to agenda submission timing for Board of Selectmen meetings**
- b. **Update on progress with Board of Selectmen Rules of Procedure**

Peter Meier said referring to the Rules and Procedures he will defer on doing anything on this until completion of the naming of memorials policy.

The next Bourne Selectmen meeting will be on Tuesday, November 14th at 7:00 P.M., then on the 28th. Executive session next week dealing with land related issues, start at 6:00

16) Adjourn

Voted Don Pickard moved and seconded by Peter Meier to adjourn. Meeting adjourned at 9:23 pm. **Vote:** 5-0.

Respectfully submitted – Carole Ellis, secretary.

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**Board of Selectmen
Minutes of Tuesday, November 28, 2017
Bourne Community Building
Bourne, MA 02532**

TA Tom Guerino

Selectmen

George Slade, Chairman
Peter Meier, Vice-Chairman
Judith Froman, Clerk
Don Pickard
Michael Blanton

Note this meeting is being televised and recorded. If anyone in the audience is recording or videotaping, they need to acknowledge such at this time – Michael Rausch Bourne Enterprise.

All items within the meeting agenda are subject to deliberation and vote(s) by the Board of Selectmen.

Documents

Meeting Called to Order

Chm. Slade called the meeting to order at 7:03 pm.

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

Public Comment – Non-Agenda Items

Admiral Francis McDonald, MMA, spoke briefly about the relationship between the MMA and the Town and trying to meet to keep the lines of communication open with all the activities that are going on. The housing study project has been a slower process than expected. There will be detailed conversations with the Town prior to any kind of project start. The Academy stands in support with the town on our collective efforts to improve Main Street West. It is an important connection to the Academy. Admiral McDonald also spoke about the activities on campus from time to time and would love for the citizens of the town to attend those events. The annual Holiday Concert will be on Dec 7th at 6:30, it is a free event.

Voted Peter Meier moved and seconded by Michael Blanton to take 9C out of order, as the next item on the agenda. **Vote:** 5-0.

9) c. Sign final Order of Betterments for Shaker Drive, Friendship Lane, Lancaster Lane, Canterbury Lane, and Laura Lane

Voted Peter Meier moved and seconded by Michael Blanton to instruct the Board of Selectmen to sign the final order of betterments for Laura Lane. **Vote** 5-0.

Voted Peter Meier moved and seconded by Michael Blanton to instruct the Board of Selectmen to sign the final order of betterments for Shaker Drive, Friendship Lane, Lancaster Lane, and Canterbury Lane. **Vote** 5-0.

4) Minutes: 11-14-17

Voted Peter Meier moved and seconded by Michael Blanton to approve the November 14, 2017 minutes as edited. **Vote** 5-0.

5) Correspondence

Judy Froman brought the committee up to date on the correspondence.

- A. State Senator deMacedo and Representative Hunt sent a letter to Lt. Governor Polito in full support of the Innovation Grant application filed jointly by the Town of Bourne and the Marine Renewable Energy Collaborative
- B. Christmas in Old Bourne Village - December 1st - December 3rd
- C. USDA is pleased that the Cape Cod Water Resources Restoration Project has received a second round of funding
- D. US Economic Development Regional Office Proposal Review Committee has conducted an initial review of the proposal for the construction of a wastewater treatment plant system to increase the service area and capacity of the existing system in Buzzards Bay. Upon initial review, the PRC determined that the proposal is not responsive to Federal Funding Opportunity
- E. Letter from Governor Baker and Lt. Governor Polito that the Town of Bourne has been awarded a Sustainable Materials Recovery Program Grant
- F. Letter from MA Department of Environmental Protection [MassDEP] has awarded the Town of Bourne a Sustainable Materials Recovery Program Municipal Grant. Town of Bourne will receive up to \$71,000 for the regional project entitled Cape Cod Latex Paint Collection and Recycling Initiative
- G. Cape Light Compact activity report for the month of September 2017
- H. Letter from Joan Eccleston regarding Barlows Landing Beach
- I. Division of Marine Fisheries - Seasonal status change - Open to Shellfishing - Monument Beach

Tom Guerino gave an update on letter F. The DEP Grant we received further notice that grant has been increased by an additional \$10,000 to \$81,000.

6) Departmental update - Police Department - all things police and update on Police Facility

Dennis Woodside updated the Board of Selectmen on the Police Facility. Since Town Meeting a few other things have been done. The floor plans have been finalized. It's in design development. We have had a lot of coordination meetings with consultants. Wetlands engineer walked the site to make sure there are no wetlands there. The site has been marked as for the corner lots, the bounds, and the setbacks. Mass Highway the DOT submission for the right turn in and right turn

out should have been submitted. Our OPM has been very helpful. We have a security meeting on the design of the building, where the cameras go. Bidding is supposed to go out in February. We are waiting for wastewater test to be done. We are on track.

Peter Meier spoke about the graffiti in town. Chief Woodside briefly spoke about the crime/vandalism in town. Mr. Woodside said the crime is down in the town.

Peter Meier spoke about staff and priorities for the Police Department. Dennis Woodside spoke about the staff that the Police Department would like. Would like more Shift Supervision. The inexperience on the staff concerns us.

George Slade questioned once you have no presence, the building, on Main Street what do you envision. Chief Woodside spoke about the changes on Main Street and the police building moving off Main Street not having a big effect on Main Street. Chief Woodside also spoke about how they have been getting ready for the move.

Judy Froman questioned if there are any officers in the Police Academy now? Chief Woodside said we are going to have two in January.

Michael Blanton spoke about the apps sending the tourist traveling down back roads, and questioned if there is any way we can mitigate away from that as a municipality. Chief Woodside said he is not sure you could enforce travelers not to travel the back roads. Mr. Blanton questioned if there is a way to contact the developers of the apps to see if the algorithms could be changed so they don't send people down roads in particular areas.

Peter Meier spoke about Sagamore Beach from July 4th to Columbus Day and the small parking lots. Ambulances have a hard time getting down that street. How can we facilitate that problem so it doesn't get bad this coming summer? Chief Woodside said the whole area needs an overlay, we have increased the fines, and we met with two or three groups from Sagamore Beach about the problems. We are going to have an increased presence there. Judy Froman suggested a shuttle for bringing people to the beach. Chief Woodside also spoke about the golf cart problems.

7) License and Appointments

a. Annual Liquor Renewals with accompanying food, entertainment and amusement device licenses

Peter Meier went over the liquor license renewals

7

2018
Year Round Licenses and Companion Licenses Renewals
[Common Victualer - Weekday Amusement - Sunday Amusement and Coin Operated Amusement Device - General]

D/B/A	NAME	MANAGER	Club - All Alcoholic	Liquor	Common Victualer/Vendor	Weekday Amusement	Sunday Amusement	Coin Operated Amstnl	General License	REMARKS
<i>Oldia Amusement Post #2688</i>	Apocet Post #5988, V.F.W. Building Association, Inc. Buzzards Bay Aerie #3741, Fraternal Order of Eagles, Inc.	Patrick J. Ruggiero, Manager Matthew S. Gilbert, Manager	180 Shore Road, Bourne 39 Chassett Avenue, Buzzards Bay	\$1,000.00 \$1,000.00	\$50.00 \$50.00	\$50.00 \$50.00	\$100.00 \$100.00	\$300.00 \$225.00		
<i>Oldia Buzzards Bay Eagles</i>	Club Italiano Guglielmo Marconi Monument Beach Sportsman's Club, Inc. Pocasset Golf Club, Inc.	Archie B. Rowlett, Jr., Manager Henry F. Donovan, Manager Charles F. Wright, Manager	Sagamore Dunn Road, Off MacArthur Blvd., Monument Beach Clubhouse Drive, Pocasset	\$1,000.00 \$1,000.00 \$1,600.00	\$50.00 \$50.00 \$50.00	\$50.00 \$50.00 \$50.00	\$100.00 \$100.00 \$100.00			
<i>Oldia Marconi Club</i>	<i>Misty Travelers Club, Inc.</i>	David L. Robinson, Manager	77 Valley Bars Road	\$1,000.00	\$50.00	\$50.00	\$100.00	\$75.00		
Common Victualer - All Alcoholic										
<i>Oldia The Breezeless Club</i>	Cape Sunset Enterprises, Inc.	Frank J. Falcone, Manager	11 Brigadon Road, Bourne	\$1,600.00	\$50.00	\$50.00	\$100.00			
<i>Oldia Buzzards Bay Tavern</i>	Cochrane Ventures, LLC	James R. Carter, Manager	145 Main Street, Buzzards Bay	\$1,600.00	\$50.00	\$50.00	\$100.00	\$75.00		
<i>Oldia Countryd Restaurant</i>	Millero Corporation	Paula Berni-Miller, Manager	1337 County Road, Cataumet	\$1,800.00	\$50.00	\$50.00	\$100.00			
<i>Oldia The Bog Pub</i>	Carberry's LLC	Kirk M. Fitzgerald, Manager	618 MacArthur Boulevard, Pocasset	\$1,600.00	\$50.00	\$50.00	\$100.00			
<i>Oldia Eastwind Seafoods</i>	Eastwind Seafoods, Inc.	Craig R. Moore, Manager	Corner of 304 Main Street and 4 Old Bridge Road	\$1,600.00	\$50.00					
<i>Oldia Fingers a Irish Pub</i>	Three Irishmen, Inc.	John T. Downs, Manager	119 Cranberry Highway, Sagamore	\$1,600.00	\$50.00	\$50.00	\$100.00			
<i>Oldia Lobster Trap Fish Market, Inc.</i>	<i>Oldia The Lobster Trap Fish Market and Restaurant</i>	Anthony M. Cuhelis, Manager David P. Delaney, Manager	249 Main Street, Buzzards Bay 290 Shore Road, Bourne	\$1,600.00 \$1,600.00	\$50.00 \$50.00	\$50.00 \$50.00	\$100.00 \$100.00			
<i>Oldia Lob Dog Canal Cafe</i>	Freedom City, Inc.	Kevin Shea, Manager	71 Cranberry Highway, Sagamore	\$1,600.00	\$50.00	\$50.00	\$100.00	\$75.00		
<i>Oldia Mezza Luna Restaurant, Inc.</i>	Rossmery Cuhelis, Manager		253 Main Street, Buzzards Bay	\$1,600.00	\$50.00	\$50.00				
<i>Oldia The Pizzel Bar & Grill</i>	Balman Corp	Brian M. Crocker, Manager	1356 Route 28A, Cataumet	\$1,600.00	\$50.00	\$50.00	\$100.00	\$150.00		
<i>Oldia Sandy's Famous Seafood Restaurant</i>	Sandy's Famous Seafood Restaurant LLC	Judith Ann Tubbs, Manager	7 Bourne Bridge Approach, Buzzards Bay	\$1,600.00	\$50.00					
<i>Oldia Star Crazy Restaurant</i>	Bopha Ankor's Star Crazy LLC	Charith U.V. Manager	570 MacArthur Blvd., Pocasset	\$1,600.00	\$50.00					
<i>Oldia Storming Grounds Pub</i>	Storming Grounds, Inc.	Helene Rogers, Manager	240 Main Street, Bourne Bridge Approach, Buzzards Bay	\$1,600.00	\$50.00			\$300.00		
<i>Oldia F.I.S. Grill & Bar LLC</i>	F.I.S. Grill & Bar LLC	Judith Ann Tubbs		\$1,600.00	\$50.00			\$100.00		
<i>Oldia Trading Post Lounge, Inc.</i>	Trading Post Lounge, Inc.	Kristine M. Lalziel, Manager	12 Trowbridge Road, Bourne	\$1,600.00	\$50.00	\$50.00	\$100.00	\$225.00		

2018
Year Round Licenses and Companion Licenses Renewals
[Common Victualer - Weekday Amusement - Sunday Amusement and Coin Operated Amusement Device - General]

DB/A	NAME	MANAGER	Liquor	Common Victualer/Food Vendor	Weekday Amusement	Sunday Amusement	Coin Operated Amusement	General License	REMARKS
Common Victualer - All Alcoholic - Continued									
Alida Trowbridge Tavern & Bar	Iron Maiden, Inc.	Mary Ellen McCarthy	\$1,600.00	\$50.00	\$50.00	\$100.00			
Alida Winch Restaurant	Wayto, Inc.	Suman Chiu, Manager	\$1,600.00	\$50.00					
Alida Whiteback Restaurant	Whiteback Restaurant, Inc.	Suan Coggeshall, Manager	\$1,600.00	\$50.00	\$50.00		\$75.00		
Common Victualer - Wine & Malt									
Alida Buzzards Bay House of Pizza	BBHP, Inc.	Oiga Kalkanis, Manager	\$1,100.00	\$50.00					
Alida East Wind Lobster & Grill	Buzzards Bay Marina Corp	Lean Lalanian, Manager	\$1,100.00	\$50.00					
Alida Golden Plaza Restaurant	Chen Restaurant, Inc	Dong Rong Chen, Manager	\$1,100.00	\$50.00					
Alida Grazzella's	Grazzella's Pizza, LLC	Thomas M. Rius, Manager	\$1,100.00	\$50.00					
Alida Pizza by Evan	PEG Pizza, Inc.	Periatera Savvidis, Manager	\$1,100.00	\$50.00					
General on Premise - Wine & Malt									
Alida Ryan Family Amusement	Ryan Family Amusement, Inc.	Robert Nichols, Manager	\$1,100.00	\$50.00	\$100.00	\$100.00	\$4,125.00	\$50.00	
Package Store - All Alcoholic									
Alida Bourne Bridges Liquors	Beezy, Inc.	Douglas Beezy, Manager	\$1,750.00						
Alida Gray Gables Market	RFS Market, Inc.	Russell J. Sartore, Manager	\$1,750.00	\$50.00					
Alida Liberty Market	Rymco, Inc.	Richard C. Rymista, Manager	\$1,750.00						
Alida The Liquor Barn	Norman B. White, Jr., Inc.	Phillip Joseph Malouni, III	\$1,750.00						
Alida Lakes Liquor 'N More	Patrol Spirits, Inc.	Leon R. Karkow, Manager	\$1,750.00						
Alida Onis Stop Convenience Store	Portside Liquors, Inc.	Zeha Meiri, Manager	\$1,750.00						
Alida Sea Side Wine and Spirits	Sand Corporation	Shareef Mohammed Farooq, Manager	\$1,750.00						
Alida 16 Olds Spirit Shoppe	Barrows Liquor Corp	Parash Patel, Manager	\$1,750.00						
	Paradigm, Inc.	Muhammad Strand Hamid, Manager	\$1,750.00	\$50.00					

Voted Peter Meier moved and seconded by Don Pickard to approve Club - All Alcoholic listed on the sheet for Aptuxcet Post #5988, VFW Building Associate, Buzzards Bay Aerie #3741, Fraternal Order of Eagles, Inc.; Club Italiano Guglielmo Marconi; Monument Beach Sportman's Club, Inc.; Pocasset Golf Club, Inc.; Weary Travelers Club, Inc. **Vote:** 5-0.

Voted Peter Meier moved and seconded by Michael Blanton to approve Common Victualer - All Alcoholic for: Cape Sunset Enterprise, Inc.; Cochrane Ventures, LLC; Millerco Corporation; Cranberry's, LLC; Eastwind Seafood, Inc.; Three Irishmen, Inc.; Leo's Seafood Restaurant, Inc.; The Lobster Trap Fish Market and Restaurant; Freedom City, Inc.; Mezza Luna Restaurant, Inc.; Batman Corp.; Sandy's Famous Seafood Restaurant, LLC; Bopha Angkor's Stir Crazy, LLC; Stomping Grounds, Inc.; T.J's Grill & Bar, LLC; Trading Post Lounge, Inc.; Iron Maiden, Inc.; Wayho, Inc.; Whaleback Restaurant, Inc. **Vote** 5-0.

Voted Peter Meier moved and seconded by Michael Blanton to approve Common Victualer Wine and Malt for: BBHP, Inc.; Buzzards Bay Marina Corp.; Chen Restaurant, Inc.; Graziella's Pizza, LLC; P&G Pizza, Inc. **Vote** 5-0.

Voted Peter Meier moved and seconded by Michael Blanton to approve General on Premise - Wine and Malt for: Ryan Family Amusement, Inc. **Vote** 5-0.

Voted Peter Meier moved and seconded by Michael Blanton to approve Package Store - All Alcoholic for: Beecy, Inc.; RFS Market, Inc.; Rymco, Inc.; Norman B White, Jr., Inc.; Patriot Spirits, Inc.; Portside Liquors, Inc.; Sadiq Corporation; Barlows Liquor Corp.; Paradigm, Inc. **Vote:** 5-0.

8) FY 19 budget discussion - Selectmen Brainstorming for Priorities (Please bring FY 17 close out PPT)

Tom Guerino spoke about the budget calendar and department staffing, Police, Fire, and School Department. The Town is in good fiscal shape right now as long as we stick to the policies that the Board of Selectmen have adopted/refined, we have a fairly good working structure of keeping the town within budget. The Regional Tech School enrolment appears to be down. The contracts are good for another year. The Board has its goals; some of the goals will require some investments. Blue economy will require some investments. Start thinking about the goals. The budget message will come out around the end of January.

George Slade said he likes the several-year view for the budget. Mr. Slade also spoke about school choice.

Tom Guerino said we need to do a more strategic job at how we look at our forecast. Peter Meier spoke about the CPC funds.

Don Pickard spoke about questioning the departments what would they want to invest in for their departments.

Michael Blanton said we should also ask what the reduction in services and programs was; what the stress areas are. Also other advances in technology and procedures that we need to acclimate to but based on the current configuration we cannot.

George Slade said everyone needs to start thinking of contacts or liaisons from the Board of Selectmen to the departments.

Mary Jane Mastrangelo said it would be good to coordinate a member from the Board of Selectmen and the Finance Committee to meet with the departments.

Mary Jane Mastrangelo said we want to start addressing the OPEB part of the budget.

9) Selectmen's Business -

- a. **5 minute discussion about how technology can create efficiency and cost savings. Needs and inventory (including the schools)**
- b. **Report on Selectmen's Goals (e) Mr. Slade/Ms. Froman - Assistant Town Administrator, Mr. Blanton - Blue economy**
- c. **Sign final Order of Betterments for Shaker Drive, Friendship Lane, Lancaster Lane Canterbury Lane, and Laura Lane**
- d. **Discussion related to LCP and Planning Board responsibility**

Judy Froman spoke about how technology can create an efficiency and cost savings. There are efficiencies that can be developed over time that involve technologies. Ms. Froman spoke about DUDE Solutions. Would like to have more conversations on how to use the website, how to have a more user friendly website, and to use it to proactively communicate better.

Tom Guerino also spoke about making the website more user friendly and getting more information to the citizens, and possibly citizen interaction. It is a staffing issue; we may want to contract it out to a grad student, or high school student. Michael Blanton spoke about getting an intern from Bourne High School or from the Upper Cape Tech.

b. Assistant Town Administrator: Tom Guerino said we have advertised for this position in six different spots. We have about 50+ applicants' to-date. The application review will start by the end of the month.

Tom Guerino read the advertisement for the Assistant Town Administrator: Town of Bourne seeks candidates to serve in the position of Assistant Town Administrator. Duties include Assisting the Town Administrator on a variety of town administrative issues as delegated by the Administrator including Human Resource coordination, procurement review and oversight, capital budget management, departmental oversight, special projects and other related work, as required. Requirements: A degree in public administration, business administration, or a related field; three to five years of municipal management experience; or an equivalent combination of education and experience, Mass municipal experience is preferred. Salary range: \$85,000-\$105,000 plus a generous benefits package including medical coverage.

Michael Blanton spoke about Bourne Blue Economy opportunities, and went over the Blue Economy initiative provided by Cape Cod Chamber of Commerce with support from the Commonwealth. Mr. Blanton said he attended the release of the Blue Economy report on November 2nd at the Marine Life Center.

Town of Bourne - SMART Goal ‘Bourne’s Blue Economy’ initiative

A SMART goal meets the criteria of the terms of the acronym SMART: Specific, Measurable, Attainable, Relevant, and Time-bound.

Acronym	Description	Developing SMART Goals
S	Specific	As a Cape Cod coastal municipality, Bourne qualifies as town with a “Blue Economy” in concert with the Commonwealth and the Nation’s burgeoning focus. To take advantage of our position, Bourne should identify opportunities to grow existing and attract new opportunities for Bourne in the contemporary “Blue Economy,” including but not limited to marine technology, maritime recreation and transportation, oceanographic education, shell fishing and fin fishing, tourism and maritime culture – industry and activity dependent upon fresh or salt water or a coastal connection for such business to be possible. The Board of Selectmen shall appoint a working group comprised of the Town Administrator, Town Planner, Department of Natural Resources director and other relevant board, committee or consultants who can aid in this compilation. Meetings will be held in public places such as town hall, community building, etc., and encourage public participation.
M	Measurable	Using the above and related areas, a listing of “Blue Economy” businesses, organizations, agencies will be compiled that list and number the: <ol style="list-style-type: none"> 1. Existing “Blue” businesses in Bourne at present; 2. “Blue” opportunities needed or desired for Bourne, and; 3. Any linkages between like or complimentary businesses will be identified. Policies that can encourage “Blue” businesses such as regulatory policy, zoning changes and tax incentives can be discussed for applicability.
A	Attainable	Once these “Blue” opportunities are identified and listed, action plans may be developed to market Bourne as an investment community for forward-thinking coastal-related businesses and affiliated services. A “Blue Economy” incubator can be planned in conjunction with the Town Planner, The Bourne Financial Development Corporation, the local Chamber of Commerce and other similar entities to encourage growth in these sectors.
R	Relevant	Bourne has unique opportunities available to it as the entry and exit point for Cape Cod, home of the Cape Cod Canal, host community for one of the Nation’s few maritime academies, and a growth incentive zone for Main Street through the Cape Cod Commission. As renewed efforts to revitalize downtown Bourne have begun to produce fruit, Embracing an updated, ambitious approach at this time would certainly be worthwhile now and for years to come.
T	Time Bound	End of 2 nd quarter (December 2017) – Listing compiled of ‘Blue’ opportunities in Bourne, listed on town website. End of 3 rd quarter (March 2018) – public meetings with working group to solicit member and citizen input, assess and assign priority to encourage sectors with policy, zoning recommendations and financial methods to promote growth for identified opportunities. End of 4 th quarter (June 2018) – deliver first annual report on Bourne’s ‘Blue Economy’ in a SWOT-style analysis. Invite participation from: the public;

		stakeholders; local, regional & state government representatives; public and private businesses, organizations and agencies. Discuss next steps to promote the priorities identified in the annual report.

Next week 5th and 6th Cape Cod Commission hosting its 5th annual Coastal Conference in Hyannis at the Resort and Conference Center.

Finalization of the permitting for the Cape Cod Canal based hydrokinetic turbine test facility is going through.

Grant application between the town and the Marine Renewable Energy Collaborative was resubmitted. That will involve Literal Power.

Mr. Blanton asked Mr. Guerino to open a dialog with representatives from MEMA and the Cape Cod Commission regarding resources that may be available that could be used for hazards mitigation in the velocity flood zone area. We had a conversation about incubator space in the downtown area that can cater towards the marine tech industry.

I am going to engage with the State Legislative delegation to see what can be done with Mass Highway, to start the conversion about the route 25 side.

Had a conversation with the Town Planner about beginning the dialog of looking at necessity of the inventory of Blue Economy related businesses in Bourne.

Friday Office Hours we will be discussing what would the citizens like to see about Blue Economy.

d. LCP and Planning Board Responsibility

Tom Guerino stated there is nothing that precludes the Planning Board from establishing committees or subcommittees. Suggest a letter from the Chairman to the Chairman highlighting this opinion and suggesting this Board would be supportive in any of the efforts the Planning Board might opt to make and assisting with the establishment of such committee under the auspices of the Planning Board.

Michael Blanton clarified that it was the opinion of Town Counsel that the authority over the management and creating of the LCP was under the purview of the Bourne Planning Board.

Judy Froman said she is hesitant about leaving it at just writing a letter and spoke about being more proactive about showing support moving forward

Mr. Guerino said the strategic plan will be a big part of what we submit to the Planning Board. That will be a big piece that gets included in the LCP.

10) Selectmen's Reports

- a. Congratulations to the Bourne Ladies Volleyball Team for an outstanding season**
- b. Board's past week attended events**
- c. Upcoming events the BOS plan to attend**
- d. Discussion to address issue related to private roads, betterments and/or acceptance. Cost - Benefit**

Peter Meier congratulated the Bourne Ladies Volleyball team for a great season.

b. Boards Attended Events

Don Pickard said he attended, and spoke briefly, about the kickoff for the Homeless for the Holidays.

Michael Blanton also spoke about the kickoff for the Homeless for the Holidays. Mr. Blanton said he attended the Bourne High School induction to the Honor Society

c. Upcoming Events

Michael Blanton spoke about the Coastal Conference put on the by the Cape Cod Commission on Tuesday, Dec. 5th and Wednesday, Dec. 6th at the Resort and Conference Center of Cape Cod. Also the 2nd presentation of the Bourne Rail Trail Project being undertaken by the grad students at Boston Architectural College.

Peter Meier spoke about Council on Aging meetings. Would like to bring in our Health Care Professionals to discuss the Affordable Health Care Act. Would like to do a workshop with the Council on Aging for the elderly to see what options they have.

Judy Froman attended her first Cape Cod Metropolitan Organization meeting and was successfully elected into Region A for representing Bourne, Falmouth, Mashpee, and Sandwich on the planning. She briefly spoke about what they discussed.

d. Private Road Betterment

George Slade read the document:

Road Repairs in the town of Bourne

- Of the approximately 200 linear miles of roads in Bourne, about half of them are unaccepted (private);
- Many of these roads were originally paved in the 1970-80s, and will soon require maintenance or repairs in order to remain useable.
- Because the roads are not accepted, the cost of repair is the responsibility of the abutters.

In order to address this looming issue I recommend that we:

- Appoint members to Road Acceptance Committee to achieve full membership

- See that an efficient, easy-to-use guide is available to abutters of unaccepted roads (engineering tech has drafted a step-by-step process timeline that guides residents through the betterment process)
- Efficiency reduces repetitive use of town hall staff
- Bringing abutters on board with procedure is very time consuming
- Prepare analysis to determine the cost and benefit comparison of repairing road to state standards, then accepting them
 - \$5,000 per year per mile for accepted road
 - Estimated life of an accepted road
 - Beta Software tool
 - Determine which roads are in most need of repair
 - Define "brought to state standards"

What are the other benefits?

- Overall value of town as a whole
 - Overall value of homes
 - Better quality of life of residents
 - Maintain our favorable bond rating
- Streamline the approach so that town resources are not as taxed

Tim Lydon briefly spoke about the 12-step process and how it will help. The town taking on this work is a big responsibility. In the future we need to examine our policies on this and come up with a better idea.

George Slade would like to appoint a Selectmen member to the Road Acceptance Committee. Get a cost benefit analysis done on these roads and what it would cost to repair these roads to state standards.

Don Pickard questioned is this a discussion to try to get all private roads to turn public. George Slade said it is to get your thought on filing the Private Roads Acceptance Committee.

Tim Lydon said we have two types of betterments; the temporary is what we have been doing. That started as potholes and brief repairs, it has turned into completely resurfacing the road. Mr. Lydon explained what has to be done to rebuild the roads to state standards and the costs associated with that. We need to have a cost analysis done.

11) Town Administrator's Report

- a. SWOT (Strength Weaknesses Opportunities and Threats) workshop recap**
- b. Priority based budget update**
- c. Need for joint session with Finance Committee - regarding legal update (similar to FY 18 update by Town Counsel) and FY19 budget priorities (once BOS has established its priorities)**

Tom Guerino said we concluded the two series of the SWOT, strengths, weaknesses, opportunities, and threats workshops. The morning session had approx. 40-45 people. The evening session was less attended. Mr. Guerino spoke about the workshop sessions. It was a successful event. We will move into long-term economic strategic plan. We need to report back our successes to the Lt. Governor's office.

b. Priority Base Budget

Having weekly conference calls with them. Mike Ellis has done a tremendous amount of work. He is coming out in January. We are on schedule.

c. Joint meeting with the Finance Committee

Previous year we did a meeting with the Finance Committee relative to the budget priorities and Town Counsel budgets. Counsel has suggested we do this again. During the regular budget process is a good time to have the joint meeting, meet January 9th.

Peter Meier said now you can go to the Selectmen page and click on the agenda there will also be the agenda packet posted.

The next Bourne Selectmen meeting will be on Tuesday, December 5th at 7:00 P.M.

12) Adjourn

Voted Peter Meier moved and seconded by Don Pickard to adjourn. Meeting adjourned at 9:21 pm. Vote 5-0.

Respectfully submitted – Carole Ellis, secretary.

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**Board of Selectmen
Minutes of Tuesday, December 5, 2017
Bourne Community Building
Bourne, MA 02532**

TA Tom Guerino

Selectmen

George Slade, Chairman
Peter Meier, Vice-Chairman
Judith Froman, Clerk
Don Pickard
Michael Blanton

Note this meeting is being televised and recorded. If anyone in the audience is recording or videotaping, they need to acknowledge such at this time – Michael Rausch Bourne Enterprise.

All items within the meeting agenda are subject to deliberation and vote(s) by the Board of Selectmen.

Documents

Meeting Called to Order

Chm. Slade called the meeting to order at 7:00 pm.

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

The Webelo Pack 44 led the reciting of the Pledge of Allegiance. The Webelos that were present are: Alex, Quince, Chris, Charlie, Sammy, Bren, Joseph, William, and Andrew.

Public Comment – Non-Agenda Items

None requested.

4) Correspondence

Judy Froman brought the committee up to date on the correspondence.

- A. Results of the Metropolitan Planning Organization Election, Judith MacLeod-Froman has been elected to serve as a representative for the Sub-Region A [Towns of Bourne, Sandwich, Falmouth, and Mashpee.] Term will begin January 1, 2018 and will continue for three [3] years.
- B. Board of Appeals agenda for December 6, 2017
- C. Division of Marine Fisheries: Shellfish Transplant Opening - Open to Shellfish - Buttermilk Way
- D. Cape Cod Commission Hearing Notice for December 14, 2017: Proposed Amendment to Chapter A, Enabling Regulations Governing Review of Development of Regional Impact.

5) Bourne Integrated Solid Waste Management - Residential Recycling Rules and Regulations for 2018.

Dan Barrett went over the Residential Rules and Regulation for ISWM. We are going to use sticker tracker this year.

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ACCEPTABLE ITEMS (prices may change)

- Bulky items: each household will get 4 bulky item stickers, good for 2018 only, that can be used for free disposal of the items below. Bulky item stickers must be presented or charges will apply. The charges are:
 - Appliances (including microwaves) - \$10
 - Flat screen monitors and TVs, computers (CPUs), Cathode Ray Tubes (TVs, monitors) - \$20
 - Mattresses, boxsprings, sofa beds - \$5, if wet, damaged or soiled - \$20
 - Fluorescent bulbs - One sticker per bundle of up to 8 - \$4 each bulb
 - Tires - up to 4 small tires per sticker allowed; Auto/motorcycle/vehicle/mower < 16" - \$10, vehicle/truck 16" - 20" - \$20, vehicle/truck > 20" - \$60
- Recyclables, scrap metal
- Yard waste, brush and stumps
- Residential garbage and rubbish
- Bulky items and furniture
- Construction & demolition debris/shingles
- Propane tanks (20 lbs. only)
- Batteries- Ni-Cad, auto/marine, lithium
- Mercury containing items- thermometers, thermostats, switches
- PCB ballasts
- Paint- Fri. & Sat. only, March 30th through October 20th, 10 can limit/day
- Waste oil and antifreeze (5 gallon limit each), oil filters, no gasoline

SWAP SHOP

- Only leave items in good condition.
- No loitering over 20 minutes or harassing others.
- Items are to be left and taken free of charge. No financial transactions of any kind allowed.
- The Swap Shop is not for commercial users.

Do not leave at Swap Shop

- Items with sharp broken parts, water damage or mildew.
- Mattresses, boxsprings, futons, sleeper sofas, pillows.
- Fluorescent bulbs, child car seats
- Televisions, computer monitors
- Paint, hazardous products
- Rubbish
- Clothing (use textile containers)

PAY FOR AT SCALE (sticker holders only)

- Campers, boats and RVs.
- **Scale availability during residential recycling center hours:** Mon. - Fri., 7:00 a.m. - 3:00 p.m. Saturdays 7:00 a.m. - noon. Closed Sundays. Subject to seasonal schedule.

FOR SALE

- Compost bins - \$40

Bourne Board of Selectmen Recycling Center Policy Calendar Year 2018



Approved by the Selectmen of Bourne:

- George Slade, Chair
- Peter Weier, Vice Chair
- Judith MacLeod-Froman, Clerk
- Don Pickard
- Michael Blanton

HOURS OF OPERATION

Labor Day to Memorial Day
Wed. - Mon., 7:00 a.m. to 3:00 p.m.
Closed Tuesdays & Holidays

Memorial Day to Labor Day
7 days a week, 7:00 a.m. to 3:00 p.m.
Closed Holidays
Exact dates to be posted later

IMPORTANT PHONE NUMBERS

- ISWM Office: 508-759-0600, ext. 4
- Recycling Center: 508-759-0643
- Scale: 508-759-0639
- Town Hall: 508-759-0600
- DPW (curbside): 508-759-0600, ext. 3
- Website: www.townofbourne.com

Recycling/Disposal Sticker

- 1st sticker **\$30**; 2nd sticker **\$15**
- Seniors (60), 1st **\$20**, 2nd **\$10**
- Replacement sticker **\$10**
- Limit of two (2) stickers per property owner/residential household.
- Credit/debit card or check only. **NO CASH.**

GENERAL RULES

- **No Smoking.**
- Stickers remain the property of the Town of Bourne.
- Any violations of these rules may result in loss of sticker.
- **State waste disposal bans must be followed.** These items include: commercial organic material, recyclable paper, single resin narrow neck plastic containers, metal and glass containers, yard waste and leaves, lead acid batteries, whole tires, cathode ray tubes, white goods (appliances), metal, asphalt pavement, brick, concrete, wood (>5 cu. yd. loads).
- Fluorescent bulbs must be recycled.
- Stickers only issued to Bourne **residential** property owners and renters with proof of residence.

Raw landowners, JBCC residents and MMA students do not qualify. Stickers will not be applied to Vehicles with:

- Dump bodies or dump trailers
- Trailers greater than 12 feet
- Beds longer than 8 feet
- Sidewalls higher than cab
- Bodies larger than a standard passenger van
- Dealer plates or rental cars
- Proof of residence or ownership required including:
 - Current driver's license and
 - Current vehicle registration
 - One of the following shall be required:
 - property tax bill
 - lease
 - deed with stamps
 - other substantive documentation
- Department personnel will apply all stickers to vehicles and remove old stickers.
- Hazardous wastes/products and business wastes are prohibited.
- No high-pressure cylinders.
- The Town may track and question excessive numbers of loads or ask for proof of a building permit.

- Builders who build houses on speculation must bring that waste over the scale and pay.
- The acceptance of C&D and bulky items is dependent upon the Town's ability to replace full containers and may be suspended periodically.
- Trailers are not to be used for commercial "dump runs."
- Areas other than the residential recycling center and department offices are off limits.
- All scrap metal and other recyclables are the property of the Town. Picking is prohibited.
- Site is under video surveillance.
- **Abusive language toward employees will not be tolerated.**
- The Town recognizes that special circumstances may arise. In these situations, a temporary sticker or other arrangements may be made. Sticker holders must be present with the load unless otherwise approved. Please call or visit the ISWM office in advance.

HAZARDOUS PRODUCTS

Regional waste collection days held each April - October, dates TBA. Look for a separate mailing, local ads or visit our website.

Voted Peter Meier moved and seconded by Michael Blanton to approve the Bourne Board of Selectmen Recycling Center Policy Calendar year 2018 as presented this evening. **Vote** 5-0.

6) Department Update - Recreation - Mrs. Krissanne Caron

Mrs. Caron Caron updated the Selectmen on the Recreation, the Community Building and the programs and events they have been offering. They anticipate an increase in their registrations. Mrs. Caron also spoke about the afterschool programs they have been offering and the projects they have completed. They have 285 children registered this year. They have done 312 reservations since July 1, 2017.

Tom Guerino spoke about how the afterschool programs have doubled in attendance since the addition of the second staff person.

Judy Froman questioned if there is any transportation from the schools to the Community Building.

Mrs. Caron said they have had that request especially for half days, so they will be working on trying to get a bus to get kids to the Community Building on half days.

Peter Meier questioned if she would like to have the building open on Sundays for open gym if they had more resources. Mrs. Caron said she would like to have it open on Sundays and she would like to offer a combination of open gym along with other programs.

7) Proposed Residency Requirement changes for Aquaculture License

Tim Mullen updated the Selectmen on the proposed changes for the Aquaculture Regulations, specifically the residency requirement. Mr. Mullen stated that Section 8.2 of the Aquaculture Shellfish Grant Rules and Regulation require that only domiciled residents of the Town of Bourne can apply for an aquaculture license. Mr. Taylor is proposing that we review the upweller aspect of the regulations vs. the shellfish grant. Mr. Taylor wants the Selectmen to look at whether they want to restrict the operation of an upweller to just the residents of Bourne, or to be available to people from other towns.

Rod Taylor will be proposing the Board change section 8.2 of the Aquaculture License/Shellfish Grant Rules & Regulation & Application Requirements. The residency requirement is intended to prevent commercial aquaculturists/growers who do not live in Bourne from being granted exclusivity acres of ocean bottom in Bourne for the purpose of growing shellfish for resale. The residency requirement also restricts commercial growers like Mr. Taylor from being permitted to grow seed shellfish for resale in floating upwellers.

Mr. Rod Taylor read his proposal: I, Rod Taylor, request that the Town of Bourne remove the domicile requirement for an Aquaculture Permits for upwellers, only, as found in the Town of Bourne Aquaculture License Rules and Regulation. Shellfish upwellers are 20'x8'

rafts and provide the service of growing juvenile shellfish from 1 mm to 15-20mm size. This larger size shellfish can be more easily handled by commercial growers as well as Town and State shellfish departments. Shellfish upwellers operate while tied to a dock, typically in a marina. The upweller operator rents a slip space from a marina and ties up the upweller to the marina dock, as would any boat. The public commons, the seabed, owned by the Town, are not used.

While it might make sense to restrict use of a Town's seabed to domiciled residents for Aquaculture Permits in which people are growing animals upon the seabed and then have exclusive rights to that permitted seabed, this is not the case with typical upweller operations.

A boat tied to a dock in a marina does not require the boat owner to be domiciled in the Town. Unlike a boat owner however, the operator of a shellfish upweller raft has continued oversight from the Town through the permit renewal process to ensure the best interests of the Town are being met over time. The shellfish upweller provides a much needed environmental service to the Town through the process of water filtration and clarification performed by the shellfish. Upweller shellfish are present at this location for just a matter of months, unlike the typical bottom grant in which animals and gear are present on the seabed for years. These shellfish, in an upweller never touch the seabed. After a few months the shellfish, which are still juveniles, are sold to Towns, State, and private growers throughout the region.

Don Pickard said he thought Mr. Wolstenholme and Mr. Pimental were the licensed holders and Mr. Taylor was a consultant. Mr. Taylor said he does work on their upwellers, he is the expert and has been doing this for almost 45 years. He is asking for this to have some control over the directions of the business. Mr. Pickard questioned if Mr. Wolstenholme and Mr. Pimentel would transfer the existing licenses to Mr. Taylor and step out of the business. Mr. Taylor said not necessarily. Mr. Pickard went on to talk about if this is granted to Mr. Taylor are other people going to want the same approval to use the ocean floor for a shellfish grant. Mr. Pickard suggested if the Board decides to approve this, the Town should have a public hearing of other shellfish growers and other residents of the town. Mr. Pickard said he will vote against the request.

George Slade questioned if this is a renewable permit. Mr. Taylor said it is a renewable permit.

Mr. Pickard said on section 8.2 of the Aquaculture License / Shellfish Grants Rules and Regulations there is not distinction between aquaculture on the bottom in the grants or the upweller operation. Mr. Mullen said that is correct. Mr. Mullen said what you need to do to accommodate this is to change the regulations. The regulation currently limits all aquaculture to domicile residents. Mr. Taylor is proposing we change the language and still restrict shellfish acres grant to domicile but aquaculture in the form of upwellers, only, not be held to the same domicile residents' status.

Michael Blanton questioned is the benefit for Mr. Taylor to be able to operate without having to go through the permit holders. Mr. Taylor said he would ask for the permit to be transferred to himself so he could be the point person to control it himself. The benefit to the Town wouldn't change.

Judy Froman questioned if it would be a Bourne Business. Mr. Taylor said he gets the seed from an aquaculture business in Maine, and then he grows and sells the seed to towns.

George Slade questioned if there is any detriment or advantage to the town of Bourne? Mr. Mullen said he would not be in favor of making acreage available to anyone other than Bourne residents. There is not a lot of opportunity for upwellers except for on docks. I haven't had many requests from people looking to put upwellers on docks.

Mr. Taylor said you should want a lot of people to be asking to put upwellers in the waters of Bourne with the polluted ground water. Not everyone can run an upweller, it takes skills to be able to operate an upweller.

Mr. Guerino said if the regulations needed to be amended to allow this to happen would it require a public hearing. Mr. Mullen said it would be prudent to have a public hearing.

Mr. Blanton said he is concerned about the dangerous precedent that could be set in eroding away the rights and privileges that Bourne residents enjoy. Hesitate to give these rights to non-residents without giving Bourne residents the first option at that opportunity.

Voted Don Pickard moved and seconded by Michael Blanton that the Bourne Board of Selectmen not change the domicile requirements in the aquaculture regulation as requested by Mr. Taylor. **Vote** 5-0.

8) Shellfish Rules and Regulations Adoption 2018

Mr. Mullen stated there are no changes to the regulations except to update the dates.

Voted Peter Meier moved and seconded by Michael Blanton to approve the 2018 shellfish regulations as presented. **Vote** 5-0.

9) License and Appointments:

a. Annual Food Vendor, Taxi and Livery, Auto Dealers Class I, II, III Junk Yard & Innholder Licenses.

Voted Peter Meier moved and seconded by Michael Blanton to approve Auto Dealers Class I for Prestige Auto Group, LLC; Frank Battles, Inc.; Atlantic Equipment, LLC; Cape Cod Harley-Davidson/GZ Riders, Inc.; T.F. Murphy Enterprises, Inc.; New England RV & Marine, Inc.; and South Shore Golf Carts, LLC **Vote** 5-0.

Peter Meier amended the motion to include Battles Nissan LLC and Marty's Chevrolet, Inc.

Michael Blanton approved the amendment. **Vote:** 5-0

Voted Peter Meier moved and seconded by Michael Blanton to approve Auto Dealers Class II for: Bay Motors; Marvin D. Spinner; R.B. Motors, Inc.; SVZ Auto Group Inc.; Cape Cod Restorations, Inc.; Cataumet Auto Sales, Inc.; Coastal Motors and Equipment; Stephen C. Hurlburt; Diamond Motors; Falmouth Motorcar, Inc.; Kent Auto; Miracle Repair & Refinishing, Inc.; Shoreline Automotive, Inc.; Southeast Truck Center, Inc.; Towers Service Center, Inc.; Try Auto Group; and Wenzel's Auto Rental, LLC. **Vote:** 5-0.

Voted Peter Meier moved and seconded by Michael Blanton to approve Auto Dealers Class III for Knowlton's Garage, Inc. **Vote:** 5-0.

Voted Peter Meier moved and seconded by Michael Blanton to approve Junk Yard for Knowlton's Garage, Inc. **Vote:** 5-0.

Voted Peter Meier moved and seconded by Michael Blanton to approve Taxi for Bourne Bridge 24HR Taxi, Inc. 5 vehicles. **Vote** 5-0.

Voted Peter Meier moved and seconded by Michael Blanton to approve Public Livery for Francis Warren; Bourne Bridge 24HR Taxi, Inc. 1 vehicle; Gary Davidson; RedCap Corps, LLC; and Richard E Sheridan. **Vote** 5-0.

Voted Peter Meier moved and seconded by Michael Blanton to approve Common Victualer for Cape, LLC; Commonwealth of Massachusetts and Massachusetts Maritime Academy; Chen's Kitchen, Inc.; Bayview Camp Ground, Inc.; Borman Enterprises, LLC; Megansett Circle, Inc.; Cape Cod Enterprises, LLC; Cape Cod Enterprises, LLC; Cape Cod Enterprises, LLC; Cape Cod Enterprises, LLC; Cape Cod Management Team, LLC; ARAL Restaurant Group of Sagamore, LLC; Columbus Club of Cape Cod, Inc.; Chankait Suksanit; DeMoulas Supermarkets, Inc.; McBee Enterprises, LLC; McDonald's; Tiplinger, Inc.; Mr. G's Pizza & Ice Cream; E.B.A., Inc.; BBQ Mikes, Inc.; Thomas F. Welch; and Galon L. Barlow, Jr. as presented. **Vote:** 5-0.

Voted Peter Meier moved and seconded by Michael Blanton to approve Common Victualer Continued for Starbucks Coffee; Gary Bourne; Pocasset Subway, LLC; New England Culinary Traditions Group, LLC; and PWB Enterprises, Inc. **Vote** 5-0.

Voted Peter Meier moved and seconded by Michael Blanton to approve Weekday Amusement and Sunday Amusement for: Commonwealth of Massachusetts and Massachusetts Maritime Academy. **Vote:** 5-0.

Voted Peter Meier moved and seconded by Michael Blanton to approve Lodging for Kim Gilmetti & Marilyn Cox. **Vote:** 5-0.

**2018
Auto Dealers Class I - II - III - Junkyard - Taxi - Public Livery**

Auto Dealers - Class I			
D/B/A	NAME	MANAGER	CITY
Atlantic Subaru	Prestige Auto Group, LLC	Levon H. Semerjian, Pres.	Bourne
db/a Battles Buick GMC	Frank Battles, Inc.	Frank Battles, Mgr.	Bourne
Battles Nissan LLC		F. Jeffrey Battles, Manager	Bourne
db/a Bobcat of Bourne	Atlantic Equipment LLC	Thomas Rataick, Manager	Bourne
	Cape Cod Harley-Davidson/GZ Riders, Inc.	George Zografos, Mgr.	Pocasset
db/a Falmouth Toyota	T. F. Murphy Enterprises, Inc.	Thomas F. Murphy, Mgr.	Bourne
Marty's Chevrolet, Inc.	New England RV & Marine, Inc.	Christine Karnoit, Manager	Bourne
	South Shore Golf Carts LLC	David Major, Pres.	Bourne
		Susan J. Peterson, Mgr.	Sagamore
Auto Dealers - Class II			
D/B/A	NAME	MANAGER	CITY
	Bay Motors	Anthony Della, Mgr.	Buzzards Bay
db/a C&S Auto Tech	Marvin D. Spinner		Buzzards Bay
db/a Canal Auto	R.B. Motors Inc.	Richard Buridge, Manager	Sagamore
db/a Cape Cod Car Care	SVZ Auto Group Inc.	Serge Zalewski, Manager	Sagamore
	Cape Cod Restorations, Inc.	Chris Silva, Manager	Cataumet
	Cataumet Auto Sales, Inc.	Edward F. Parker	Cataumet
	Coastal Motors and Equipment	Ralph MacDougall, Mgr.	Buzzards Bay
db/a Diamond Auto Sales	Stephen C. Hurburt		Pocasset
	Diamond Motors	Frederick S. Doctortoff & Donald Foley	Pocasset
	Falmouth Motorcar, Inc.	Richard A. Duffy, President	Cataumet
	Kent Auto	Ken Powderly, Mgr.	Pocasset
	Miracle Repair & Refinishing, Inc.	John LaFlamme, Mgr.	Pocasset
db/a Miracle Auto Sales	Shoreline Automotive, Inc.	Robin Cohen Ridosh, Mgr.	Pocasset
	Southwest Truck Center, Inc.	Gary S. Allen, Pres.	Sagamore Beach

**2018
Auto Dealers Class I - II - III - Junkyard - Taxi - Public Livery**

Auto Dealers - Class II Continued					
D/B/A	NAME	MANAGER	STREET	CITY	
d/b/a Towers Used Cars	Towers Service Center, Inc.	George E. Towers, Jr., Mgr.	670 MacArthur Blvd.	Pocasset	
	Try Auto Group	Paul Tagliannopoulos, Mgr.	10 Millennium Drive - Unit #1	Cataumet	
	Wenzel's Auto Rental, LLC	Stephen Wenzel, Manager	26 Commerce Park Road	Pocasset	
Auto Dealers - Class III					
D/B/A	NAME	MANAGER	STREET	CITY	
	Knowlton's Garage, Inc.	John H. Anderson, Mgr.	Route 6A	Sagamore	
Junk Yard					
D/B/A	NAME	MANAGER	STREET	CITY	
	Knowlton's Garage, Inc.	John H. Anderson, Mgr.	Route 6A	Sagamore	
Taxi					
D/B/A	NAME	MANAGER	STREET	CITY	
	Bourne Bridge 24HR Taxi, Inc. [5 vehicles]	Richard Sherman	271 Barlow's Landing Road	Pocasset	
Public Livery					
D/B/A	NAME	MANAGER	STREET	CITY	
d/b/a Any Occasion Limousine [3 vehicles]	Francis Warren		449 County Road	Pocasset	
	Bourne Bridge 24HR Taxi, Inc. [1 vehicle-livery]	Richard Sherman	271 Barlow's Landing Road	Pocasset	
d/b/a Cape Connector [1 vehicle]	Gary Davidson		10 Sheppard Road	Sagamore Beach	
d/b/a Green Shuttle of Cape Cod [4 vehicles]	RedCap Corps LLC	Dean R. Athanas	5 Sherry Lane	Monument Beach	
d/b/a Road Runner	Richard E. Sheridan		43 Bennetts Neck Drive	Pocasset	

**2018
Common Victualer - Lodging - Weekday Amusement -
Sunday Amusement**

Common Victualer				
D/B/A	NAME	MANAGER	STREET	CITY
dlb/a Avocados Mexican and American	Cape LLC	George Sarrantes, Mgr.	4 Barrows Landing Road, Unit 6	Pocasset
Beachmoor at MMA	Commonwealth of Massachusetts and Massachusetts Maritime Academy	Paul O'Keefe, Manager	101 Academy Drive	Buzzards Bay
	Chen's Kitchen Inc.	Neng Zhong Chen, Manager	41 Meetinghouse Lane	Sagamore
dlb/a Clammy's Pantry	Bayview Camp Ground, Inc.	Mareana Tapula, Manager	260 MacArthur Blvd.	Bourne
dlb/a The Corner Café	Borman Enterprises, LLC	Helen Borman, Mgr.	369 Barrows Landing Road	Pocasset
dlb/a The Daily Brew	Megansett Circle, Inc.	Kathryn A. Hickey, Mgr	1370 Route 28A	Cataumet
dlb/a Dunkin Donuts	Cape Cod Enterprises, LLC	Jose S. Couto, Manager	24 Meeting House Lane	Sagamore
dlb/a Dunkin Donuts	Cape Cod Enterprises, LLC	Jose S. Couto, Manager	278 Main Street	Buzzards Bay
dlb/a Dunkin Donuts	Cape Cod Enterprises, LLC	Jose S. Couto, Manager	174 Clay Pond Road	Monument Beach
dlb/a Dunkin Donuts	Cape Cod Enterprises, LLC	Jose S. Couto, Manager	688 MacArthur Blvd.	Pocasset
dlb/a Dunkin Donuts	Cape Management Team, LLC	Salvi Couto, Manager	2 Bourne Rotary	Bourne
dlb/a Friendly's Ice Cream Corp #743	ARAL Restaurant Group of Sagamore, LLC	Jose S. Couto, Manager	343 Scenic Highway	Buzzards Bay
Knights of Columbus Council 2911	Columbus Club of Cape Cod, Inc.	Robert Arnuda, Manager Vincent Armstrong, Manager	10 Canal Road	Sagamore
dlb/a Krue Thai	Chankait Suksanti		5 Army Road	Buzzards Bay
dlb/a Market Basket	DeMoulas Supermarket's Inc.	Paul R. Quigley, Manager	100 Main Street	Buzzards Bay
dlb/a McDonald's	McBee Enterprises, LLC	Jason Bourne, Manager	1 Factory Outlet Way	Sagamore
	McDonald's	Kenn Martin, Manager	370 MacArthur Boulevard	Monument Beach
			15 Meetinghouse Lane	Sagamore Beach

Lodging Renewal
sement

**2018
Common Victualer - Lodging - Weekday Amusement -
Sunday Amusement**

Common Victualer Continued				
D/B/A	NAME	MANAGER	STREET	CITY
d/b/a Monument Beach Pizza	Tipfinger, Inc.	James H. Hildreth, Jr. & Robert F. Walton, Mgrs.	18 Beach Street	Monument Beach
d/b/a Mr. G's Pizza & Ice Cream LLC	Mr. G's Pizza & Ice Cream	Sahin Guisen, Manager	41A Meetinghouse Road	Sagamore Beach
d/b/a Prime Time House of Pizza	E.B.A., Inc.	Edward B. Ashbaugh, Manager	590D MacArthur Blvd.	Pocasset
d/b/a Sagamore Beach Barbecue	BBQ Mikes, Inc.	Mike Conrod, Manager	41 Meetinghouse Lane - Unit B	
d/b/a Sam's Snack Bar	Thomas F. Welch		231 Sandwich Road	Bourne
d/b/a Skiane's Ice Cream	Galori L. Barlow, Jr.		866 Scenic Highway	Bourne
Common Victualer Continued				
D/B/A	NAME	MANAGER	STREET	CITY
Starbucks Coffee		Caitlin Webb, Manager	2 Bourne Bridge Approach	Buzzards Bay
d/b/a Subway	Gary Bourne		282 Main Street	Buzzards Bay
d/b/a Subway #41630	Pocasset Subway, LLC	James Turf, Manager	626 MacArthur Blvd.	Pocasset
d/b/a The Talk of the Town Diner	New England Culinary Traditions Group LLC	Kazar Keuchkarian, Manager	808 MacArthur Boulevard	Pocasset
d/b/a Tuk Tuk Thai Food	PWB Enterprises, Inc.	Peter Blake, Manager	254 Shore Road	Monument Beach
Weekday Amusement and Sunday Amusement				
D/B/A	NAME	MANAGER	STREET	CITY
	Commonwealth of Massachusetts and Massachusetts Maritime Academy			
Beachmoor at MMA		Paul O'Keefe, Manager	101 Academy Drive	Buzzards Bay
Lodging				
D/B/A	NAME	MANAGER	STREET	CITY
d/b/a Noah's Ark	Kim Gilmetti & Marilyn Cox		20 Homestead Ext	Sagamore Beach

Lodging Renewal
segment

10) Selectmen's Business -

- a. Review and discussion of submission of Town Counsel Utilization Policy - Submission for First Reading per Board of Selectmen's policy adoption protocol.**

Don Pickard spoke about the legal budgets, the town, under the direction of the Town Administrator spends too much on the legal budget and there is very little documentation that states how legal counsel is retained and utilized by the town.

Under the Selectmen's Rules and Procedures there in one brief paragraph under section 4 Authority enroll with the Board of Selectmen, which states, request by Board members for written legal opinions must be channeled through Town Administrator or the Chairman in

the Town Administrators absence. Mr. Pickard spoke about the documents, and the proposed policy he wrote up for the utilization of Town/Special Counsel that he included in the packets. Hopefully it can memorialize the relationship between the Board and Town Council and reduce unnecessary spending.

10A

Rules of Procedure Policy In the Utilization of Town/Special Counsel

Appointment(s) of Town Counsel and Special Town Counsel

In accordance with the Town of Bourne Home Rule Charter, Section 3-5: Appointing Powers, the Board of Selectmen is the appointing authority for Town Counsel. The Board of Selectmen may enter into agreements with Town Counsel for a period not to exceed two years.

The Board of Selectmen appoints Special Town Counsel as needed to act on behalf of the Town of Bourne excluding the Bourne Public Schools System. Special Counsel will be retained by the Board of Selectmen when necessary. Town Counsel will act in an advisory capacity in the selection of Special Counsel based upon the specific requirements and nature of the legal matter. The selection of Special Counsel is the sole responsibility of the Board of Selectmen. Special Counsel will not receive any town benefit's and must maintain their own liability insurance consistent with industry standards.

The Board of Selectmen may retain labor counsel on an annual basis. This includes the authority to pay an annual retainer for the purpose of assisting in the Town's Human Resource Program.

Operational Procedures

The Town Administrator shall create and maintain a single-page Legal Services Request Form for the purpose of requesting a legal opinion. The approved Form shall be used with all Requests for Legal Opinions from Town Counsel.

The Town Administrator will oversee the creation of a Legal Opinion Database which will catalog all Legal Opinions by Date, Department, Board or Committee, and Subject. This Database will be maintained by Town Administrator staff and made available for use by Town departments and the Board of Selectmen. The purpose of this database is to eliminate redundant requests on the same topic.

Members of the Board of Selectmen are not authorized file a request for legal opinion or to contact Town Counsel unless the Board Chairman approves such communication. If the Chairman denies the request, the Board member may make the request of the full Board at an Open Meeting in accordance with the Open Meeting Law. With an affirmative vote of the full board, the request for a legal opinion will be filed in accordance with this policy.

Town Counsel will initiate any verbal or email communication with the member(s) of the Board of Selectmen after consultation and approval of the Board Chairman.

Town Counsel will provide the Board of Selectmen legal updates on an as needed basis.

Requests for Legal Opinions

Legal opinions may be requested by the following:

Board of Selectmen
Chair of any elected or appointed town board or committee
Town Administrator
Town of Bourne Department Heads

The Town Administrator shall assure that all requests for Legal Opinion will be in writing using the Legal Services Request Form. No requests for a Legal Opinion may be made verbally. The completed and signed designated Legal Opinion Request Form is to be forwarded to Town Counsel with any supporting documents from the office of the Town Administrator.

Requests for Legal Opinions by members of the Board of Selectmen, Chairmen of Town Boards or Committee's and department heads will be requested through the Town Administrator. The Chairman of the Board of Selectmen will be informed. In the absence of the Chair, the Vice Chair is authorized to act as Chair. The Chairman with the assistance of the Town Administrator will review the request and determine if (a) an Opinion has been provided prior to a same request, and (b) if Town staff can provide the requested information without consulting Town Counsel.

The Town Administrator will certify to the Chairman of the Board of Selectmen that research conducted by Town staff has determined that there has not been a prior Legal Opinion on the same specific request. Requests are to be acted upon within 5 business days of submittal.

The Town Administrator may request a Legal Opinion from Town Counsel in writing on the approved Legal Services Request Form after consultation with the Chairman of the Board of Selectmen. The Town Administrator will certify to the Chairman that there is no record of a prior Legal Opinion on the same topic, and Town staff cannot provide the requested information without consulting Town Counsel. Requests are to be acted upon within 5 business days of submittal.

Requests for Advise of Town Counsel

At times a board member may have a minor question related to his or her participation where there may be a conflict. The member of the Board of Selectmen shall inform the Town Administrator and Board Chairman of the issue. If approved by the Chairman the member may contact Town Counsel and obtain a verbal or email response to a minor question.

2

Town Council can make changes he feels necessary and submit them for review before second reading. If a Board wants an opinion from Town counsel it should go through their Board then to Town Administrator and Chair of the Board of Selectmen. We should maintain a legal opinion database that is overseen by the Town Administrator and his staff that identifies the date, the subjects, and the Board that it is relevant to.

Tom Guerino said there is a Use of Town Council form. It can become cumbersome when you have to go to the Chair each time you want something from Town Council. There needs to be additional clarity.

Michael Blanton spoke about what the Charter states about Town Council. It would be good to see what kind of liabilities Town Council has saved us in terms of cost savings. Concerned because we as Selectmen have been allowed access to Town Council to ask for legal opinions and having that changed we would have to go to the Chair if we want to talk to Town Council. If it is the Chair that we have a problem with and we have to go through the Chair that could be awkward and potentially a legal liability.

Tom Guerino suggested to defer putting this into first reading until Counsel has opined.

Michael Blanton said he is interested in Town Council's opinion but we would probably want to seek third-party disinterested opinion.

George Slade said it would be a conflict of interest if we asked Counsel to help us with this. We would have to go to outside to an uninterested third party counsel. It would be hard to try to determine what counsel's legal expenses has cost the town and compare it to what counsel has saved the town

Voted Michael Blanton moved and seconded by Don Pickard to not take this submission for Town Council Utilization Policy forward at this time.

Judy Froman said it would be beneficial to take a look at what the rules of procedure and policies are, and if there is a way of streamlining and looking at what our tracking is.

Michael Blanton said it would be appropriate to look at it after we have had significant review from Town Counsel and we may want to consider referring this to outside counsel a non-disinterested third party counsel to look at his policy. Mr. Blanton said he is uncomfortable moving forward at this time if it is contrary to the charter.

George Slade said we should visit this again.

Michael Blanton questioned what we spend on Town Counsel and how does it compare to what other towns spend on counsel.

Judy Froman said it is more of a framework thing to dive into rather than spending extraordinary amounts of time trying to quantify if it saved us money or not. **Vote 3-2**

Mr. Slade asked Mr. Pickard if he would like a motion to reconsider. Mr. Pickard said no, he does not want to reconsider.

11) Selectmen's Reports

a. Functions attended during the past week.

b. Functions or activities upcoming that members will attend

c. Board of Selectmen Sub-Committee work reports (if any)

a.

Judy Froman said she attended the Facilities and Budget Subcommittee meeting for the School Committee, spending time on the current Peebles School, getting ready to talk about the budget for FY18.

Michael Blanton spoke about First Friday Office Hours they discussed the Blue Economy. Mr. Blanton also attended the Christmas in Bourne Village.

b. Upcoming Events:

Michael Blanton spoke about the tree lighting at the Bourne Community Building. Mr. Blanton also spoke about the upcoming meeting on Friday with President MacDonald from Mass Maritime Academy and the meeting with the Taylors Point Improvement Association

Peter Meier spoke about Homeless for the Holidays

c. Sub-Committee Reports:

Peter Meier spoke about the School Building Committee meeting last Thursday night. Mr. Meir said he was asked by a couple of residents if they would consider recognizing Bourne TV for what they do.

12) Town Administrator's Report

a. Buzzards Bay Park Update (non-financial)

b. Sagamore Beach Access stairway update

Mr. Guerino said he is meeting regularly with the contractor, Matt Cipriani, George Sala, and Mrs. Riggs, the project is on time and on budget, the base coat for the sidewalks will be finished up tomorrow, and other items that are getting completed. We should be ready for a Memorial Day Grand Reopening of the park.

Sagamore Beach access stairway - bids close on the 15th of the month.

Second Survey on Priority Base Budgeting.

The next Bourne Selectmen meeting will be on Tuesday, December 12th at 7:00 P.M.

13) Adjourn

Voted Peter Meier moved and seconded by Don Pickard to adjourn. Meeting adjourned at 8:59 pm. Vote 5-0.

Respectfully submitted – Carole Ellis, secretary.



Selectmen's Correspondence
December 19, 2017

- A. Letter from Department of Environmental Protection regarding Draft fuel spill -29 [FS-29] Three-step process closure work plan RCL – Concurrence
- B. Letter from the Attorney General's Office granting the Board of Health an extension on request to respond to complaint of alleged violation of the Open Meeting Law

A



Commonwealth of Massachusetts
Executive Office of Energy & Environmental Affairs

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

December 6, 2017

Ms. Rose H. Forbes
Remediation Program Manager
HQ AFCEE/MMR
322 East Inner Road
Otis ANG Base, Massachusetts 02542

RE: **BOURNE - BWSC**
Release Tracking Number: 4-0000037
Joint Base Cape Cod (JBCC)
**DRAFT FUEL SPILL-29 (FS-29) THREE-STEP
PROCESS CLOSURE WORK PLAN RCL -
Concurrence**

Dear Ms. Forbes:

The Massachusetts Department of Environmental Protection (MassDEP) has reviewed the Responses to Comments Letter (the "RCL") dated November 16, 2017 issued for the document entitled **Draft Fuel Spill-29 (FS-29) Three-Step Process Closure Work Plan** (the Work Plan) dated July 2016. The RCL was prepared by EA Engineering, Science and Technology Inc., and CH2M for the Air Force Civil Engineer Center (AFCEC) Installation Restoration Program (IRP) at the Joint Base Cape Cod (JBCC).

MassDEP concurs with the RCL.

Please incorporate this letter into the Administrative Record for the Fuel Spill-29 Groundwater Study Area. If you have any questions regarding this letter, please contact me at (508) 946-2871 or Elliott Jacobs at (508) 946-2786.

Sincerely,

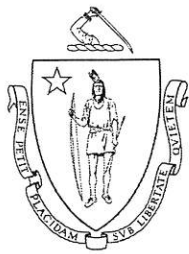
Leonard J. Pinaud, Chief
State & Federal Site Management
Bureau of Waste Site Cleanup

P/EJ

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

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

Printed on Recycled Paper



THE COMMONWEALTH OF MASSACHUSETTS
OFFICE OF THE ATTORNEY GENERAL
ONE ASHBURTON PLACE
BOSTON, MASSACHUSETTS 02108

B

MAURA HEALEY
ATTORNEY GENERAL

(617) 727-2200
(617) 727-4765 TTY
www.mass.gov/ago

December 8, 2017

Terri Guarino, RS
Health Agent
Bourne Board of Health
24 Perry Avenue
Buzzards Bay, MA 02532

RE: Request for extension to respond to complaint

Dear Ms. Guarino:

On December 8, 2017, our office received your request seeking an extension of time for the Bourne Board of Health ("Board") to consider its response to a complaint that alleges a violation of the Open Meeting Law, G.L. c. 30A, §§ 18-25. The complaint was originally filed with the Board by Gary Maloney on November 20, 2017.

In an email sent to our office with your request letter attached, Town Administrator Guerino states that the Board will review the complaint at its next scheduled meeting, on December 11, 2017. With the hope that the parties involved can use the additional time to reach a mutually agreeable resolution of the complaint, our office hereby **grants** the request for an extension pursuant to 940 CMR 29.05(5)(b). Please send the Board's response to the complainant by **Wednesday, December 13, 2017**, and forward a copy of both the complaint and the response to our office.

Please contact the Division of Open Government with further questions.

Sincerely

Jonathan Sclarsic
Assistant Attorney General
Director, Division of Open Government

cc: Gary Maloney
Bourne Board of Health
Thomas M. Guerino, Bourne Town Administrator



Town of Bourne
Interdepartmental Advisory Form



7A

Start Date: 12/6/2017
Owner/Applicant: PWB Enterprises, Inc., d/b/a Tuk Tuk Thai Food, Peter W. Blake, Mgr.
Project Location: 254 Shore Road, Units A & B, Monument Beach
Nature of Request: Application for a Year Round Wines & Malt Beverages License
Liability Insurance Naming Town of Bourne as Additional Insured: Has applicant provided insurance? [] Yes [] No
Applicant will be issued a liquor liability insurance policy upon the approval of license by the Local Licensing Authority per insurance agency.

Map: 26.4 Parcel: 40.00 District:

[] Engineering:

Table with 8 columns: Date of Recording, Resource District, Flood Zone, Lot Area, Town Road, Within 100' of Wetland, Frontage, Paved, Zone, Contiguous Lots. Values include 36,895sf, B2, No, Yes, AE 15', No, Yes.

Owner:
Remarks:

12/6/2017 Timothy Lydon
Date Department Head

[] Planning Department: [X] Concur [] Does Not Concur

Remarks:

12/14/2017 Coreen Moore/ag
Date Town Planner

[] Planning Board: [X] Concur [] Does Not Concur

Remarks:

12/14/2017 Elmer C Legg/ag
Date Board Member

[] Conservation Commission: [] Must File [] Determination [] Notice of Intent
[X] Need not File

Remarks:

12/7/2017

Samuel Haines

Date

Conservation Agent

Board of Health:

Concurs

Does Not Concur

Remarks:

12/14/2017

Zackary Seabury

Date

Health Agent

Building Inspector:

Concurs

Does Not Concur

Remarks:

12/14/2017

Roger Laporte/ag

Date

Building Inspector

Sewer Commissioners:

Concurs

Does Not Concur

Remarks: N/A

12/7/2017

George M. Sala [dj]

Date

Department Head

Town Collector:

Outstanding Taxes

Taxes Paid In Full

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

Remarks:

12/7/2017

A Dastous

Date

Town Collector

Town Clerk:

If not corporation has business certificate been issued? Yes No

Remarks:

12/7/2017

JPS

Date

Clerk's Office

Assessors:

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

Remarks:

12/15/17 12:18 PM

P:\Routing Slips\Tuk Tuk Thai Food.docx

12/8/2017

Karen Trudeau, Director of Assessing

Date

Assessors Office

Department of Public Works: Approved Disapproved Not Under DPW Jurisdiction

Remarks:

12/7/2017

George M. Sala [dj]

Date

Department Head

Department of Natural Resources: Approved Disapproved Not Under DNR Jurisdiction

Remarks:

12/6/2017

Tim Mullen

Date

Department Head

Police Department: Concurrs Does Not Concur

Remarks:

12/7/2017

Lt. Silvestro

Date

Department Head

Fire Department: Concurrs Does Not Concur

Remarks:

12/11/2017

Chief Sylvester

Date

Department Head

Board of Selectmen: Concurrs Does Not Concur

Remarks:

Date

Chairman

December 4, 2017

Bourne Enterprise
Depot Avenue
Falmouth, MA 02540

Attention: Legal Department

Please place the following notice in your December 8, 2017 edition of your newspaper:

NOTICE
TOWN OF BOURNE
LIQUOR HEARING

Notice is hereby given in accordance with Massachusetts General Laws Chapter 138, Section 12 that application has been received PWB Enterprises, Inc., d/b/a Tuk Tuk Thai Food, Peter W. Blake, Mgr., 254 Shore Road, Units A & B Monument Beach, MA for a year round common victualer license for the sale of wines and malt beverages to be drunk on the premises: Description of premises: 1st floor: 6 rooms (including 2 restrooms) – dining room, prep room, kitchen, and storage room. 2nd floor: 3 rooms - 2 storage rooms and 1 bathroom; 2 entrances and 3 exits. A hearing will be held at the Bourne Veterans' Memorial Community Center, 239 Main Street, Buzzards Bay, MA 02532 on Tuesday, December 19, 2017 at 7:15 p.m.

BOARD OF SELECTMEN

George S. Slade, Jr.
Peter J. Meier
Judith MacLeod Froman
Donald J. Pickard
Michael A. Blanton

njs



The Commonwealth of Massachusetts
 Alcoholic Beverages Control Commission
 239 Causeway Street
 Boston, MA 02114
www.mass.gov/abcc

Print Form

**RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
 MONETARY TRANSMITTAL FORM**

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE LOCAL LICENSING AUTHORITY.

ECRT CODE: RETA

CHECK PAYABLE TO ABCC OR COMMONWEALTH OF MA: \$200.00

(CHECK MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL)

CHECK NUMBER

IF USED EPAY, CONFIRMATION NUMBER

A.B.C.C. LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY)

LICENSEE NAME

ADDRESS

CITY/TOWN STATE ZIP CODE

TRANSACTION TYPE (Please check all relevant transactions):

- Alteration of Licensed Premises
- Change Corporate Name
- Change of License Type
- Change of Location
- Change of Manager
- Other
- Cordials/Liqueurs Permit
- Issuance of Stock
- Management/Operating Agreement
- More than (3) \$15
- New License
- New Officer/Director
- New Stockholder
- Pledge of Stock
- Pledge of License
- Seasonal to Annual
- Transfer of License
- Transfer of Stock
- Wine & Malt to All Alcohol
- 6-Day to 7-Day License

THE LOCAL LICENSING AUTHORITY MUST MAIL THIS TRANSMITTAL FORM ALONG WITH THE CHECK, COMPLETED APPLICATION, AND SUPPORTING DOCUMENTS TO:

**ALCOHOLIC BEVERAGES CONTROL COMMISSION
 239 CAUSEWAY STREET
 BOSTON, MA 02241-3396**



The Commonwealth of Massachusetts
 Alcoholic Beverages Control Commission
 239 Causeway Street
 Boston, MA 02114
www.mass.gov/abcc

APPLICATION FOR A RETAIL ALCOHOLIC BEVERAGES LICENSE

Please complete this entire application, leaving no fields blank. If field does not apply to your situation, please write N/A.

1. NAME OF PROPOSED LICENSEE (Business Contact)

PWB Enterprises inc.

This is the corporation or LLC which will hold the license, **not** the individual submitting this application. If you are applying for this license as a sole proprietor, not an LLC, corporation or other legal entity, you may enter your personal name here.

2. RETAIL APPLICATION INFORMATION

There are two ways to obtain an alcoholic beverages license in the Commonwealth of Massachusetts, either by obtaining an existing license through a transfer or by applying for a new license.

Are you applying for a new license New Transfer or the transfer of an existing license?

If transferring, please indicate the current ABCC license number you are seeking to obtain:

If applying for a new license, are you applying for this license pursuant to special legislation?

If transferring, by what method is the license being transferred?

Yes No

Chapter

Acts of

3. LICENSE INFORMATION / QUOTA CHECK

City/Town

bourne

On/Off-Premises

On-Premises

TYPE

\$12 Restaurant

CATEGORY

Wines and Malt Beverages

CLASS

Annual

4. APPLICATION CONTACT

The application contact is required and is the person who will be contacted with any questions regarding this application.

First Name:

Peter

Middle:

William

Last Name:

Blake

Title:

Member of the Board of Entity

Primary Phone:

(808)498-9535

Email:

pwb6769@yahoo.com

5. OWNERSHIP

Please list all individuals or entities with a direct or indirect, beneficial or financial interest in this license.

An individual or entity has a direct beneficial interest in a license when the individual or entity owns or controls any part of the license. For example, if John Smith owns Smith LLC, a licensee, John Smith has a direct beneficial interest in the license.

An individual or entity has an indirect beneficial interest if the individual or entity has 1) any ownership interest in the license through an intermediary, no matter how removed from direct ownership, 2) any form of control over part of a license no matter how attenuated, or 3) otherwise benefits in any way from the licensee's operation. For Example, Jane Doe owns Doe Holding Company Inc., which is a shareholder of Doe LLC, the license holder. Jane Doe has an indirect interest in the license.

A. All individuals listed below are required to complete a [Beneficial Interest Contact - Individual](#) form.

B. All entities listed below are required to complete a [Beneficial Interest Contact - Organization](#) form.

C. Any individual with any ownership in this license and/or the proposed manager of record must complete a [CORI Release Form](#).

Name	Title / Position	% Owned	Other Beneficial Interest
Peter Blake	Stockholder	50	none
William Blake	Stockholder	50	none

APPLICANT'S STATEMENT

I, Peter Blake the: sole proprietor; partner; corporate principal; LLC/LLP member
Authorized Signatory

of PWB enterprises inc,, hereby submit this application for wine, malt beverages
Name of the Entity/Corporation Transaction(s) you are applying for

(hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statement and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises does not violate any requirement of the ABCC or other state law or local ordinances;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the Application information as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of, the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.

Signature: 

Date: 12/3/17

Title: owner / pres

The Commonwealth of Massachusetts
United States of America
Business Certificate Registration
Town of Bourne

Issue: **NEW**
Book #: **XIX**
Page: **63**

Original Issue: **10/16/2017**
Renew:
Expiration: **10/15/2021**

In conformity with the provisions of Massachusetts General Laws, Ch 110 Sec 5, as amended, the undersigned hereby declares that the business is conducted under the title of:

TUK TUK THAI FOOD
254 SHORE ROAD BUZZARDS BAY, MA 02532
Phone: 808-498-9535 SS#/FID#:

Said business is conducted by the following named person(s). If a corporation, include the title of each corporate officer signing the certificate.

Name	Address
PETER BLAKE	5 DILLINGHAM AVE SANDWICH, MA 02563



PETER BLAKE
Phone #:
ID:

Type of Business: THAI RESTAURANT

Appeared before me the above named person(s) and acknowledged the foregoing to be a true and accurate account, given under the pains and penalties of perjury this 16th day of October 2017.



In accordance with the provisions of Massachusetts Laws the business certificate shall be in effect for a period of 4 years from the date of issue and shall be renewable by the applicant every four years thereafter. In the event of discontinuance, withdrawal of partner retirement, or amendment of the certificate in any manner it shall be necessary to file with the Town Clerk such change, under oath. Such change shall be recorded with and become part of the original filing. Copies of the Business Certificate shall be available at the address of the business and shall be furnished to any person(s), making purchases of goods or services upon request.

Violations regarding the "Business Certificate" statute, so called, are subject to a fine of \$300.00 for each month of violation.

Minutes of Corporate Meeting

At a meeting of the stockholders and Board of Directors of PWB Enterprises, Inc., held at 5 Dillingham Avenue, Sandwich, Massachusetts at 8:00 a.m. on November 28th, 2017, all stockholders and directors being duly notified or waiving notice of the time, date and purpose of said meeting, and all being present at said meeting, it was unanimously VOTED:

1. To apply to the Town of Bourne for a Year Round Common Victualer License for the sale of wines and malt beverages under the name of PWB Enterprises, Inc., d/b/a Tuk Tuk Thai Food, 254 Shore Road, Units A & B, Bourne, MA 02532.
2. To appoint Peter W. Blake a Manger of Record for said license.

Meeting adjourned at 8:30 a.m.

I hereby certify that Peter W. Blake is the President, Treasurer and Manager of PWB Enterprises, Inc., d/b/a Tuk Tuk Thai Food.

Dated: November 28, 2017

A true copy, attest:



William ~~Blake~~, Secretary

Attest:



Peter W. Blake
Director, Manager & Stockholder

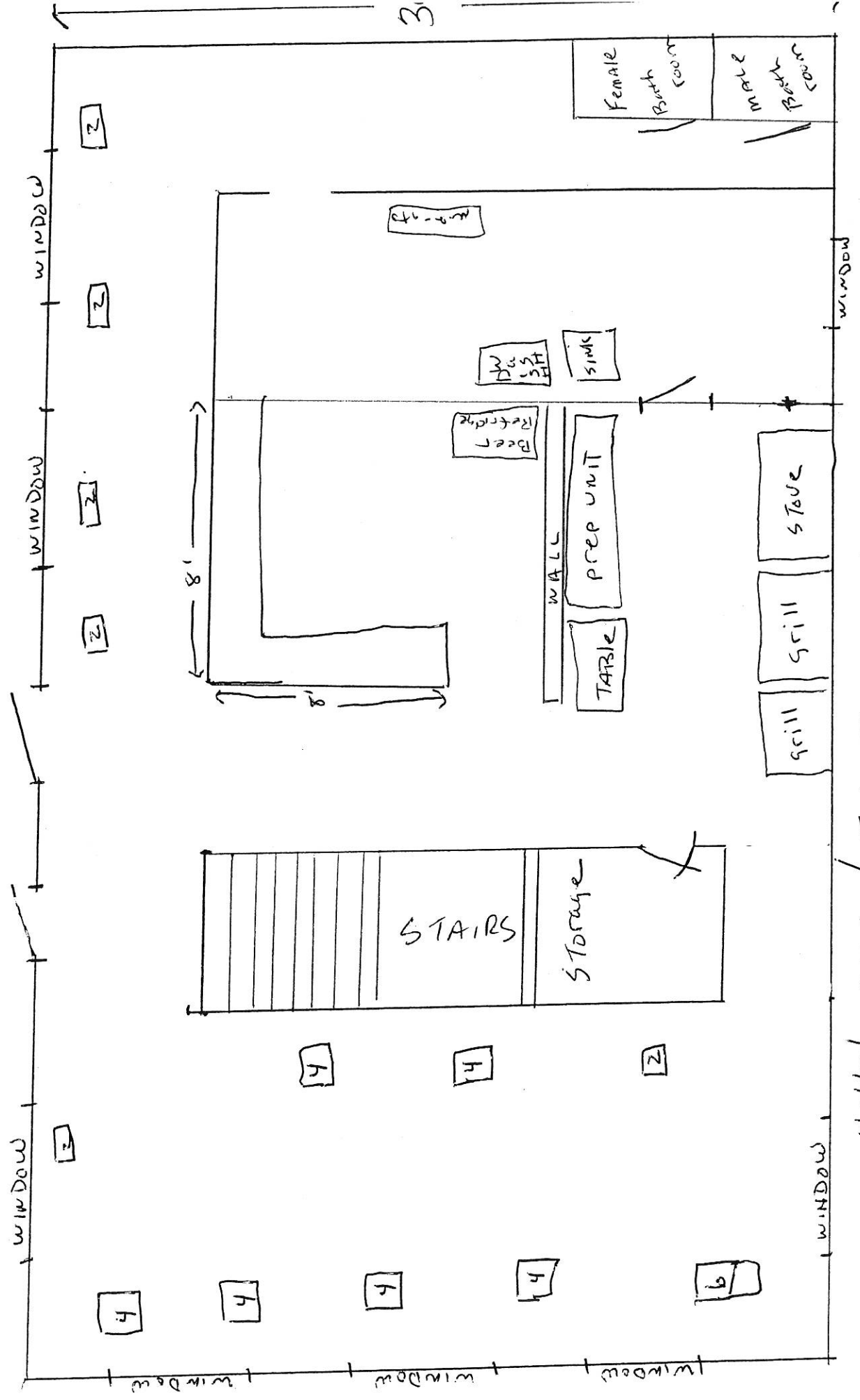


William ~~Blake~~
Director, Secretary & Stockholder

1 = 5'

49'

3



Talk Talk THAI FOOD

Handwritten scribbles

Store R 2

DRAFT 2nd Reading 12/12/2017 additions

Blue Font Language Indicates Request for discussion on 12/19/17

Naming Town Owned Property and Placement of Memorial Objects**Purpose**

The Bourne Board of Selectmen shall be responsible for the naming of town owned property – identified as being under the care, custody and control of the Town of Bourne – and shall handle all requests with serious and consistent consideration. Property includes, but is not limited to, public buildings, areas within public buildings, recreational areas, memorial objects, and town-owned land, all of which does not fall under another governing body or entity. **In addition, there is a provision for placing memorial objects on town-owned property.**

Policy

The Board of Selectmen is responsible for the naming (or renaming) of any town owned properties as noted in the Policy Purpose and fall under the jurisdiction of the Board of Selectmen.

The Board of Selectmen shall implement and maintain a consistent process for evaluating naming proposals.

When naming requests are considered, the priority shall be with naming property after person(s) or organizations which:

- Have geographical, historical or cultural significance to the town or region.
- Have held leadership role (s) in the Town, such as through distinguished service in the military, law enforcement, safety, public office, or as a public servant.
- Have made significant financial and civic contributions to the Town, or that have made a direct financial grant to the Town for purposes of developing a particular public property.
- **Have been deceased no less than five years**

Requests for naming of public property or portion thereof may come to the Board of Selectmen from any town official or member of the public. The suggestion for naming Town property (buildings, recreation areas, intersections, walkways, etc) shall be in writing and it must be supported by 50 or more registered voters of the Town as evidenced by validated signatures.

The request for placing memorial objects (artwork, signs or other fixtures, etc.) shall also be in writing and it must be supported by 25 or more registered voters of the Town as evidenced by validated signatures. Such memorial objects examples include, but are not limited to plaques, ornamental signs, sculptures, banners, benches, plantings, and detached structures.

For property under the care, custody and control of the Conservation Commission, the Trustees of the Veterans Memorials, or the Trustees of the Library, or any other such designation, such approval of a naming request shall be determined in a joint meeting of the Board of Selectmen and the respective Commission or Board.

School properties, by State Law, fall under the jurisdiction of the School Committee.

In the case of a written proposal by an applicant for memorialization of a Veteran, the Board of Selectmen shall forward a copy of the request to the Trustees of Veteran's Memorials for consideration and verification of necessary documentation. The Trustees shall make a recommendation to the Board of Selectmen as to the naming of Town property or memorial objects in honor of the Veteran.

This Policy may be amended or rescinded by the Board of Selectmen by majority vote.

Process for Naming Town Property

A written request to name public property which includes, but is not limited to, public buildings, areas within public buildings, recreational area, memorial objects, town-owned land, must be submitted to the Board of Selectmen signed by 50, or 25 (for memorial objects), registered voters validated by the Town Clerk.

The written request must explain the following, as applicable:

- How has this person(s) or organization had geographical, historical or cultural significance to the Town or region?
- What leadership role(s) in the Town, such as through distinguished service in the military, law enforcement, safety, or public office or as a public servant?
- What significant financial and civic contributions to the Town for the purposes of developing a particular public property?
- What is the proposed memorial (plaque, statue, sign, etc)? What is the property location (building, part of building, recreational area, etc)?
- [Verification that person is deceased no less than 5 years prior to the request.](#)

Following certification by the Town Clerk, the Board of Selectmen shall schedule a public hearing either as part of a Board meeting or as a separate public hearing to discuss the public property naming request. [Decisions for placement of memorial objects shall be made during a regularly scheduled meeting of the Board of Selectmen.](#)

The Town Clerk will verify that the property has not already been named and indicate any other properties named after this person(s) or organization.

Upon Board of Selectmen's initial approval of the naming, the next level of review and approval encompasses the design of artwork, signs or other fixtures on property under the jurisdiction of the Board must be reviewed and approved along with the cost of any signage and its ongoing maintenance, as well as who will be bearing the costs (petitioner, the Town, or another entity). In advance of final approval, the Board will seek advice of appropriate boards, committees, and/or departments.