Board of Selectmen

Minutes of December 16, 2014

Bourne Community Building

Bourne, MA 02532

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TA Guerino

Peter Meier, Chairman

Don Pickard, Vice-Chairman (excused)

Stephen Mealy, Clerk

Don Ellis

Linda Zuern

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 of the Bourne Enterprise; Ryan Bauer of the Cape Cod Times.

**Meeting Called to Order**

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

**Moment of Silence for our Troops/Salute the Flag**

**Licenses/Appointments**

Mealy moved and seconded by Zuern to approve Common Victualer licenses for: American Lobster Mart at 2 MacArthur Blvd. Bourne; Beach Plum Bakery at 1337 County Road, Cataumet; Beachmoor at MMA at 101 Academy Drive, Buzzards Bay; The Daily Brew at 1370 Route 28A Cataumet; East Wind Lobster at 2 Main Street, Buzzards Bay; Hollyberry’s at 254 Shore Road, Monument Beach; Jake’s Pizza at 91 Main Street, Buzzards Bay; McDonald’s Corp. at 15 Meetinghouse Lane, Sagamore Beach; Nick’s Pizza at 205 Main Street, Buzzards Bay; Prime Time House of Pizza at 590D MacArthur Blvd., Pocasset; Starbucks Coffee at 2 Bourne Bridge Approach, Buzzards Bay; and Yummy Yo at 269 Main Street, Buzzards Bay, pending payment of fees and copy of workman’s compensation insurance or completion of affidavit if self-employed. Vote 4-0.

Mealy moved and seconded by Zuern to approve Lodging license for Noah’s Ark at 20 Homestead Ext., Sagamore Beach pending payment of fees and copy of workman’s compensation insurance or completion of affidavit if self-employed. Vote 4-0.

Mealy moved and seconded by Zuern to approve Weekday Amusement license for Beachmoor at MMA at 101 Academy Drive, Buzzards Bay pending payment of fees and copy of workman’s compensation insurance or completion of affidavit if self-employed.

Mealy moved and seconded by Zuern to approve Sunday Amusement license for Beachmoor at MMA at 101 Academy Drive, Buzzards Bay pending payment of fees and copy of workman’s compensation insurance or completion of affidavit if self-employed. Vote 4-0.

Mealy moved and seconded by Zuern to approve Auto Dealers – Class II license for: Cape Cod Restorations, Inc., at 4 Crane Circle 0 Units 5-6-7, Cataumet; Coastal Motors and Equipment at 236 Main Street, Buzzards Bay; Diamond Auto Sales at Commerce Park Drive; Diamond Motors at 857 Shore Road, Pocasset; Kent Auto at PO box 936 – 692 MacArthur Blvd., Pocasset; Madmikes Used Car Sales at 74 Cranberry Highway, Sagamore; shoreline automotive, Inc. at 109 Barlows Landing Road, Pocasset; and T Wheels at 8 Otis Park Drive, Bourne pending payment of fees and copy of workman’s compensation insurance or completion of affidavit if self-employed. Vote 4-0.

Mealy moved and seconded by Zuern to approve Public Livery license for Fantasy Limousine Services, Inc. [3 vehicles] at 68 Tara Terrace, Bourne pending payment of fees and copy of workman’s compensation insurance or completion of affidavit if self-employed. Vote 4-0.

**Selectmen’s Business**

Second Reading – Rules of Procedure/new committee appointees

Zuern read changes proposed from the First Reading into the record.

Mealy moved and seconded by Ellis to accept the changes as presented to the Rules of Procedure/new committee appointment. Vote 5-0.

Mary Jane Mastrangelo asked where the changes can be reviewed by the public. TA Guerino will post on the website and at Town Hall and the Library.

Zuern suggested to Ms. Mastrangelo review and if there is something to add, the board can bring it up at the Third Reading.

Mealy commented on Personal Privilege discussed the Marine Life Center assessment relative to charging the sewer fees voted upon at the last BOSC. He respectfully requests the BOSC vote to rescind the vote and change the fees and the BOS vote to change the policy in the New Year.

**Recess to joint meeting with the Finance Committee and School Committee**

Mealy moved and seconded by Zuern to recess to set up for Joint Meeting. Unanimous vote.

FinCom and School Committee all in session.

TA Guerino said the best way to go into any budget season is to try to keep the dialogue open. We are trying to get a snapshot of where we think we will be and that we will have some challenges ahead.

Matthew Stuck said the Financial Planning Working Group (FPWG) role was to identify the financial processes we share collectively with the conclusion leading up to FY15. We appreciate all the support from members volunteer with TA Guerino and Ms. Marzelli. The group created a Financial Plan Calendar which is one of the significant contributions. There has been a whole series of budgetary best practices discussion for policy changes and be brought to the BOS and FinCom or adopted internally by the TA Guerino, making the website more informative for the citizens and identify cost per service or cost per employee and metrics that are common place for work. The group reviewed the policies and had some detailed discussions and will meet together to talk about what we have done and summarize discussions.

Mr. Stuck publically recognized the Finance Director and TA Guerino who have been extremely accessible.

Mary Jane Mastrangelo said at this point the FPWG has done a lot of research in understanding of what makes the Financial Policy for the Town. The group identified five areas: 1) financial policies, 2) long term plan for trends and assumptions, 3) budget presentations for clarity, 4) budget analysis and presentation (priority based and Stat Net program); and 5) community outreach.

Ms. Marzelli reviewed her rough draft of the Town of Bourne Long-Term Financial Planning Model. The Tax Levy is the starting point and averaged 2.5% being $1M – this is our one known. New Growth came in at $576,000 and as we get more could be $500,000 (includes the addition of Keystone, for example).

Excluded Debt is a given. State Aid Revenue and Assessments and we can look at a trend. Revenue hasn’t increased but charges that have been up and down. The FY15 cost to the town was almost $300,000 which is a juggling point and we have to make to our Local Receipts.

Local Receipts have FY15 area of funds that we can close out is getting tighter. Available Funds monies can be used to offset costs. Other Sources (ISWM, Sewer, for example) should stay constant and any access going to capital stabilization fund if voted.

Expense Categories – TA Guerino is recommending Department Budgets go up no more than 1.5% with cost of living not to exceed 2%. We need to know the worst case scenario and went back and increased, following the contracts as they settled in the past.

Mr. Stuck said the School side has done the same thing, but there might be a need for more or less.

TA Guerino’s budget is based on 1.5% expenses and salaries could include cost of living. Steps and the cost of living are included and part of the new negotiations. This is for FY16 and FY17.

Lavoie asked about contracts under negotiations that have an impact on the town – School side has two contracts (BEA Bourne Education Association Bargaining Unit being the biggest and the Custodians). The town contract is LIUNA which includes the Landfill, DPW, Unit B and Bourne Employees Association. The rest are in total about 150 all other employees but Police and Fire.

TA Guerino said based on the census, 18 additional students at $16,500 per year per student and add 10% on top of that number. That number may come down slightly but it is a fairly accurate number. Last year it was a 35% increase over last year.

TA Guerino said capital expense for the facilities in FY16 is not on the plate. It is cyclical. Mr. Hydlburg said the trend is not necessarily the migration of to and from other than the immediate action and is challenging to predict.

Ms. Marzelli said the 1.5% is not to say everyone is willing to accept and that is not what the school is going to come in at - it’s not a final figure.

Ms. Marzelli went on to explain that some items that are known once debts go in, it is a known factor. Shared Costs that will impact the budget will be health insurance looking at FY16 estimating at $7.7M. TA Guerino said we have had some good years were we were $8M but we have been hit this year and the next year. There are some rules and regulations we need to comply with and make changes. We are shopping every couple of years for health insurance policies and bring back to the boards for review. The other item is County Retirement, going up 8% (we will know closer at the beginning of January). Cherry Sheet Offsets and Charges have gone up and down in the last couple of years.

The summary sheet, putting 1.5% increase shows a deficit for FY16. Can the towns use Free Cash for one more year? We think that is part of the discussion we want to have. We have been within policy.

TA Guerino said the BOS would like to see zoning enforcement (offsets other places in the budget to accommodate the priorities the BOS set so far). The other priority is to not fund the DNR ongoing operations with the Waterways Fund. We are working on IT items. We have to look at the priorities and what we have to do.

Mealy said the 5-Year Capital Plan as it is not funded and we are trying to put our hands on what that is supposed to be, but gives the challenges as we put the final budget together for the spring.

TA Guerino said we did some transfers and can’t continue to do on an annual basis. We can probably slide by another year with some adjustments downward but they are not huge. If there is no relief in the impact aid for the military dollars, then we have a different situation on how we take care of that.

Ms. Mastrangelo discussed the Free Cash history on the sheets handed out and briefly reviewed the trend. We need to get a handle on what defines the use of Free Cash and goes back to the policy.

Mealy said we need to come up with a policy to flatten out some of the variations to make forecasting and budgeting easier.

Ms. Michele Ford suggested putting a list of service enhancements we would like to have with costs and the target year we would like to implement.

Ms. Mastrangelo said some monies are budgeted for Capital and systematizing to fit in easier with the budget.

TA Guerino thanked and recognized Ms. Marzelli for the work she has done in preparation for these meetings. In respect to Ms. Ford’s comments on prioritization of the service enhancements, it will take some work but we have to look at it as a piece of our budgeting.

TA Guerino was in Seattle and ran across a center for Priority Based Budgeting. He has them scheduled to meet with the BOS, FinCom, School Committee and Department Heads. They will be here in mid January, for two 3-hour sessions.

Chm. Meier said the last Selectmen will meet again in January 6, 2015.

Mealy moved and seconded by Zuern to adjourn the Selectmen meeting. Unanimous vote. Meeting adjourned at 7:00 pm.

Stuck moved and seconded by Siroonian to adjourn the School Committee meeting. Unanimous vote. Meeting adjourned at 7:00 pm.

**7:00 pm – Convene joint session with Finance Committee**

**Reserve Fund Transfers**

Town Clerk - Ethics

Ford moved and seconded by Lavoie to approve the transfer of $2,000 for the Town Clerk. Unanimous vote.

Town Administrator – Other Contracted Services

Ford moved and seconded by Scotti to approve $13,400 for the Town Administrator’s Other Contracted Services. Unanimous vote.

TA Guerino will move an article to replenish the Reserve Fund from $200,000 to $250,000 in the 1/26/14 Town Meeting if the Selectmen authorize the article.

IT – ShoreTel Phone System (Town Hall and Fire Department)

TA Guerino said Fire Department Station One phone system has crashed and is failing. To implement the system, it will take some fiber optic work in the amount of $70,000. It will include the Fire Station One and Town Hall.

Mr. Hans Lomeland explained this is a bundled package. The MOU is a commitment to finish our goal to implement the entire system as an overall plan. Other than the discount price, we will save man hours of the Fire Department.

TA Guerino said the phone system will be within the current budgetary landscaping. The new DPW system will be integrated into this as will the School Department – using all the same loop for symmetry vs. not having the ability to connect to each other.

Ms. Ford briefly reviewed the Fiber Lateral Construction and said there are efficiencies to this system.

TA Guerino said with the back-up system at Town Hall and the Community Center for sheltering purposes, we can stay live, up and running.

Chm. Meier asked if all elected and appointed officials would have their own town email address. Mr. Lowland said it can happen.

Ms. Mastrangelo said this is crossing over to a Capital item and while she understands the need, but she is concerned about the rest of it. TA Guerino said continuing on the Capital Expense piece but for the purposes of this being an unforeseen expense.

TA Guerino said the phone bill charge minute by minute will go away.

Ford moved and seconded by Lavoie to approve the amount of $70,000 for the Fiber Lateral and ShoreTel Phone System. Unanimous vote.

**Approval of the 7/14/14 Minutes**

Ford moved and seconded by Scotti to approve minutes of 7/14/14 as submitted. Unanimous vote.

**Adjourn**

Crane moved and seconded by Slade to adjourn meeting. Meeting adjourned at 9:00 pm.

Vote 5-0.

Respectfully submitted – Lisa Groezinger, sec.